



# New Prague Utilities Commission

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH · NEW PRAGUE, MINNESOTA 56071 ·  
PHONE (952) 758-4401 · [www.ci.new-prague.mn.us](http://www.ci.new-prague.mn.us) · FAX (952) 758-1149

**Bruce Reimers**  
General Manager

## MEMORANDUM

TO: New Prague Utilities Commission  
FROM: Bruce Reimers, Utilities General Manager  
DATE: October 28<sup>th</sup>, 2024  
SUBJECT: Utility Billing Clerk Assignment

Due to a resignation effective October 23<sup>rd</sup>, 2024, the Utility Billing Clerk position was vacant. During this transition period, the Utilities office staff will provide support to ensure continuity in utility billing operations until a permanent replacement is secured.

The Utility Billing Clerk job is posted in the New Prague Times, the Extra and electronic sources (ex: League of MN Cities and MMUA). The position is open until filled and applications will be reviewed upon receipt. The hiring wage for the position is based off Grade 9, Step 1 \$27.54-Step 11 \$36.13.

**Recommendation:** Commission approves the hiring of a Utility Billing Clerk