



New Prague Utilities Commission

In the Counties of Scott & Le Sueur

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Bruce Reimers
General Manager

MEMORANDUM

TO: New Prague Utilities Commission
FROM: Bruce Reimers, Utilities General Manager
DATE: June 23rd, 2025
SUBJECT: Utility Billing Specialist Assignment

Pending council approval on July 7th, 2025, there will be a change in position that will make the Utility Billing Specialist position vacant. Since the position has been open within the past year and there was another candidate that has already been interviewed, we would like to move forward with an offer. 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 hiring wage for the position is based off Grade 9, Step 1 \$28.33-Step 11 \$37.16.

Recommendation: Commission approves the hiring of a Utility Billing Clerk