



# MEETING MINUTES

## NEW PRAGUE UTILITIES COMMISSION

Monday, October 25, 2021

The regular meeting of the New Prague Utilities Commission (NPUC) was held on Monday, October 25, 2021, at 3:30 p.m. at 300 East Main Street. The meeting also had an online option, via GoToMeeting.

- PRESENT:** Commissioners Dan Bishop, Paul Busch, Brian Skok, and Bruce Wolf
- STAFF PRESENT:** General Manager (GM) Bruce Reimers, Finance Director Patty Solheid and Electric Operations Superintendent (EOS) Ken Zweber, and Water Supervisor Craig Novotny
- ABSENT:** Commissioner Dick Jordan

1. **CALL TO ORDER** - The meeting was called to order by Commission President Dan Bishop on Monday, October 25, 2021 at 3:34 p.m.
2. **APPROVAL OF AGENDA** –Motion was made by Commissioner Busch and seconded by Commissioner Wolf to approve the agenda. Motion carried 4-0.
3. **MEETING MINUTES** - A motion was made by Commissioner Wolf and seconded by Commissioner Busch to approve the September 27, 2021 Meeting Minutes. Motion carried 4-0.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Wolf and seconded by Commissioner Busch on the approval of:
  - A. Accounts Payable in the amount of \$141,040.92
  - B. The SMMPA claim for payment in the amount of \$459,060.46Motion carried 4-0.
5. **FINANCIAL REPORTS A – C** (Enclosed):
  - A. Investment Report – The Investment Report was presented for review and approval.
  - B. Financial Report – The Financial Reports were presented, reviewed, and approved.
  - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Skok and seconded by Commissioner Busch to accept all reports as presented. Motion carried 4-0.

6. **REVIEW AND APPROVAL OF 2022 WATER BUDGET:** General Manager Reimers and Finance Director Patty Solheid presented the 2022 Water Budget. The 2022 Water Budget includes a 3% increase to the consumption rates for residential and commercial customers and a \$1.00 increase to base fees for all customers. The 2022 budget also includes changes to the Customer Service Policy which will include the Utility taking over the maintenance & repairs of residential service lines from the water main to the curb stop at no cost to the customer. After discussion, motion by Commissioner Skok, seconded by Commissioner Busch on the *APPROVAL OF THE 2022 WATER BUDGET*. All voted in favor. Motion carried 4-0.

7. **POLICY CHANGE OF INDUSTRIAL DEMAND BILLING PERIOD SCHEDULE:** General Manager Reimers reviewed a proposed policy change involving the billing procedures that are used to calculate demand and ratchet charges for industrial customers. GM Reimers explained that currently the Utility only looks at the four summer months of June through September to calculate Demand and Ratchet Charges for the next twelve months. Due to changing customer loads and weather conditions, some customers have hit peak demands that have fallen out of the June through September time period. GM Reimers recommended changing the Demand and Ratchet Billing Period to be reflective of the previous twelve months. Therefore, capturing the entire year and will be recalculated each October to correspond with the peak demand and SMMPA Schedule B Billing.

8. **STAFF UPDATE ON TH#19 MAIN STREET RECONSTRUCTION PROJECT:**

- Staff informed the Commission that the Utility was still waiting on the Contractor to finish cement work so that the remaining streetlights can be installed from 1<sup>st</sup> Ave going east to the end of the project.

9. **SMMPA BOARD OF DIRECTOR MEETING – September 8, 2021**

Informational only, no action needed.

10. **SMMPA BOARD OF DIRECTORS MEETING – October 13, 2021**

*General Manager Reimers reported on the following:*

- SMMPA Board approved the 2022 Budget and there will be no rate increase for 2022.
- Coal inventories are extremely low due to the hot summer and due to the railroad not delivering coal because of staffing shortages and track congestion.
- Pete Molton from St. Peter was reelected to the board for a four-year term.

11. **GENERAL MANAGERS REPORT:**

*General Manager Reimers reported on the following:*

- Staff is waiting on the Main Street Contractor to finish cement work so that the remaining 40 streetlights can be installed.
- Dirt work for the Maintenance Building Addition will be starting on October 28, 2021.
- Staff is working on the Electric Budget and hope to present it at the November meeting.
- Management would like to bring Tucker Tietz to full-time status in 2022 if the budget allows. Tucker has been a part-time employee for the past two years.

12. **OTHER BUSINESS:**

- None

13. **ADJOURN:**

A motion was made by Commissioner Bishop and seconded by Commissioner Busch to adjourn the October meeting at 4:53 p.m. Motion carried 4-0.

**NEXT COMMISSION MEETING – MONDAY, NOVEMBER 29, 2021, 3:30 P.M.**

Respectfully Submitted,



Bruce Reimers  
General Manager