



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, March 30, 2020

The online meeting of the New Prague Utilities Commission (NPUC) was held on Monday, March 30, 2020, at 3:30 p.m., via GoToMeeting due to the COVID-19 Pandemic which is preventing attendance at the regular meeting location.

PRESENT: Commissioners Dan Bishop, Paul Busch, Richard Jordan, Brian Skok, and Bruce Wolf

OTHERS PRESENT: General Manager Bruce Reimers, Finance Director Patty Solheid and Electric Operations Superintendent Ken Zweber

1. **CALL TO ORDER:** The meeting was called to order by Commission President Dan Bishop on Monday, March 30, 2020 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** A motion was made by Commissioner Skok to approve the agenda and seconded by Commissioner Jordan. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Jordan and seconded by Commissioner Busch to approve the February 24, 2020 meeting minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Busch and seconded by Commissioner Skok on the approval of:
 - A. Accounts Payable in the amount of \$210,951.64
 - B. The SMMPA claim for payment in the amount of \$415,380.47
5. **FINANCIAL REPORTS A – C (Enclosed):**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Reports for September 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 the reports as presented. Motion carried.

6. **APPROVAL OF LIABILITY COVERAGE WAIVER FORM:** The New Prague Utilities Commission (NPUC) reviewed a request from Tupy Insurance Agency concerning a liability coverage waiver from the League of MN Cities Insurance Trust. Per the information provided, the statutory limits for punitive damages shall not exceed \$500,00/claim or \$1,500,00/aggregate for any number of claims arising out of a single occurrence. The NPUC currently has a \$1,000,000 liability policy and a \$1,000,000 umbrella policy. Although NPUC carries this level of insurance, the City Attorney advised the Utility to not waive the monetary limits on municipal tort liability.

After discussion, a motion was made by Commissioner Jordan and seconded by Commissioner Skok to approve “not waiving” the statutory tort limits. Motion carried.

7. **SMMPA BOARD OF DIRECTOR MEETING – February 12, 2020 (Enclosed)**
Informational only, no action needed.

8. SMMPA BOARD OF DIRECTORS MEETING- March 11, 2020

General Manager Reimers updated the Commission on the following SMMPA Board discussions:

- The SHERCO CIP project is going as planned and on schedule with an estimated cost of \$34.6 million.
- SMMPA staff are working with US Bank to renew a short-term borrowing agreement and is expected to be ready for board approval in April.
- The April meeting will be held with remote access only due to the COVID-19 Pandemic and state-wide shut down.

9. GENERAL MANAGERS REPORT:

General Manager Reimers:

- Met with the new Chart General Manager regarding land sale and was told that Chart is still interested in selling the property but needs to bring several Division Managers together to move the process forward and will take some time.
- Informed the Commission on what actions were being taken to keep staff safe and available during the COVID-19 pandemic. The Commission also wanted management to put out a statement that the Utilities will be working with customers to help them with billing issues due to the COVID-19 relating to layoffs and hardships. There will not be any utilities disconnects due to non-payment through May 15. Also, there will be no late fees or penalties through this time period.
- Discussed billing issues with Miller Milling regarding the demand ratchet charges. Informed the Commission that he has had good conversations with Miller Milling Management and would like to negotiate a rate that would be fair to both parties. The Commission agreed and asked that the General Manager work with the City Attorney to see what agreements could be made and to keep them informed of the progress.

10. OTHER BUSINESS:

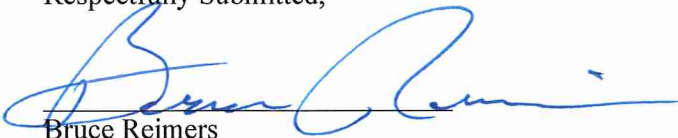
None

11. ADJOURN:

A motion was made by Commissioner Jordan and seconded by Commissioner Skok to adjourn the March meeting at 4:18 p.m.

NEXT COMMISSION MEETING – MONDAY, APRIL 27, 2020, 3:30 P.M.

Respectfully Submitted,



Bruce Reimers
General Manager