



# MEETING MINUTES

## NEW PRAGUE UTILITIES COMMISSION

Monday, August 31, 2020

The online meeting of the New Prague Utilities Commission (NPUC) was held on Monday, August 31, 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, Dick Jordan, Brian Skok and Bruce Wolf.

**NOT PRESENT:** Commissioner Skok had to leave at 4:00 p.m.

**OTHERS PRESENT:** General Manager (GM) Bruce Reimers, Finance Director Patty Solheid and Electric Operations Superintendent (EOS) Ken Zweber

1. **CALL TO ORDER:** The meeting was called to order by Commission President Dan Bishop on Monday, August 31, 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 Busch. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Wolf and seconded by Commissioner Skok to approve the July 27, 2020 meeting minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Jordan and seconded by Commissioner Busch on the approval of:
  - A. Accounts Payable in the amount of \$153,406.67
  - B. The SMMPA claim for payment in the amount of \$540,939.79
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 July were presented, reviewed, and approved.
  - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Busch and seconded by Commissioner Wolf to accept the reports as presented. Motion carried.
6. **STAFF UPDATE ON COVID-19:** General Manager (GM) Bruce Reimers reported that there has been no staff-reported cases or contacts in the past month and that staff has been doing a good job with the required safety precautions.
7. **PROFESSIONAL SERVICES FEE PROPOSAL FOR NEW PRAGUE UTILITY SPACE NEEDS STUDY:** GM Reimers reviewed a proposal from SEH to conduct a Space Needs study that would focus on the space needs of the electric and water departments as it is related to shop, inventory and equipment storage needs. GM Reimers clarified that the scope of the study will also include a multi-year plan with options to have multiple locations or one new central location. A motion was made by Commissioner Jordan and seconded by Commissioner Busch to accept the proposal from SEH in the amount of \$14,500.
8. **SMMPA BOARD OF DIRECTOR MEETING – July 8, 2020**

Informational only, no action needed.

**9. SMMPA BOARD OF DIRECTORS MEETING- August 12, 2020**

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

- SMMPA staff is working on the 2021 budget and will be holding a budget workshop on September 23<sup>rd</sup>.
- SMMPA will be entering into an agreement with APPA to start a new reliability tracking program that all SMMPA members will implement. This will replace the current program that has been executed through MMUA.

**10. GENERAL MANAGERS REPORT:**

*General Manager Reimers reported on the following:*

- The entire water main on the main street project has been completed and has started services.
- Staff is working on the 2021 budget.
- Contracts for the 12<sup>th</sup> Street Water Main project have been signed and work should start the end of September 2020.
- The main line electric has been installed at the Kwik Trip east development.
- The Alton Avenue roundabout lighting is almost complete and should be ready for opening soon.
- Service connections to the Belzer dealerships are near completion and planning for service transfer from MVEC to NPUC sometime in October.

**11. OTHER BUSINESS:**

- None

**12. ADJOURN:**

A motion was made by Commissioner Jordan and seconded by Commissioner Busch to adjourn the August meeting at 4:32 p.m.

**NEXT COMMISSION MEETING – MONDAY, SEPTEMBER 28, 2020, 3:30 P.M.**

Respectfully Submitted,



Bruce Reimers  
General Manager