

NEW PRAGUE UTILITIES COMMISSION MEETING MINUTES

January 22, 2013

The regular meeting of the New Prague Utilities Commission was held on January 22, 2013, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

PRESENT: Commissioners Chuck Wann, Richard Jordan, Dan Bishop and Paul Busch.

ABSENT: Commissioner Chuck Nickolay

OTHERS PRESENT: Electric Operations Supervisor Bruce Reimers, Administrative Services Director Patty Solheid, Maintenance Supervisor, Glen Sticha. Mike Johnson, City Administrator, Jon Peterson of Bolton & Menk and Jon Rodeberg of SEH

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on January 22, 2013 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented moving Agenda Item #11 – PW Organizational Review & Presentation at the beginning of the meeting. Second by Commissioner Busch. Motion carried.
3. **PW Organizational Review & Presentation** – Mr. John Rodeberg of SEH presented to the commission a report from the study that they conducted on behalf of the City. Mr. Rodeberg presented three (3) options to the Commission to consider in their search of a replacement of the Public Works Director position (study attached). City Administrator Michael Johnson asked the Commission to consider possible dates for a joint workshop between the City Council and the Commission to further review the study and options as presented. No action taken.
4. **MEETING MINUTES:** Motion by Commissioner Bishop to approve the December 17, 2012, meeting minutes second by Commissioner Busch. Motion carried.
5. **UTILITY & SMMPA BILLS:** Motion by Commissioner Jordan to approve claims for payment in the amount of \$399,762.84 and SMMPA claim of payment in the amount of \$380,918.18. Second by Commissioner Bishop. Motion carried.
6. **FINANCIAL REPORTS A – C:**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Reports for November were presented for review and approval.
 - C. Kilowatt & Water Sales – The kilowatt and water sales were reviewed.

Motion made by Commissioner Bishop to approve the Investment, Financial Reports. Second by Commissioner Busch. Motion carried.

7. **A. SMMPA Board of Directors Meeting – Dec. 12, 2012:** Electric Operations Supervisor, Reimers presented to the Commission minutes from the Dec. 12, 2012 meeting for their information only.
- B. SMMPA Board of Directors Special Meeting – Jan. 9, 2013:** Electric Operations Supervisor,

Reimers presented to the Commission minutes from the Jan. 9, 2013 meeting for their information only.

8. **Election of Officers** – A motion was made by Commissioner Jordan to keep the existing President/Treasurer (Chuck Wann) and Vice-President (Bishop). Second by Commissioner Busch. Motion carried.
9. **Approval of Depositories:** A motion was made by Busch to keep the same depositories as presented to the Commission. Second by Jordan. Motion carried with Bishop abstaining.
10. **Approval of Official Newspaper:** A motion was made by Busch to retain The New Prague Times as the official newspaper. Second by Jordan. Motion carried with Wann abstaining.
11. **Water Tower Painting:** Maintenance Supervisor, Sticha and Jon Peterson of Bolton and Menk were present to inform and review with the Commission the proposed painting of the East Water Tower. A motion was made by Commissioner Bishop to proceed with advertising for bids. Second by Commissioner Busch. Motion carried.
12. **DISTRIBUTION RELIABILITY REPORT:** Electric Operations Supervisor, Reimers presented the Commission with the 2012 Distribution Reliability Report. No action taken.
13. **MMUA Scholarship:** Administrative Services Director, Solheid presented to the Commission the information for the MMUA Scholarship along with the NPUC's local scholarship for their review. A motion was made by Commissioner Bishop to offer these scholarships for a 2013 Senior Graduate. Second by Commissioner Jordan. Motion carried.
14. **Letter to Landlord & Write-off History:** Administrative Services Director, Solheid presented to the Commission a letter to be sent to all landlords in respect to the new Service Policy that was adopted in late 2011. A motion was made by Bishop to send the letters. Second by Busch. Motion carried.
15. **OPERATIONS REPORT:**
 - **Apprentice Lineman/Power Plant Operator ad**

With no further business a motion was made by Commissioner Jordan, to adjourn the meeting at 5:26 pm, seconded by Commissioner Bishop. Motion carried

Patty Solheid