

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

December 17, 2012

The regular meeting of the New Prague Utilities Commission was held on December 17th, 2012, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

OTHERS PRESENT: Electric Operations Supervisor Bruce Reimers, Administrative Services Director Patty Solheid, and Maintenance Supervisor, Glen Sticha

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on December 17th, 2012 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Busch. Motion carried.
3. **MEETING MINUTES:** Motion by Commissioner Nickolay to approve the November 19th, 2012, meeting minutes with a corrected memo regarding the authorization of signors for the NPUC, second by Commissioner Busch. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of \$410,506.61 and SMMPA claim of payment in the amount of \$362,827.60. Second by Commissioner Bishop. Motion carried.
5. **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.

Maintenance Supervisor, Sticha gave an update on the Filter #1, the painting of the water tower and Well #3. No action taken.

Motion made by Commissioner Jordan to approve the Investment, Financial Reports. Second by Commissioner Nickolay. Motion carried.

6. **Proposed 2012 Write-Off's:** A motion was made by Commissioner Jordan to approve the 2012 write-offs in the amount of \$7,007.11 with reimbursement from the City in the amount of \$961.20 and \$55.08 for sanitary sewer and storm sewer, respectively and from New Prague Lakers in the amount of \$105.02. Second by Commissioner Bishop.
7. **SMMPA BOARD OF DIRECTORS MEETING NOVEMBER 14TH, 2012:** Electric Operations Supervisor, Reimers presented minutes from the November 14th, 2012 for their information. No action taken.
8. **SMMPA BOARD OF DIRECTORS MEETING DECEMBER 12TH 2012:** Electric Operations Supervisor, Reimers reported to the Commission items of topic at the Board of Directors meeting

regarding SHERCO update and CAP X Resolution for their information. No action taken.

9. **LIABILITY COVERAGE WAIVER – LEAGUE OF MN CITIES:** A motion was made by Commissioner Bishop to approve the Liability Coverage Waiver Form with the League of MN Cities Insurance Trust. Second by Commissioner Busch.
10. **ENERLYTE HOME ENERGY REPORT UPDATE:** Administrative Services Director, Solheid presented to the Commission an update on the first month of the new billings that were sent out. No action taken.
11. **CLERK POSITION:** Electric Operations Supervisor, Reimers introduced April Iverson, utility bill clerk for the NPUC, to the Commissioners. No action taken.
12. **OPERATIONS REPORT:**
 - **2013 material purchase in 2012 realizing a savings of approx. \$8,000**
 - **Chart Update**
 - **SMMPA Tree Trimming**
 - **Central Ave Street Lights**

13. SERVICE TERRITORY UPDATE:

14. OTHER BUSINESS

With no further business a motion was made by Commissioner Bishop, to adjourn the meeting at 5:45 pm, seconded by Commissioner Jordan. Motion carried

Patty Solheid