

NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
Tuesday, December 27th, 2016

The regular meeting of the New Prague Utilities Commission was held on Tuesday, December 27th, 2016, at 3:30 p.m., at 300 East Main St – Power Plant, New Prague, MN 56071.

PRESENT: Commissioners Dan Bishop, Paul Busch, Amy Jirik, Richard Jordan, and Brian Skok

OTHERS PRESENT: General Manager Bruce Reimers, and Finance Director Patty Solheid

ABSENT: NONE

1. **CALL TO ORDER:** The meeting was called to order by President Bishop on Tuesday, December 27th, 2016, at 3:33 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 Jordan to approve the November 28th, 2016 meeting minutes, seconded by Commissioner Skok. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Jordan to approve claims for payment in the sum of \$104,377.47 and the SMMPA claim for payment in the amount of \$384,753.16, seconded by Commissioner Busch. 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. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Busch to approve the Financial Reports, seconded by Commissioner Skok. Motion carried.
6. **PROPOSED 2016 WRITE-OFF'S:** A motion was made by Commissioner Skok to accept proposed write-off's as presented, seconded by Commissioner Busch. Motion carried.
7. **MEMO REVIEW OF WATER SERVICE LINE PROTECTION PROGRAM:** After review of the water service protection program the Commission said they were in favor of the program but would like to have the city discuss the possibility of adding the sewer service lines to the program so that all service lines would be covered under one program. General Manager Reimers said he would review the program with Public Works Director Glen Sticha and inform Commissioner Jirik of how the program could be presented to the City Council at a future meeting.
8. **MEMO REVIEW AND APPROVAL OF FEE SCHEDULE:** General Manager Reimers presented the proposed street light and electric service connection fee schedule for 2017. General Manager Reimers informed the Commission that the street light fees were setup to address the addition of new LED lights that will be added to the monthly billing schedule. General Manager Reimers also explained that the addition of a electric service connection feed was needed to cover the rising cost of new service connections and will allow for the standardization of equipment that is installed in new homes.

- 9. UPDATE OF FILTER PLANT REPAIRS:** General Manager Reimers informed the Commission that the replacement of the media in filter plant #1 was about half way completed and that the filter should be back in service sometime in January.
- 10. APPROVAL OF 2017 COMMISSION MEETING DATES:** A motion was made by Commissioner Skok, seconded by Commission Jordan to approve the meeting dates.
- 11. SMMPA BOARD OF DIRECTORS MEETING – NOVEMBER 9th, 2016:** General Manager Reimers gave a short update on the November 9th, 2016 SMMPA Board meeting. No action needed, informational only.
- 12. SMMPA BOARD OF DIRECTORS MEETING – DECEMBER 14th, 2016:** General Manager Reimers informed the Commission that the SMMPA board and members approved a new short term financing agreement with US Bank and also informed the Commission that the SHERCO power plant will be down for annual inspections and repairs starting in February.
- 13. GENERAL MANAGERS REPORT:** General Manager Reimers informed the Commission that the AMI meter installs were about complete for the electric department and water node installs were progressing.
- 14. OTHER BUSINESS:** No other business.
- 15. ADJORN:** With no further business a motion was made by Commissioner Skok to adjourn the meeting at 5:19 pm, seconded by Commissioner Jordan. Motion carried.

NEXT COMMISSION MEETING.....MONDAY, JANUARY 30th, 2017

**PLEASE NOTE: Location change to be held at the
New Prague Utilities Power Plant located at 300 East Main St.**

Bruce Reimers