

**NEW PRAGUE UTILITIES COMMISSION  
MEETING MINUTES  
Monday, March 18, 2013**

The regular meeting of the New Prague Utilities Commission was held on March 18, 2013, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

**OTHERS PRESENT:** Bruce Reimers, Electric Operations Supervisor; Mike Johnson, City Administrator; Jon Peterson, Bolton & Menk Inc., and Ron Jabs, Minnesota Valley Electric

**ABSENT:** Chuck Wann

- 1. CALL TO ORDER:** The meeting was called to order by Vice-President Bishop on March 18, 2013 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 made by Commissioner Nickolay to approve the February 19th, 2013, meeting minutes with a correction noting that President Chuck Wann was absent from the February's Utilities Commission meeting. Second by Commissioner Jordan. Motion carried.
- 4. WATER TOWER BID REVIEW & APPROVAL:** Bonding information – Operations Supervisor Bruce Reimers gave a short overview of the water tower painting project. On March 12, 2013 the New Prague Utilities Commission received seven bids that were opened and reviewed. Jon Peterson of Bolton & Menk Inc., then answered questions from the Commission and gave an overview of the bids received.

Per the memorandum given to the Commission it was recommended by staff and Bolton & Menk Inc., to accept the bid of \$238,000 from LC United Painting from Michigan.

A motion made by Commissioner Nickolay to accept the bid from LC United Painting Inc. for \$238,000, second by Commissioner Busch. Motion carried.

Following bid approval, Mike Johnson gave some information on the bonding options that would be available to the water department to finance the water tower painting project. It was decided that staff should look at the budget and decide what option works best for the water department over a 10 or 15 year period.

- 5. UTILITY & SMMPA BILLS:** Motion by Commissioner Jordan to approve claims for payment in the amount of \$347,300.28, noting to check the amounts billed to utility's on the copier lease and telephone billing; and SMMPA claim of payment in the amount of \$362,905.90. Second by Commissioner Busch. Motion carried.

**6. FINANCIAL REPORTS A – C:**

- A. Investment Report – The Investment Report was presented for review and approval.
  - a. F.I.S.T – 2012 Year-End Update for discussion.
- 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 Nickolay to approve the Investment, Financial Reports, second by Commissioner Busch. Motion carried.

**7. SMMPA BOARD OF DIRECTORS MEETING FEBRAURY 13, 2013:**

Electric Operations Supervisor Reimers presented to the Commission minutes from the February 13, 2013 SMMPA Board of Directors meeting. No action needed.

**8. AUTOMATED TELEPHONE ANSWERING:** A motion by Commissioner Nickolay to implement a two month trial period, second by Commissioner Busch. Motion carried.

**9. WATER DONATION TO NEW PRAGUE COMMUNITY POOL:** The Commission was presented with a letter from Amy Eich, Director of Community Services, requesting the donation of water for the initial filling of the swimming pool. After a discussion a motion was made by Commissioner Jordan, second by Commissioner Busch to approve the request as presented. Motion carried.

**10. OPERATIONS REPORT:**

**A. Water**

Information was given by Maintenance Supervisor Glen Sticha on the failure of well #4 on March 15, 2013. Well #4 will need to be pulled and evaluated to determine the cause of the failure. Cost for the repair could be around \$25,000.

Maintenance Supervisor Sticha gave a report from the MPCA that all backwash tests from Filter #1 have met their criteria.

**B. Electric**

Electric Operation Supervisor Reimers shared information on the progress of the pollution control equipment upgrade on the SMMPA generation equipment and that all materials had been ordered for the 2013 CIP projects.

**11. REA TERRITORY UPDATE:** Operations Supervisor Reimers made the recommendation that the utilities gather information on the REA area and work with MMUA and our consultants to come up with an offer that the Commission can consider making to MVEC to move the process forward. The Commission was in agreement that we should move forward.

**12. CITY/UTILITY ORGANIZATIONAL REVIEW UPDATE:** City Administrator Johnson gave a short update on the organizational work that Bruce Reimers, Glen Sticha, and Mike Johnson have been working on and stated that he would like to call a special meeting on April 1, 2013 with the City Council and Commission to seek approval of the planned changes.

**13. OTHER BUSINESS:**

1. Electric Operations Supervisor Reimers, made note to change the April 15<sup>th</sup>, 2013 to April 22, 2013.

With no further business a motion was made by Commissioner Jordan, to adjourn the meeting at 5:04 pm, second by Commissioner Busch. Motion carried.

**Bruce Reimers**