

NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
Monday, March 28th, 2016

The regular meeting of the New Prague Utilities Commission was held on Monday, March 28th, 2016, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

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

ABSENT: None

1. **CALL TO ORDER:** The meeting was called to order by President Bishop on Monday, March 28th, 2016, at 3:30 p.m.
2. **APPROVAL OF AGENDA:** A motion was made by Commissioner Jordan to approve the agenda as presented, seconded by Commissioner Skok to also include a motion to approve agenda item 5A, memo to review contracts with Complete Merchant Solutions and Neon Link for electronic bill payment. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Skok to approve the February 22nd, 2016 meeting minutes, seconded by Commissioner Busch. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Skok to approve claims for payment in the sum of \$91,055.43 and the SMMPA claim for payment in the amount of \$411,861.69, 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 February 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 Jordan. Motion carried.
- 5A. **MEMO (ADDED) - COMPLETE MERCHANT SOLUTIONS (CMS) & NEON LINK CONTRACTS:** Finance Director Patty Solheid reviewed a new contract with Complete Merchant Solutions and Neon Link. The new contracts will enhance our credit card and electronic payment options that we will be making available to the city and utility customers in 2016. Finance Director Solheid informed the commission that final review of the contracts were being completed by the city attorney and recommended to the commission to approve the new contracts pending their approval. A motion was made by Commissioner Skok, seconded by Commissioner Jirik to approve the contract with Complete Merchant Solutions (CMS) and Neon Link pending satisfactory approval by Kennedy & Graven. Motion carried.
6. **MEMO – NEW PRAGUE UTILITIES COMMISSION 2016 SCHOLARSHIP PROGRAM:** The Commission reviewed the submitted essays and chose essay #6 as the winning essay. A motion was made by Commissioner Bishop, seconded by Commissioner Skok to award the New Prague Utilities Commission \$500 Scholarship to Charlie Murphy, son of Joe & Tammy Murphy. His essay will be submitted to MMUA’s Tom Bovitz Memorial Scholarship program.

7. **MEMO – DONATION OF WATER TO NEW PRAGUE COMMUNITY POOL:** A motion was made by Commissioner Jordan, seconded by Commissioner Busch to donate the water needed to fill the community pool for the 2016 season.
8. **SMMPA BOARD OF DIRECTORS MEETING – FEBRUARY 10th, 2016:** General Manager Reimers gave a short update on the February 10th, 2016 SMMPA Board meeting. No action needed, informational only.
9. **SMMPA BOARD OF DIRECTORS MEETING – MARCH 9th, 2016:** General Manager Reimers informed the Commission that SMMPA staff and the Board of Directors will be looking at making some changes to the agency agreement in the next couple of months and handed out some information outlining some of the proposed changes. More information will be presented at following meetings.
10. **GENERAL MANAGERS REPORT:** General Manager Reimers informed the Commission that work has started on the new AMI and load control system and that the electric crews had started work on the new electrical services to the school additions.
11. **OTHER BUSINESS:** General Manager Reimers informed the Commission that no one had indicated that they wanted to go to the SMMPA spring informational meeting in North Branch. President Dan Bishop informed the Commission that he would not be able to attend the June 27th Commission meeting. Possible alternative dates will be reviewed at the April meeting.
12. **ADJORN:** With no further business a motion was made by Commissioner Jordan to adjourn the meeting at 4:38 pm, second by Commissioner Skok. Motion carried.

NEXT COMMISSION MEETING.....MONDAY, APRIL 25th, 2016