

**NEW PRAGUE UTILITIES COMMISSION  
MEETING MINUTES**

**Monday, April 22, 2013**

The regular meeting of the New Prague Utilities Commission was held on April 22, 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 Wann.

**OTHERS PRESENT:** General Manager Bruce Reimers, Public Works Manager Glen Sticha; and Administrative Service Director Patty Solheid

**ABSENT:** Chuck Nickolay

1. **CALL TO ORDER:** The meeting was called to order by President Wann on April 22, 2013 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Bishop. Motion carried.
3. **MEETING MINUTES:** Motion made by Commissioner Bishop to approve the March 18, 2013, meeting minutes with a correction noting that Public Works Manager Sticha was present at the meeting. Second by Commissioner Busch. Motion carried.

A motion made by Commissioner Jordan to approve the April 1<sup>st</sup>, 2013 meeting minutes as presented, second by Commissioner Bishop.

4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of \$406,350.28; and SMMPA claim of payment in the amount of \$375,622.81. Second by Commissioner Bishop. Motion carried.
5. **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.
  - D. Resolution Authorizing the Signing of all Checks & Investments

Motion made by Commissioner Bishop to approve the Investment, Financial Reports, and Resolution Authorizing the Signing of all Checks & Investments, second by Commissioner Jordan. Motion carried.

6. **WATER TOWER PAINTING CONTRACT AND BONDING:** General Manager Reimers presented the contracts for the painting of the East Water Tower to be signed by Commissioner Wann. The commission was also given information by Administrative Service Director Patty Solheid on bonding options and the recommendations by Springsted to go with the 15 year bond. General Manager Reimers also asked if the

Commission wanted to have the contract reviewed by City Attorney Scott Riggs at an estimated cost of about \$300 after discussion a motion was made by Commissioner Bishop, second by Commissioner Jordan to approve the 15 year bonding option and to have the contract reviewed by the City Attorney Scott Riggs. Motion carried.

7. **NEW PRAGUE UTILITIES COMMISSION SCHOLARSHIP PROGRAM:** A memorandum was given to the Commission by General Manager Reimers detailing the results of the 2013 scholarship contest and that the winner Nina Bennett will be awarded the NPUC \$500 Scholarship and her essay will be entered into the MMUA State wide scholarship contest. A motion was made by Commissioner Busch, second by Commissioner Bishop to approve the memorandum. Motion carried.
8. **SMMPA BOARD OF DIRECTORS MEETING MARCH 20, 2013:** General Manager Reimers gave a short update on the SHERCO repairs and made mention that the April SMMPA meeting had been canceled due to weather. No action needed.
9. **CITY OF NEW PRAGUE AND NEW PRAGUE UTILITIES ORGANIZATIONAL RE-STRUCTURE UPDATE:** General Manager Reimers and Public Works Manager Sticha gave an update on the foreman positions that were put into place due to the organizational changes and that the changes have been very positive.
10. **RICE STANDARDS UPDATE:** General Manager Reimers presented information on the new EPA rule changes and the modifications that will be required to continue to operate the stand-by generation engines. More information will be presented at the May meeting. No action required.
11. **OPERATIONS REPORT:**
  - A. **Water**
    - a. OSHA – Public Works Manager Sticha gave an update on a pending violation involving employees entering and excavation area without taking proper safety precautions and that this violation may result in fines issued by OSHA.
    - b. Well Update - Commission was given an update by General Manager Reimers and Public Works Manager Sticha on repairs made to #3 and #4 wells and that both wells should be back in service by 4/24/13
  - B. **Electric**
    - a. Generation Position – General Manager Reimers gave an update on the hiring of a replacement for Generation Operator Keith Barta and his plan to return to work in September of 2013 and that Manager Reimers will look at filling this position with a seasonal person.
    - b. NPUC Vehicle – General Manager Reimers also inquired about being able to take a NPUC vehicle to and from his residence. It was been the policies of the NPUC to either pay an allowance for the use of a personal vehicle or provide a company vehicle to the General Manager as has been done in the past. It was the conscience of the Commission to continue this practice. No action required.
12. **OTHER BUSINESS:**
  1. MMUA Summer Conference Maddens Resort – August 19 – 21, 2013: General Manager Reimers made mention of the upcoming MMUA conference in August and

asked that the Commissioners look at their calendar and let him know if they would like to attend. President Wann asked about the possibility of having a future meeting at the power plant that could also involve a tour of the facilities.

With no further business a motion was made by Commissioner Jordan, to adjourn the meeting at 4:50 pm, second by Commissioner Bishop. Motion carried.

**Bruce Reimers**