

**NEW PRAGUE UTILITIES COMMISSION**  
**MEETING MINUTES**  
**Monday, August 26<sup>th</sup>, 2013**

The regular meeting of the New Prague Utilities Commission was held on August 26<sup>th</sup>, 2013, at 3:32 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

**OTHERS PRESENT:** General Manager Bruce Reimers; Administrative Service Director Patty Solheid

**ABSENT:** None

1. **CALL TO ORDER:** The meeting was called to order by President Wann on August 26<sup>th</sup>, 2013 at 3:32 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 by Commissioner Nickolay to approve the July 22<sup>nd</sup>, 2013, meeting minutes, second by Commissioner Bishop. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of \$518,914.21; and the SMMPA claim of payment in the amount of \$476,377.09. 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 July were presented for review and approval.
  - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

Motion made by Commissioner Jordan to approve the Investment and Financial Reports, as presented, second by Commissioner Busch. Motion carried.
6. **AUDIT BIDS:** Director of Administrative Services Patty Solheid presented a bid from Abdo, Eich, and Meyers to conduct utility annual audits through 2015 in the amount of \$10,450 for calendar year 2013 with a 2.5% adder for each additional year. A motion was made by Commissioner Bishop and seconded by Commission Nickolay to accept the bid. Motion carried.
7. **HEAT SHARE MEMO:** A memo was presented by General Manager Reimers asking the Commission whether they wanted to participate in the Salvation Army Heat Share Program. After some discussion a motion was made by Commissioner Bishop and seconded by Commissioner Jordan to participate in the program for the 2013/2014 heating season. Motion carried.

8. **SMMPA BOARD OF DIRECTORS MEETING JULY 10<sup>th</sup>, 2013:** General Manager Reimers gave a short update on the July 10<sup>th</sup> SMMPA Board meeting. No action needed.
9. **SMMPA BOARD OF DIRECTORS MEETING – AUGUST 14<sup>th</sup>, 2013:** General Manager Reimers gave a short update on the August 14<sup>th</sup> SMMPA board meeting and informed the Commission that SHERCO startup and testing is scheduled to start the week of September 1<sup>st</sup>. No action needed.
10. **MMUA SUMMER CONFERENCE:** General Manager Reimers and Commissioner Busch gave a short overview of the MMUA Summer Conference.
11. **OPERATIONS REPORT:**
  - A. **Water**
    - a. Tower Painting Update: General Manager Reimers gave an update to the Commission regarding the status of the water tower painting project and stated that the utilities has not been billed for the project yet and that there are a couple items on the punch list that need to be completed before full payment would be made.
    - b. 2013 CIP Update: General Manager Reimers also informed the Commission that all the water main and service work had been completed on the 2013 CIP projects.
  - B. **Electric**
    - a. SMMPA Power Plant Project: General Manager Reimers informed the Commission that most of the generation catalyst upgrades have been made and that testing has shown that the contractor may need to make some modifications to the silencer on engine #6 to meet the specifications set forth in the contract. More information should be available at the next month meeting.
    - b. 2013 CIP Update: General Manager Reimers also informed the Commission that the electrical work for the 2013 CIP projects was just about complete and that street lighting will be installed as soon as the sidewalk bricks have been installed.
12. **OTHER BUSINESS:**  
No other Business.

With no further business a motion was made by Commissioner Jordan to adjourn the meeting at 4:35 pm, second by Commissioner Bishop. Motion carried.

**NEXT COMMISSION MEETING.....SEPTEMBER 23<sup>rd</sup>, 2013**