AGENDA ITEM: 3A

NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
July 16th, 2012

The regular meeting of the New Prague Utilities Commission was held on July 16th, 2012, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

OTHERS PRESENT: Public Works Director Dennis Seurer and Administrative Services Director Patty Solheid

ABSENT: None

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on July 16th, 2012, 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 by Commissioner Nickolay to approve June 26th, 2012, meeting minutes, and the minutes of the June 26th, 2012 Joint Meeting with City Council, second by Commissioner Busch. Motion carried.

4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of $336,501.71 and SMMPA claim of payment in the amount of $456,396.23. Second by Commissioner Bishop. Motion carried.

5. **FINANCIAL REPORTS A – C:**
   A. Investment Report – The Investment Report was presented for review and approval. After discussion a motion was made by Commissioner Jordan, seconded by Commissioner Busch instructing staff to maintain approximately 25% of the Utilities investment portfolio in CD's and the remainder to be invested in the F.I.S.T account. Motion carried. Commissioner Bishop abstaining from the vote. Staff will make the necessary adjustments within the investment portfolio.
   B. Financial Report – The Financial Reports for June were presented for review and approval.
   C. Kilowatt & Water Sales – The kilowatt and water sales were reviewed.

   Motion made by Commissioner Bishop to approve the Investment and Financial Reports as presented. Second by Commissioner Busch. Motion carried.

6. **SMMPA BOARD OF DIRECTORS MEETING JUNE 13th, 2012:** Public Works Director Dennis Seurer presented minutes from the June 13th, 2012, SMMPA Board of Directors meeting for their information. No action needed.

7. **SMMPA BOARD OF DIRECTORS MEETING JULY 11th, 2012:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the July 11th, 2012, SMMPA Board of Directors Meeting.

8. **ELECTRIC SERVICE TERRITORY:** Public Works Director Dennis Seurer informed the Commission that staff is in the process of inventorying the affected properties that are currently within the city limits that are being served by MVEC. Staff will be meeting with other Municipal Utilities to gather information regarding this issue and will continue to report back to the Commission on a regular basis.

9. **ELECTION OF OFFICERS:** After a discussion a motion was made by Commissioner Bishop, seconded by Commissioner Busch to continue with the current slate of Officers which are Commissioner Wann as President/Treasurer, Commissioner Bishop as Vice-President and Public Works Director Dennis Seurer as Secretary to the Commission. Motion carried.

10. **OPERATIONS REPORT:** No report.

11. **OTHER BUSINESS:** The Commission asked staff to explore the option of electronic billing and report back their findings.

    1. Public Works Director Dennis Seurer informed the Commission that his position on the SMMPA Board of Directors will be expiring at the October Board Meeting and he will not be seeking re-election to the Board.

    2. Public Works Director Seurer, Commissioner Bishop, and Commissioner Busch will be attending the annual MMUA Summer Conference August 20th through the 22nd, 2012

    With no further business a motion was made by Commissioner Bishop, to adjourn the meeting at 5:05 pm, seconded by Commissioner Jordan. Motion carried

Dennis Seurer