

**Minutes of the Proceedings of the Commission of North Branch Water & Light  
Regular Session  
May 15, 2018**

**CALL TO ORDER:** The North Branch Water & Light Commission met in regular session and Kirsten Hagen-Kennedy called the meeting to order at 3:30 p.m.

**ROLL CALL:** Commissioners present were Kirsten Hagen-Kennedy, Chris Bibeau and Peter Schaps. Staff members present were general manager Petsche and office manager Kraemer. City finance director Hill was also present.

**APPROVE AGENDA:** (.18)

Motion by Bibeau, second by Hagen-Kennedy to approve the agenda. All voted aye. Motion carried.

**PUBLIC COMMENT:** (.38)

None

**Minutes** (.50)

Motion by Hagen-Kennedy, second by Bibeau to approve the minutes of the April 17, 2018 regular session meeting. All voted aye. Motion carried.

**Payment of Bills** (1.31)

Schaps asked about payments for professional services.

Petsche responded that there were payments for legal fees and engineering services. He also informed the Commissioners that the air permit plan has been submitted to MN Pollution Control for approval.

Motion by Hagen-Kennedy, second by Schaps, to approve payment of bills as presented. All voted aye. Motion carried.

**Utility Financial Update** (4.16)

Hill said that water revenue is up 37% primarily due to trunk fees. Electric revenue is up about 6%. He summarized the financial information through the end of April in the provided report.

**Water Department Admin Policy – 17.0 Private Fire Systems** (11.33)

Petsche explained the private fire systems section of the admin policy. He would like to change the language in that section due to changing requirements by the state. He researched how other communities handle fire suppression.

Discussion.

Motion by Hagen-Kennedy, second by Bibeau to approve the language to be added to the policy. All voted aye. Motion carried.

Motion by Hagen-Kennedy, second by Schaps to update the fee structure adding a fire service line fee at \$2 per inch. All voted aye. Motion carried.

Petsche shared a water bill from Grantsburg WI. He pointed out quarterly charges relating to fire protection. He feels the cost of fire protection is an important issue that needs to be addressed.

Discussion.

**Electric Service Territory** (43.09)

Petsche wanted to give some background information to the commissioners on our electric service territory. He started with the history of service territories, gave examples of other community's service territories and went over our service territory agreements; one from 1994 and another in 2008. He also informed the commission of the conversations that he has had with East Central Energy.

Discussion.

**Flink Avenue Water Main** (1.16.45)

Petsche wanted to give the commissioners a heads up on what the utility will need to do in order for the new development to move forward. He stated that the development will not happen if there is not water in the area. He described the area where the water main currently exists and where it will need to go in the future. He recommends that if we can get adequate funding to 400<sup>th</sup> then we should proceed with getting water to that area.

Discussion.

**General Discussion**

None

Motion by Hagen-Kennedy, second by Schaps to adjourn the meeting.  
Meeting was adjourned at 5:03 p.m.

The next regular session meeting is June 19, 2018 at 3:30 p.m.

Chris Bibeau, Secretary