

Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
April 17, 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.

APPROVE AGENDA: (.20)

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

PUBLIC COMMENT: (.38)

None

Minutes (.50)

Motion by Hagen-Kennedy, second by Schaps to approve the minutes of the April 6, 2018 special session meeting. All voted aye. Motion carried.

Payment of Bills (2.02)

Bibeau and Schaps asked for explanations regarding a few of the accounts.

Petsche addressed the questions that the commissioners had.

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

Utility Financial Update (6.04)

Due to Hill's absence there was not a verbal review of the financial information.

The commissioners looked over the financial information.

Discussion.

City Franchise Fee (9.29)

Petsche informed the commission that the City Council approved a franchise fee at the last council meeting. Ordinance numbers 282-18 and 283-18 spell out the franchise fee for our utility. The fee schedule is included in ordinance 283-18. The city has the authority and a right to impose a franchise fee on the utility. He went over the three different rate classes for the users.

Discussion.

The city administrator gave a brief overview of the ordinances. She answered the commissioner's questions about the franchise fee.

Discussion.

Motion by Hagen-Kennedy, second by Bibeau to approve the implementation of the franchise fee. Members voted: Aye - 2, Nay – 1 (Schaps). Motion carried.

Flink Avenue Water Main (41.52)

Petsche said that there has been discussion about a 20 inch water main going north on Flink to 400th and then east to the industrial site. This is not a new discussion. There were studies in 2003 and 2009. There are some 20 inch pipes in the ground at the industrial site. There is a developer that is interested in some land further north on Flink Avenue. He stated that he will recommend what makes business sense to the commission. The project will cost a significant amount of money.

Discussion.

City administrator Fry stated that there was a meeting with the developer next week.

Discussion regarding the industrial park and city growth followed.

Meter Reading Software & Equipment Upgrade (1.11.49)

Petsche stated that our meter reading equipment is outdated and he would like the commission to consider upgrading the software and equipment for meter reading. He explained the meter reading process as well as water leak reporting.

Discussion.

Motion by Hagen-Kennedy, second by Schaps to approve the new meter reading software and equipment. All voted aye. Motion carried.

General Discussion (1.39.36)

None

Motion by Hagen-Kennedy, second by Schaps to adjourn the meeting.
Meeting was adjourned at 5:10 p.m.

The next regular session meeting is May 15, 2018 at 3:30 p.m.

Chris Bibeau, Secretary