

**Minutes of the Proceedings of the Commission of North Branch Water & Light**  
**Regular Session**  
**August 13, 2019**

**CALL TO ORDER:** The North Branch Water & Light Commission met in regular session and Peter Schaps called the meeting to order at 4:00 p.m.

**ROLL CALL:** Commissioners present were Peter Schaps, Chris Bibeau and Kelly Neider. Staff members present were general manager Petsche and office clerk Frederick.

**APPROVE AGENDA:** (.15)

Motion by Neider, seconded by Bibeau to approve the amended agenda. All voted aye. Motion carried.

**PUBLIC COMMENT:** (.52)

None

**Minutes** (.58)

Motion by Schaps, seconded by Bibeau to approve the minutes of the July 16, 2019 regular session meeting. All voted aye. Motion carried.

**Payment of Bills** (1.34)

Bibeau asked about the charges for processing the credit card payments.

Petsche explained that there are savings with the new system compared to the old system. At the time of the meeting he did not know the amount that the utility is charged for processing payments.

Neider stated that in her experience it has been a percentage charge rather than a per transaction charge.

Discussion.

Bibeau asked about the payment in the electric supplies and maintenance account.

Petsche said that the majority of the charge was for directional boring.

Discussion.

Motion by Bibeau, seconded by Neider to approve the payment of the bills as presented. All voted aye. Motion carried.

**Joint Meeting Overview** (10:28)

Schaps would like to take some time to talk about the joint meeting with the City. He said that water trunk fees were discussed in his group.

Discussion regarding water trunk fees.

Neider said that her table discussed base fees.

Discussion regarding base fees followed.

Petsche said that there was a lot of discussion about water pressure and volume in the industrial site.

Discussion followed.

The commission discussed water towers and pressure.

Schaps asked about the progress on the water line on Flink Avenue.

Petsche reported on the progress.

Discussion.

The commission discussed meeting with the city a few times throughout the year.

**Service Territory** (47.51)

Schaps informed the commission that Petsche and himself met with East Central Energy. He felt that the meeting went well.

Petsche said that they discussed the development south of Olson's. It's approximately 3-4 acres.

Discussion.

**General Discussion** (58.23)

Petsche asked the commissioners to set a time for the monthly meetings. The trial time for the meetings has expired.

Motion by Bibeau, seconded by Schaps, to approve 4:00 p.m. as the regular commission meeting time. All voted aye. Motion carried.

The commission discussed the MMUA Summer Conference.

Meeting was adjourned at 5:07 p.m.

The next regular session meeting is September 17, 2019 at 4:00 p.m.

Chris Bibeau, Secretary