

**Minutes of the Proceedings of the Commission of North Branch Water & Light**  
**Regular Session**  
**December 18, 2018**

**CALL TO ORDER:** The North Branch Water & Light Commission met in regular session and Kirsten Hagen-Kennedy called the meeting to order at 3:31 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:** (.07)

Petsche asked to add the air permit as a discussion item. It was added as item number 6.5 for informational purposes.

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

**PUBLIC COMMENT:** (.54)

None

**Minutes** (1.02)

Schaps had a suggestion after listening to the recording and reviewing the minutes of the special meeting. He suggested that the percentage of wage increase be documented in the minutes going forward so they can be used as a reference in the future.

Motion by Hagen-Kennedy, seconded by Bibeau to approve the minutes of the November 20, 2018 regular session meeting and the December 4, 2018 special meeting. All voted aye. Motion carried.

**Payment of Bills** (4.34)

Petsche informed the commission that the expense under the maintenance of equipment in the water account was for the backwash tank. He also explained the expense for the insurance boiler & machinery in the electric account.

Discussion.

Hagen-Kennedy wanted it noted that in 2019 there should be a discussion regarding the boiler & machinery insurance once the air permit process is complete.

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

**Utility Financial Update** (9.56)

Hill was absent. Petsche wanted to discuss the new format for the financial update. He stated that he met with Hill and they made significant changes to the format. He pointed out the changes and gave an explanation for the changes.

Discussion.

**Antenna Contract** (22.56)

Petsche reported that he was working with attorney Stevens on the changes that the school district made as well as updating language in the contract. He stated that it is getting close to being finished.

**Air Permit** (23.44)

Petsche gave a little history on the air permit. The permit was originally submitted before he was the general manager. Minnesota Pollution Control Agency (MPCA) said the permit was not complete so in late 2012 the permit was resubmitted. The permit was not looked at until 2017 by the MPCA and there were so many changes between 2012-2017 that a new permit had to be submitted. The new permit was submitted in 2018. He received notice that the permit was approved about a month ago. He got notice today that there was an error and the permit is not approved. He has a call scheduled to discuss the permit with our engineer. He went on to inform the commission of a few options that are out there.

Discussion.

**General Discussion** (38.14)

Bibeau asked about the scheduled outage on December 6<sup>th</sup>.

Petsche explained that Great River Energy needed to work on their line so they scheduled a 4 hour outage. We ran the generators to pick up our load so Great River Energy could take down their lines to repair them. The transition went smoothly.

Discussion.

Motion by Schaps, seconded by Hagen-Kennedy to adjourn the meeting.  
Meeting was adjourned at 4:12 p.m.

The next regular session meeting is January 15, 2019 at 3:30 p.m.

Chris Bibeau, Secretary