

**Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
February 20, 2018**

CALL TO ORDER: The North Branch Water & Light Commission met in regular session and Kirsten Hagen-Kennedy called the meeting to order at 3:29 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. Attorney Vince Stevens was also present.

APPROVE AGENDA: (.30)

Petsche asked if the closed session could be moved up. Hagen-Kennedy said it would be moved to 2.5. Motion by Hagen-Kennedy, seconded by Bibeau to approve the agenda with the closed session change. All voted aye. Motion carried.

PUBLIC COMMENT: (1.11)

None

The commission secretary position was vacant due to the removal of Erickson. Motion by Hagen-Kennedy, seconded by Bibeau to appoint Bibeau as the commission secretary. Members voted: Aye – 2, Nay – 1 (Schaps), Motion carried.

Closed Session – Attorney/Client Privilege (2.07)

This portion of the meeting was closed in accordance with Minnesota Statute section 13D.05 for litigation purposes regarding an appeal made by a resident relating to certification to property taxes by the commission with action.

The closed session was adjourned at 3:49 p.m.

Regular session meeting was reopened to the public at 3:51 p.m.

In the closed session there was a motion by Bibeau, second by Hagen-Kennedy to indemnify the City for the defense of the appeal made by the Borchardt's. All voted aye. Motion carried.

Minutes (part 2 - .26)

Motion by Bibeau, seconded by Hagen-Kennedy to approve the minutes of the January 16, 2018 regular session meeting. All voted aye. Motion carried.

Payment of Bills (1.17)

Petsche informed the commission that going forward there will be a different format for payment of bills.

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

Utility Financial Update (5.05)

None

Distributed Generation Policy (6.32)

Petsche briefly went over the distributed generation policy for the commissioners. He informed the commissioners what the customers are required to do as well as the municipal. He explained the different requirements between customers using 40KW or less and 40 KW or more.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau, to approve the distributed generation policy. All voted aye. Motion carried.

Air Permit and SPCC Plan (12.45)

Petsche explained the process of getting the air permit for the five generators on site. Within the air permit there are requirements that our staff is not able to perform. An outside source will need to be hired to perform those requirements.

Discussion.

Petsche said that it is time to update the SPCC Plan. The plan has to be updated every five years. It is a plan to safeguard against major spills.

Discussion.

General Discussion (23.44)

Motion by Schaps, seconded by Hagen-Kennedy to adjourn the meeting.
Meeting was adjourned at 4:16 p.m.

The next regular session meeting is March 20, 2018 at 3:30 p.m.

Chris Bibeau, Secretary