

**Minutes of the Proceedings of the Commission of North Branch Water & Light  
Regular Session  
January 16, 2018**

**CALL TO ORDER:** The North Branch Water & Light Commission met in regular session and Kirsten Hagen-Kennedy called the meeting to order at 3:32 p.m.

**ROLL CALL:** Commissioners present were Kirsten Hegen-Kennedy and Chris Bibeau. Staff members present were general manager Petsche and office manager Kraemer. City finance director Hill was also present. Late arrival – Cindy Erickson at 4:

**SWEARING IN COMMISSIONERS:** (.05)

Chris Bibeau was sworn in as a new commissioner of North Branch Water & Light Commission.

**ELECTION OF OFFICERS:** (1.16)

Delayed until commissioner Erickson arrives.

**APPROVE AGENDA:** (1.24)

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

**PUBLIC COMMENT:** (1.46)

None

**Minutes** (1.56)

Motion by Bibeau, seconded by Hagen-Kennedy to approve the minutes of the December 19, 2017 regular session meeting. All voted aye. Motion carried.

**Payment of Bills** (2.30)

Hagen-Kennedy asked Petsche if he would like to go over the bills. Petsche explained some of the larger payments.

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

**Utility Financial Update** (7.15)

Hill explained the reports more in depth for the new commissioner. The numbers in the reports are preliminary numbers until the audit is complete. Revenues and expenditures are very close to budget. The commission is making strides but still has a long way to go in the cash funds. He explained that there are certain goals that the bond agencies and rating agencies expect the commission to have.

Discussion.

**Appointments** (31.56)

Petsche recommended that Hagen-Kennedy be considered the commission chair due to the uncertainty of the pending lawsuit against commissioner Erickson.

Hagen - Kennedy suggested Erickson continue as the secretary and Bibeau as acting chair.

Motion by Hagen-Kennedy, seconded by Bibeau, to approve Resolution 18-01.

RESOLUTION NO. 18-01

Commission Chair	Kirsten Hagen-Kennedy
Acting Chair	Chris Bibeau
Secretary	Cindy Erickson
Official Newspaper	The Post Review
Official Depositories	Associated Bank, Associated Wealth Management, Edward D. Jones, Investments Centers, Members Cooperative Credit Union, Minnco Credit Union, Neighborhood National Bank, Stearns Bank and Wells Fargo
Attorney	Miller & Stevens, P.A.
Auditor	Oberloh & Associates
Insurance Agent	Associated Financial Group

All voted aye. Motion carried.

**WAC – Fee Schedule** (34.58)

Petsche stated that there have been some questions from the City regarding fees.

Hill went over the incentives that have been in place for some time. He went over a hand out that had different discounts for the WAC and trunk fees.

Petsche and Hill gave brief explanations of the fees.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau, to approve a 50% discount in 2018 and moving towards a 40% discount in 2019. All voted aye. Motion carried.

**Distributed Generation (DG) Policy** (50.07)

Petsche informed the commission of the distributed generation/net metering policy that is required by the state. He explained net metering with two of our customers. He asked the commissioners to read over the information. He feels that there should be an approval on the policy at the next meeting.

Discussion followed.

**General Discussion** (1.00.02)

Petsche wanted to discuss water rates. He said that it would be a good idea to start a fund for water tower maintenance/repair. He feels that increasing the customer charge could be a way to start this fund. He doesn't want to increase the water rate but feels that it is necessary. He went over some numbers on costs for maintenance.

Discussion.

Commissioner Erickson arrived at 4:37 p.m.

Discussion continued.

Motion by Erickson, seconded by Bibeau, to increase the water basic service charge \$5 per customer; earmarking the funds for water tower repair and maintenance.

Discussion.

All voted aye. Motion carried.

Cindy Erickson was sworn in as a commissioner of North Branch Water & Light Commission.

Motion by Erickson, seconded by Bibeau to adjourn the meeting.  
Meeting was adjourned at 4:46 p.m.

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

Chris Bibeau, Secretary