

**Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
July 17, 2018**

CALL TO ORDER: The North Branch Water & Light Commission met in regular session and Kathy Blomquist called the meeting to order at 3:31 p.m.

ROLL CALL: Commissioners present were Kathy Blomquist, Chris Bibeau and Peter Schaps. Staff members present were general manager Petsche and office manager Kraemer. City finance director Hill and city administrator Fry were also present.

APPROVE AGENDA: (.04)

Petsche requested that the Paxmar agreement and the court ruling be added as #10 and #11. He then asked that Paxmar #10 be moved to #7.

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

PUBLIC COMMENT: (1.37)

None

Minutes (1.46)

Motion by Schaps, seconded by Bibeau to approve the minutes of the June 19, 2018 regular session meeting. All voted aye. Motion carried.

Payment of Bills (2.28)

Petsche explained the purchase of the meter reading equipment and a new copier.

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

Utility Financial Update (5.46)

Hill reported on the financial position through June 30th, 2018. The overall water revenue is up about 33%. Water sales are up about 8 ½% while the remainder of the increase is due to the trunk and connection fees. The overall electric revenue is up moderately at 3.2%. The cash in both electric and water continues to improve.

Discussion.

City of North Branch 2018 Comprehensive Plan – Renae Fry (21.10)

City administrator Fry reviewed some information from the last meeting. She stated that the city would like to promote growth and development within the urban service area as it relates to both sewer and water. She has asked the commission for information to include in the comp plan. She said that the city is moving forward on an accelerated timeline so she is asking for the information as soon as possible. They would like a working document by early August.

Discussion.

Hagen-Kennedy joined the meeting at 4:02 p.m.

Discussion continued.

Paxmar Agreement (59.49)

City Administrator Fry presented the proposed funding agreement with Paxmar.

Discussion.

Motion by Hagen-Kennedy, seconded by Schaps to authorize general manager Petsche to sign and make minor non-substantive decisions on the Paxmar agreement. Members voted: Aye – 2, Nay-1 (Bibeau). Motion carried.

Administrative Policy Revisions (1:15:15)

Petsche said he would like to make a slight change in the utility deposits section so both the water and electric sections read the same.

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

North Branch School District Request for Antenna Space on Water Tower (1:18:09)

Petsche reported that the school district reached out to him about utilizing space on the south water tower. He explained situations with other vendors.

Discussion.

Lakes & Pines Vendor Agreement (1:22:17)

Kraemer & Petsche asked for approval to continue working with Lakes & Pines.

Discussion.

Motion by Hagen-Kennedy, seconded by Schaps to approve the vendor agreement with Lakes & Pines. All voted aye. Motion carried.

Court Ruling (1:25:03)

Petsche informed the commission that the information regarding Borchardt’s appeal was in the packet. If there were any questions concerning the appeal the commissioners should contact him.

General Discussion (1.26.05)

None

Motion by Schaps, seconded by Bibeau to adjourn the meeting.
Meeting was adjourned at 4:57 p.m.

The next regular session meeting is August 28, 2018 at 3:30 p.m.

Chris Bibeau, Secretary