

**Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
June 19, 2018**

CALL TO ORDER: The North Branch Water & Light Commission met in regular session and Kirsten Hagen-Kennedy called the meeting to order at 3:30 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. City finance director Hill and city administrator Fry were also present.

APPROVE AGENDA: (.11)

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

PUBLIC COMMENT: (.33)

None

Minutes (.44)

Motion by Schaps, seconded by Bibeau to approve the minutes of the May 15, 2018 regular session meeting. All voted aye. Motion carried.

Payment of Bills (1.11)

Bibeau asked about natural gas bills. He also asked about PPE.

Explanations were given by Petsche.

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

Utility Financial Update (5.04)

Hill reported on the financial position through May 31st, 2018. Water revenue is up about 10%. The connection and trunk fees are up substantially due to developments. Expenses are up about 6% over last year. Electric is up about 2.9% and expenses are up 7% compared to the same time last year. He summarized the information in the financial report.

Petsche informed the commissioners of some water repair expenses that occurred in the past few weeks. The costs for water repairs have increased dramatically. Petsche suggested that the commissioners think about starting a program to help with the costs of water repairs.

Discussion.

City of North Branch 2018 Comprehensive Plan Update (26.52)

City administrator Fry informed the commission that the City of North Branch is updating its comprehensive plan. In the 2009 plan there is not much information relating to water. She is asking the commission for additional information to include in the new plan.

Discussion.

Fry will be at the commission's July meeting to address the inclusion of water information in the new comprehensive plan.

Flink Avenue Project (54.11)

Hill reported on the potential housing project on 80 acres along the west side of Flink Avenue.

The property may consist of single family homes, apartment buildings as well as some commercial buildings.

The developer has offered to pay upfront costs associated with getting water services to the property.

Discussion.

The next step is to have a formal agreement with the developer.

General Discussion (1.32.12)

The commission discussed water usage due to leaking toilets and irrigation water usage.

Petsche informed the commission of a customer that used a large amount of irrigation water. They are denying that they could use that amount of water.

Discussion.

The commission meeting in August has been rescheduled for August 28, 2018 at 3:30 p.m.

Motion by Bibeau, seconded by Schaps to adjourn the meeting.

Meeting was adjourned at 5:11 p.m.

The next regular session meeting is July 17, 2018 at 3:30 p.m.

Chris Bibeau, Secretary