

**Minutes of the Proceedings of the Commission of North Branch Water & Light**  
**Regular Session**  
**March 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 3:30 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. Richard Hill, City finance director and Dennis Oberloh from Dennis E. Oberloh, LTD. were also present.

**APPROVE AGENDA:** (.11)

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

**PUBLIC COMMENT:** (.31)

None

**Minutes** (.45)

Motion by Hagen-Kennedy, seconded by Bibeau to approve the minutes of the February 20, 2018 regular session meeting. All voted aye. Motion carried.

**Payment of Bills** (1.09)

Bibeau asked about several payments for natural gas. Petsche explained that the payments were for different buildings.

Schaps asked if there were duplicate payments. An explanation was given on the account numbers.

There was a discussion on credit card fees.

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

Motion by Hagen-Kennedy, seconded by Bibeau, to appoint Hagen-Kennedy the commission chair and Bibeau the commission secretary as the authorized signers at Stearns Bank. All voted aye. Motion Carried.

Motion by Hagen-Kennedy, seconded by Bibeau to appoint Hagen-Kennedy, Bibeau and Petsche as the authorized signers at Neighborhood Bank. All voted aye. Motion carried.

Motion by Hagen-Kennedy, seconded by Bibeau to appoint Hagen-Kennedy, Bibeau and Petsche as authorized signers at Wells Fargo. All voted aye. Motion carried.

**Utility Financial Update** (14.06)

Hill went over the financial report for the month. He explained the format of the report while going over the numbers for February. Things continue to progress in a positive direction.

The required level of cash on hand was discussed.

Hill said that he could change the format of the reports. He would consider the information that was discussed during the meeting.

**2017 Audit** (35.19)

Dennis Oberloh presented the information within the 2017 audit report to the commission. He gave a brief overview of the information and answered questions.

Discussion.

Motion by Hagen-Kennedy, seconded by Schaps to approve the 2017 audit as presented. All voted aye. Motion carried.

**Distributed Generation Policy** (53.06)

Petsche informed the commission that there is information within the policy that needs to be reported annually. He briefed the commissioners on the reportable information.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau to approve the report of the total kWh's on the system as of today and the report of the average retail utility energy rate. All voted aye. Motion carried.

Motion by Hagen-Kennedy, seconded by Bibeau to approve the distributed generation schedules 1-5. All voted aye. Motion carried.

**General Discussion** (1.07.08)

None

Motion by Hagen-Kennedy, seconded by Schaps to adjourn the meeting.  
Meeting was adjourned at 4:37 p.m.

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

Chris Bibeau, Secretary