

**Minutes of the Proceedings of the Commission of North Branch Water & Light**  
**Regular Session**  
**May 21, 2019**

**CALL TO ORDER:** The North Branch Water & Light Commission met in regular session and Peter Schaps called the meeting to order at 4:00 p.m.

**ROLL CALL:** Commissioners present were Peter Schaps, Chris Bibeau and Kathy Blomquist. Staff members present were general manager Petsche and office manager Kraemer. Dennis Oberloh from Oberloh & Oberloh, Ltd. was also present.

**APPROVE AGENDA:** (.13)

Petsche requested to move #7 to the end and have it as a closed session and add administration policy in its place.

Motion by Schaps, seconded by Blomquist to approve the amended agenda.

**PUBLIC COMMENT:** (1.28)

None

**Minutes** (1:39)

Motion by Schaps, seconded by Bibeau to approve the minutes of the April 16, 2019 regular session meeting. All voted aye. Motion carried.

**Payment of Bills** (2:32)

Petsche stated that there was quite a bit of dollars on cumulative basis for safety. That was due to getting safety equipment for water main repairs and detours.

Bibeau asked if contractors use their own safety equipment when repairing water lines. Petsche said that in most cases they don't.

Discussion.

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

**2018 Audit** (7.43)

Dennis Oberloh gave an overview of the financial audit for 2018.

Discussion regarding bonds and uncollectible accounts.

Motion by Blomquist, seconded by Bibeau to accept the 2018 Audit. All voted aye. Motion carried.

**Flink Avenue Water Main** (22.03)

Petsche reported that at the last joint meeting with the city council there was discussion as to the cost of the water main. The utility's portion will be approximately \$300,000. There will be weekly construction in progress meetings. The water line will go from Shopko to 400<sup>th</sup> and from Flink to the industrial site.

Bibeau asked about the number of hydrants on the road. Petsche said that he will have to look at the drawings.

Discussion.

Blomquist asked about billing the city for the portion in the industrial site.

Discussion.

**Administration Policy** (37.02)

Petsche asked the commission to change the language in the electric portion of the administration policy 1.1. He suggested changing the wording from “citizens” to “customers it serves within the City”.

Discussion.

Motion by Blomquist, seconded by Bibeau, to amend administration policy 100.0, section 1.1 to remove “citizens of North Branch” in two places and replace with the “customers it serves” within the city of North Branch.

Discussion.

All voted aye. Motion carried.

**Service Territory Update** (49.37)

Petsche informed the commission that he has been in contact with East Central Energy (ECE) and petitioned them to take over Lucht’s 2 as well as the lift station in that area. ECE has agreed. The next step is to file with the Public Utilities Commission.

Petsche said that he has talked to ECE about Willow Grove. It is for the future because curb and gutter, water, sewer and streets are not in the development yet. ECE has asked us to serve it on a temporary basis with a temporary service, but as soon as the streets and required infrastructure is in, we will take it over.

**Air Permit Update** (52.42)

Petsche reported that the air permit has been approved without extending the stacks. He received a call one afternoon from the engineer explaining that we passed.

Discussion.

**Genesis Water Tower Lease** (54.19)

Petsche said that he was approached by Genesis regarding adding an antenna(s) to the tower by the school. He told them that he would inform the commission and that there would probably also be a fee.

Discussion.

**General Discussion** (58.17)

Petsche informed the commission that he will be out of the office for two weeks.

Bibeau said that he will be out of town for the next meeting.

Blomquist suggested that the meeting date be changed.

Discussion.

Motion by Schaps, seconded by Bibeau to move the meeting to June 17, 2019 at 4:00 p.m. All voted aye. Motion carried.

Motion by Schaps, seconded by Blomquist to close the regular session. All voted aye. Motion carried.

**Employee Conflicts with the City – Closed** (1:03.06)

The meeting was closed at 5:02 p.m. per MN State Statute 13D, for the purpose of discussing personnel issues. This portion of the meeting was not open to the public and the meeting was not recorded.

Commissioner Schaps reopened the regular session meeting at 5:56 p.m.

The commission made a decision to file a complaint with the city.

Meeting was adjourned at 5:58 p.m.

The next regular session meeting is June 17, 2019 at 4:00 p.m.

Chris Bibeau, Secretary