

Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
October 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 3:30 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 was also present.

APPROVE AGENDA: (.15)

Petsche asked to add the fee schedule as item number 6.5 and he will use general discussion for the other information.

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

PUBLIC COMMENT: (1.10)

None

Minutes (1.24)

Bibeau asked about the antenna contract with North Branch Schools.

Petsche stated that they have the contract, but they have not signed or returned it. He will follow up to see where they are at.

Motion by Schaps, seconded by Bibeau to approve the minutes of the September 18, 2018 regular session meeting. All voted aye. Motion carried.

Payment of Bills (2.38)

Bibeau asked for a refresher on the DSM program.

Petsche gave a brief overview of the program.

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

Utility Financial Update (8.04)

Hill reported on the financial position through September 30, 2018. The water is basically flat when looking at year to date versus last year. Electric is up about 5%. Expenditures and debt coverage continue to improve. Cash balances also continue to improve.

Discussion on paying for the water line on Flink Avenue.

Admin Policy “Water” Fire Service (21.18)

Petsche introduced a couple of changes to the water section of the admin policy; section 9.0 and 17.0. There was additional language added to each of the sections.

Discussion.

The discussion and motion have been tabled until the November meeting.

Fee Schedule (39.39)

Petsche went over the development incentive fee schedule. There has been a 50% discount on WAC and water trunk fees for the past several years. He recommends a 0% discount.

Discussion.

Motion by Schaps, seconded by Bibeau to approve a 25% discount on WAC and water trunk fees for 2019. All voted aye. Motion carried.

General Discussion (49.56)

Petsche informed the commission that he was trying to purchase a truck. He has been looking for a truck for about \$15,000. He asked the commission to raise the amount to \$18,000.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau to increase the amount up to an additional \$3000 for a truck. All voted aye. Motion carried.

Motion by Schaps, seconded by Bibeau to adjourn the meeting.
Meeting was adjourned at 4:24 p.m.

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

Chris Bibeau, Secretary