

**Minutes of the Proceedings of the Commission of North Branch Water & Light**  
**Regular Session**  
**October 15, 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 and Kelly Neider. Staff member present was office manager Kraemer.

**APPROVE AGENDA:** (.45)

Neider asked to add the recap of the closed session that took place at 3:00 p.m. Schaps placed the recap at 6A. Motion by Neider, seconded by Schaps to approve the amended agenda. All voted aye. Motion carried.

**PUBLIC COMMENT:** (2.43)

Customer Eric Lyzhoft was unhappy about a recent bill and the customer service he experienced when he contacted the office. He also feels that the charges are out of line. He asked for an explanation of the water rates and at what point in time will the rates come back down.

Neider gave an explanation of the breakdown of basic charges. She said that the commission will be looking at a budget.

Discussion.

Kathy Blomquist was present to discuss the refund request from the Borchardts. She stated that she wasn't sure about the content of the letter from the Borchardts but she wanted to pass out an article on a summary of the court of appeals case that was filed in June 2018.

Neider asked for the information to be discussed with item #7.

**Minutes** (18.19)

Motion by Neider, seconded by Schaps to table the approval of minutes until the next commission meeting when Bibeau and possibly Petsche will also be in attendance. All voted aye. Motion carried.

**Payment of Bills** (19.27)

Neider would like a report that shows who payments are made to. She is not concerned with account numbers.

Discussion.

Neider said that she will contact Kathy Aho regarding the financial reports.

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

**Comparative Fee Study** (24.06)

Schaps reported that the North Branch EDA hired Ellers to do a comparative fee study. The study compared WAC, SAC, and park dedication fees to other communities. The North Branch fees were very competitive with the comparative group.

Discussion.

**Insurance Coverages** (32.38)

Schaps stated that he has been working on a request from the City to look if there are any savings for Water & Light taking over their own insurance for buildings, equipment, liability etc. He spoke to the League of MN Cities and they believe that there wouldn't be any savings.

Discussion.

**Recap of Closed Session October 15, 2019** (34.49)

Neider explained that there was a discussion regarding the topics from the September 17, 2019 meeting. Petsche was not at the meeting so the commission is hoping to have a conversation with him when he returns.

Discussion.

**Refund Request – Thomas Borchardt** (36.53)

Schaps stated that the commissioners received a letter from Thomas Borchardt.

Neider thought it would be wise to table the discussion until Petsche and Bibeau were present as well as legal representation.

Schaps said that he had taken on the responsibility of looking for a replacement for legal representation. He stated that there seems to be some questions about whether or not we should have a lawyer. He doesn't want to go any further until he finds answers to those questions.

Discussion.

Kathy Blomquist read a statement summary from an attorney regarding this case.

**General Discussion** (42.18)

Neider said that she spoke to a new customer that came to the office to set up a new account. The customer said that she was told about the deposit but was not told about a letter of credit.

Discussion.

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

Meeting was adjourned at 4:53 p.m.

The next regular session meeting is November 19, 2019 at 4:00 p.m.

Chris Bibeau, Secretary