

Work Session Minutes
City of Carlton and City of Thomson
June 10, 2014 – 8:30am

Call to Order

The work session was called to order at 8:35am.

Call of Roll

Present: Mayor Kitty O'Hara Bureau, Ruth Jorgenson, Bertie O' Brien, Leola Rodd, Tracey Hartung, Wes Vork, Ann Gustafson, Derek Wolf

Old Business

New Business

a. Introductions

Each person told a bit about themselves and how long they have served their community.

b. Old Water Meters/New Water Meters

PW Wolf indicated new water meters are in and will start installation soon.

c. Ordinances/ City Code

Clerks continue to work on merging the ordinances and discussion regarding how this should be done. Some of the ordinances will need to be passed soon but the majority of them can be developed and then passed all at once into a city code. It was determined council meetings for 2015 will be on the 2nd Tuesday at 6:00pm.

d. Budget Timeline

Clerks will continue to work towards combining the Chart of Accounts and budgets for presentation to future work sessions

e. General Insurance/ Work Comp

Clerk Hartung indicated that Rick Raun is our new agent and our renewal for insurance is coming up. We will need to discuss with Woodland how we will facilitate the combined insurance policies.

f. Files from Thomson

The Thomson safe will stay in Thomson, however the permanent files can start to be moved over this fall to Carlton records room. We will move the main computer from Ruth's office to the spare desk in the Carlton office and use it for reference. PW will work to incorporate the GIS system to include Thomson infrastructure.

g. Question from Postmaster – Zip Codes

Clerks clarified that the residents on Palkie Road will remain in the Esko postal zip code.

h. Fire Department/ Ambulance

Our Fire Board meeting date has not been set yet and levies will reflect the changes in the budget. An explanation was given of the Ambulance township contributions and the formula

i. Water Treatment Plant updates

PW Wolf gave some further information regarding the water plant. We are in the analysis portion of determining the future of the plant.

j. School Avenue repairs

Clerk Hartung gave an update of the School Avenue project and Carlton has a feasibility study presented. PW Wolf also provided an overview of the infrastructure.

k. Water Tower Lease – Verizon

We have had a request for a Verizon to lease space on our water tower. This would provide another revenue source for the water fund.

l. Date for next work session

The next work session was set for Tuesday, July 2, 2014 at 2pm at Thomson City Hall.

m. Open questions

Mayor Bureau would like to have the Thomson and Carlton council and staff participate collectively in the parade. Elections and council terms was briefly touched on for further discussion. Having no further discussion, the work session was adjourned, the time being 10:41am.

Respectfully submitted,

Tracey Hartung
Clerk/ Treasurer