

Joint Powers Board (JPB) Meeting
April 6, 2017 @ 6:00pm
Carlton Civic Center

The meeting was called to order at 6:01pm by Chairperson Bureau.

Members present: Kitty O' Hara Bureau, Randy Willie, Derek Wolf, LeAnn Theisen and Ken Witte. Recording Secretary, Carol Conway

Members Absent: None

Others Present: Tim Korby & Ashley Hammerbeck, Donohue & Associates; Sue Chapin, Twin Lakes Township Clerk; Diane Felde-Finke, Twin Lakes Township Chairperson; Bill Helwig, Carlton City Attorney

A Motion was made by LeAnn Theisen and seconded by Randy Willie to approve the March 9, 2017 minutes as presented. The motion passed unanimously.

Tim Korby was present to update the JPB on project funding. Tim recommended one person be the point person for communication with funding agencies. All members of the board agreed that person should be Tim Korby. Funding opportunities will be from Public Facilities Authority (PFA), Rural Development (RD), State Appropriation and Federal Appropriation. PFA and RD both agree two (2) separate funding applications need to be submitted since the Minnesota Department of Health (MDH) split the combined project into two (2) projects on the Project Priority List (PPL). The City of Carlton will submit an application for the Water Treatment Plant, New Well and some Infrastructure upgrades and Twin Lakes Township will submit an application for a New Water Distribution System.

Twin Lakes Township Water Distribution System will need to be updated from Carlton to Twin Lakes Township on the PPL. The project will stay number 11 on the PPL.

The Water Treatment Plant, Well and infrastructure updates can be funded with RD grant and loan, it may qualify for up to a 45% grant. If RD Engineers say the project has health positive implications the grant funding could increase. Any grant monies will depend on median household income (which will increase for Carlton on October 1, 2017), PFA funds received and if health positive implications are present. A June 1, 2018 construction date is still possible.

The Water Distribution System can be funded from RD (dependent on the income survey), PFA, State Appropriation, Federal Appropriation and possibly Small Cities Assistance. The income survey was sent out two (2) weeks ago and so far 24 out of 60 have been returned, 52 are needed to complete the survey. Without some legislative input for a variance PFA grant dollars would max out at approximately \$1.2 million. Other revenue sources will be assessments, water access charges (WAC) and user fees.

Going forward:

- Donohue will reprocess the PPL and the intended use plan letter before May 5, 2017.
- Plans need to be completed and certified to be ready when grant dollars become available.
- The Preliminary Engineering Report (PER) will need to be split into two (2) reports.
- Legislatures need to be re-engaged with the project, especially for Water Distribution System.
- The JPB may consider a PR campaign in the future.
- The City and Township will be invoiced separately.
- Start design on both projects – design could be stopped at 50% design if it looks like funding is not going to come through.
- Carlton County is going to have to make a decision to the type of development in the industrial park.

City Attorney Helwig suggested the JPB stress to Legislatures and funding sources that even though the project was split into two (2) components with separate contracts issued to the JPB, this project is still a single joint project with funding sources split between the components of the project but both projects need to be completed together to make it a viable project.

The JPB contract will need an attachment to meet RD requirements. Other amendments will be made if needed.

Derek Wolf will meet with Ashley Hammerbeck and Doug Lubben to talk about the design phase of the project.

Upcoming Meetings

Joint Powers Board

May 11, 2017 @ 6:00pm – City of Carlton Council Chamber

A Motion was made by Ken Witte and seconded by LeAnn Theisen to adjourn the meeting, the time being pm 7:53pm. The motion passed unanimously.

Respectfully Submitted:

Carol Conway
Recording Secretary