

**Joint Powers Board (JPB) Meeting  
October 25, 2017 @ 6:00 p.m.  
Carlton Civic Center**

The meeting was called to order at 6:00 p.m. by Chairperson Kitty Bureau.

*Members present:* Randy Willie, Derek Wolf, LeAnn Theisen, Kitty Bureau, and Ken Witte (via face-time).

*Members Absent:* None

*Others Present:* Sue Chapin, Twin Lakes Township Clerk; Carol Conway, Recording Secretary; Diane Felde-Finke, Twin Lakes Board Chair; Ashley Hammerbeck and Tim Korby, Donohue & Associates

**A Motion** was made by LeAnn Theisen and seconded by Derek Wolf to accept the September 7, 2017 minutes as presented. The motion passed unanimously.

The City of Carlton moved up to number twelve (12) on the Project Priority List (PPL) due to new median household income data. This makes the project fundable with Public Facilities Authority (PFA). The project will only remain at number twelve (12) for one (1) year because the median household income will be higher next year. Tim Korby feels the City needs to move forward with their project, because the project will never be at a better position for grant opportunity. The potential funding sources at this time are PFA, Rural Development (RD) and Water Infrastructure Funding (WIF). If the City decides to proceed the following deadlines need to be met: WIF application due November 17, 2017, Intent to file needs to be published within 60 days of applying to RD and project plans have to be submitted to Minnesota Department of Health (MDH) by March 29, 2018.

Twin Lakes Township project dropped to number eighteen (18) on the PPL. If the City were to move ahead with their project in 2018 the Township would hopefully follow in 2019. The total cost of the Twin Lakes Township is estimated to be 7.5 million. The project costs will be funded by grants, assessments or water access charges (WAC), Carlton County commitment and loans. Kitty Bureau met with a representative of Senator Nolan and they discussed the need for both projects to be completed. Senator Nolan will be informed of the need for the complete project and he will work with State Representatives to push for funding for the project. Ashley Hammerbeck will follow up with Fond du Lac to update them on the status of the project.

Derek Wolf, Randy Willie and Ashley Hammerbeck had a phone meeting with Sambatek to discuss the results of the water modeling. The City and Township would like to see a demand range of the water modeling to determine the correct pipe size to be installed along the Highway 210 corridor. Sambatek has not replied with a final decision on whether or not the requested modeling runs will be performed as part of the current contract. Sambatek does not believe this is what was requested in the contract. The City and Township need to get an electronic copy of all water modeling completed.

Recording Secretary Conway had concerns with the Preliminary Engineering Report (PER) submitted to RD. The verbiage "*regional water district*" should be changed to "*joint water system*", *Appendix C-User Water Rates and Appendix F – Total Project Cost* were not included, there are too many references to the Twin Lakes Township portion of the project and not enough focus on the City of Carlton project, the location map submitted of the project area is a photo of the water treatment plant. The PER does not include information about the failing sand filters in the water treatment plant, the need for a looping system in South Terrace and the reason why the large water tower was constructed.

The following steps need to be taken:

- Public Hearing and Resolution for *Intent to File* – both City and Township
- Decision on continuing with plans and spec's. – more important for the City
- Decision on assessments or WAC – Township
- Get attorneys involved to work on any needed easements

**Upcoming Meetings**

Joint Powers Board

December 7, 2017 @ 5:30pm – Carlton City Hall – 310 Chestnut Ave., Carlton

**A Motion** was made by Randy Willie and seconded by LeAnn Theisen to adjourn the meeting, the time being 7:24 p.m. The motion passed unanimously.

Respectfully Submitted:

*Carol Conway*

Recording Secretary