

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
09/5/2023

Tuesday, September 5, 2023

6:30 P.M.

1. CALL TO ORDER by Mayor Carter at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Councilors: X Hadrava X Kealy X Loeffler X Towner
Mayor: X Carter

Administrator: X Jeffries

Public Works Foreman: Pink

Attorney: Kearney

Engineer: X Jamnick

4. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA

Add Agenda Item 8.H.1.

Information on this item distributed to City Council.

Motion by Towner to approve the agenda as presented and amended.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

5. REPORTS FROM DEPARTMENT HEADS:

Administrator Jeffries:

Noted that water tower inspection, assessment, and maintenance activities will commence on September 15, 2023. A comprehensive assessment report is

anticipated to be delivered by mid-October; minimal disruption to residents is anticipated as a result of these activities.

Noted that punch list activities for and from the CIP (infrastructure) project are still on the schedule to be attended to and completed yet this fall.

6. CITIZENS FORUM:

None.

7. CONSENT AGENDA

A. Minutes:

- i. Regular City Council Meeting – August 15, 2023

B. Claims:

i. Payroll #8	\$ 2,350.00
Payroll #17	\$ 17,709.99
ii. A/P (\$42,252.82+560.82)	<u>\$ 42,813.64</u>
TOTAL	<u>\$ 62,873.63</u>

Motion by Towner to approve the consent agenda.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

8. BUSINESS:

A. Consider Establishing City Hall Summer Hours as Year-Round Regular Hours.

The City modified and adjusted the hours which City Hall is open during the middle months of the year ("Summer Hours") in May of 2023.

The current hours at City Hall are Monday – Thursday, 7:00 a.m. – 4:00 p.m., and Friday 7:00 a.m. – 11:00 a.m., from the day after Memorial Day through Labor Day.

Staff reports that this arrangement has been and is working well, and is likely to continue to adequately serve the needs of the City if this arrangement is extended.

Recommendation is to adopt the current City Hall Summer Hours as year-round regular hours beginning immediately.

Motion by Kealy to place into effect the current Summer Hours at City Hall as year-round regular hours, effective immediately. The new year-round regular hours for which City Hall will be open for business are Monday-Thursday, 7:00 a.m. – 4:00 p.m., and Friday 7:00 a.m. - 11:00 a.m.

Supported by Towner.

Discussion. Approve/Reject/Table.

General discussion regarding public reaction to the modified summer hours, and how this would be received if these became regular hours. Administrator indicated he sees more value in keeping the summer hours vs. returning to the previous non-summer hours.

The general persuasion of the City Council was that the public should have an opportunity to weigh in on this decision.

It was noted that adjustments can be made to these hours at any time.

Councilor Loeffler suggested amending the motion to include the statement that adjustments to these hours can be made at any time, and to extend the summer hours until the end of the year rather than make the summer hours permanent, and to revisit this item again at that time.

Motion and support amended to change “immediately” to “until the end of 2023, when this shall be revisited”.

Motion carried unanimously.

B. Approval to Renew Minnesota Rural Water Association (MRWA) Membership Subscription for 2023.

The Minnesota Rural Water Association (MRWA) exists “to provide the latest information, education, and technical assistance to protect our public waters and improve the quality of life in Minnesota.”

Buhl has been a member of the MRWA for quite some time, and receives substantial benefit and value out of its membership.

Of particular note is the assistance provided by the MRWA for the development, implementation, and ongoing maintenance of Buhl's Wellhead Protection Plan.

Additionally, the MRWA offers continuing education and technical assistance programs for water professionals, which include Buhl's public works personnel.

Furthermore, the MRWA has been a valuable partner in assisting with identifying and seeking potential grant opportunities for eligible water related initiatives.

Recommendation is for the City to renew its membership in the MRWA for 2023-2024 as an Associate Member in the amount of \$400.00.

Motion by Kealy to authorize the City to renew its Associate Membership in the Minnesota Rural Water Association (MRWA) for August 2023 – July 2024 in the amount of \$400.00.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

It was noted that the MRWA also offers many training opportunities to water treatment staff, and that a good portion of these good programs are free training opportunities.

It was discussed whether the City should consider full membership rather than Associate membership; the Administrator does not see any clear benefit in this.

Motion carried unanimously.

- C. Resolution 23-59 Authorizing the City of Buhl to Make Application to and Accept Funds Through the Minnesota Department of Health Source Water Protection Plan Implementation Grant Program for a Water Meter for the City of Buhl Municipal Water Well #2.

The City's Wellhead Protection Plan (WHP), designed to protect its drinking water supply from contamination, is administered through the Minnesota Department of Health (MDH), in conformance with Minnesota Rules.

The City partners with the Minnesota Rural Water Association (MRWA) for the implementation of this plan, which has been updated and amended for 2023.

One main activity and action in the 2023 update is to look at considering procuring a (new) water meter for municipal (water) well #2 (Water Use and Contingency Strategy WHP Measure #28).

Staff has investigated potential opportunities for funding sources and grants to help accomplish these objectives, and, with the assistance of the MRWA,

identified that a Source Water Protection (SWP) plan implementation grant through the MDH may be available for this initiative.

Recommendation is to authorize the Administrator to make application to the MDH for this potential funding opportunity.

Motion by Towner to approve City of Buhl Resolution 23-59, authorizing the Administrator to make application to the Minnesota Department of Health (MDH) for a Source Water Protection Plan Implementation Grant for potential funding to support acquiring a water meter for the City of Buhl municipal (water) well #2, and to accept said funds from the MDH if awarded.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Administrator indicated this was a great example regarding benefits received from the Minnesota Rural Water Association membership discussed above.

Additional discussion regarding other items in the existing Wellhead Protection Plan (WHP) Water Use and Contingency Strategies, including considering procuring an emergency generator for the water tower equipment (in phases).

Roll call vote: Hadrava – Aye; Kealy – Aye; Loeffler – Aye; Towner – Aye; Carter – Aye.

Motion carried unanimously.

- D. Resolution 23-60 Authorizing the City of Buhl to Make Application to and Accept Funds Through the State of Minnesota Department of Natural Resources (DNR) Community Forestry Management Shade Tree Program Bonding Grants.

The Minnesota Department of Natural Resources (DNR) recently announced two (2) grant programs aimed to address community forest health issues.

The Shade Tree Program Bonding Grants program aims to enhance community forest health and encourage and promote the removal, replanting, and/or replacement of shade trees to provide environmental benefits and establish a more diverse community forest better able to withstand disease and forest pests.

This program seeks to expand the biodiversity and maximize environmental benefits of greenspace by planting shade trees.

Recommendation is to authorize the Administrator to make application to the DNR for this potential funding allocation.

Motion by Loeffler to approve City of Buhl Resolution 23-60, authorizing the Administrator to make application for a State of Minnesota Department of Natural Resources (DNR) Shade Tree Program Bonding Grants program grant for improving community forest health, and to accept said funds from the DNR if awarded.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Question/discussion on whether this can help the city fund tree replacements from recent construction activities – the answer was yes.

Question/discussion regarding the amount of staff time was/is needed in applying for and administrating this grant; Administrator indicated it would be good to have a baseline information or database of existing tree conditions throughout the city and where these are.

Roll call vote: Hadrava – Aye; Kealy – Aye; Loeffler – Aye; Towner – Aye; Carter – Aye.

Motion carried unanimously.

E. Damian 2nd Addition Construction Update.

The schedule for the 2023 final phases of construction work on the Damian 2nd Addition was modified and extended in May 2023 in order to explore and pursue potential project funding.

Additional funding was ultimately secured and received in August 2023 and the project remains on schedule.

Staff has recently met with the City Engineer and the contractor to discuss, and 2023 project construction activities will commence on or about September 18, 2023, with projected completion of the project activities in the first week of October.

The City Engineer is available to discuss the specifics of the project construction activities.

Informational only.

City Engineer Jamnick indicated that milling of streets (Jefferson/Roberts; Woodbridge; and/or Seville) will actually begin September 14. Paving activities will follow, although a firm date cannot be provided at this time. Two lifts (non-wearing course and wearing course) of pavement will be placed this fall.

F. Water Tower Maintenance and Inspection Activities Update.

The City approved undertaking a comprehensive washout, condition assessment, and disinfection of the City's water tower storage and distribution system in May 2023.

Utility Service Co., Inc. (USC) was selected to perform these services.

USC will be on-site beginning September 15, 2023 to begin activities, which are expected to last for less than a week.

There is anticipated to be some disruption to the water distribution system, including periods of water service interruption, although every effort will be made to minimize this impact on the community.

A condition assessment report will be compiled and drafted, and is expected to be received in mid- to late October.

The findings of this assessment will be valuable and utilized to further evaluate the city's water storage and distribution system infrastructure needs, options, and alternatives for the future.

Informational only.

Question/discussion on how long disruption of water service(s) may be and when.

Question/discussion on disposal of any sediment which may be discovered from the tank washdown; this amount is anticipated to be minimal in the worst case.

G. Presentation of Buhl 2024 Strategic Initiatives Plan.

City staff and leadership continues to work diligently on identifying and aligning activities and initiatives designed and intended to improve and enhance the City of Buhl and the quality of life it can provide, and continue to provide, for its residents, visitors, guests, shareholders, stakeholders, and investors, into the near- and long-term future.

Staff has compiled several concepts and proposed initiatives into a strategic initiatives plan, which it desires and proposes to utilize as a model and collateral "marketing" material to the general public and interested parties alike.

Staff introduces the "Buhl BIIG '24 Project" (Blueprint for Infrastructure Improvements and Gains").

This project includes initiatives and strategies in five (5) major elements:

- 1) Public Utilities Infrastructure;
- 2) Housing and Residential Amenities;
- 3) Business and Economic Development, Retention, and Growth;
- 4) Roadways and Thoroughfares; and
- 5) Recreational Improvements, Opportunities, and Initiatives.

The Administrator will give a short presentation to the City Council for its information and consideration of this proposed initiative.

Informational only.

Administrator presented elements of the above proposed comprehensive initiative.

Mayor Carter queried council members, individually, what one thing would be the most important and beneficial to and for the City at this time moving forward. In general, the responses suggested it was commercial and business development initiatives.

Question asked as to what percentage potential funding would be available from 1) grants; 2) bonds; 3) utility rates and 4) tax levies – the answer to this is almost impossible to meaningfully predict at this time; Administrator will continue being assertive in looking for potential funding opportunities.

Mayor Carter discussed the impact on City water and sewer enterprise funds from loans which may be obtained for water/sewer infrastructure improvements, and highlighted that, in one way or another, impacts will be a burden to the residents of the community, be it through utility rates, tax levies, or otherwise – and again reminded the City Council to try and determine what would benefit the city and its residents first, and the most – and don't be reckless with future debt – make sure to ask questions!

General comments from the city council suggested that business/commercial interests should be moved up in the projected timeline/priority sequence.

Additional comments/questions regarding the apparently aggressive timeline...

H. 1. Zgonc Company (The Hydeaway) Street Closing Request
September 9, 2023.

The Hydeaway has scheduled the 1st Annual Monica Memorial Street Dance on Saturday, September 9, 2023. The event will be held on State Street, on the 200 block, which fronts The Hydeaway.

Nora Zgonc of the Hydeaway has requested to have a portion of that block of State Street, from Jones Avenue to 213 State Street, closed from noon to midnight.

It is in the best interests of the City to demonstrate goodwill and partnership with its residents and business community and to support economic development events in the city.

Recommendation is that the City grant the request of Nora Zgonc and The Hydeaway.

Motion by Hadrava that the City grant the request of Nora Zgonc and The Hydeaway to close that portion of State Street from Jones Avenue to 213 State Street from noon to midnight on September 9, 2023, and to assist with traffic control by allowing the use of barricades.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Question/comments regarding police coverage on events like this, whether there is any additional coverage required beyond normally provided coverage, and where the budget sits with regard to this.

Comment regarding what is the agreement with the Chisholm Police Department regarding coverage provided – and any potential additional costs -

Comments regarding whether an event is a private event or a City-sanctioned event, and how this may create an obligation for additional police presence –

Discussion regarding where liability may be established – between private and public parties – as a result of these types of activities.

Comments regarding looking into creating a policy regarding public safety coverage for these types of events in the future –

Administrator will contact Police Chief and inform as to this event.

Motion carried unanimously.

I. Councilor's Comments.

Councilor Hadrava –

Encouraged everybody to WATCH FOR BUSES! now that school is in session – SLOW DOWN AND PAY ATTENTION!

Councilor Kealy –

Posed questions to the City Engineer Jamnick regarding construction and punch list items (behavior of rainwater runoff and discharge) at the alley between the 400 block of Roberts Street and Memorial Addition – what will be done to correct this? (City Engineer will look at it again -)

Congratulated Randy Towner on his marriage!

Questioned what is/are allowed for use(s) at the (existing) car wash property – (Administrator is working on this and explained the situation at present -)

Further discussion on unlicensed vehicles, and whether they can be considered a blight issue – (considered as abandoned?)

Councilor Loeffler –

Congratulated Randy Towner on his marriage!

Reminded all to BE CAREFUL! On city area streets and roads, since school is now in session for the 2023-2024 school year.

Councilor Towner –

Thanked all for wedding/marriage wishes;

Noted that the Recreation Board will be celebrating Halloween on October 29, 2023, with many events – including a parade, a party, a dance, etc. Interested parties should contact a member of the Recreation Board!

J. Mayor's Comments.

Noted that, as always, any donations to the Recreation Board can be brought to City Hall – staff will accommodate them –

Noted that gardeners should be on the watch for white moths, for these are devastating plants (broccoli, cauliflower, brussels sprouts, etc.) in the area, and also noted that there is a Garden Club meeting Tuesday September 12, at 6:00 at the park.

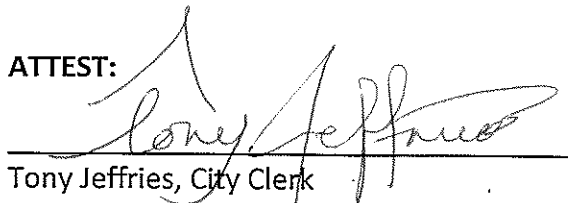
9. ADJOURN:

Motion by Loeffler to adjourn. Supported by Hadrava. Motion carried
unanimously and the meeting was adjourned at 8:49 p.m.



Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk