

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
10/3/2023

Tuesday, October 3, 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: X Pink
Attorney: Kearney
Engineer: X Jamnick

4. **APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA**

None.

Motion by Kealy to approve the agenda as presented.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

5. **REPORTS FROM DEPARTMENT HEADS:**

Foreman Pink:

Reported that the recent water tower cleaning (September 15, 2023) went smooth – no water hammer or other water pressure issues experienced; Very little sediment was found inside the tank bowl; the condition assessment report is due mid-October -

Otherwise, the Public Works Department is getting ready for and gearing toward winter; tree trimming and stump removal is underway to eliminate plowing issues; city-wide brush clearing, especially by the beach, is planned; alley maintenance, including grading to get rid of potholes, is in process

One (1) dock at Stubler Pit will be complete before winter; one (1) will not – will be completed in Spring of 2024 -

Administrator Jeffries:

Commented that the funding for the Stubler Beach docks/piers have been approved to continue into 2024 by the funding authority -

Gave report on BEDA (Buhl Economic Development Authority) meeting of September 28, 2023, including:

All lease payments at Whiteside Industrial Park are on-schedule;
BEDA financial performance for 2023 is positive year-to-date;

Additional items discussed included:

Update on Lease Status with Perfect Performance, Inc. at Whiteside Industrial Park;

Update on Lease Status (Land & Buildings) with DonLee Pulford at Whiteside Industrial Park;

Electrical improvements realized at Whiteside Industrial Park Building 10118 (Rana Building);

Update on DonLee Pulford Damaged Building on Culver Ave. & Forest St.;

Update on Status of Former Laundromat Building on State Street;

Update on St. Louis County HOMES Grants Eligibility Status;

Update on Whiteside Road Maintenance/Improvements Initiatives;

Update on Design Considerations for South Industrial Park (Rename Buhl Business Block?);

Update on Pre-Design Considerations for New Residential Development Northeast of Martin Hughes School;

Update on Condition of Lake Leander Camp; and

Update on Potential Location of Teen Center.

6. CITIZENS FORUM:

None.

7. CONSENT AGENDA

A. Minutes:

- i. Regular City Council Meeting – September 19, 2023

B. Claims:

i. Payroll #9	\$ 2,350.00
Payroll #19	\$ 15,874.74
ii. A/P	\$ 45,979.79
TOTAL	<u>\$ 64,204.53</u>

Motion by Kealy to approve the consent agenda.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

8. BUSINESS:

A. Approval of Invoice for Construction Management Services for City Wide Infrastructure Improvements project (19-599) to JPJ Engineering, Inc.

The City has been invoiced for Construction Management services performed by JPJ Engineering, Inc., for services related to the City Wide Infrastructure Improvements project (JPJ Project No. 19-599).

This invoice is related to services rendered for the Invoice Period of July and August 2023, and includes services related to the project punch list, USDA (loan) closeout, and Alley F reconstruction.

City Engineer John Jamnick, P.E., of JPJ Engineering, Inc., was in attendance and available to answer any questions that may have arisen with regard to these services and the associated invoicing.

Recommendation was to pay JPJ Engineering, Inc., invoice No. 24 for professional services related to Project No. 19-599 in the amount of \$1,851.25 upon validation of the services performed.

Motion by Hadrava to approve payment of Invoice No. 24 for Project No. 19-599 to JPJ Engineering, Inc., in the amount of \$1,851.25.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Towner commented that if this work is related to Alley F reconstruction matters, then isn't that a punch list item and shouldn't the costs be included as a part of the original (project) quote);

Jamnack indicated that the invoiced activities were/are part of the overall project and not included on previously invoiced items, and indicated that these services are on an hourly-cost basis –

Towner commented that there was an Alley F Change Order, which had been listed separately as a project extra – now appears to be rolled into other general project costs instead of being split-out –

Jamnack indicated that the Alley F Change Order scope was primarily related to the management (detection, removal, and disposal) of abandoned steam lines found in this right-of-way corridor, and not to the grading profile which has been an ongoing item of discussion –

Towner asked, and Jamnack indicated, that the City does get billed for the engineering portion of punch list work -

Loeffler asked about the status of the punch list –

Jeffries commented that there has been, in fact, additional professional services (time) rendered by JPJ Engineering, Inc. with regard to management of the punch list work -

Motion carried unanimously.

B. Approval of Invoice for Construction Management/RPR Services for Damian Addition Phase III project (22-059) to JPJ Engineering, Inc.

The City has been invoiced for Construction Management/RPR (Resident Project Representative) services performed by JPJ Engineering, Inc., for services related to the Damian Addition Phase III project (JPJ Project No. 22-059).

This invoice is related to services rendered for the Invoice Period of August 23, 2023 through September 7, 2023, and includes services related to Construction Management/RPR.

City Engineer John Jamnick, P.E., of JPJ Engineering, Inc., was in attendance and available to answer any questions that may have arisen with regard to these services and the associated invoicing.

Recommendation was to pay JPJ Engineering, Inc., invoice No. 2 for professional services related to Project No. 22-059 in the amount of \$590.00 upon validation of the services performed.

Motion by Towner to approve payment of Invoice No. 2 for Project No. 22-059 to JPJ Engineering, Inc., in the amount of \$590.00.

Supported by Kealy.

Discussion. Approve/Reject/Table.

It was noted that "RPR" stands for "Resident Project Representative" – otherwise commonly referred to as the construction inspector –

Jeffries indicated that additional project staking was required, and accomplished, in this area -

Motion carried unanimously.

C. Notice of Advertisement for 2023-2024 Recreation Department Winter Rink Attendants – Authorization for Staff to Publicly Post and Publish.

The City desires additional labor services over the winter months to assist in maintaining the attractiveness and safety of the community.

Specifically, the City wants to hire winter Rink Attendants labor for Recreation Department activities, including manning and attending the warming shack, cleaning the rink(s) surfaces, maintaining the ice conditions, monitoring guest and user safety, and other light duties.

Recommendation was to authorize staff to publicly post and publish a Notice of Advertisement to fill these positions.

Motion by Kealy to authorize staff to publicly post and publish a Notice of Advertisement for 2023-24 Recreation Department Winter Rink Attendant labor positions.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Jeffries indicated that this will be a Recreation Department activity and will be managed and administrated by this department -

There will be no closing date for these positions; notice of these positions will posted all winter with no deadlines for application –

3 -4 staff are anticipated to be a manageable complement of attendants -

Motion carried unanimously.

D. Update on Restorative and Punch List Corrective Items for Alley F West of Memorial Drive Between Pennsylvania Avenue and Whiteside Avenue.

The City Council requested and received an update from the City Engineer, JPJ Engineering, Inc., regarding this item and other punch list related items at the September 19, 2023 City Council meeting.

Considerable additional comment, suggestion, discussion, and feedback was received from the public at this meeting as well.

The City Engineer has proposed a modification to Alley F to attempt to address, remediate, and resolve the issues with the present condition of this alley, which will be presented by staff at this meeting.

City Engineer John Jamnick, P.E., of JPJ Engineering, Inc., was in attendance and available to answer any questions that may have arisen with regard to this matter.

Informational only.

Jeffries described and explained an elevation cross-section drawing of the profile of the alley, and included suggested modifications to this profile proposed by JPJ Engineering, Inc. -

Comments received from Public Works regarding the elevation of installed valve boxes and the bury depth of installed geotextile fabric in this alley were acknowledged and forwarded to JPJ -

Discussion on this matter ensued – questions were asked regarding driveway approaches and how many residences may be affected;

JPJ will meet with the general contractor – Casper Construction – and finalize plan scope and schedule (and communicate this with City staff) –

Towner inquired as to the status of this item and additional items on the previously established “punch list” –

Question posed regarding additional paving required at/near the curling club arose and was discussed;

Jeffries commented on ponding being experienced on Pennsylvania Avenue near Frantz Street may become a slipping hazard in the winter and should be addressed yet this fall (as well as issues with the stairs at the Lutheran Church) -

Jeffries also commented that the majority of the items on the punch list are landscaping related – and typically the last items to be addressed...

Jamnack indicated that no performance expectations of the Alley F profile reshaping have been set forth and no updated remediation schedule has been received as of yet -

Further question regarding the potential installation of curb & gutter in this alley (Alley F); it was indicated that if this happens then paving the entire alley should be considered -

E. Damian 2nd Addition Construction Update.

The City Council requested and received an update from the City Engineer, JPJ Engineering, Inc., regarding this item at the September 19, 2023 City Council meeting.

As of this date, further construction activities remain to be completed in 2023.

It is staff's understanding that projected completion of the remaining project activities remains anticipated by the end of October.

City Engineer John Jamnick, P.E., of JPJ Engineering, Inc., was in attendance and available to provide a further update and answer any questions that may have arisen with regard to this matter.

Information only.

JPJ indicated that “the end of October” is still the plan, but cannot guarantee that project activities will be completed by then – it is dependent upon contractors' and subcontractors' schedules and the weather –

Reminder given that there are also construction activities planned for Jefferson St., Woodbridge Ave., and Seville Ave; are also included in these activities –

Question received regarding leaving a piece of old pavement in place with removed pavement on either side of it – why did the old pavement remain?

JPJ indicated that this should have in fact been done -

Loeffler asked question regarding who is the curb & gutter contractor (Knife Lake), and whether the project “went to the bottom of their list” when the project schedule was modified -

Carter commented that the City was told that the original schedule modification would not have any negative or downside impact from or on contractors and subcontractors, and that this was a determining factor in (the City) deciding to modify the (construction) schedule -

Comment received regarding imposing deadlines and fines in future contracts; Jeffries explained the concept of “liquidated damages”, which are a regular provision on many contracts – and encouraged the City Council to strongly consider this in future contracts -

Towner asked whether new deadlines were established when discussing (the) new construction schedule – no, no new schedule received as of yet – JPJ will forward to the City when (if) received -

Jeffries indicated that it (the City) accomplished what it expected and wanted to from the construction schedule modification within the schedule it (the City) had proposed, on schedule, and that now the activities are not in the City’s hands but completely in the contractors’ purview -

F. Update on Presentation of Buhl 2024 Strategic Initiatives Plan to Mn House of Representatives Capital Investment Committee.

City staff and leadership previously introduced the “Buhl BIIG ’24 Project” (Blueprint for Infrastructure Improvements and Gains”) plan to the State of Minnesota Senate Capital Investment Committee on September 7, 2023 at the Minnesota North College campus in Virginia, MN.

A similar invitation to present this information was subsequently received from the State of Minnesota House of Representatives Capital Investment Committee.

The Mayor and the Administrator subsequently presented an overview and summary of these initiatives to the House Capital Investment Committee at the Minnesota North College campus in Virginia, MN. On September 27, 2023.

The City asked the Committee for consideration of funding \$ 3,375,000 for the following infrastructure related project activities in 2024.

1) Buhl Business Block Infrastructure Installation	\$ 1,100,000
2) Fire Station/EMS Facility Public Safety Improvements	\$ 900,000
3) New Residential Neighborhood Development Infrastructure	\$ 1,375,000

The presentation was very well received by Committee members, and the City anticipates additional information regarding these initiatives will be requested before the end of the year.

Staff will continue to apprise the City Council of any relevant and pertinent information concerning these initiatives.

Informational only.

Next round of interaction anticipated in mid-November to early December, and the City is on track for participating in this –

G. Schedule Working Session for 2024 Budget Initiatives.

The preliminary City budget for fiscal year 2024 was introduced at the September 19, 2023 City Council meeting.

A dedicated fiscal year 2024 budget working session was held on September 28, 2023 by the City Council, with substantial headway made in reviewing and evaluating the proposed 2024 budget.

The final budget, and associated tax levy, will need to be prepared and completed by the end of December 2023.

Staff believes further evaluation and review is warranted in order to achieve a workable fiscal year 2024 budget that is acceptable to the City Council, and proposes Thursday, October 12, 2023 at 6:30 p.m. for an additional dedicated fiscal year 2024 budget working session, in the City Council chambers in City Hall.

Information only.

It was discussed that October 12 was not a good date for this meeting –

Meeting has been set for October 19, 2023 at 6:30 p.m. at City Hall.

This schedule will be posted in the regular locations.

H. Other Business.

None.

I. Councilor's Comments.

Councilor Loeffler –

Halloween dance for youth scheduled for after the Halloween Parade/Party at the Community Center from 5 p.m. to 8 p.m.

November (11th) public painting session with a local artist planned; sign-ups will be required; all are welcome, and all ages are welcome; location to be determined -

Councilor Towner –

Recreation Board has almost completed making arrangements for the Halloween Parade – line-up will begin at 1:00 p.m. along Grant Location Road, with a community Halloween Party following at the Community Center (curling club) until 4 – 4:30 p.m.

J. Mayor's Comments.

Reminded everybody that calendar parking begins on November 1 –

Reminder that the effective time for calendar parking is 6:00 p.m. for the next day -

Comments/questions received from the public regarding whether vehicles are towed, whether tickets are issued, and how the tickets are paid –

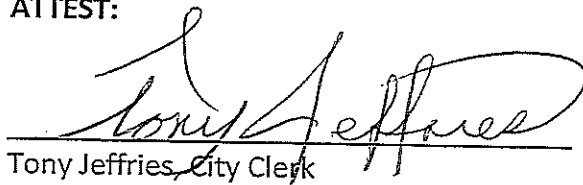
9. ADJOURN:

Motion by Towner to adjourn. Supported by Kealy. Motion carried unanimously and the meeting was adjourned at 7:44 p.m.



Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk