

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
2/6/2024

Tuesday, February 6, 2024

6:30 P.M.

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

2. 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

3. PLEDGE OF ALLEGIANCE:

4. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA

None.

Motion by Kealy to approve the agenda as presented.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

5. REPORTS FROM DEPARTMENT HEADS:

Administrator:

Announced that the City has been awarded a CEDA (Community and Economic Development Associates) grant for child care services and facilities development initiatives; further details will be provided when available;

Noted that the LBAE (Local Board of Adjustments and Equalization) 2024 St. Louis County meeting will be held on

April 23, 2024, at
10:00 a.m., at the
Buhl/Kinney Senior Center located at
302 Frantz St.

This is where residents and property owners can converse and discuss with the St. Louis County Assessor's office property valuations received for the upcoming property tax year (2025);

Commented that the state legislature is going into session on February 12, 2024, and highlighted that he anticipates:

No significant change in LGA (Local Government Aid) amounts from 2023;

That the legislature will focus on housing initiatives and infrastructure improvements related to the same – and noted that housing development proposals will be accepted even if the needed infrastructure to support these projects is not yet in place;

Related that there are some who are already anticipating a (budget) deficit statewide for 2025, and there will not be a surplus of state funds going onto 2025; and

Reduced bonding opportunities (the available funds are far less than last year -) and that the Governor has a proposed and preferred capital expenditure (bonding) project list which already exceeds the available amount of bonding allocation funding amounts.

6. CITIZENS FORUM:

James Matthews – 600 Klinx Way; Buhl, MN

Commented that the street that his property is on – Klinx Way – was intended to be further paved and receive a wear coat of asphalt a number of years ago, however this has not yet happened, and hoped that it would definitely happen this year –

He noted that this was a provision in his purchase agreement for the purchase of the property in 2018 – and that there would not be an additional assessment attached to his property for that work –

Mr. Matthews further indicated a number of additional times this matter was discussed by the City – and noted that this was not mentioned nor addressed by the City at any time in 2023 –

Requested that this work be assigned to the City Engineer for updated review and ultimate completion (mentioned a failure of the gutter system and a need to repair this)

The City Council indicated that this work should, in fact, be completed, and that the City will work with the City Engineer to restore this work to the 2024 construction schedule – (a change order will be prepared by JPJ Engineering for City review and approval) -

Discussion ensued as to whether any documentation exists or existed regarding this matter – it was noted that reference to this existed in a number of communications and documents -

7. CONSENT AGENDA

A. Minutes:

- i. Regular City Council Meeting – January 16, 2024

B. Claims:

i. Payroll #2	\$ 15,070.69
Payroll #1 (Jan 2024)	\$ 2,350.00
ii. A/P (#1)	\$ 10,272.94
A/P (#2)	\$ 1.65
A/P (#3)	\$ <u>2,989.74</u>

TOTAL \$ 30,685.02

Motion by Towner to approve the consent agenda as presented.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

8. BUSINESS:

- A. Resolution 24-14 Authorizing Conveyance of Real Estate to Jennifer Reyes and Christopher Erickson.

The City had previously undertaken efforts to convey certain property, namely PIN No. 115-0045-00010 (Lot 1, Block 1, Plat of Stubler Pit) and PIN

No. 115-0045-00021 (W½ of Lot 2, Block 1, Plat of Stubler Pit), from the City of Buhl to a private party.

Ultimately, circumstances resulted in these private individuals being unable to develop the properties in question, and they reverted back to City ownership and control.

Subsequently, these properties are desired to be acquired by other private individuals.

In order to transfer the ownership of these lots to their purchaser, a Warranty Deed must be drawn up, and accompanied by resolutions authorizing the conveyance of the real estate and attesting the same.

A warranty deed has been prepared to execute the transfer of these properties to the interested private individuals.

Recommendation is to approve the attached resolution to effect the final disposition of this property transfer.

Motion by Kealy to approve Resolution 24-14 authorizing the conveyance of Parcel No. 115-0045-00010 and Parcel No. 115-0045-00021 to Jennifer Reyes and Christopher Erickson.

Supported by Towner.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

B. Resolution 24-15 Approving the Conveyance of Real Estate to Jennifer Reyes and Christopher Erickson.

The City had previously undertaken efforts to convey certain property, namely PIN No. 115-0045-00010 (Lot 1, Block 1, Plat of Stubler Pit) and PIN No. 115-0045-00021 (W½ of Lot 2, Block 1, Plat of Stubler Pit), from the City of Buhl to a private party.

This property conveyance was authorized through the adoption of Resolution 24-14.

In order to complete the transfer the ownership of these lots to their purchaser, the Warranty Deed must be accompanied by a resolution attesting to the authorization of conveyance of the said real estate.

Recommendation is to approve the attached resolution to effect the final disposition of this property transfer.

Motion by Towner to accept and approve Resolution 24-15 attesting the adoption of Resolution 24-14 Authorizing the Conveyance of Parcel No. 115-0045-00010 and Parcel No. 115-0045-00021 to Jennifer Reyes and Christopher Erickson.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

C. Resolution 24-16 Establishing the Ballot Board for the City of Buhl.

Minnesota Statutes § 203B.121, Subd.1 requires the governing body (the City) to establish a Ballot Board, whose charge, among other duties, is to review and examine absentee ballots for conformity and acceptability.

Select Election Judges will be appointed by the City's election officials to conform with this statutory requirement and other applicable election laws.

Recommendation is to approve the attached resolution to establish a Ballot Board for 2024 election activities.

Motion by Kealy to approve Resolution 24-16 establishing a Ballot Board for the City of Buhl for the 2024 election cycle.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

The Administrator noted that this will be in effect throughout 2024, and that the Ballot Board should be re-established each election cycle.

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

Motion carried unanimously.

D. Approval of Invoice for Professional Services (Invoice #26) for City Wide Infrastructure Improvements project (19-599) in the amount of \$1,245.00 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 October 9 through November 6, 2023, and includes services related to the project punch list, USDA (loan) closeout, and Alley F reconstruction.

Specifically, these charges are identified as services rendered under "Construction Management".

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 is to pay JPJ Engineering, Inc., Invoice No. 26 for professional services related to the CIP Project No. 19-599 in the amount of \$ 1,245.00 upon validation of the services performed.

Motion by Towner to approve payment of Invoice No. 26 for Project No. 19-599 to JPJ Engineering, Inc., in the amount of \$ 1,245.00.

Supported by Kealy.

Discussion. Approve/Reject/Table.

City Engineer Jamnick indicated that this is primarily for site representation and monitoring through the on-site Project Representative -

Motion carried unanimously.

- E. Approval of Invoice for Professional Services (Invoice #3) for Damian Addition Phase III project (22-059) in the amount of \$7,712.21 to JPJ Engineering, Inc.

The City has been invoiced for Land Surveying and other professional activities 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 September 15 through November 6, 2023, and includes services related to the above-referenced project.

Specifically, these charges are identified as professional engineering services rendered under "Construction Management/RPR" (\$6,294.71) and "Staking" (\$1,417.50).

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 is to pay JPJ Engineering, Inc., invoice No. 3 for professional services related to Damian Addition Project No. 22-059 in the amount of \$ 7,712.21 upon validation of the services performed.

Motion by Towner to approve payment of Invoice No. 3 for Project No. 22-059 to JPJ Engineering, Inc., in the amount of \$ 7,712.21.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Administrator indicated that a portion of this work was for staking to establish individual parcel property lines, and for site grade re-profiling in areas proximate to the former upper ballfield.

Motion carried unanimously.

F. Approval of 2024 Electric Utility Member Dues to the Minnesota Municipal Utilities Association.

The Minnesota Municipal Utilities Association (MMUA) was formed in 1931, and is a nonprofit corporation representing the interests of municipal utilities, providing a wide variety of services to its members, several of them on the iron range.

The MMUA represents the interests of Minnesota's ~125 municipal electric utilities. Their mission is to unify, support and serve these utilities so they can in turn improve service to their customers and communities.

The City, as a municipal utility, is a long-standing member of this organization, as it maintains control of municipal electric services to its residents and businesses.

The MMUA has assisted its members in negotiating and securing power purchase rates from electric power producers, including investor-owned utilities (e.g. Minnesota Power).

Please note that membership dues for 2024 have been set at \$ 1,413.00, up from \$ 1,359.00 in 2023.

Recommendation is to approve membership in MMUA for 2024.

Motion by Kealy to approve membership in the Minnesota Municipal Utilities Association (MMUA) for 2024 in the amount of \$1,413.00.

Supported by Towner.

Discussion. Approve/Reject/Table.

It was noted that this is what keeps electric power purchase rates where they are at; Administrator indicated that this agreement will be up for renewal in 2028-2029.

Motion carried unanimously.

- G. Approval of Transferring Remaining Balance of 2023 Mining Effects Monies to the Damian Addition Phase 3/East Woodbridge/Seville/Jefferson Fund 429 Retroactive to 2023.

The Finance Manager, Dianna Thronson, has indicated that there are monies which were received by the City from 2023 Mining Effects revenue that remain after satisfying payment of the 2021 General Obligation (G.O.) Bond debt.

Finance Manager Thronson requests that this remaining balance be re-allocated to Fund 429, to be utilized for eligible Fund-related project expenses.

A memorandum from Finance Manager Thronson detailing this request was attached.

The amount requested to be re-allocated is \$ 10,054.00.

Recommendation is to approve moving these remaining monies into Fund 429 to be utilized for Damian Addition Phase 3/East Woodbridge/Seville/Jefferson project activities and expenses.

Motion by Loeffler to approve re-allocating the remaining balance of the 2023 Mining Effects monies in the amount of \$10,054.00 to Fund 429 for Damian Addition Phase 3/East Woodbridge/Seville/Jefferson and/or Klinx Way project activities and expenses, effective retroactive to December 31, 2023.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Question raised as to whether (the paving of) Klinx Way can be added and accommodated in this transfer; the Administrator will look into whether that can be accomplished – this has been reflected as a clarification in the current motion.

The Administrator will work with the City Engineer to include this in upcoming project activities and requested this be put on the calendar for work in 2024 as soon as the weather supports these (construction) activities.

The City Engineer indicated a change order will be prepared for formal city council approval to reflect these activities.

Motion carried unanimously.

- H. Consider The Hydeaway Street Closing Request for February 10, 2024.

The Hydeaway, in conjunction with Tom & Jerry's Bar of Chisholm, MN, has scheduled the 2024 Vintage Snowmobile Ride for ALS (Amyotrophic Lateral Sclerosis, formerly known as Lou Gehrig's disease) for Saturday, February 10, 2024.

This is an annual event sponsored by The Hydeaway.

The event will be held on State Street and Jones Avenue in the vicinity of The Hydeaway and the Curling Club.

Nora Zgonc of the Hydeaway has requested to have a portion of State Street and Jones Avenue closed from 8:00 a.m. to 7:00 p.m.

An additional request is to rent the Curling Club to host a meal and raffle on the same day. No alcohol will be served outside at this event.

A flyer advertising the event and a map of the requested street closing locations is attached.

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 Nora Zgonc/The Hydeaway's request.

Motion by Kealy that the City grant the request of Nora Zgonc and The Hydeaway to close those portions of State Street and Jones Avenue west of Forest Street and south of Jones Avenue from 8:00 a.m. to 7:00 p.m. on February 10, 2024, and to barricades to assist with traffic control.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

It was noted that Curling Club personnel will be assisting with this event, and after further discussion it was determined that the City will donate the use of the Curling Club to this event at no cost.

Proceeds from liquor sales will be retained by the Curling Club; the Curling Club intends to donate tips and other monies received to ALS.

The Administrator issued an adjusted schedule which was released by the event organizers due to the current weather conditions being experienced.

Motion carried unanimously.

I. Other Business.

The Administrator reminded all that the next meeting will be a Working Session to be held on Thursday, February 15 at 6:30 p.m.

J. Councilor's Comments.

Councilor Kealy –

Inquired as to a Mark LaMourea water testing update – the LaMourea's property was (properly) flushed and all is satisfactory at this point – no further or additional water testing is planned at this time;

Noted that the EMT/Firefighter Bonspiel will be held at the Buhl Curling Club on February 24 – this is a fundraiser –

Reminded everyone that utility rates went up on January 1, 2024 -

Inquired as to the status of election judges –

Hopes that the city will be gearing up toward an assertive blight remediation effort and campaign beginning early in the spring -

Noted that some operational issues remain at the Curling Club but the Blarney Bonspiel is scheduled for March 15 & 16.

Councilor Hadrava –

Noted that the ice in Buhl Lake is not fully developed and cautioned all to be extremely careful if and when venturing out onto that ice – STAY OFF THE ICE!

Councilor Towner –

Noted that the Winter Frolic is scheduled for Friday, February 9 beginning at 5:30 p.m. at the skating shack – fire, Smores, hot chocolate, hot cider, boot hockey, are some of the highlights -

Councilor Loeffler –

Indicated that the Cookie Decorating event held at the Senior Center on Sunday, February 4 was well-attended and a lot of fun;

Noted the next event will be March 2 – Watercolor Painting – at the Senior Center in the afternoon.

K. Mayor's Comments.

Get out and enjoy the weather right now – it is very nice at the moment!

BE MINDFUL OF THE ICE!

9. ADJOURN:

Motion by Kealy to adjourn.

Supported by Loeffler.

Motion carried Unanimously and the meeting was adjourned at 7:23 p.m.



Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk