

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
9/17/2024

Tuesday, September 17, 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 ___ Towner
Mayor: X Carter

Administrator: X Jeffries
Public Works Foreman: ___ Pink
Attorney: X Kearney
Engineer: X Jamnick
Fire Chief: ___ Lehman
Police Chief: ___ Manner

A Moment of Silence was held for recently deceased retired City of Buhl employee Anthony (Tony) Kutzler.

3. PLEDGE OF ALLEGIANCE:

4. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA:

Remove Approval of August 8, 2024 City Council Working Session minutes.

Motion by Kealy to approve the agenda as amended.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

5. REPORTS FROM DEPARTMENT HEADS:

City Engineer John Jamnick of JPJ Engineering, Inc.:

Gave an update on several items, including:

Damian III Addition project paving work has been completed; restoration (seeding, etc.) work remains and will occur this fall -

Met with representatives of the curling club (Brian Kealy and Tim Simonson) to discuss methodologies of preventing water intrusion into the main body of the structure, including:

Bentonite seal addition and soil amending;
Flowable bituminous sealant; and
Bituminous patching or paving of west side of Mine Street.
Looking into paving quotes regarding this approach -

Is in the process of compiling a punch list for the Damian III construction project, and sunsetting the punch list on the CIP project -

The Administrator commented that any paving activity or bituminous work here would be at an extra cost -

Administrator Jeffries:

Noted a number of items, including:

1. The City received a grant (from Compeer Financial) and a grant extension (from CEDA) to assist in conducting a child care feasibility study; this will be taken up in the near future;
2. Received written comments from a Buhl resident – and noted that written comments are always welcome and will be treated as an item under Public Forum;
3. The civil defense (tornado) siren was tested on September 4 – it rotates but does not sound – this issue has now been identified and it is being worked on;
4. Reflected that long time city public works employee Tony Kutzler passed away recently;
5. Former City Councilor James Larsen – a Celebration of Life will be held at Billy's Pub-N-Grub on Saturday, September 21 from 1:00 to 4:30 p.m.; and
6. Highlighted that smoke testing will be conducted this fall, and the City encourages, invites, and may reach out to residents to be observers to the testing to assist the project.

Additionally, the Administrator offered a summary spreadsheet of responses to and status of items included in questions submitted by Melody Staffaroni on August 20, 2024.

6. CITIZENS FORUM:

None in person.

Administrator Jeffries communicated written comments submitted by Edwin Fillman, 416 Seville Avenue, including:

1. Finish paving two blocks on Sharon Street
From Whiteside Avenue to Muller Avenue.
This is the last section of Sharon Street
that should have been included in the original
Street renewal.
2. Develop a maintenance program for unimproved alleys or look into
paving them.

7. CONSENT AGENDA

A. Minutes:

- i. Regular City Council Meeting – September 3, 2024
- ii. REMOVED FROM AGENDA

B. Claims:

- | | |
|----------------|---------------------|
| i. Payroll #18 | \$ 16,571.49 |
| ii. A/P | <u>\$ 80,280.96</u> |

TOTAL \$ 96,852.45

Motion by Hadrava to approve the consent agenda as amended.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

8. BUSINESS:

A. Presentation from AMI Consulting Engineers, P.A. on City of Buhl Water Tower (Structural) Assessment.

The City continues exploring information and pursuing its due diligence in determining the future of its municipal water storage and distribution system, including assessing the condition of the existing elevated water storage tower serving the city.

Subsequent to encouraging technical information previously received regarding the status and condition of the water storage tank itself, the City approved engaging with AMI Consulting Engineers, P.A. to conduct a structural inspection and condition assessment of the superstructure of the existing elevated storage tank serving the City of Buhl's water distribution needs.

This structural assessment and corresponding analysis has now been completed and the findings and results of this initiative have been made available and is shared and distributed for continued information.

AMI Consulting Engineers, P.A., is an independent engineering consulting firm located in Superior, WI, who is engaged nationwide with over 4,000 projects served and assisted.

AMI specializes in the design and development of ports and harbors, waterfronts and marinas, coastal and riverine projects, buildings, dams and levees, and industrial structures.

Garrett Larson, P.E., is AMI's Industrial Group Project Manager, is the point contact and AMI representative working with the City on this initiative.

Mr. Larson addressed the City Council on the material in this report, and was available to discuss these items.

Informational only.

Overall findings are that the structure is in generally good condition, has been well-maintained, and shows very minimal, if not negligible, section loss across its structural steel support members.

No major deficiencies were observed, and suggestions and recommendations were offered with regard to minor deficiencies.

B. Consider Emergency Repair of Library Roof Following and as a Result of Storm Related Events of Summer 2024.

The severe weather events of late June 2024 resulted in damage to several assets of the City of Buhl, including damage to the roof of the Buhl Public

Library. The Library experienced new and previously unencountered roof issues which led to water leaking into the main floor service area(s).

To address potential mitigation efforts, the city engaged The Jamar Company to perform an inspection of the Library roofing system and propose corrective measures, if deemed prudent.

An Inspection Report has been prepared and issued by The Jamar Company, who recommends immediate attention and action be placed on this roofing system to protect the facility from further and future damages.

This report concludes, among other items, that “the existing wall flashing has failed and is allowing water to enter the building”.

Corrective emergency action proposed to rectify this issue is to “remove ballast rock, clean membrane, and install new membrane or sealant over the existing substrate”.

The proposed cost to repair is \$3,300.00.

The Administrator will work with appropriate agencies to attempt to seek potential Federal and State disaster reimbursement for this public infrastructure.

Recommendation is for the City to approve The Jamar Company to immediately schedule these needed emergency repairs.

Motion by Kealy to authorize The Jamar Company to immediately schedule and perform needed emergency repairs to the Buhl Public Library roofing system in the amount of \$3,300.00.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

The Administrator will coordinate and schedule this repair before the end of the year.

Motion carried unanimously.

- C. Consider Approval of JPJ Engineering Invoice 22-059 #5 for Damian Addition Phase III Professional Engineering Services in the Amount of \$4,068.37.

The City has been invoiced for professional engineering services 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 July 2024, and includes services related to the above-referenced project.

Specifically, these charges are identified as professional engineering services rendered under “Construction Management/RPR” (\$1,197.87) and “Staking” (\$2,872.50).

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

Recommendation is to remit to JPJ Engineering, Inc. invoice No. 5 for professional services related to Project No. 22-059 in the amount of \$4,068.37 upon validation of the services performed.

Motion by Kealy to approve payment of Invoice No. 5 for Project No. 22-059 to JPJ Engineering, Inc., in the amount of \$ 4,068.37.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

D. Consider Approval of Minnesota Rural Water Association (MRWA) Membership Subscription for 2024-2025.

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 recent assistance provided by the MRWA for the development, implementation, and ongoing maintenance of Buhl’s Wellhead Protection Plan, assisting in obtaining a water meter for municipal well #2, and assisting on conducting smoke testing activities as a portion of the City’s I & I (Inflow and Infiltration) mitigation initiatives.

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 and continues to be 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 2024-2025 as an Associate Member in the amount of \$400.00.

Motion by Hadrava to authorize the City to renew its Associate Membership in the Minnesota Rural Water Association (MRWA) for August 2024 – July 2025 in the amount of \$400.00.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Councilor Loeffler inquired as to the difference between Associate and Active memberships; the Administrator indicated that there is little difference to the City of Buhl, mainly in certain voting rights -

Motion carried unanimously.

E. Consider Approval of Salvation Army HeatShare Program Agreement for 2024-2025 Program Season.

The Salvation Army's HeatShare program is currently celebrating its 40th year.

HeatShare is a voluntary non-governmental program of the Salvation Army which has been in existence since 1982. The program is a one-time, last resort opportunity for utility customers in crisis who may have no other resources available to see them through a tough period.

The program provides emergency financial assistance on a year-round basis with heating and utility bills to those in need, and is used for natural gas, oil, propane, wood, and electricity. It helps warm the lives of the elderly, disabled, and others who have nowhere else to turn. The program is especially valuable in that it may be available after state programs have closed or are otherwise unavailable.

The Salvation Army HeatShare Program seeks partnership participation from utility companies and providers in the form of notifying customers of the existence and availability of the program, as well as by encouraging and soliciting voluntary (financial) contributions from customers and employees to the program.

The City has participated previously, and will participate by placing information regarding this program in utility billings to its customers, placing this information on the City website, and by transferring any contributions received to the Program.

Recommendation is for the City to enter into an agreement to continue to promote and support the Salvation Army HeatShare Program.

Motion by Kealy to authorize the City to enter into an Agreement with The Salvation Army HeatShare Program for the period of October 1, 2024 until September 30, 2025, and to direct the Mayor to execute this Agreement on behalf of the City of Buhl.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

- F. Consider Supporting Iron Range Youth-In-Action as a Participating Sponsor of the 2024 Annual Make A Difference Conference to be Held in Virginia, MN.

St. Louis County Extension – Youth-In-Action has announced that their 2024 annual Make a Difference Conference will take place on November 18, 2024, at the Iron Trail Motors Event Center located in Virginia, MN.

St. Louis County Youth-In-Action’s mission is to maintain and support youth development and community programs and projects. They work to promote public service values to better engage young adults with their communities. Their goal is to bring positive change to St. Louis County through partnerships with students, schools, community organizations and businesses and their in-school advisors.

The Make a Difference Conference is the largest annual event hosted by Youth-In-Action, and the 2024 goal is to accommodate more than 300 youth attendees.

Support/contributions will go toward providing a free, impactful, and memorable day for future St. Louis County leaders.

Five (5) support levels are identified; staff recommends consideration of the Youth Participant Sponsor level at \$100.00.

Youth-In-Action is an ongoing partner in the very popular Buhl Beach Blast event.

Recommendation is for the City to support the Make A Difference Conference as a Youth Participant Sponsor.

Motion by Loeffler to support the St. Louis County Youth-In-Action 2024 Make A Difference Conference as a Youth Participant Sponsor in the amount of \$100.00.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

- G. Invitation to Attend PathBlazers Snowmobile Club 2nd Annual Snowmobile/Land Owner/Club Supporter Appreciation Day.

The PathBlazers Snowmobile Club of Chisholm/Hibbing & Side Lake is a very active trail management and maintenance organization in this area.

The PathBlazers are very appreciative to the City for allowing them the permitted use to have a portion of their trail traverse through the City of Buhl, spurring positive winter economic impact activity for the community and its businesses.

The PathBlazers have invited the City Council to attend and participate in their 2nd Annual Open House and Land Owner & Club Supporter Appreciation Day.

This event will be held October 5, 2024, from noon until 4:00 p.m., at their Club Building located at 119 6th Street SE in the Chisholm Industrial Park.

In addition to the opportunity to meet and network with club leadership and members, their newest equipment purchased to improve and maintain their trail network will be on display.

Additional information regarding this event is attached to this memorandum.

Informational only.

H. Reminder of City Council Budget (2025) Working Session Scheduled for Thursday, September 26, 2024, at 6:30 p.m. at City Hall.

Thursday, September 26, 2024 at 6:30 p.m. has previously been selected as the date for a dedicated fiscal year 2025 budget working session, in the City Council chambers in City Hall.

The preliminary budget for fiscal year 2025 will be introduced at this City Council Working Session.

Staff will also introduce the City's proposed tax levy for fiscal year 2025 at this meeting.

The City must adopt and certify this proposed tax levy for fiscal year 2025 to the St. Louis County Auditor on or before September 30, 2024.

Since there is no regular City Council meeting scheduled before September 30, 2024, staff proposes that, in addition to a working session, the meeting of September 26, 2024 be considered a Special Meeting of the City of Buhl City Council in order to conduct business necessary to adopt the proposed budget and certify the proposed tax levy for fiscal year 2025.

The final budget and tax levy is anticipated to be prepared and completed in December 2024, and must be adopted and certified by December 28, 2024.

Further evaluation and review of the proposed budget will be warranted in order to achieve a workable fiscal year 2025 budget that is acceptable to the City Council.

As such, further working session(s) are tentatively scheduled for four (4) additional future dates – October 10, October 31, November 14, and December 12 - to provide for additional necessary or desired evaluation and review of the fiscal year 2025 budget prior to adoption and levy certification.

Motion by Kealy to set a Special City Council Meeting immediately following the City Council Working Session earlier in that evening on September 26, 2024, for adoption of the preliminary 2025 budget and certifying of the 2025 proposed tax levy.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

I. Other Business.

None.

J. Councilor's Comments.

Councilor Kealy:

Noted that there are traffic issues, mostly with speed, at the intersection of Memorial Drive and Roberts Street – and suggested placing a stop sign at this intersection -

Motion by Kealy to install a permanent traffic stop sign on the west side of Roberts Street north of Memorial Drive.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

Noted that there will be a "Know the Candidates" forum conducted by the Senior Citizens' group on Monday, October 14, 2024, at 6:30 p.m. at the Buhl/Kinney Senior Center, 302 Frantz St., Buhl, MN 55768.

The Administrator noted that this event is totally independent from and not affiliated with the City of Buhl in any form -

Councilor Hadrava:

Noted that the PathBlazers' open house and event is open to everyone and the general public is welcome and invited to attend-

Councilor Loeffler:

Inquired as to the dates for the water tower public meetings, since the structural inspection report has now been received; this will be addressed at a near-future City Council meeting -

K. Mayor's Comments.

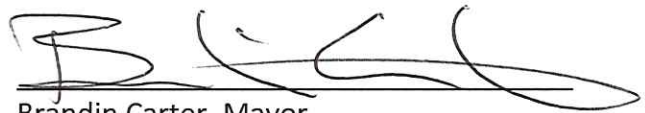
The weather is still quite nice; GO FISHING! It makes memories!

ADJOURN:

Motion by Loeffler to adjourn.

Supported by Hadrava.

Motion carried Unanimously and the meeting was adjourned at 7:50 p.m.


Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk