

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
11/19/2024

Tuesday, November 19, 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: X Kearney
Engineer: Jamnick
Fire Chief: Lehman
Police Chief: Manner

3. PLEDGE OF ALLEGIANCE:

4. PUBLIC HEARING (Delinquent Utilities)

A. Public Hearing for the City to Certify Delinquent 2024 Unpaid Utility Charges to the (payable) 2025 St. Louis County Property Tax Rolls.

Public Hearing opened by Mayor Carter at 6:02 p.m.

Staff presented as follows:

Buhl City Code provides for the City to place delinquent unpaid utility charges on the current year property tax rolls, payable in the succeeding year, for specified properties.

Prior to certifying delinquent utility accounts onto residents' property tax rolls, a public hearing is required.

Each account contained in "Exhibit A" of Resolution 24-30 was sent notice of this public hearing.

Specifically, these charges are identified in the "To Certify*" column contained on this "Exhibit A", attached to resolution 24-30. Six (6) properties are included in this Exhibit A.

No residents requested testifying to the City Council at this Public Hearing, and no public comment on this matter was received.

Motion by Kealy to close the Public Hearing.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

Public Hearing closed at 6:09 p.m.

The Administrator noted that this item is on this meeting's agenda for action as item 9.E.

5. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA:

None.

Motion by Towner to approve the agenda as presented.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

6. REPORTS FROM DEPARTMENT HEADS:

Administrator Jeffries:

Noted a number of items, including:

1. That City Engineer John Jamnick of JPJ Engineering, Inc. was unable to make it to this meeting due to scheduling conflicts -
2. That RAMS (Range Association of Municipalities and Schools) will be holding a (regular monthly) meeting on Thursday, November 21, 2024, at the Minnesota Discovery Center in Chisholm, at 5:30 p.m. –

The Administrator will RSVP interested parties who wish to attend -

the City's best interests to continue to desire these services from the City of Chisholm Police Department.

The City of Chisholm Police Department has indicated a willingness to continue providing these services through a new agreement.

It is the City's understanding that this new agreement will be for a three (3) year term, with an escalation factor of 3% from the current agreement.

The City anticipates receiving a draft agreement for its review in the near future.

Informational only.

The Administrator indicated that the draft agreement may be available by the end of the week -

- B. Consider Approving JPJ Engineering Invoice #6 for Project #22-059 – Damian Addition Phase III Engineering Services in the amount of \$ 405.00.

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 September 2024, and includes services related to the above-referenced project.

Specifically, these charges are identified as professional engineering services rendered under "Construction Management/RPR" in the amount of \$ 405.00.

Recommendation is to remit to JPJ Engineering, Inc. invoice No. 6 for professional services related to Project No. 22-059 in the amount of \$ 405.00 upon validation of the services performed.

Motion by Towner to approve payment of Invoice No. 6 for Project No. 22-059 to JPJ Engineering, Inc., in the amount of \$ 405.00.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

The Administrator reported that these services are for when the general contractor returned to the site after paving activities were completed to backfill behind curbs and perform other restorative work activities.

The Damian III project is substantially complete, however the City should create a punch list and hold the project open until those matters are acceptably addressed.

It was noted to make sure to include the (2nd) entrance to the disc golf course (on the corner of Franklin Street and Burton Lane) on this punch list to insure an additional method of ingress/egress to this parking area -

Motion carried unanimously.

- C. Consider Approving JPJ Engineering Invoice #3 for Project #23-207 – Buhl Business Park (Block) Engineering Services in the amount of \$ 615.00.

The City has been invoiced for professional engineering services and other professional activities performed by JPJ Engineering, Inc., for services related to the Buhl Business Park (Block) project (JPJ Project No. 23-207).

This invoice is related to services rendered for the Invoice Period of September 2024, and includes services related to the above-referenced project.

Specifically, these charges are identified as an Extra – All American Title Invoice for real estate legal briefs and abstract services billed to and remitted by JPJ Engineering, Inc., in the amount of \$ 615.00.

Recommendation is to remit to JPJ Engineering, Inc. invoice No. 3 for professional services related to Project No. 23-207 in the amount of \$ 615.00 upon validation of the services performed.

Motion by Kealy to approve payment of Invoice No. 3 for Project No. 23-207 to JPJ Engineering, Inc., in the amount of \$ 615.00.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

- D. Consider Approving Resolution 24-29 Authorizing Submittal of the City of Buhl CDBG Application Related to 2025 Infrastructure Improvements Projects for Inclusion in St. Louis County's Consolidated Plan/Action Plan to the U.S. Department of Housing and Urban Development.

The City previously submitted a FY2025 Community Development Block Grant (CDBG) pre-application entitled Water Storage System Improvements to the St. Louis County Economic and Community Development department.

This pre-application has been approved on October 15, 2024.

St. Louis County has decided to submit a Consolidated Plan/Action Plan to the U.S. Department of Housing and Urban Development, of which the City of Buhl CDBG application related to 2025 Infrastructure Improvements Projects has been invited to be included in.

Recommendation is to include the City of Buhl FY2025 CDBG application for water storage system improvements in the St. Louis County Consolidated Plan/Action Plan.

Motion by Loeffler to execute and adopt Resolution 24-29 authorizing submittal of the City of Buhl CDBG application related to 2025 Infrastructure Improvements Projects for inclusion in St. Louis County's Consolidated Plan/Action Plan to the U.S. Department of Housing and Urban Development.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

The scope of this grant request was modified to exclude water main looping and infrastructure development for potential new residential development – and instead is more honed in and focused on water storage (water tower) and distribution needs –

Further information is anticipated around February or March 2025.

Roll Call Vote: Councilors Hadrava - Aye, Kealy - Aye, Loeffler - Aye, Towner - Aye; Mayor Carter - Aye.

Motion carried unanimously.

E. Consider Approving Resolution 24-30 for the City to Certify Delinquent 2024 Unpaid Utility Charges to the 2025 St. Louis County Property Tax Rolls.

Buhl City Code provides for the City to place delinquent unpaid utility charges on the current year property tax rolls, payable in the succeeding year, for specified properties.

Prior to certifying delinquent utility accounts onto residents' property tax rolls, a public hearing is required.

This Public Hearing was held on November 19th, 2024.

Each account contained in "Exhibit A" of Resolution 24-30 was sent notice of this public hearing.

Specifically, these charges are identified in the "To Certify*" column contained on this "Exhibit A", attached to resolution 24-30.

Recommendation is for the City to certify those delinquent unpaid utility charges contained in "Exhibit A" to Resolution 24-30 to the St. Louis County, Minnesota, Property Tax Rolls.

Motion by Towner to execute and adopt Resolution 24-30 for the City to Certify Delinquent 2024 Unpaid Utility Charges to the 2025 St. Louis County Property Tax Rolls as contained in "Exhibit A" to Resolution 24-30.

Supported by Kealy.

Discussion. Approve/Reject/Table.

The Administrator indicated that some of these accounts are active and some are not; that some of these properties are repeat properties from other years; and that certifying these charges to the property tax rolls may allow the City a slightly better opportunity to collect these Past charges than that which currently exists (as an unpaid utility bill) -

It was noted that the amounts listed are through August 1, 2024, and that, after being certified, the amounts will be taken off the current utility billing.

Roll Call Vote: Councilors Hadrava - Aye, Kealy - Aye, Loeffler - Aye, Towner - Aye; Mayor Carter - Aye.

Motion carried unanimously.

F. Certificate to County Auditor. Special Assessment. Whiteside and Woodbridge Avenue.

The City compiles and maintains information on (special) assessments levied for street improvements which remain unpaid, typically as a result of a pro-rated assessment spread out over a number of years.

The City certifies these improvements assessments to the County Auditor annually prior to December 1.

This Assessment Roll for 2024 certification is the 4th installment unpaid on the assessment levied by the City Council of the City of Buhl on April 20, 2021, for the improvement of the streets on Whiteside and Woodbridge Avenues from Forest Street to Wanless Street, and on Sharon Street between Seville and Pennsylvania Avenues, which will be applied by St. Louis County for collection with 2025 property tax assessments.

This certificate/assessment roll is attached to this item.

Recommendation is to approve the certificate and distribute this information to the St. Louis County Auditor.

Motion by Towner to approve the Certificate for (Special) Street Assessments for the Whiteside and Woodbridge Street Assessment, 4th Installment, for 2024 and to distribute this information to the St. Louis County Auditor for inclusion in affected 2025 Property Tax Statements.

Supported by Kealy.

Discussion. Approve/Reject/Table.

The Administrator noted that for these types of projects, that special assessments are levied for typically 10 years –

It was noted that the opportunity exists for residents to fulfill the entire balance of the special assessment(s) at any time with no prepayment penalty -

Motion carried unanimously.

G. Certificate to County Auditor. Special Assessment. East Woodbridge Avenue.

The City compiles and maintains information on (special) assessments levied for street improvements which remain unpaid, typically as a result of a pro-rated assessment spread out over a number of years.

The City certifies these improvements assessments to the County Auditor annually prior to December 1.

This Assessment Roll for 2024 certification is the 3rd installment unpaid on the assessment levied by the City Council of the City of Buhl on April 20, 2021, for the improvement of the streets on Woodbridge from Wanless Street in Buhl, which will be applied by St. Louis County for collection with 2025 property tax assessments.

This certificate/assessment roll is attached to this item.

Recommendation is to approve the certificate and distribute this information to the St. Louis County Auditor.

Motion by Loeffler to approve the Certificate for (Special) Street Assessments for the East Woodbridge Assessment, 3rd Installment, for 2024 and to distribute this information to the St. Louis County Auditor for inclusion in affected 2025 Property Tax Statements.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

H. Certificate to County Auditor. Special Assessment. South Memorial Drive.

The City compiles and maintains information on (special) assessments levied for street improvements which remain unpaid, typically as a result of a pro-rated assessment spread out over a number of years.

The City certifies these improvements assessments to the County Auditor annually prior to December 1.

This Assessment Roll for 2024 certification is the 10th and final installment unpaid on the assessment levied by the City Council of the City of Buhl on September 2, 2014, for the improvement of the streets on South Memorial Drive in Buhl, which will be applied by St. Louis County for collection with 2025 property tax assessments.

This certificate/assessment roll is attached to this item.

Recommendation is to approve the certificate and distribute this information to the St. Louis County Auditor.

Motion by Towner to approve the Certificate for (Special) Street Assessments for the South Memorial Drive Assessment, 10th (and final) Installment, for 2024 and to distribute this information to the St. Louis County Auditor for inclusion in affected 2025 Property Tax Statements.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

I. Consider Supporting the Mountain Iron-Buhl (MIB) Public Schools Yearbook Through Sponsoring a Page or Pages in the 2025 Edition.

The Mountain Iron-Buhl Public Schools memorialize each school year with a yearbook known as *The Laurentian*.

The City has received a solicitation to consider sponsoring a page or pages in *The Laurentian* to support the students and otherwise gain public exposure.

Sponsoring pages in the yearbook is a great way to show and demonstrate care for the community, the school district, and the students.

The cost of sponsorship is \$75.00 per page.

It is good and sound municipal policy for the City to support the community, including the school district and the students.

Recommendation is for the City to sponsor a page or pages in this yearbook.

Motion by Towner to authorize the City to support the Mountain Iron-Buhl Public Schools yearbook, *The Laurentian*, with a sponsorship in the amount of \$75.00 per page for one (1) page(s) in the 2024-2025 edition, and to congratulate the students of Mountain Iron-Buhl Public Schools on their achievements and accomplishments.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Brief discussion on whether this should come before the City Council or before BEDA (Buhl Economic Development Authority) – in the past this has been acted on by the City Council –

The Administrator reported that it is his understanding that the City can donate or sponsor these types of initiatives –

The City Attorney concurred with this – it is the equivalent of promoting the City through advertisement -

Motion carried unanimously.

J. Consider Supporting the Mountain Iron-Buhl (MIB) High School Chemical-Free All Night Graduation Party.

The parents of the Mountain Iron-Buhl (MIB) Public Schools Class of 2025 will memorialize this school year graduation with a Chemical-Free All Night Graduation Party.

This will be the 38th annual edition of this event.

The City has received a solicitation to consider participating in this rewarding project, which provides graduating seniors with a safe and memorable way to celebrate their high school graduation.

Donations or sponsorships may be in the form of merchandise, gift certificates, or cash. Cash donations will be used to purchase decorations, games, food, entertainment, and prizes.

It is good and sound municipal policy for the City to support the community, and its youth, including the school district and its students.

Recommendation is for the City to offer a sponsorship to this event.

Motion by Hadrava to authorize the City to support the Mountain Iron-Buhl Public Schools 38th Annual Chemical-Free All Night Graduation Party with a sponsorship in the form and amount of \$ 100.00, and to congratulate graduating seniors of the Mountain Iron-Buhl Public Schools Class of 2025 on their achievements and accomplishments.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

- K. Notice of the Essentia Health Foundation Jingle Mingle Holiday Event to be Held on November 21, 2024.

The City has received an invite to the 2024 Essentia Health Virginia Regional Foundation's Jingle Mingle Event.

This invitation includes elected officials on its invitee list.

This event will be a social gathering 4:30 - 6:30 p.m. on Thursday, November 21st, at the Virginia Elks Club, located at 220 5th Avenue West in Virginia, MN.

This special event is Essentia's way of saying thank you for your continued support, and offers a way to learn more about how the Essentia Health – Virginia Regional Foundation is expanding emergency care in the community.

Informational only.

- L. Notice of Range Association of Municipalities and Schools (RAMS) Upcoming Board of Directors Seat Openings and Candidate Nominating Criteria.

Each year, certain members of the Range Association of Municipalities and Schools (RAMS) Board of Directors rotates board seats through expiration of individual board members' terms.

This process results in vacancies on the RAMS Board of Directors.

Each member unit (including the City of Buhl) has the right to submit one nominee to be placed on the ballot, which will be voted on in-person at the RAMS Annual Meeting, to be held on December 19, 2024.

For 2025, there will be eleven (11) vacancies, each with a 2-year term commencing January 1, 2025 through December 31, 2026.

Nominees must hold a current, valid election certificate at the time of their nomination.

Nominations are due by December 9, 2024.

The Administrator indicated that, as a result of recent elections, there may be additional vacancies on the RAMS Board of Directors.

Informational only.

M. Other Business.

None.

N. Councilor's Comments.

Councilor Kealy:

Noted that stop signs (5 in total) have been installed on the roadways surrounding the Damian III residential addition and Burton Park – and reminded everyone to be attentive to these -

Noted that there have been social media posts indicating that 911 had been called for a potential traffic offense – and that no call had actually been received by the Chisholm Police Department or the 911 action desk –

- So the public was and is urged to post ONLY correct and truthful information on social media –

Questioned what is the next step in the water tower project –

The Administrator indicated that there should be a working session or special City Council meeting in the near future (before the next regular City Council meeting) to continue to move this project along –

It was decided to hold a working session (or Special Meeting – if the council would like to make a decision or take an action -) on Monday, November 25, 2024 at 5:00 p.m. in the City Council chambers -

Councilor Loeffler:

Noted that November is Native American Heritage Month –

- And that there will be a beadwork activity session on Sunday, November 24, 2024, from 2 – 5 p.m. at the Lutheran Church - email buhlyouthcenter@gmail.com to register -

Noted that on Sunday, December 1, 2024 there will be a Porch Pot Painting activity session at the Buhl Community Center (Curling Club) –

Councilor Hadrava:

Urged all to STAY OFF OF THE ICE!! (It is WAY too thin – if you see any!)

O. Mayor's Comments.

Offered congratulations and thanks to the MI-B (Mountain Iron – Buhl) High School football team for their great season, which ended in the state playoffs at the U.S. Bank Stadium in Minneapolis –

The holidays are coming – BE SAFE and enjoy!

10. ADJOURN:

Motion by Towner to adjourn.

Supported by Kealy.

Motion carried unanimously and the meeting was adjourned at 7:26 p.m.

Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk