

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
08/15/2023

Tuesday, August 15, 2023

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: X Pink
Attorney: X Kearney
Engineer: Jamnick

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

Add Agenda Item 7.N.

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.

4. **REPORTS FROM DEPARTMENT HEADS:**

Foreman Pink:

Addressed that cloudy water has recently been noticed in the city – this was likely due to disrupting the casing of municipal water well #1 from recent maintenance work, and will likely naturally abate in the near future;

Noted that bacterial (coliform) testing of the City water supply was favorable;

Reported that windows in the Senior Center have been installed;

Reported that park and recreational equipment has been received and is being assembled and that concrete work related to this will be upcoming yet this fall;

Advised that flushing of sewers scheduled to begin next week and that water might get cloudy for a period of approximately one week or so;

Reminded people to NOT drive over hoses – it causes water hammer and is NOT GOOD!

Noted that a new mower will be placed in to the 2024 budget for consideration.

Administrator Jeffries:

Mentioned that the City recently learned that Buhl will soon receive \$100,000 from the State of Minnesota Property Tax Relief Account, which will be dedicated to City Hall building improvements;

Highlighted the August 13, 2023 dedication of two (2) Habitat for Humanity homes in the City, and thanked Councilor Towner and Mayor Carter for participating in these ceremonies; and

Made everyone aware of and invited everybody to participate in International Overdose Awareness Day which will be celebrated on August 31 – Project Opioid’s initiative to advocate and acknowledge the problems with the opioid crisis; Wear purple that day!

5. CITIZENS FORUM:

Susan Trunk, Buhl resident, addressed the City Council regarding parking and traffic concerns at the Buhl (Pit) Lake boat landing and trails intersection, and requested the City’s consideration in monitoring conditions in this area and addressing safety issues, possibly including additional signage.

Additionally asked who owns the snowmobile trail in this area.

Staff will follow up regarding potentially installing additional signage.

6. CONSENT AGENDA

A. Minutes:

i. Regular City Council Meeting – August 1, 2023

B. Claims:

i. Payroll #16	\$ 17,160.64
ii. A/P	\$ 95,232.77
TOTAL	<u>\$ 112,393.41</u>

Motion by Kealy to approve the consent agenda.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

7. BUSINESS:

- A. Resolution 23-53 for the City to Accept a Donation from Nora Zgonc and the Zgonc Company to the Recreation Board.

Nora Zgonc, of Zgonc Company and The Hydeaway, has offered a donation of \$100.00 to the City's Recreation Board (Commission) as a financial contribution to help offset costs related to the Beach Blast event and other beach related activities.

Recommendation is for the City to accept this donation.

Motion by Kealy to authorize the City to accept a donation from Nora Zgonc, of the Zgonc Company, to the City's Recreation Commission as a financial contribution to help offset costs related to the Beach Blast event and other beach related activities in the amount of \$100.00, to execute Resolution 23-53 concerning the same, and to acknowledge this donation with appreciation.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

- B. Resolution 23-54 for the City to Accept Donations from Several Parties to the Buhl Public Library.

The City has received five (5) offers of donations related to assisting operations at the Buhl Public Library.

Peggy Fabish, Mary Haltvick, David and Anita Vieu, Dan La Vigne, and Christine Peterson have offered donations totaling \$ 853.00 to the City as financial contributions toward the Buhl Public Library's operational needs for 2023.

Recommendation is for the City to accept these donations.

Motion by Kealy to authorize the City to accept donations from Peggy Fabish, Mary Haltvick, David and Anita Vieu, Dan La Vigne, and Christine Peterson in the amount of \$ 853.00, for 2023 Buhl Public Library program initiatives, to execute Resolution 23-54 concerning the same, and to acknowledge these donations with appreciation.

Supported by Towner.

Discussion. Approve/Reject/Table.

It was noted that anyone wishing to donate to the Library should contact either the Library or City Hall.

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

Motion carried unanimously.

C. Resolution 23-55 Authorizing the City of Buhl to Make Application to and Accept Funds Through the Minnesota Pollution Control Agency (MPCA) Sewer Overflow and Stormwater Reuse Municipal Grants Program.

The Minnesota Pollution Control Agency (MPCA) has announced the availability of sewer overflow and stormwater reuse grants for Environmental Justice communities.

Aging stormwater and wastewater infrastructure systems must be updated to prevent flooding in the community and protect the municipal wastewater system.

This program will provide an opportunity to obtain funding to support planning and design projects that will support the replacement of obsolete stormwater or wastewater infrastructure in the community.

Maintaining and upgrading the stormwater and wastewater infrastructure is paramount to the City to protect its municipal assets and investments, now as well as into the future.

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

Motion by Loeffler to approve City of Buhl Resolution 23-55, authorizing the Administrator to make application to the Minnesota Pollution Control Agency (MPCA) Sewer Overflow and Stormwater Reuse Municipal Grants Program for potential funding to support replacing obsolete stormwater or wastewater infrastructure, and to accept said funds from the MPCA if awarded.

Supported by Towner.

Discussion. Approve/Reject/Table.

It was noted that any impacts from stormwater or domestic sewage which is ultimately directed to the wastewater treatment plant are important to address.

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

Motion carried unanimously.

D. Resolution 23-56 Authorizing the City of Buhl to Make Application to and Accept Funds Through the Minnesota Pollution Control Agency (MPCA) Small Community SWC Resilience Grants Program.

The Minnesota Pollution Control Agency (MPCA) has announced the availability of community planning grants for stormwater, wastewater, and community resilience.

This funding will provide an opportunity to assess vulnerabilities and begin planning for the effects of Minnesota's changing climate in three (3) areas:

- 1) How to increase resilience to stormwater and reduce localized flood risk;
- 2) How to improve the resilience of wastewater systems; and
- 3) How to reduce human health effects and adapt community services, ordinances, and public spaces to the changing climate.

It is prudent for the City to consider assessing changing needs and consider developing climate-adaptation plan(s).

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

Motion by Hadrava to approve City of Buhl Resolution 23-56, authorizing the Administrator to make application to the Minnesota Pollution Control Agency (MPCA) Small Community SWC Resilience Grants Program for potential funding to

assess the impacts of climate changes on the resilience of the City's stormwater and wastewater systems, and to accept said funds from the MPCA if awarded.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Administrator discussed the use of rain gardens as an example of these long-term sustainability initiatives.

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

Motion carried unanimously.

- E. Resolution 23-57 Authorizing the City of Buhl to Make Application to and Accept Funds Through the St. Louis County Community Development FY2023 HOME Investment Partnerships Program.

The St. Louis County, Minnesota, Community Development Department has announced the second round of its FY2023 HOME Investment Partnerships Program and is now offering an additional funding opportunity.

This program seeks to improve housing development initiatives in the northeast MN HOME Consortium service area, which the City of Buhl is located in.

Eligible activities associated with potential future projects include the acquisition, rehabilitation, and construction of owner occupied and rental properties throughout the city.

Recommendation is to authorize the Administrator to make application to the St. Louis County Community Development Department for this potential funding allocation.

Motion by Towner to approve City of Buhl Resolution 23-57, authorizing the Administrator to make application for a St. Louis County Community Development FY2023 HOME Investments Partnerships Program grant for improving housing development, and to accept said funds from St. Louis County if awarded.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Administrator believes (a) project(s) must be specifically identified prior to receiving funding, and will look into this.

Staff will research what kind of projects have been approved in the past and bring this information back to the City Council.

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

Motion carried unanimously.

F. Resolution 23-58 Authorizing the City of Buhl to Make Application to and Accept Funds Through the State of Minnesota Department of Natural Resources (DNR) ReLeaf Grants Program.

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

The ReLeaf Grants program aims to address Emerald Ash Borer and other forest health issues. The Shade Tree Grants program seeks to expand the biodiversity and maximize environmental benefits of greenspace by planting shade trees.

Primary goals of the ReLeaf Grants program are to enhance community forest health and encourage and promote the inventory, planting, assessment, maintenance, improvement, protection, and restoration of trees and forest resources.

Eligible initiatives and interventions of the ReLeaf Grants program include:

Tree inventories;	Management plans;
Tree stump removal;	Tree replacement and planting
Education and outreach; and	Chemical treatment of ash.

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

Motion by Kealy to approve City of Buhl Resolution 23-58, authorizing the Administrator to make application for a State of Minnesota Department of Natural Resources (DNR) ReLeaf program grant for improving community forest health, and to accept said funds from the DNR if awarded.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

G. Billy's Pit Stop Pub 'n Grub Street Closing Request September 23, 2023.

Billy's Pit Stop Pub 'n Grub has scheduled a Bean Bag Tournament Fundraiser for the Buhl Honor Guard on Saturday, September 23, 2023. The event will be held on the 100 block of State Street which fronts Billy's.

Carla Dombrowski of Billy's has requested to have that block of State Street closed from 12:00 p.m. to about 5:00 p.m.

The use of barricades has also been requested.

It is in the best interests of the City to continue to demonstrate goodwill and partnership with its residents and business community, to support economic development events in the city, and to remember and honor veterans of the United States of America.

Recommendation is that the City grant the request of Carla Dombrowski and Billy's Pit Stop Pub 'n Grub.

Motion by Kealy that the City grant the request of Carla Dombrowski and Billy's Pit Stop Pub 'n Grub to close the 100 block of State Street from 12:00 p.m. to 5:00 p.m. on September 23, 2023, and to assist with traffic control by allowing the use of barricades.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

It was noted that Billy's and Carlea Dombrowski are adding an addition \$100 to the tournament proceeds, which effectively is another donation to the Buhl Honor Guard.

Motion carried unanimously.

H. Consider Filling Vacancy on the City of Buhl Recreation Commission.

The recent resignation of City Councilor Randy Towner as a member of the City of Buhl Recreation Commission has created an available seat on that Commission, which the City has expressed a desire to fill.

The remaining term of this unfilled position on the Commission expires December 31, 2023.

Notice of this vacancy was posted, and the public was notified and requested that anyone interested in serving the remainder of this term should contact City Hall by August 11, for potential consideration.

An expression of interest to serve in this capacity was received from one (1) individual, Alfred ("Al") Flaschberger.

Recommendation is for the City to appoint Al Flaschberger to this position.

Motion by Kealy to appoint Al Flaschberger to serve on the City of Buhl Recreation Commission, with a term that expires December 31, 2023.

Supported by Towner.

Discussion. Approve/Reject/Table.

It was noted that the Recreation Commission is now again full.

Motion carried unanimously.

I. Consider Filling Vacancy on the City of Buhl Library Board.

The unfortunate passing of Mr. Frank Fabish, a dedicated member of the City of Buhl Library Board, has created a vacancy on that Authority, which the City has expressed a desire to fill.

The term of this vacancy on the Board expires December 31, 2023.

Notice of this vacancy was posted, and the public was notified and requested that anyone interested in serving the remainder of this term should contact City Hall by August 11, 2023, for potential consideration.

An expression of interest to serve in this capacity was received from one (1) individual, Peggy Fabish.

Recommendation is for the City to appoint Peggy Fabish to this position.

Motion by Loeffler to appoint Peggy Fabish to serve on the City of Buhl Library Board, with a term that expires December 31, 2023.

Supported by Kealy.

Discussion. Approve/Reject/Table.

It was noted that one of the donations to the Library was as a memorial to Frank Fabish by his family.

Motion carried unanimously.

J. Update on State of Minnesota Department of Iron Range Resources & Rehabilitation (IRRR) Development Infrastructure Program Funding Assistance Application.

The City previously applied for a development infrastructure grant from the State of Minnesota Department of Iron Range Resources & Rehabilitation (IRRR) for the final phases of construction work on the Damian 2nd Addition project.

Application was made to the IRRR for consideration of this potential funding allocation in July 2023.

The IRRR board met on August 9, 2023, and, among other business, approved this application and awarded the City of Buhl \$151,362.00 to financially assist in finalizing this project.

A State of Minnesota Grant Contract Agreement has been received by the Administrator, and the Administrator and the Mayor have executed this agreement on behalf of the city.

The City Engineer has been informed of these actions, and the scheduling to complete these project activities is underway and active again.

Construction activities related to this project are anticipated to be completed by the end of September, 2023.

Informational only.

K. Update on LMCIT Property Appraisal of all Buhl City-Owned Buildings.

The League of Minnesota Cities Insurance Trust (LMCIT) had notified the City of its intention to conduct a property appraisal of all buildings owned by the City. This event occurs every seven (7) years at no cost to the City.

The LMCIT conducts property appraisals to ensure property premiums and coverage limits are accurate, and is presently conducted by HCA Asset Management.

The most current Property Schedule for the City was previously provided for information and reference.

This property appraisal and asset audit was performed on August 15, 2023.

Mobile property over \$250,000 was not specifically requested by the City to be appraised.

A final report will be distributed to the City, and will contain and include property descriptions and values.

The Administrator participated in this activity and will present comments and findings to the City Council.

It was noted that although the valuation(s) are conducted by a third-party service firm, this firm has a long-term association with the LMCIT.

Informational only.

L. Update on Potential Funding from St. Louis County to Establish a Teen Center in the City of Buhl.

The City previously prepared and submitted a grant application to St. Louis County on behalf of the City for an American Rescue Plan Act St. Louis County Grant Application for funding related to establishing of a youth or teen center in the city of Buhl, and to accept said funds should this application result in funds being allocated for this purpose.

The Administrator has received communication from St. Louis County that this grant application has been received and accepted, and is presently under review.

Funding determinations should be known by mid-October 2023.

Staff has met with officials from B2 Bank (the former First National Bank of Buhl) and discussed considering and evaluating the former bank building on the northwest corner of State Street and Jones Avenue as a possibility for this facility.

Staff finds this facility to be desirable for use as a youth center and recommends the City continue to work with officials of B2 Bank to pursue this potential opportunity.

Councilor Renee Loeffler and the project team also has met with officials of the Department of Public Transformation, who have provided funding assistance with this project.

Informational only.

M. Information on Potential Availability of City-Held Properties in Residential Zoning Districts.

The City has, on occasion, received inquiries into potentially available properties owned by or under control of the City.

Staff has been in the process of identifying all properties under City control, and intends to present recommendations to the City Council on potential future disposition of these properties before the end of the year.

Regarding residential properties in the city, the recent popularity of and resurgence in interest in the City of Buhl has resulted in a scarcity of available residential lands, and generated the need to develop or otherwise make available additional lands in the city for expanded future residential uses.

The City has noted and been cognizant of this, and initiatives to identify and/or develop additional property for upcoming residential uses is underway and will continue.

The Administrator respectfully suggests that further guidance and policy regarding potential availability of presently developed residential lands under City control is prudent, and requests the City Council to entertain consideration of this invitation.

Informational only.

N. Authorization for Personnel Committee to Conduct Performance Discussions with Administrator Prior to End of Probationary Period.

City Administrator Anthony Jeffries is currently operating under a probationary period which is scheduled to sunset on August 27, 2023.

It is reasonable and customary for organizations to conduct discussions with employed individuals regarding professional performance prior to the end of a probationary period.

The Personnel Committee is the appropriate body to conduct these discussions with the Administrator.

Recommendation is for the Personnel Committee to be authorized to conduct discussions regarding professional performance with the City Administrator prior to August 27, 2023.

Motion by Towner to authorize the City Personnel Committee to conduct discussions regarding professional performance with City Administrator Anthony Jeffries prior to August 27, 2023.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

It was noted that this item was placed on the agenda primarily for transparency.

Motion carried unanimously.

O. Councilor's Comments.

Councilor Kealy –

Noted that there have been a number of Facebook comments re: lack of work at the Damian 2nd Addition, so it is good to see movement on this -

Councilor Loeffler –

Noted that August 19 will be Teen Day in the lower level of the Library from 10:30 a.m. – 2:30 p.m. – this event is open to the entire city and other local communities!

Councilor Towner –

Noted that we are not done with summer yet, and highlighted the following activities and events:

August 19 – Youth event at the Library;
August 22 – Buhl Beach Blast from 3:00 – 5:00 p.m.; and
August 25 – Movie night at the Beach at 8:30 p.m. – “Jaws”.

Offered thanks to Foreman Pink and the Public Works crew for assembling and installing recreation and parks equipment.

P. Mayor's Comments.

Noted that the League of Minnesota Cities has recognized and selected Representative Dave Lislegard as a Legislator of Distinction for 2023 - CONGRATULATIONS on this honor!


Also noted that Representative Roger Skraba also received this accolade, too! Rep. Skraba is a member of the IRRR Board and assists Buhl regularly.

Discussed placing the Pledge of Allegiance as a regular item on the City Council agenda – this will begin at the next meeting.

Offered thanks to all applicants for commissions and their serving thereon.

8. ADJOURN:

Motion by Kealy to adjourn. Supported by Towner. Motion carried
unanimously and the meeting was adjourned at 7:43 p.m.



Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk