

MINUTES
BUHL CITY COUNCIL MEETING
BUHL CITY HALL
1/2/2024

Tuesday, January 2, 2024

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 ___ Loeffler X Towner
Mayor: X Carter

Administrator: X Jeffries
Public Works Foreman: ___ Pink
Attorney: ___ Kearney
Engineer: X Jamnick

4. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA

MODIFY Item 8.R. - ADD Additional Applicant.

Motion by Kealy to approve the agenda as amended.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

5. REPORTS FROM DEPARTMENT HEADS:

Administrator:

Happy New Year!

It is an election year, and the City is looking for Election Judges! (optimally 4 or 5)
– consider being an election judge! Check the city bulletin boards or the website.

for more information -

There is a Presidential primary in March, so we should get moving quickly!

It looks like the snow is here to stay, so be careful out there, especially during school hours when buses are picking up and dropping off students and others -

6. CITIZENS FORUM:

None.

7. CONSENT AGENDA

A. Minutes:

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

B. Claims:

| | |
|----------------|--------------|
| i. Payroll #26 | \$ 14,305.34 |
| Payroll #1A | \$ 670.00 |
| Payroll #1.01A | \$ 220.00 |

| | |
|------------|------------------|
| ii. A/P #1 | \$ 31,485.63 |
| A/P #2 | \$ 123.33 |
| A/P #3 | \$ <u>778.94</u> |

TOTAL \$ 47,583.24

Motion by Towner to approve the consent agenda as presented.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

8. BUSINESS:

- A. Presentation on Water Storage Tank Condition Assessment Report and Potential Refurbishment Alternatives; USG Water Solutions.

The City undertook a comprehensive washout, cleanout, disinfection, and condition assessment of the City's existing water tower storage and distribution system on September 15, 2023.

Utility Service Co., Inc. (USC) was selected to perform these services, and completed all activities related to the scope of this initiative.

A condition assessment report was compiled and drafted, and received by the City.

Representatives of USC were in attendance to present this report to the city, discuss the findings, and propose an action plan and project budget for potential initiatives related to these facilities.

These findings and/or recommendations will be utilized to further evaluate the city's water storage and distribution system infrastructure needs, options, and alternatives for the future.

Information only.

Jim Olson, of USG Water Solutions, offered a PowerPoint presentation outlining and summarizing the findings of the Condition Assessment Report.

In summary, USG Water Solutions indicated that, with proper refurbishment, recoating, and ongoing programmed maintenance, the existing elevated tower could be expected to provide sound and reliable service for the next 50 years.

The presentation was separated into five (5) areas of water tower condition assessment -

- Coatings condition – exterior;
- Coatings condition – interior;
- Structure;
- Sanitary; and
- Safety and Security.

Of these, the coatings condition of the exterior has been identified as poor, interior coatings condition is fair, sanitary and safety and security items are in standard condition, and the structure is satisfactory.

The tower is very viable and structurally in very good condition, however its coatings (the paint), on both the outside as well as the inside, are reaching the end of their useful life, and should be refurbished and renewed at the earliest convenience. It was noted that the substrate behind the coatings is still in very good shape and undamaged at present.

Coatings renovation and replacement was considered at full containment, due to the chemical characteristics of the existing tank coatings.

Typical (new) interior coatings lifespans are between 16 and 22 years, depending upon the source water quality (Buhl could be closer to 22 years than 16 -).

A recommendation was given for a 2-3 year washout cycle due to the amount of sediment detected in the bottom of the water chamber.

Miscellaneous other items were identified as good candidates for new or improved systems (from the existing).

A proposed scope of work was offered for the City's consideration.

Comments regarding replacement vs. renovation were offered, with a cost savings of 160% - 224% (no capital cost vs. including capital cost) anticipated for the renovation path in this life cycle model.

The PowerPoint presentation will be available at City Hall.

B. Resolution 24-01 - A Resolution Appointing the Mayor Pro-Tem.

The City typically appoints a city council member as Mayor Pro tempore (Pro-Tem) to act as mayor in the absence of the actual mayor.

Resolution 24-01 was prepared appointing Councilor Randy Towner as Mayor Pro-Tem for 2024.

Recommendation is for the City to adopt Resolution 24-01.

Motion by Kealy to appoint City Councilor Randy Towner as Mayor Pro-Tem for calendar year 2024, and to execute Resolution 24-01 concerning the same.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

C. Resolution 24-02 - A Resolution Designating the Official Newspaper for the City of Buhl.

The City is required to designate an official newspaper at the first meeting of each year.

The Hometown Focus has been, and is recommended to be, the official newspaper of the City.

The Hometown Focus is delivered free of charge to various locations as well as City Hall on Friday of each week.

The Hometown Focus is also available online via their website,
<https://www.hometownfocus.us>.

Resolution 24-02 was prepared designating Hometown Focus as the official newspaper for the City of Buhl.

Recommendation is for the City to adopt Resolution 24-02.

Motion by Towner to designate the Hometown Focus as the official newspaper for the City of Buhl for calendar year 2024, and to execute Resolution 24-02 concerning the same.

Supported by Kealy.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

D. Resolution 24-03 – A Resolution Designating Depositories of Funds and Accepting Assignment of Collateral.

The City must designate those financial institutions which will serve as depositories of funds, and acceptors of collateral, on an annual basis.

Resolution 24-03 was prepared designating B2 Bank of Buhl (formerly First National Bank of Buhl), along with other strategic financial entities, as the official depositories and acceptors of Assignments of Collateral for the City for calendar year 2024.

Recommendation is for the City to adopt Resolution 24-03.

Motion by Kealy to designate Depositories of Funds and Accepting Assignment of Collateral for calendar year 2024, and to execute Resolution 24-03 concerning the same.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

E. Resolution 24-04 – A Resolution Authorizing the Mayor and Clerk/Treasurer to Sign Certificates of Indebtedness on Behalf of the City.

In the event the City needs to borrow funds from time-to-time during the course of a year to procure goods, materials, and services, it annually authorizes certain individuals to execute pertinent and relevant instruments effecting these needs.

Resolution 24-04 was prepared authorizing the Mayor and the Clerk/Treasurer as these individuals.

Recommendation is for the City to adopt Resolution 24-04.

Motion by Towner to authorize the Mayor and Clerk/Treasurer to sign certificates of indebtedness on behalf of the City for calendar year 2024, and to execute Resolution 24-04 concerning the same.

Supported by Kealy.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

F. Resolution 24-05 – A Resolution Naming the Weed Inspectors for the City.

The City typically appoints a city employee to serve, along with the Mayor, as weed inspectors for the City.

The Mayor is statutorily obligated to be the weed inspector; typically a Public Works employee is named alongside the Mayor for this role.

Resolution 24-05 was prepared naming Mayor Brandin Carter, along with Public Works employee Lyle Pederson, as these individuals.

Recommendation is for the City to adopt Resolution 24-05.

Motion by Hadrava to name Mayor Brandin Carter and Lyle Pederson as Weed Inspectors for the City for calendar year 2024, and to execute Resolution 24-05 concerning the same.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Question was raised as to what these individuals would be looking for, and whether this addresses blight; it was noted that this program was created by the State of Minnesota a long time ago to manage noxious weeds and their

propagation, transport, and/or sale, and does not specifically call out blight as a fundamental tenet of this program.

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

Motion carried unanimously.

G. Resolution 24-06 – A Resolution Appointing the Elm Tree Utilization Board Member for the City of Buhl.

The City typically appoints an individual as a member of the Elm Tree Utilization Board on an annual basis.

The Elm Tree Utilization Board is a group of municipalities and townships who pool and share resources and specialized equipment, such as stump grinders, wood chippers, etc., among its members.

Resolution 24-06 was prepared appointing Trent Pink as the City's representative to the Elm Tree Utilization Board for 2024.

Recommendation is for the City to adopt Resolution 24-06.

Motion by Kealy to appoint Trent Pink as the Elm Tree Utilization Board Member for the City of Buhl for calendar year 2024, and to execute Resolution 24-06 concerning the same.

Supported by Towner.

Discussion. Approve/Reject/Table.

It was noted that this is a very helpful program, especially as it stresses pooling (existing) resources between communities -

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

Motion carried unanimously.

H. Resolution 24-07 – A Resolution Appointing the City Attorney/Prosecuting Attorney for the City of Buhl.

The City typically appoints an individual as the City Attorney on an annual basis.

In many cases, the City Attorney may also serve as the City's prosecuting attorney.

Michael Kearney, of the firm Colosimo, Patchin & Kearney, LTD, has expressed an interest and willingness to serve in these capacities for the city in 2024.

Resolution 24-07 was prepared appointing Michael Kearney as the City Attorney/Prosecuting Attorney for 2024.

Recommendation is for the City to adopt Resolution 24-07.

Motion by Hadrava to appoint Michael Kearney as the City Attorney/Prosecuting Attorney for the City of Buhl for calendar year 2024, and to execute Resolution 24-07 concerning the same.

Supported by Kealy.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

- I. Resolution 24-08 – A Resolution Appointing the City Engineer for the City of Buhl.

The City typically appoints an individual as the City Engineer on an annual basis.

John Jamnick, of the firm JPJ Engineering Inc., has expressed an interest and willingness to serve in this capacity for the city in 2024.

Resolution 24-08 was prepared appointing John Jamnick, P.E., and JPJ Engineering, Inc., as the City Engineer and engineering firm for 2024.

Recommendation is for the City to adopt Resolution 24-08.

Motion by Kealy to appoint John Jamnick, P.E., and JPJ Engineering, Inc., as the City Engineer and engineering firm for the City of Buhl for calendar year 2024, and to execute Resolution 24-08 concerning the same.

Supported by Towner.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

J. Resolution 24-09 – A Resolution Authorizing the Signature for Disbursement of Public Funds.

The City typically authorizes certain individuals to affix their signature(s) to all disbursements of public funds for the City on an annual basis.

Resolution 24-09 was prepared authorizing the Mayor and the Administrator/Clerk/Treasurer to sign disbursements of public funds on behalf of the City for 2024.

Additionally, this resolution authorizes the Finance Manager to sign similar disbursements within the City's Utility Customer Account #08-006-9.

Recommendation is for the City to adopt Resolution 24-09.

Motion by Towner authorizing the Mayor and the Administrator/Clerk/Treasurer to sign disbursements of public funds on behalf of the City for calendar year 2024, and to execute Resolution 24-09 concerning the same.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Question raised by Kealy as to whether or not this is considered the audit committee, or if there is one –

No, this action does not address that scope, however the consideration of having an audit committee is a good one (it was noted that this was the case at some point in the past -)

This item will be placed on a working session agenda.

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

Motion carried unanimously.

K. Resolution 24-10 – A Resolution Authorizing the Signature of the Mayor Pro-Tem for Disbursement of Public Funds.

Resolution 24-09 authorized the Mayor and the Administrator/Clerk/Treasurer to sign disbursements of public funds on behalf of the City for 2024.

It is recognized that there may be occasions where neither the Mayor nor the Administrator/Clerk/Treasurer may be available to fulfill this need.

Resolution 24-10 was prepared to authorize the Mayor Pro-Tem to fulfill this need in the absence of the Mayor and the Administrator/Clerk/Treasurer.

Recommendation is for the City to adopt Resolution 24-10.

Motion by Kealy authorizing the Mayor Pro-Tem, when neither the Mayor nor the Administrator/Clerk/Treasurer are available, to sign disbursements of public funds on behalf of the City for calendar year 2024, and to execute Resolution 24-10 concerning the same.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

- L. Resolution 24-11 – A Resolution Designating the Official Polling Place for the City of Buhl.

The City typically designates an official polling place for the City on an annual basis.

Resolution 24-11 was prepared designating the Buhl/Kinney Senior Center, located at 302 Frantz St., Buhl, Mn, 55713, as the official polling place for the City of Buhl for 2024.

Recommendation is for the City to adopt Resolution 24-11.

Motion by Kealy to designate the Buhl/Kinney Senior Center, located at 302 Frantz St., Buhl, Mn, 55713, as the official polling place for the City of Buhl for 2024, and to execute Resolution 24-11 concerning the same.

Supported by Towner.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

- M. Consider Approving 2024 City Council Schedule.

The proposed 2024 Buhl City Council Meeting schedule was distributed to the Council.

Regular City Council meetings remain on the 1st and 3rd Tuesdays of the month, with the exception of June and July, which only have one scheduled meeting – on the 2nd Tuesday of the month.

City Council Working Sessions are proposed in February and August, as well.

Budget Working Sessions are proposed in September, October, and November, with additional session(s) in December, if needed.

Recommendation is for the City to approve the 2024 City Council Meeting schedule.

Motion by Hadrava to approve the 2024 City of Buhl City Council Meeting Schedule for calendar year 2024.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Kealy proposed moving the 1st meeting in November from Monday, November 4th to Wednesday, November 6th so as to not conflict with election duties; Hadrava agreeable to amendment to motion; Kealy agreeable to amendment to support.

Motion carried unanimously.

N. Consider Setting 2024 City Hall Operating Hours.

The City modified and adjusted the hours which City Hall is open during the middle months of the year ("Summer Hours") in May of 2023, and continued these hours until the end of the year on September 5, 2023.

The current City Hall operating hours are Monday – Thursday, 7:00 a.m. – 4:00 p.m., and Friday 7:00 a.m. – 11:00 a.m.

Staff has found these hours to work well, and is likely to continue to adequately serve the needs of the City if this arrangement is continued.

Recommendation is to continue the current City Hall operating hours as regular hours for 2024 beginning immediately.

Motion by Kealy to continue the current hours City Hall is open as 2024 regular hours, effective immediately. These regular hours for which City Hall will be open for business are Monday-Thursday, 7:00 a.m. – 4:00 p.m., and Friday 7:00 a.m. - 11:00 a.m.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Miscellaneous comment and discussion surrounding when no personnel are available at City Hall.

Motion carried unanimously.

O. Consider Filling BEDA Board Member Vacancy.

Buhl Economic Development Authority (BEDA) commissioner Shari Swanson's term expired on December 31, 2023.

As such, a vacancy has been created on BEDA, which the City has expressed a desire to fill.

The term of this vacancy on the Authority expires December 31, 2029.

Notice of this vacancy was posted, and the public was notified and requested that anyone interested in serving in this capacity for this term should contact City Hall before December 30, 2023, for potential consideration.

A verbal expression of interest to serve in this capacity was received from one (1) individual, Shari Swanson. No other expressions of interest were received.

Recommendation is for the City to appoint Shari Swanson to this position.

Motion by Towner to appoint Shari Swanson to serve on the Buhl Economic Development Authority, with a term that expires December 31, 2029.

Supported by Kealy.

Discussion. Approve/Reject/Table.

It was noted that a term on BEDA, for City Councilors, mimic their council term, however for others, the term period is 6 years.

Motion carried unanimously.

P. Consider Personnel Committee Appointments.

It is good policy for the City to appoint individuals as members of the Personnel Committee on an annual basis.

Recommendation is for the City to appoint the Mayor, a City Councilor, and the Administrator/Clerk/Treasurer to the Personnel Committee for 2024.

Motion by Hadrava to appoint Mayor Brandin Carter, City Councilor Denise Kealy, and Administrator/Clerk/Treasurer Tony Jeffries to the Personnel Committee for calendar year 2024.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously; Kealy abstaining.

Q. Consider Public Utility Commission Appointments.

It is good policy for the City to appoint individuals as members of the Public Utility Commission on an annual basis.

Recommendation is for the City to appoint two (2) City Councilors, the Public Works Foreman, and the Administrator/Clerk/Treasurer to the Public Utility Commission for 2024.

Motion by Hadrava to appoint City Councilor Denise Kealy, City Councilor Randy Towner, Public Works Foreman Trent Pink, and Administrator/Clerk/Treasurer Tony Jeffries to the Public Utility Commission for calendar year 2024.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

R. Consider Hiring Winter Rink Attendants.

The City had previously publicly posted and published advertisement for 2023-24 Parks and Recreation Department (Winter) Rink Attendants for the skating and hockey rinks near Burton Park.

To date, two (2) applications have been received for consideration of filling these positions.

Recommendation is to approve the hiring of the interested applicants pending successful completion of pre-employment paperwork.

Motion by Kealy to approve the hiring of Joseph Paine and Jaeden Loeffler as 2023-24 Rink Attendants, pending successful completion of pre-employment paperwork and other requisites.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

S. Consider St. Louis County Fair Financial Support Request.

The City has received a letter (attached to this item) from the St. Louis County Agricultural Fair Association requesting consideration of a financial donation toward supporting the 2024 edition of this event.

Mn Statutes § 38.12 authorizes municipalities to financially assist their County Fair, with no cap limit on the amount of assistance.

The City has donated \$100 to this organization and event in each of the last two (2) years.

Recommendation is for the City donate a financial contribution to the 2024 St. Louis County Fair.

Motion by Hadrava for the City to donate \$100.00 to the St. Louis County Agricultural Fair Association, to assist in supporting the 2024 St. Louis County Fair.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

T. Other Business.

None.

U. Councilor's Comments.

Councilor Kealy –

Happy New Year!

Noted that there was water intrusion onto sheet #1 at the Curling Club as a result of the recent heavy rains, and that it caused issues with the icemaking crew at the club – hopes that there will not be any further problems in the spring or later –

(City Engineer Jamnick commented that additional paving alongside the curling club building did not happen in 2023 -)

Highlighted that Curling Club membership wants to be included in any discussions regarding a solution or remedy for this issue –

Indicated that the curling season starts Thursday, January 4th, at 7:00 p.m. at the Club – all are welcome and invited to come on down and join a team, or just watch!

Councilor Hadrava –

Happy New Year!

Councilor Towner –

Noted that the Recreation Board is now making ice at the outdoor rinks, however it'll be a little while until they are ready for skating and hockey!

V. Mayor's Comments.

Happy New Year!

Help out your neighbor during these winter months!

Reminded all to make sure to pull refuse cans in from the alleys after collection to make it easier on the public works snowplowing personnel –

9. **ADJOURN:**

Motion by Kealy to adjourn. Supported by Hadrava. Motion carried unanimously and the meeting was adjourned at 7:55 p.m.



Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk