

MINUTES
BUHL CITY COUNCIL SPECIAL MEETING
CITY HALL COUNCIL CHAMBERS
5/13/2025

Tuesday, May 13, 2025

6:30 P.M.

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

2. ROLL CALL:

Councilors: X Kealy X Loeffler X Teska-Erickson Towner
Mayor: X Matthews

Administrator: X Jeffries
Public Works Foreman: Pink
Attorney: Kearney
Engineer: X Jamnick
Fire Chief: Lehman
Police Chief: Vukad
Finance Manager: Thronson

3. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA:

Administrator Jeffries asked to modify agenda item, 7.F. – Consider Approving Hiring of Summer Street Laborer(s) – to include two (2) additional individuals -

Jeffries also noted that additional information had been received regarding agenda item 7.G. – Consider Appointing an Individual to the City of Buhl Recreation Board – and would be distributed to the City Council when that agenda item came under consideration –

Jeffries further asked to place additional item, 7.K. on the agenda – Consider Accepting Resignation of a Commissioner of the Buhl Economic Development Authority (BEDA) and Authorizing the Administrator to Publicly Post a Notice of Vacancy for a Commissioner Seat on the Buhl Economic Development Authority (BEDA) With a Term Expiring on December 31, 2025.

Motion by Teska-Erickson to approve the agenda as amended.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

4. REPORTS FROM DEPARTMENT HEADS:

City Engineer John Jamnick (JPJ Engineering):

Indicated that as a result of action(s) taken at the April 15, 2025 City Council meeting regarding a final compensating change order and a final pay estimate to Casper Construction with regard to the CIP project, that JPJ is working on obtaining additional information and that these matters will be coming back before the City Council in the near future –

Indicated that the bidding specifications regarding the water tower project are nearly complete – and that they are close to completing the initial design specifications –

Buhl Economic Development Authority (BEDA) – Tony Jeffries:

Jeffries gave an update from Randy Towner on the last two (2) BEDA meetings, as follows:

BEDA Meeting of April 3rd

- Agreed to amending BEDA bylaws to set regular meeting schedule to last Thursday of each month at 5pm and that a quorum of the board be changed from 7 to 4 commissioners.
- Discussed the Water Main Loop portion of the coming work to be done and the necessity to act in a timely manner to comply with funding agency demands. Approved moving forward with the City Engineer's recommendations for the Water Main Loop.
- Request from Mr. Jeffries to reschedule BEDA's regular April meeting from April 24th to April 30th approved.

BEDA Meeting of April 30th

- Minutes and Financial Reports reviewed and approved.
- Discussion had over the arrangement of the EDA covering the lobbyist costs. Recommendation is to hold a meeting with the City Council and EDA to discuss the details going forward.
- 2 Whiteside Industrial tenants attended to discuss some issues they've had. Will be brought back to a future meeting for final resolution.
- Discussed roles of EDA members and city staff going forward. Will be brought back for further discussion.
- Received some information from the MPCA regarding questions we had on our Phase 1 environmental study findings. Recommendation from MPCA was that since it appears that historically there has never been any development on (or disturbance of) this

parcel of land, should there be any elevated levels of heavy metals detected that this is a result of natural background levels – and not created by any disturbance or activity on this land – and that no further action would be anticipated at this time -

- Update from Mayor Matthews and City Engineer John Jamnick on Buhl Business Block re-development. More decisions and clearer plan on the project scope is needed soon to continue moving forward.
- Discussed our current video surveillance system at Whiteside Industrial Park and the possible need to upgrade in the near future. Decided we should discuss with the City Council to keep both EDA and City systems compatible or uniform.
- Discussed various goals and initiatives for BEDA in 2025. Among those were:
 - Clearing up recurring issues with Whiteside Industrial Park
 - Listing work that may be needed or wanted with Whiteside Industrial Park and prioritizing accordingly to fit with budgetary capabilities
 - Complete a more thorough budget process leading into 2026
 - Revise our process for lease signings to ensure clearer understanding and accountability
 - Work on clarifying lessor and lessee responsibilities
 - Update the EDA's business loan program and then advertise as available to current and potential new businesses
- Request from staff asking for clarification on late fee policy and when it should be applied or how exceptions (if any) would apply. Decision was made "that a late fee of 1.5% of the total past due amount shall be applied after 60 days unless a written agreement with BEDA has been previously approved."
- Update from Randy Towner that Great Scott Township was interested in land along the highway for a potential new town hall/fire hall. It was suggested that they send a letter of interest to the EDA (which holds land along Highway 169). The board is anticipating contact with Great Scott in the near future to initiate conversations on the topic. Other conversations were had regarding potential partnership possibilities that this could open up between the City of Buhl and its neighbors. That conversation will be forwarded along to the City Council if or when it falls outside the scope of the EDA.

Administrator Jeffries:

Jeffries further noted that an additional agenda item may be in order depending upon the result of conversations at this meeting, and asked to consider entertaining additional item, 7.K. – Consider Accepting Resignation of a Commissioner of the Buhl Economic Development Authority (BEDA) and Authorizing the Administrator to Publicly Post a Notice of Vacancy for a Commissioner Seat on the Buhl Economic Development Authority (BEDA) With a Term Expiring on December 31, 2025 – on the agenda if appropriate.

Jeffries also noted that additional information had been received regarding agenda item 7.G. – Consider Appointing an Individual to the City of Buhl Recreation Board – and would be distributed to the City Council when that agenda item came under consideration –

Jeffries further noted that there had recently been additional interest in agenda item 7.F. – Consider Approving Hiring of Summer Street Laborer(s) – and that this item be modified to include two (2) additional individuals -

Noted that the company who had designed and manufactured as well as the company who had installed the Civil Defense warning siren on Forest St. had been verified and contacted, and it is anticipated that this device will be inspected within the next month and a half of so by the original installer –

Noted that decisions regarding the Stubler Beach Campground may be in order in the future with regard to maintaining this facility in conformance with Minnesota Department of Health rules and guidelines -

5. CITIZENS FORUM:

None.

6. CONSENT AGENDA

A. Minutes:

Regular City Council Meeting – April 15, 2025

B. Claims:

i.	Payroll #8	\$ 15,672.38
	Payroll #9	\$ 14,838.50
	Payroll 4 (April 2025)	\$ 2,350.00

ii.	A/P #1	\$ 38,352.07
	A/P #2	<u>\$ 635.82</u>

TOTAL	\$ 71,848.77
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Motion by Loeffler to approve the minutes as presented.

Supported by Teska-Erickson.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

Motion by Kealy to approve the claims as presented.

Supported by Teska-Erickson.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

7. BUSINESS:

- A. Consider Recommendations of the Buhl Economic Development Authority (BEDA) Regarding Approving Buhl Business Block Water Main Loop Infrastructure Construction and Updating the Video Surveillance System at Whiteside Industrial Park.

The Buhl Economic Development Authority (BEDA) has been discussing and considering a number of items in the recent past, and now offers certain recommendations to the City Council for its consideration, including:

1. To approve the construction of water main loop infrastructure at the Buhl Business Block, as designed by JPJ Engineering, Inc.; and
2. To consider upgrading the video surveillance system in place throughout the city, and especially as it relates to the facilities at Whiteside Industrial Park.

The water main loop infrastructure project at the Buhl Business Block will improve the entire City water distribution system, especially with regard to pressure and flow equalization, and is designed to serve the community for decades to come.

The video surveillance system in the city is dated, with legacy technology, and even more so at Whiteside Industrial Park. There is a consensus desire to improve this system at Whiteside Industrial Park, and the recommendation includes considering also upgrading the entire city video surveillance system and to make the equipment compatible between the locations.

Recommendation is for the City to acknowledge receipt of and accept the recommendations of BEDA.

NOTE: The above item was separated into two (2) individual motions, as noted below.

Motion by Teska-Erickson to acknowledge receipt of and accept the recommendations of the Buhl Economic Development Authority (BEDA) regarding approving Buhl Business Block water main loop infrastructure construction.

Supported by Kealy.

Discussion. Approve/Reject/Table.

This item is, in effect, a part and portion of the water tower replacement project.

Action on this may allow this project to be let out for bid by the end of May.

Motion carried unanimously.

Motion by Teska-Erickson to acknowledge receipt of and accept the recommendations of the Buhl Economic Development Authority (BEDA) regarding updating the video surveillance system at Whiteside Industrial Park.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Considerations of upgrading the City video surveillance system at a minimum of four (4) entrance locations have been discussed and are desired –

It is also desired to try and assist residents who may have been the victim of theft with obtaining information that may lead to recovery of their items, rather than solely rely on public safety (police) initiatives to try and do so -

It is anticipated that there will be initiatives to try and identify potential funding sources (grant funding) in the near future -

Conversations with the Chisholm Police Department are appropriate to ascertain which system(s) would be recommended and compatible with their public safety initiatives and equipment–

These systems are, at this time, not intended to be publicly accessible on a real time basis -

Motion carried unanimously.

B. Consider Approving Purchase of Storage Cabinetry for Buhl Youth Center.

The City was selected by the Department of Public Transformation (DoPT) as a grant recipient for their Activate! Rural! Initiative in May of 2023.

A portion of the eligible grant activities includes the development of a City of Buhl Youth Center.

This initiative has been expanded and rebranded, and going forward will be known as the Rusty Rock Community Guild, because there is not yet a suitable location for youth at the moment and the initiatives are doing quite well with community events. A youth center is still desired, but so is continuation of these events.

As Activate Rural has mentioned, Rusty Rock Community Guild can encompass both having artistic activities and also wanting a youth center.

The organization has amassed an inventory of materials and supplies which now need to have a facility in which to store and house them. Cabinetry has been selected as the facility which appears to meet these needs.

Activate Rural has confirmed that grant funds are eligible and may be utilized to procure this cabinetry. A proposal has been received from Yoder Building Supplies, which meets the needs and desires of the Youth Center committee.

Recommendation is for the City to accept the proposal for cabinetry to store Rusty Rock Community Guild materials/supplies in the amount of \$ 3,348.17.

Motion by Kealy to approve the proposal of Yoder Building Supplies to furnish cabinetry to be utilized by the Rusty Rock Community Guild for materials and supplies storage in the amount of \$ 3,348.17.

Supported by Teska-Erickson.

Discussion. Approve/Reject/Table.

It was noted that the Buhl Youth Center now has a new name – the “Rusty Rock Community Guild” –

This expenditure is eligibly covered through existing unused grant funds -

Motion carried unanimously; Loeffler abstaining.

- C. Consider Approving Invoice #B421505 for Geotechnical Evaluation of Land and Soils for the Proposed New Elevated Water Storage Tank to Braun Intertec in the Amount of \$ 6,632.50.

Project details involving the Elevated Water Storage Tank replacement project remain ongoing and under development.

One of the current necessities is to evaluate the candidate location for the replacement water tower for its suitability from a soils stability and environmental standpoint.

This geotechnical evaluation includes performing soil borings and evaluating the soils from a structural engineering and environmental conformance perspective. Braun Intertec was retained to conduct these activities.

As a result of a portion of these activities, the City has been invoiced for professional engineering services and other professional activities performed by Braun Intertec for services related to this geotechnical evaluation.

These activities were approved to be performed by Braun Intertec by JPJ Engineering, Inc., the project manager, at a cost of \$ 12,175.00.

This invoice is related to these services rendered, and includes 54.48% of the entire project scope, for an invoiced amount of \$ 6,632.50.

Recommendation is to remit to Braun Intertec payment of invoice No. B421505 for professional services related to this project in the amount of \$ 6,632.50 upon validation of the services performed by JPJ Engineering, Inc.

Motion by Teska-Erickson to approve payment of Invoice No. B421505 for Water Tower Replacement project activities to Braun Intertec, in the amount of \$ 6,632.50.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

It was noted that the costs of this work is an eligible expense under the City's existing Minnesota Public Facilities Authority grant funding -

Motion carried unanimously.

D. Consider Approving League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form.

The City receives insurance coverage, including liability coverage, from the League of Minnesota Cities Insurance Trust (LMCIT).

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body.

If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000.

If the member waives the statutory tort limits, a single claimant could recover up to \$2,000,000 for a single occurrence or an amount up to the limit of the coverage purchased.

It is in the best interests of the City **NOT TO WAIVE** the statutory tort limits.

Recommendation is that the City not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

Motion by Loeffler that the City of Buhl not waive the monetary limits on municipal tort liability for LMCIT Liability Coverage for 2025-2026 as established by Minn. Stat. § 466.04.

Supported by Kealy.

Discussion. Approve/Reject/Table.

It was noted that waving these limits would greatly increase the exposure and liability of the City in the case of potential lawsuits -

The City Attorney is in concurrence with this -

Motion carried unanimously.

E. Consider Approving Renewing Iron Range Economic Alliance (IREA) Membership Subscription for 2025.

The Iron Range Economic Alliance (IREA) exists “to create a collaborative environment for economic prosperity in Northeast Minnesota by providing leadership, fostering partnerships and employing professional economic development strategies.”

Buhl has been a member of the IREA for some time, and receives benefit and value out of its membership.

The IREA partners closely with the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR), meets quarterly, and strives to focus on identifying economic and development trends and initiatives in the taconite tax relief area.

The organization plays a notable role in identifying and devising strategies for economic growth and development throughout the region.

The City has a placeholder at the table, as city staff is on the Board of Directors.

Recommendation is for the City to renew its membership in the IREA for 2025 as a Member in the amount of \$75.00.

Motion by Kealy to authorize the City to renew its Membership in the Iron Range Economic Alliance (IREA) for 2025 in the amount of \$75.00.

Supported by Teska-Erickson.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

F. Consider Approving Hiring of Summer Street Laborer(s).

The City has previously publicly posted and published advertisements for 2025 Summer Street Laborers and City of Buhl Public Beach at Stubler Pit Attendants.

Posting and eligibility for these positions will remain open until sufficient personnel are sourced to cover the needs of the City.

One (1) application has been received to date for “summer street labor”, and this applicant has fulfilled pre-employment paperwork requirements.

This applicant has previously been employed by the City as summer help, most recently in 2024.

Recommendation is to approve the hiring of these applicants as 2025 Summer Street Laborers.

NOTE: As previously mentioned, two (2) additional individuals have now expressed an interest in and have applied for these positions -

Motion by Teska-Erickson to approve the hiring of Austin Uggerud, Mialynn Metsa, and Trevor Pederson as 2025 Summer Street Laborers contingent upon the successful completion of all employment and pre-employment requirements.

Supported by Kealy.

Discussion. Approve/Reject/Table.

It was suggested to, in the future, explain that there are no upper age limits for these positions, and that it may be good to consider

opening up these positions earlier in the year so that early-season mowing and/or community clean-up may be able to be accomplished by seasonal labor of all ages – perhaps retired – rather than relying solely upon the City Public Works personnel to perform these activities – thereby freeing up Public Works staff for other public works related items -

Motion carried unanimously.

G. Consider Appointing an Individual to the City of Buhl Recreation Board.

The City presently has one (1) current vacancy on its Recreation Board due to the recent resignation of one of its members.

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

This posting remains in effect until the vacancy is filled.

Taryn Burnett is a resident of Buhl and has expressed an interest in joining the Recreation Board.

She is interested in filling a board position, and the present vacancy has a term which expires on December 31, 2025.

Members of the Recreation Board are appointed for three-year staggered terms.

She has lived in Buhl since 2013, is a past Recreation Board member, has helped and assisted with many events, and believes in the importance of community and supporting her neighbors.

Recommendation is to appoint Taryn Burnett to the Recreation Board.

Motion by Kealy to appoint Taryn Burnett to serve on the City of Buhl Recreation Board to fulfill the current vacancy with a term that expires December 31, 2025.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Ms. Burnett will be a welcome addition to the Recreation Board –

Motion carried unanimously.

H. Consider Resolution 25-18 Authorizing the City to Receive and Accept Donations to the Buhl/Kinney Senior Center.

The City has received two (2) donations from local donors who have offered goods or currency to the Buhl/Kinney Senior Center as financial contributions to help offset costs related to the operations of the Buhl/Kinney Senior Center.

Specifically, the City has received monetary (and other) donations from the following:

- Township of Great Scott - \$ 250.00; and
- Treasurer of the City of Kinney \$ 1,000.00.

The City wishes to recognize all those who have contributed in continuing to make the City's important senior center facility a community asset and a popular success.

Recommendation is for the City to accept these donations.

Motion by Teska-Erickson to authorize the City to accept donations from the Township of Great Scott and the Treasurer of the City of Kinney as financial contributions to help offset costs related to the operations of the Buhl/Kinney Senior Center, to execute Resolution 25-18 concerning the same, and to acknowledge these donations with great appreciation.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Brief discussion regarding the disposition of potential repair to the commercial range at the Senior Center ensued -

Roll Call Vote: Kealy Aye, Loeffler Aye, Teska-Erickson Aye, Towner Absent; Matthews Aye.

Motion carried unanimously.

I. Consider Resolution 25-19 Authorizing the City to Receive and Accept A Donation to the City of Buhl Recreation Board.

The City has received a donation from a local business and donor who has offered goods or currency to the City's Recreation Board as a financial contribution to help offset costs related to the City of Buhl Independence Day Celebration 2025 events and other related recreational activities.

Specifically, the City has received a monetary (and other) donation from the following:

- Sullivan candy & Supply - \$ 25.00 gift certificate.

The City wishes to recognize those who have contributed in continuing to make the City's important civic and recreational initiatives a popular success.

Recommendation is for the City to accept this donation.

Motion by Kealy to authorize the City to accept a donation from Sullivan Candy & Supply to the City and its' Recreation Board as a financial contribution to help offset costs related to the City of Buhl Independence Day Celebration 2025 civic activities and recreational programs, events, and other recreation related activities, to execute Resolution 25-19 concerning the same, and to acknowledge this donation with great appreciation.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

**Roll Call Vote: Kealy Aye, Loeffler Aye, Teska-Erickson Aye, Towner Absent ;
Matthews Aye.**

Motion carried unanimously.

J. Notice of 2025 Spring Clean-up Event.

The City annually sponsors a Spring Cleanup program, and encourages all residents to participate and take advantage of this opportunity to assist in City beautification efforts.

The 2025 program has been planned and scheduled.

Dates for the 2025 event are June 9 - 12.

Residents must contact City Hall and be placed on a list to have **ANY** items (no charge and charge) picked up. Items which have a pick-up charge **MUST** be paid for at City Hall by 11:00 a.m. on June 6, or they **WILL NOT** be picked up.

There is no charge for:

White goods (with certain limitations);

Tires (maximum of eight (8) tires at no charge);

Automobile batteries; and

Used oil.

Charges apply for:

Box springs/mattresses;

Furniture;
Carpeting; and
TVs and computer monitors.

NO demolition or yard waste will be accepted!

Discussion:

This item will also be placed on the agenda for the next City Council meeting (May 20), and will highlight that there are also 300 gallon waste containers available for rent at a cost of \$60.00, and that information regarding the disposition of white goods will highlight that all doors must be removed from all appliances –

Question arose as to what is referred to regarding “certain limitations” for white goods –

Generally this refers the size of items, as well as to doors being removed from appliances -

Informational only.

OTHER BUSINESS:

- K. Consider Accepting Resignation of Susan Trunk as a Commissioner of the Buhl Economic Development Authority (BEDA).

The Buhl Economic Development Authority (BEDA) recently received a notice of resignation from Commissioner Susan Trunk, effective immediately –

Should this resignation be accepted, a vacancy on BEDA will be created, which will need to be filled – preferably sooner rather than later –

As such, past and common practice is to post a public notice of this vacancy and to solicit interest in this position from city residents -

Motion by Teska-Erickson to accept the resignation of Susan Trunk as a Commissioner of the Buhl Economic Development Authority (BEDA) with regret, and to thank her for her valuable service to the community.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Comment noted appreciating the service that Ms. Trunk has brought to the community and to BEDA -

Motion carried; Kealy voting no.

- L. Consider Authorizing the Administrator to Publicly Post a Notice of Vacancy for a Commissioner Seat on the Buhl Economic Development Authority (BEDA) With a Term Expiring on December 31, 2025.

A noted above, as a result of the resignation of Susan Trunk from the Buhl Economic Development Authority (BEDA), a vacancy now exists on BEDA which is desired to be filled at the earliest opportunity –

Motion by Kealy authorizing the Administrator to Publicly Post a Notice of Vacancy for a Commissioner Seat on the Buhl Economic Development Authority (BEDA) With a Term Expiring on December 31, 2025.

Supported by Teska-Erickson.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

- M. Councilors' Comments.

Councilor Teska-Erickson –

Noted that as a result of current weather patterns and recent wildfire activity, there is a severe fire ban in effect, and local and regional fire-fighting resources are substantially diminished at present – so BE EXTRA CAREFUL!

Noted that the air conditioning unit(s) in the EMS (ambulance) hall are having issues, and that it may be necessary to repair or replace these unit(s) in the near future -

Councilor Kealy -

Noted that the creek to the west of the curling club has a substantial amount of debris around its culvert(s) and drainage structure(s), and that dredging of this area should be strongly considered –

The Public Works Department will be requested to check on this in the immediate future –

Also highly encouraged (along with Councilor Teska-Erickson) residents to clean off storm sewer covers after

rainfall events to minimize the amount of soil, leaves, or other residue which may become introduced on to the city stormwater collection system –

Additionally, highly encouraged residents to not put grass clippings into the street after mowing, for the same reasons noted above -

N. Mayor's Comments.

Commented that Susan Trunk's resignation from the BEDA board is unfortunate -

8. ADJOURN:

Motion by Kealy to adjourn.

Supported by Teska-Erickson.

Motion carried unanimously and the meeting was adjourned at 7:40 p.m.



James Matthews, Mayor

ATTEST:



Tony Jeffries, City Clerk