

MINUTES
BUHL CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
5/20/2025

Tuesday, May 20, 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 ___ Teska-Erickson ___ Towner
Mayor: X Matthews

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

3. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA:

Administrator Jeffries issued and distributed a correction to agenda item, 7.D. – Consider Approving Hiring of Summer Street Laborer(s) – amended to correct a reference regarding the resolution number –

Jeffries also requested to place three (3) additional items, 7.I., 7.J., and 7.K. on the agenda, as follows:

7.I. - Consider Requests from The Hydeaway Regarding Summer Events.

7.J. - Consider Request for Street Closure from First Lutheran Church of Buhl.

7.K. - Consider Replacing HVAC Equipment in EMS Hall.

Motion by Kealy to approve the agenda as amended.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

4. REPORTS FROM DEPARTMENT HEADS:

City Public Works Foreman Trent Pink:

Indicated that grass mowing has been a priority in the late spring/early summer until seasonal summer laborers are on board -

Highlighted that the Public Works crew is getting the Cemetery ready for Memorial Day festivities -

Noted that the summer flower baskets for Forest Street are anticipated to be available on Friday, May 23 –

Question was raised and a suggestion made regarding adding temporary help earlier in the year, and that it does not have to be a younger person- it could be an adult or retired person – and bring them on by the beginning of May on an annual basis -

City Fire Chief Stuart Lehman:

Indicated that the Department received an application for a firefighter candidate, which is recommended for approval by the Department and was forwarded to the City Council for action –

Noted that there have been 9 fire calls so far this year –

Noted that conversations have begun regarding the possibility of partnering with Kinney/Great Scott Township in the future (fire department(s) –

Indicated that his thought was that there will be a partnering/combining of fire departments in the future -

Administrator Jeffries:

Noted that he had met with the Mesabi Humane Society regarding the possibility of establishing some kind of (municipal) service for (stray) animal control; there are no conclusions yet, however additional information and detail is anticipated to be received from the humane society in the near future -

Noted that an update has been received from Essentia EMS regarding EMS operations performance in Buhl; summarily, things are going well,

staffing is improving (17 on staff?), however unfortunately there have been some injuries lately -

Noted that the contract for the Comprehensive Plan update has been executed and that the project kick-off will occur by mid-June with a potential public session -

5. CITIZENS FORUM:

None.

6. CONSENT AGENDA

A. Minutes:

City Council Special Meeting – May 13, 2025

B. Claims:

i. Payroll #10 \$ 14,976.05

ii. A/P \$ 80,785.03

TOTAL \$ 95,761.08

Motion by Kealy to approve the minutes as presented.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

Motion by Loeffler to approve the claims as presented.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

7. BUSINESS:

- A. Consider Approving Sale and Conveyance of Land from Existing Public Land Holdings to a Private Party.

On June 1, 2021, the City Council of the City of Buhl approved a request from Buhl resident Mike Anderson to purchase a small piece of City owned land adjacent to his property, which he has maintained for some time (claimed as 25+ years) and intends to utilize as green space.

The land(s) in question constitute a portion of existing Parcel No. 115-0040-00185.

The City previously approved the describing of a newly created parcel of land, in order to allow for the creation of this new parcel and subsequent platting of the parcel and conveyance of the land to Mr. Anderson.

This initiative is complete and a new parcel of land has been created.

This initiative also modified an existing parcel of land owned by Gabriel LaBarge, in order to allow existing conditions to become conforming with land use and/or zoning code provisions.

Subsequently, this newly created parcel is in a position to be offered to Mr. Anderson, and conveyed to him contingent upon fulfilling the approved sale purchase price and applicable fees.

The “applicable fees” should include, but not necessarily be limited to, surveying fees (if necessary), (re)platting fees, and St. Louis County recording fees.

Recommendation is for the City to approve the sale and conveyance of this newly created parcel of land to Mr. Anderson.

Discussion. Approve/Reject/Table.

This item needs to have a purchase price established by the City Council before action can be taken –

This item also needs to be in resolution form for action; there is not a resolution in final form as of yet –

Recommendation from legal counsel is to table the action until a purchase price is established and the item is in final resolution form -

Item tabled due to lack of a motion; no action taken.

- B. Consider Authorizing Range Repair Service to Perform Repair and Maintenance Services on the Commercial Range at the Buhl/Kinney Senior Center.

The City has been made aware of operational issues with the commercial range in the Buhl/Kinney Senior Center, located at 302 Frantz St. in Buhl.

The facility is owned by the City of Buhl.

Specifically, there is concern regarding the performance of at least one of the stovetop burners on the range.

The City previously directed the Administrator to arrange for a commercial kitchen service company to engage in service/repair to the commercial stove/range at the Buhl/Kinney Senior Center.

Staff has identified and recommends Range Repair Service of 108 S 15th Ave W, Virginia, Mn, as capable of providing these services.

It is estimated that these services may be realized for a cost not to exceed \$500.00, although actual costs will be realized on a time and materials basis.

Recommendation is for the City to authorize Range Repair Service to perform these services.

Motion by Kealy to authorize Range Repair Service to Perform Repair and Maintenance Services on the Commercial Range at the Buhl/Kinney Senior Center.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

It was noted that these repairs may be able to be effected before the next City Council meeting –

Motion carried unanimously.

- C. Consider Accepting Proposal from JETZ Enterprises, Inc. for Recreation Entertainment Equipment Rental for the Independence Day 2025 Civic Celebration.

The City, primarily through its Recreation Board, is planning to offer several civic events and activities as part of its Independence Day Celebration, to be held on June 28, 2025.

A portion of these activities will be to provide recreation and amusement to youth of all ages at Burton Park following the planned and scheduled parade.

The Recreation Board has selected JETZ Enterprises, Inc., to provide rental of three (3) pieces of recreational equipment for that day –

- 1) Toy Story 3 Combo;
- 2) Dunk Tank; and

3) Obstacle Course.

JETZ Enterprises, Inc., has offered to provide these items for a cost of \$ 967.00, including delivery.

Recommendation is for the City to accept this proposal.

Motion by Kealy for the City to accept the proposal of JETZ Enterprises, Inc., for rental of recreational equipment to the City of Buhl for the 2025 Independence Day activities, at a cost of \$ 967.00.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Question was raised regarding whether or not City Council action was needed on this item, or rather that it could be managed or handled within the Recreation Board itself –

It was suggested that it is the City which is sponsoring the Independence Day activities, so City Council action is indeed appropriate –

The question of insurance was brought up – this will also provide for the opportunity to establish the parameters of potential insurance coverage(s) -

Motion carried unanimously.

- D. Consider Resolution 25-20 Authorizing the City to Make Application To and Accept Grant Funds From IRRR Revenue Bonds Issued per Minnesota Laws 2024, Chapter 127, Article 69, Sections 15-16.

The City is a recipient of a State of Minnesota Mineral Tax Grant, which is being administered by the Mn Department of Iron Range Resources and Rehabilitation (IRRR).

This grant is in the amount of \$500,000, and is eligible for infrastructure projects.

In order to be in a position to have these funds distributed to the city, a Grant Recipient Project Plan needs to be completed, submitted, and approved by the IRRR bond counsel.

A resolution is a requisite part of this process.

A Grant Recipient Project Plan has been completed, and a Resolution drafted; approval of that resolution is needed by the City Council to continue with this initiative.

Recommendation is for the City to approve the project plan and the resolution.

Motion by Loeffler Authorizing the City to Make Application To and Accept Grant Funds From IRRR Revenue Bonds Issued per Minnesota Laws 2024, Chapter 127, Article 69, Sections 15-16, and to execute Resolution 25-20 concerning the same.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Resurfacing of alleys in the city is an initiative which has been identified in conjunction with this item –

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

Motion carried unanimously.

E. Consider Resolution 25-21 Authorizing the City to Receive and Accept Various Donations to the City of Buhl Recreation Board.

The City has received donations from local businesses and donors who have 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) donations from the following:

- Snickers Pizza Shop - (6) 2-liter bottles of soda;
- T&T Dom - (2) 2-liter bottles of soda; and
- Pizza Ranch Fun Zone Arcade - (2) \$ 10.00 free play cards.

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 these donations.

Motion by Loeffler to authorize the City to accept donations from Snickers Pizza Shop, T&T Dom, and Pizza Ranch Fun Zone Arcade to the City and its' Recreation Board as financial contributions 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 25-21 concerning the same, and to acknowledge these donations with appreciation.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Thank you offered to all donors -

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

Motion carried unanimously.

- F. Consider Resolution 25-22 Authorizing the City to Receive and Accept A Donation to the City of Buhl Public Library.

The City has received an offer of donation related to operations at the Buhl Public Library.

The Arrowhead Library System has offered a donation of \$1,038.00 to the City as a financial contribution toward the library's Best Seller Plan and Crossover Reimbursement needs for 2025.

Recommendation is for the City to accept this donation.

Motion by Kealy to authorize the City to accept a donation from the Arrowhead Library System in the amount of \$1,038.00 for 2025 Buhl Public Library program initiatives, to execute Resolution 25-22 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 Absent, Towner Absent ;
Matthews Aye.**

Motion carried unanimously.

- G. Consider Placing Congratulatory Advertisement in Mesabi Tribune for 2025 Graduating High School Seniors.

The City has been made aware of the opportunity by the Mesabi Tribune to participate in congratulating graduating 2025 High School Seniors on their accomplishments.

The Special Area Graduation section of the Mesabi Tribune will be coming out on June 7, 2025.

Cost of placing a congratulatory advertisement in this special section is \$18.75.

The City has participated in this initiative in the past.

Recommendation is for the City to participate in this initiative.

Motion by Kealy to approve participating in the Mesabi Tribune 2025 special Area Graduation section by purchasing a congratulatory advertisement to graduating 2025 high school seniors in the amount of \$ 18.75.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

CONGRATULATIONS, SENIORS! Good job!

Motion carried unanimously.

H. Clarify Notice of 2025 Spring Clean-up Event White Goods Restrictions.

At the May 13, 2025 City Council Special meeting, information regarding the 2025 Spring Clean-Up Event was offered. The 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.

PLEASE NOTE: NO demolition or yard waste will be accepted!

At that meeting, a question was raised as to what the restrictions on white goods (appliances) are –

To clarify this, briefly, appliances must be residential in nature and size; this program is not designed for commercial appliances; and

DOORS MUST BE REMOVED from all appliances or they will not be picked up!

ADDITIONALLY, 300 gallon dumpsters are available to rent for \$60.00.

Informational only.

I. Consider Requests from The Hydeaway Regarding Summer Events.

Nora Zgonc, of the Zgonc Company, operators of The Hydeaway, located at 205 State St. in Buhl, has provided the City with information regarding their planned summer events.

Three (3) items were included –

- 1) Request for permission to host live acoustic music outdoors on Monday evenings from 6 – 8 p.m. during June, July, and August;
- 2) Request for permission to host live outdoor music on their property on Friday, June 13, from 8 – 10 p.m.; and
- 3) Request for permission to host live outdoor music in the alley behind the property on Saturday, June 28, from 7 – 11 p.m.; this request includes blocking off the alley west of State Street from Jones Avenue to approximately 213 State Street.

It is commendable for this private business to be active in civic events which promote the community.

Recommendation is for the City to grant permission for all events and to block off the alley on June 28.

Motion by Loeffler to grant permission to The Hydeaway to host live outdoor music on several occasions throughout the summer of 2025 and to block off the alley west of State Street from Jones Avenue to approximately 213 State Street from 4 pm – midnight on Saturday, June 28.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Sounds like it's going to be a fun summer!

Motion carried unanimously.

J. Consider Request for Street Closure from First Lutheran Church of Buhl.

The First Lutheran Church of Buhl is planning a “Blessing of the Wheels” event, open to all people utilizing wheels of any kind for mobility.

This includes wheelchairs, walkers, scooters, bicycles, and the like.

The church is asking for permission to block that portion of Frantz Street from Pennsylvania Avenue to the alley south of Pennsylvania for this event.

The event is planned for Sunday, June 1, from 9:30 a.m. to 4 p.m.

In case of inclement weather, the back-up date is June 15, 2025, at the same time.

It is hoped by the church that the event may draw upwards of 50 people.

Recommendation is for the City to grant permission to block off Frantz Street on June 1 (or June 15, if necessary) for these events.

Motion by Kealy to grant permission to The First Lutheran Church of Buhl to block off Frantz Street from Pennsylvania Avenue to the alley south of Pennsylvania Avenue from 9:30 a.m. – 4 p.m. on Sunday, June 1, or Sunday, June 15, if required due to inclement weather, for their “Blessing of the Wheels” event.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

K. Consider Replacing HVAC Equipment in EMS Hall.

The EMS Hall located at 201 Forest St., and currently occupied by Essentia EMS, is presently experiencing issues with its air conditioning system. The current system is operating poorly, if at all, and inspection and diagnostic testing suggests that it may be time to consider replacement of this system.

City staff have reviewed the findings and conclusions of the inspection and diagnosis, and have evaluated repair and/or rebuild of current system components as compared to the cost of a new system.

Although the repair and/or rebuild approach is possible and may be able to be accomplished - for an estimated one-third of the cost of a new system -

this would come without warranty and would take between 1-2 months to be completed.

In comparison, a new installation would be approximately three times as much, but may be able to be completed in three weeks or less, and the new installation would come with anticipated ten-year (10-year) warranty.

The city has obtained proposals from two (2) HVAC firms – one is for an 18,000 btu heat pump/air cooling mini-split HVAC system, and the other for a similar 24,000 btu mini-split HVAC system which may be cooling only.

The heat pump feature is not necessarily relevant; cooling only mode is satisfactory.

The comparative price of these two (2) proposals (they are \$130 in difference) suggests that the 24,000 btu system would be the one that is recommended.

Recommendation is for the City to accept the proposal of Iron Range Plumbing & Heating.

Motion by Loeffler to accept the proposal of Iron Range Plumbing & Heating to provide and install a 24,000 BTU HVAC mini-split system for the EMS Hall for a sum not to exceed \$ 7,650.00.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Question was raised as to where the funding would be coming from – the Administrator indicated that it is an unbudgeted item at this time, but that it would likely be appropriated from capital equipment reserve and/or contingency funds -

Question was raised as to whether or not window air conditioners would be a solution to this issue – unlikely, due to the volume of the space under consideration for conditioning -

Question raised as to whether or not the system could last another summer, so that it could be worked into the FY 2026 budget -

It was noted that there is presently little to no cost to the tenant - Essentia EMS – on building operating costs, through the provisions of the existing lease arrangement –

Comment received as to whether this may be considered a (EMS personnel) comfortability issue –

It was reminded that it is the City of Buhl's building -

Decision was ultimately to do more due diligence on this item, obtain another proposal, and to determine where the funding would be sourced from –

Motion and support rescinded; item tabled; no action taken.

L. Other Business:

None.

M. Councilors' Comments.

Councilor Kealy –

Inquired as to whether or not there is any City policy or other guidance regarding where trailer houses may be located in the city – is it only in a trailer park, or can they be sited anywhere –

The Administrator indicated that there does not appear to be specific locational criteria, however general zoning structure sizing precludes most mobile homes from meeting minimum structure sizing for residential zones -

Comment also made that it does not appear that the existing trailer park community is the only location which allows for the placement of mobile homes for residential purposes -

Councilor Loeffler -

Noted that a babysitter training class will be offered on May 31 – and that this class has registered as full!

N. Mayor's Comments.

Commented that although the weather has cooperated a little bit recently, please continue to be careful with

(outdoor) fires – we (St. Louis County) remains in a red flag warning area – so take extra precautions!

8. ADJOURN:

Motion by Kealy to adjourn.

Supported by Loeffler.

Motion carried unanimously and the meeting was adjourned at 7:27 p.m.



James Matthews, Mayor

ATTEST:



Tony Jeffries, City Clerk