

MINUTES
BUHL CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
8/19/2025

Tuesday, August 19, 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 X Towner
Mayor: X Matthews

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

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

None.

Motion by Towner to approve the agenda as presented.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

4. **REPORTS FROM DEPARTMENT HEADS:**

Administrator Jeffries:

1. Offered Congratulations and great thanks to the Recreation Board, St Louis County Youth in Action, and other valuable and generous supporters for the wonderful Beach Blast event!

2. Noted that there is a need to get someone in to reinstall a pole on the water tower which houses an antenna that feeds internet to the Public Works Garage (IRN contacted – NTE \$1,350.00)

Another company (Northern Wireless – Chisholm) quoted NTE \$2,700.00

This item will be placed on the September 2, 2025 City Council meeting -

3. Noted that a sign posting hours at the beach needs to be put up in order to better be able to manage adults causing issues after dark -
4. Noted that the Stubler Beach Campground will be operating at reduced capacity for the remainder of the season due to storm damage – and commented that conversations related to ongoing campground operations may be on order -
5. Extended appreciation to the St. Louis County Highway Department District 7 for accommodating our request to improve pavement conditions on Forest Street from U.S. Highway 169 to Mueller Ave -

BEDA – President Randy Towner:

Highlighted a number of items from the (2) BEDA meetings held in July 2025, including:

- There are two (2) vacancies presently at Whiteside Industrial Park;
- Millfeed has been delivered to Whiteside Industrial Park; needs to be spread around the site;
- Work on evaluating upgrading surveillance cameras at Whiteside Industrial Park continues;
- Budget work for 2026 remains ongoing;
- A listing of desired improvements/repairs/needs/wants for/at Whiteside Industrial Park continues to be developed;
- Officer changes in BEDA occurred – James Matthews is now Vice President; Lyle Pederson is Treasurer;
- Recommended Utility Systems of America (USA) to be selected for the Water Main Loop project, as they were the low responsible bidder; and
- Mn Power required electrical repair work was completed at Building 10119 at Whiteside Industrial Park.

5. CITIZENS FORUM:

None.

6. CONSENT AGENDA

A. Minutes:

Regular City Council Meeting – August 5, 2025

B. Claims:

i. Payroll #16 \$ 16,731.30

ii. A/P \$ 113,000.84

TOTAL \$ 129,732.14

Motion by Kealy to approve the Consent Agenda minutes as presented.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

Motion by Towner to approve the Consent Agenda claims as presented.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

7. BUSINESS:

- A. Consider Approval of JPJ Engineering, Inc. Invoice No. 3 for the Water Storage Improvements Project No. 09-061 in the Amount of \$8,560.00.

The City has been invoiced for professional engineering services and other professional activities performed by JPJ Engineering, Inc., for services related to the Water Storage Improvements project (JPJ Project No. 09-061).

This invoice is related to services rendered for the Invoice Period of April 2025 through May 2025, and includes professional activities related to the above-referenced project.

Specifically, these charges are identified as (engineering) Design services performed and remitted by JPJ Engineering, Inc., in the amount of \$ 8,560.00.

This amount now represents 60% of the design component of these services as complete.

Recommendation is to approve and remit to JPJ Engineering, Inc. invoice No. 3 for professional services related to Project No. 09-061 in the amount of \$ 8,560.00 upon validation of the services performed.

Motion by Teska-Erickson to approve payment of Invoice No. 3 for Project No. 09-061 to JPJ Engineering, Inc., in the amount of \$ 8,560.00.

Supported by Towner.

Discussion. Approve/Reject/Table.

Question was raised as to whether this amount of work has been observed to have been done –

The Administrator reviewed and summarized how project progress invoicing correlated with design & development activities -

It was requested that the City Engineer give an update on the schedule of all projects at the next meeting –

It was also requested that a timeframe for ALL projects be generated and presented to the city council –

It was noted that this work is not related to the water tower project –

Consensus was that the City Council would like more a concrete update and schedule (a living, breathing document) from the City Engineer on all project-related initiatives –

It was also requested that the City Engineer prepare a progress summary document showing what has actually been done on each of the open projects in the city – to eliminate any potential guesswork as to what invoices are submitted for –

It was suggested that perhaps the City Engineer might consider generating a document similar to the “Form 4” included as a part of the Water Main Loop project documentation for all open projects -

Motion and support rescinded; Item tabled until conversation with the City Engineer can occur and more information is received; no action taken.

B. Consider Approval of JPJ Engineering, Inc. Invoice No. 6 for the Buhl Business Park Development Initiatives Project No. 23-207 in the Amount of \$5,960.00.

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

This invoice is related to services rendered for the Invoice Period of April 2025 through May 2025, and includes professional activities related to the above-referenced project.

Specifically, these charges are identified as Engineering Design and Plat services remitted by JPJ Engineering, Inc., in the amount of \$ 5,960.00.

This amount now represents 90% of the engineering design component and 60% of the plat component of these services as complete.

Recommendation is to approve and remit to JPJ Engineering, Inc. invoice No. 6 for professional services related to Project No. 23-207 in the amount of \$ 5,960.00 upon validation of the services performed.

Motion by Towner to approve payment of Invoice No. 6 for Project No. 23-207 to JPJ Engineering, Inc., in the amount of \$ 5,960.00.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

C. Consider Approval of JPJ Engineering, Inc. Invoice No. 7 for the Buhl Business Park Development Initiatives Project No. 23-207 in the Amount of \$7,320.00.

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

This invoice is related to services rendered for the Invoice Period of June 2025, and includes professional activities related to the above-referenced project.

Specifically, these charges are identified as Engineering Design services and Bidding services remitted by JPJ Engineering, Inc., in the amount of \$ 7,320.00.

This amount now represents 100% of the engineering design component and 100% of the bidding component of these services as complete.

Recommendation is to approve and remit to JPJ Engineering, Inc. invoice No. 7 for professional services related to Project No. 23-207 in the amount of \$ 7,320.00 upon validation of the services performed.

Motion by Towner to approve payment of Invoice No. 7 for Project No. 23-207 to JPJ Engineering, Inc., in the amount of \$ 7,320.00.

Supported by Teska-Erickson.

Discussion. Approve/Reject/Table.

The Administrator summarized what the anticipated remaining project charges will be.

Motion carried unanimously.

D. Consider Approval of JPJ Engineering, Inc. Invoice No. 1 for the Culver Avenue Easement Project No. 25-415 in the Amount of \$1,755.00.

The City has been invoiced for professional engineering services and other professional activities performed by JPJ Engineering, Inc., for services related to the Culver Avenue Easement project (JPJ Project No. 25-415).

This invoice is related to services rendered for the Invoice Period of March 2025, and includes professional activities related to the above-referenced project.

Specifically, these charges are identified as Easement services remitted by JPJ Engineering, Inc., in the amount of \$ 1,755.00.

This amount now represents 100% of the easement component of these services as complete.

Recommendation is to approve and remit to JPJ Engineering, Inc. invoice No. 1 for professional services related to Project No. 24-415 in the amount of \$ 1,755.00 upon validation of the services performed.

Motion by Teska-Erickson to approve payment of Invoice No. 1 for Project No. 25-415 to JPJ Engineering, Inc., in the amount of \$ 1,755.00.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Question raised as to whether or not there would be more charges coming with regard to this in the future –

- The Administrator indicated that none are anticipated for this activity -

Motion carried unanimously.

- E. Consider Approval of JPJ Engineering, Inc. Invoice No. 2 for the Certificate of Survey – Mike Anderson Project No. 25-415 in the Amount of \$2,450.00.

The City has been invoiced for professional engineering services and other professional activities performed by JPJ Engineering, Inc., for services related to the Certificate of Survey – Mike Anderson project (JPJ Project No. 25-415).

This invoice is related to services rendered for the Invoice Period of March 2025, and includes professional activities related to the above-referenced project.

Specifically, these charges are identified as Certificate of Survey services remitted by JPJ Engineering, Inc., in the amount of \$ 2,450.00.

This amount now represents 100% of the certificate of survey component of these services as complete.

Recommendation is to approve and remit to JPJ Engineering, Inc. invoice No. 2 for professional services related to Project No. 25-415 in the amount of \$ 2,450.00 upon validation of the services performed.

Motion by Kealy to approve payment of Invoice No. 2 for Project No. 25-415 to JPJ Engineering, Inc., in the amount of \$ 2,450.00.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

The Administrator noted that the invoiced amount represents a discounted rate for these services from the City Engineer –

- And highlighted that the actual time required to complete this work was longer than what appears to be invoiced –

Comments were received regarding Mr. Anderson's current disposition and position with regard to this matter –

And the question was raised as to where the approval came from regarding the pass-through of professional costs to the benefitted individuals (Mr. Anderson and Mr. Gabriel LaBarge) –

Staff remains awaiting a response from Mr. Anderson regarding sorting out the disposition of this matter -

Motion carried unanimously.

F. Consider Approving Application for a Volunteer Firefighter.

The City of Buhl Fire Department (the "Department") has an ongoing desire and need to maintain sufficient manpower in its ranks to continue to serve the needs of the community.

The Department has identified and recommended an individual to be added to the existing manpower roster of Fire Fighters.

Preliminary pre-employment evaluation of the recommended individual has been conducted, with acceptable results.

The Buhl Fire Department recommends approving the placement of this applicant.

The City Council has the authority to approve the placement of Fire Fighters on behalf of the Department.

Recommendation is to approve the placement of the interested applicant pending successful drug and/or alcohol testing and completion of pre-employment paperwork.

Motion by Kealy to approve the placement of Amber Lee Stanaway as a Fire Fighter, pending successful drug and/or alcohol testing and completion of pre-employment paperwork.

Supported by Towner.

Discussion. Approve/Reject/Table.

Thanks were extended to Ms. Stanaway for applying to aide the Department -

Motion carried unanimously.

G. Consider Re-Approving Applying for IRRR/AEOA Business Energy Retrofit Grant to Re-Lamp Community Center/Curling Club.

The City continues to recognize that its Community Center/Culing Club, located at 2 Jones Avenue, is in need of updating and upgrading its lighting system(s).

To summarize the current conditions, the present systems(s) are based on a combination of legacy (dated) technologies, have no dynamic lighting control, and realizes a substantial energy draw associated with them.

Updating and upgrading these system(s) to fully dimmable LED fixtures will result in substantial energy savings and increased control over lighting output.

The design plan is to upgrade all (remaining) fixtures in the building, including the arena floor, kitchen, basement, and locker room areas (the club/lobby has in the recent past been refitted with modern LED fixtures).

The Minnesota Department of Iron Range Resources and Rehabilitation (IRRR), through its Business Energy Retrofit (BER) grant program, administered by the Arrowhead Economic Opportunity Agency (AEOA), has indicated that these improvements would be eligible to receive grant funding.

This request to consider re-approving this application is based on requesting and receiving updated cost estimates to accomplish this project.

Initial cost estimates which were utilized were \$21,712.00 as of July 19, 2024; updated cost estimates now revise that total to \$22,612.00 (an increase of \$900.00).

It should be stressed that, if this grant funding is awarded, it will cover 1/3 of project costs, or approximately \$ 7,537.33; the remaining \$ 15,074.67 will need to be realized and committed through other sources.

Recommendation is for the City to (re)apply to the IRRR for a BER grant, Administered through AEOA, for updating the lighting systems at the City of Buhl Community Center/Curling Club.

Motion by Towner to direct the Administrator to (re)apply to the Minnesota Department of Iron Range Resources and Rehabilitation for a Business Energy Retrofit grant to update and convert the lighting systems in the City of Buhl Community Center/Curling Club to LED fixtures; and to accept and utilize said funds for these purposes if awarded.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

It was noted that a new grant cycle recently opened as of July 1, 2025, necessitating the need to re-apply –

A reminder that the building needs to be dried out was offered –

Staff noted that there may be a possibility to break this project into a number of phases to attempt to accommodate the project budget(s) –

Motion carried unanimously.

- H. Consider Appointing an Individual to the Buhl Economic Development Authority (BEDA).

Recently, a Commissioner on the Buhl Economic Development Authority (BEDA) resigned their position.

As a result, there is presently one (1) vacancy on the Buhl Economic Development Authority (BEDA) board of commissioners.

This existing vacancy is an at-large vacancy which can be filled by any member of the community, and carries with it a term which expires on December 31, 2030.

The City previously public noticed that Expressions Of Interest for serving on BEDA would be received by the City until 11:00 a.m. on August 8, 2025.

One (1) Buhl resident has completed and submitted an Expression Of Interest; this is attached to this memorandum for Mayoral and City Council consideration.

Recommendation is for the City to fill this available opening on the Buhl Economic Development Authority (BEDA) board of commissioners as soon as practicable.

Motion by Towner to appoint Ted Erickson as a Commissioner on the Buhl Economic Development Authority (BEDA) with a term that expires December 31, 2030.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Thanks were offered to Mr. Erickson for his volunteerism -

Motion carried unanimously; Teska-Erickson abstaining.

- I. Consider Resolution 25-32 Authorizing the City to Accept and Receive a Donation to the City of Buhl Recreation Board for the 2025 Beach Blast Event.

The City has received a donation from a local business 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 recreational events and other related recreational activities.

Specifically, the City has received a donation for goods for the 2025 Beach Blast event from the following:

- L & M Fleet Supply; Hibbing - Outdoor Fling Toss and Water Squirters;
Cash equivalent = \$ 26.93.

The City wishes to recognize this contribution as 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 Teska-Erickson to authorize the City to accept a donation from L & M Supply; Hibbing, Mn to the City and its' Recreation Board as a financial contribution to help offset costs related to the City of Buhl recreational programs, events, and activities, to execute Resolution 25-32 concerning the same, and to acknowledge this donation with great appreciation.

Supported by Kealy.

Discussion. Approve/Reject/Table.

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

Motion carried unanimously.

J. Other Business:

None.

K. Councilors' Comments.

Councilor Loeffler –

Posed some questions regarding the Comprehensive Plan Update status and process –

(Staff will provide an update at the next City Council meeting -)

Reminded all that a sun catcher class will be held on September 21, from 1 – 3 p.m.; location to be determined in the near future (check facebook -) –

Councilor Towner –

Thanked all the volunteers, donors, and sponsors of the (Recreation Board sponsored) Beach Blast held August 19–

It was a great, well-attended event –

Also offered thanks to Public Works Foreman Trent Pink for repairing a power issue at the Stubler Beach pavilion for the Beach Blast in short order-

L. Mayor's Comments.

Thanked everyone (again) who is stepping up to help the City (Fire Department, BEDA, etc.) by volunteering to serve and support – that is what keeps the (city) rolling -

8. ADJOURN:

Motion by Teska-Erickson to adjourn.

Supported by Loeffler.

Motion carried unanimously and the meeting was adjourned at 7:25 p.m.



James Matthews, Mayor

ATTEST:



Tony Jeffries, City Clerk