

**MINUTES**  
**BUHL ECONOMIC DEVELOPMENT AUTHORITY**  
**SPECIAL MEETING**  
**BUHL CITY HALL**

**11/6/2024**

Wednesday, November 6, 2024

5:30 p.m.

**1. CALL TO ORDER:**

Meeting called to order by President Towner at 5:31 p.m.

**2. ROLL CALL:**

Present: Commissioners Carter, Hewett, Markas; President Towner.

Administrator: Jeffries.

Absent: Commissioners Hadrava, Swanson, Trunk.

**3. APPROVAL OF MEETING MINUTES:**

A. Minutes: Regular BEDA Meeting – September 26, 2024.

**Approval of the above minutes will be deferred until the next regularly scheduled BEDA meeting tentatively set for November 21, 2024 -**

**4. FINANCIAL REPORT/ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE/ADMINISTRATOR REPORT:**

None.

**5. DISCUSSION ITEMS/BUSINESS:**

A. Discuss Potential Modification to Preliminary Plat of Buhl Business Block.

The Administrator reported that City Engineer Jamnick and Commissioner Markus were brought together to discuss Commissioner Markus' comments on the proposed preliminary plat of the Buhl Business Block -

John Jamnick of JPJ Engineering, Inc., was in attendance to discuss these conversations and to potentially make changes to the preliminary plat –

The Administrator gave a background on why and where preliminary design elements have been included in the current preliminary plat and the associated site layout, and highlighted:

- Individual lot access (especially interior);
- Wetlands delineation and potential impacts;
- Utility corridors (and access to); and
- General site access.

As a result of these conversations, it was suggested to remove/eliminate an interior “curvilinear” road – the preliminary plat has been modified to accommodate that suggestion (offered as “Option 3”) –

The next step in the process is to get the site re-platted, so the modified site layout should be agreed upon soon –

John Jamnick distributed site layouts “Option 2” (with interior curvilinear road) and “Option 3” (interior curvilinear road removed) - (Option 1 is the current existing layout) -

Jamnick highlighted several items related to this, including:

- no impacts to existing wetlands are anticipated –
- water/sewer presently designed to serve all proposed lots, and will cross U.S. Highway 169 for sourcing and looping –
- Lot sizes now range from 0.5 to 1.25 acres –
- That minimum lot sizes may be desired to be considered –
- Soil borings may be appropriate along these corridors –
- Water (main) proposed to be looped to eliminate any “dead-ends” -

Comment was received regarding the possibility of encountering substantial amounts of rock under the highway – as this was experienced in early developmental work (in the 1980s) -

Comment was made regarding the need for (adequate) fire suppression and water delivery capacity – and whether that would be augmented by looping the water main –

Conversation ensued regarding the (latest) interior design – lot boundaries, utility easement access, road access, etc. -

Conversation regarding the amount of investment that is intended to be spent (on the entire Business Block redevelopment), and how that breaks down and translates into a “per lot” basis, ensued –

Discussions regarding the sources of available funding ensued -

It was noted that many of these questions cannot be answered at this time, since there is not yet a defined project in place –

Question was raised as to whether the City Engineer sees any downside to the Option 3 scenario – no they do not -

The next big thing to be focused on is to start obtaining permits – and to update the project scope so that Congressionally Directed Spending funding (“the Federal Grant”) can be accessed –

Additional permitting initiatives include:

- Minnesota Pollution Control Agency applicable permits;
- Minnesota Department of Health applicable permits;
- Water and Sewer extensions applicable permits; and
- Applicable permits to cross U.S. Highway 169.

Project cost estimates, and a potential phased approach to performing the work, are available from the City Engineer –

**Motion by Towner to select Option 3 as the working preliminary plat site layout for the Buhl Business Block and to direct the City Engineer to move forward with this layout.**

**This motion failed to gain support.**

Commission Carter reported that, since he had previously expressed some interest in acquiring land in the (at that time) South Industrial Park, he intends to abstain from any action related to this item.

Comment was received regarding the extent of (electrical) power service (and number of power poles) to the Business Block, and the potential expense related to this –

Conversations regarding the best way to access the Business Block - and individual lots within it – ensued –

Additional conversations regarding where investment should be spent – and where it should not – ensued –

Conversation ensued regarding whether each lot should be responsible for installing their own (private) grinder pump for wastewater and sewage disposal, or whether it should be a municipal service –

The City Engineer reminded all that the next steps regarding accessing the allocated federal funding include:

- Update the existing development and project plan (Preliminary Engineering) report, and;
- Perform environmental review (including potentially historically-related matters).

**Motion by Markas to select Option 3 as the working preliminary plat site layout for the Buhl Business Block and to direct the City Engineer to move forward with this layout.**

**Supported by Towner.**

Discussion.

**Motion carries 3-0, with 1 abstention (Carter).**

Following this, and associated with it, a proposal to conduct a Phase 1 Environmental Assessment was received from Northeast Technical Services and was distributed to the BEDA board for information and consideration; this should be evaluated and will be brought back to the table at a subsequent BEDA meeting -

**B. Discuss Ziegler Easement Agreement.**

The Administrator met with the General Manager of Ziegler to discuss the (current) easement status and provisions – and desired modifications to this agreement -

- and provided an update to the BEDA board regarding the same –

Ziegler has initially verbally indicated acceptance with all the easement modifications proposed by BEDA, however must receive corporate approval of the same before moving further forward –

To review – modifications proposed included –

- 5-year agreement term;
- Secondary access to Whiteside Industrial Park for emergencies and (potential) Whiteside Road closure(s);
- Providing millfeed material to improve Whiteside Industrial Park roadways; and
- Easement rate modifications.

The Administrator will continue to work with Ziegler to arrive at a mutually agreeable easement modification, hopefully before the end of the year -

**Informational only.**

C. Other Business.

- 1) Request to place discussing the agreement with the Costin Group (the City's lobbying consultant), and considering removing the same from the SEDA business expense, on the next regular SEDA agenda -


**NEXT REGULAR MEETING: NOVEMBER 21, 2024@ 5:00 P.M.**

6. ADJOURN:

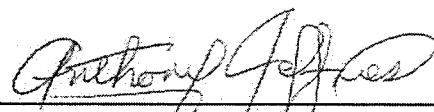
Motion by Carter to adjourn.

Supported by Hewett.

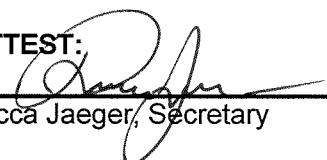
Motion carried unanimously and the meeting was adjourned at 6:29 p.m.

  
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Randy Towner, President

ATTEST:

  
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Anthony Jeffries, Secretary

REATTEST:

  
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Rebecca Jaeger, Secretary