

**MINUTES**  
**BUHL CITY COUNCIL MEETING**  
**CITY HALL COUNCIL CHAMBERS**  
**7/8/2025**

Tuesday, July 8, 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:                        Kearney  
Engineer:                   X   Jamnick  
Fire Chief:                       Lehman  
Police Chief:                X   Vukad  
Finance Manager:                Thronson

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

None.

**Motion by Loeffler to approve the agenda as presented.**

**Supported by Teska-Erickson.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**4. REPORTS FROM DEPARTMENT HEADS:**

**City Police Chief James Vukad:**

Discussed the monthly reporting furnished to the City of Buhl and provided a breakdown of last years' calendar parking season (44 total tickets written from November 2024 through March 2025) -

Reminded all that calendar parking season runs from November 1<sup>st</sup> through April 1<sup>st</sup> annually –

Indicated that a little less time than normal was spent in Buhl in June 2025 (there were some substantial incidents in Chisholm which demanded and stressed the Chisholm PD's dedicated resources) –

Noted that the Independence Day celebration was a great event (Chisholm Police participated in the parade)!

Highlighted that a number of vehicles had been cited and towed recently for various reasons –

Stressed to all to let the police know what (residents') concerns are – calling 911 is the best way to contact the Chisholm Police Department (even if is non-emergency), as there usually is not any desk personnel available to manage incoming phone calls (although there are a minimum of two (2) officers on duty at any time) –

Responded to an inquiry that pruning of trees blocking or impacting sidewalks are a homeowner's (or property owner's) responsibility to keep the sidewalks passable –

An extended discussion on who cleans up branches ensued – if a tree is dead, call the City to make arrangements for its removal; otherwise pruning, again, is a homeowner's responsibility (there are exceptions if a tree is located on a city boulevard within the public right-of-way) (Ordinance 92.38 was referenced and referred for background information) -

**City Engineer John Jamnick:**

Noted that the bid opening date for the Water Main Loop project is set for July 24, 2025 –

Indicated that final documents are still being assembled regarding the water tower construction project, and it is anticipated that this project will be going out for bids in August –

Iterated that the project goal for the water tower construction project anticipates getting the foundation work completed in 2025 -

Reported that JPJ Engineering is continuing working on the final pay estimate (and application) for the CIP project with Casper Construction –

**Administrator Jeffries:**

Noted two (2) items –

- 1) Extended congratulations to the Recreation Board for the wonderful Independence Day celebration;
- 2) Noted that he hoped everyone had a great 4<sup>th</sup> of July holiday!

**5. CITIZENS FORUM:**

None.

**6. CONSENT AGENDA**

A. Minutes:

Regular City Council Meeting – June 10, 2025

B. Claims:

i.	Payroll #12	\$ 15,446.35
	Payroll #13	\$ 17,680.90
	Payroll 6 (June 2025)	\$ 2,350.00
ii.	A/P #1	\$ 67,866.98
	A/P #2	<u>\$ 16,475.11</u>

**TOTAL \$ 119,819.34**

**Motion by Teska-Erickson to approve the minutes as presented.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**Motion by Towner to approve the claims as presented.**

**Supported by Kealy.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**7. BUSINESS:**

- A. Consider Approval of Request for a Temporary On-Sale Liquor License to a Private Party through the Existing License Held by the Buhl Curling Club for an Event to be Held at the Buhl Community Center.

A wedding reception has been booked by a private party at the Buhl Community Center on September 27, 2025.

The booking party is requesting that intoxicating liquor and other alcoholic beverages be available for sale at the reception.

Although the Buhl Curling Club holds a current liquor license with the Community Center as its licensed premises, the Buhl Curling Club will not be directly involved with this reception in any operational sense.

As a result, the booking party is required to, and is requesting, a temporary on-sale liquor license for their event. Said temporary license would be issued by the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.

Prior to issuing said license, the application must be approved by the City.

The temporary license will name the Buhl Curling Club as the responsible organization; the Buhl Curling Club has agreed to this arrangement, as both members of the wedding party are members of the Buhl Curling Club.

It should be noted that, in addition to the liquor liability insurance presently carried and in effect by the Buhl Curling Club, the booking party has indicated they will carry additional event insurance as a rider on their homeowners' policy.

**Recommendation is to accept and approve the request for a temporary on-sale liquor license for this event.**

**Motion by Towner to accept and approve the request of Karl Rudstrom and Violet Briski for a temporary on-sale liquor license at the Buhl Community Center on September 27, 2025.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

It was clarified that the additional insurance coverage(s) would be in the private party's name.

A question was raised as to whether or not there will be police in attendance; none is anticipated nor planned at the present time -



**Motion carried unanimously.**

- B. Consider Authorizing the Payment of Claims Received Which are Due Prior to the Next Regularly Scheduled (August 5, 2025) City Council Meeting.

Subsequent to this City Council meeting, it is anticipated that there will be some invoices or bills received by the City that will need to be satisfied and paid prior to the next regularly scheduled City Council meeting, currently set for August 5, 2025.

Past practice in these situations has been for the City Council to authorize staff to pay normal and necessary bills prior to the next regularly scheduled City Council meeting.

**Recommendation is for the City to authorize staff to pay all normal and necessary bills and claims.**

**Motion by Kealy to authorize City staff to pay all normal and necessary bills and claims which must be remitted and satisfied prior to the next regularly scheduled City Council meeting of August 5, 2025.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

- C. Consider Resolutions 25-23 and 25-24 Approving Sale and Conveyance of Land from Existing Public Land Holdings to a Private Party.

**This item is a continuation of a previously discussed agenda item.**

The City Council of the City of Buhl previously approved a request from resident Mike Anderson to purchase a piece of City owned land adjacent to his property.

The City previously approved creating and describing a new parcel of land, to allow for the subsequent platting of the parcel and conveyance to Mr. Anderson.

This initiative is complete and a new parcel of land has been created, and an additional existing parcel of land owned by Gabriel LaBarge has been modified.

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

At the June 10, 2025 City Council meeting, the City Council directed staff to work on attempting to determine a purchase price for said land(s) reflecting costs absorbed by the City to accomplish the above. The direction included splitting the City cost(s) on a percentage basis commensurate with the amount of land earmarked to be conveyed to Mr. Anderson and Mr. LaBarge respectively.

**Staff has determined that the cost to the City is \$2,500.00 and the percentage of land gained by both parties is 90% to Mr. Anderson and 10% to Mr. LaBarge.**

**Recommendation is for the City to approve the sale and conveyance of this newly created parcel of land to Mr. Anderson in the amount of \$ 2,250.00.**

**Motion by Teska-Erickson to approve Resolutions 25-23 and 25-24 conveying this newly created parcel of land from existing public land holdings to Mr. Mike Anderson, a private party, in the amount of \$ 2,250.00 and other applicable fees.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

These motions will be taken up separately.

Jeffries noted that he had validated the percentage split between the parties (90% Anderson; 10% LaBarge) as being consistent with the amount of land to be conveyed to each party -

**Motion by Teska-Erickson to approve Resolution 25-23 conveying this newly created parcel of land from existing public land holdings to Mr. Mike Anderson, a private party, in the amount of \$ 2,250.00 and other applicable fees.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

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

**Motion carried unanimously.**

**Motion by Teska-Erickson to approve Resolution 25-24 authorizing the conveyance of real estate resulting from the approval of Resolution 35-23.**

**Supported by Towner.**

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

**Motion carried unanimously.**

**D. Consider Comments on Draft Sewer Lateral Ordinance.**

The City has been contemplating and considering an ordinance to regulate the treatment of sewer laterals for some time.

This initiative is intended as a part of ongoing controls, improvements, and measures to positively effect the impact of inflow and infiltration (I & I) on the city's sanitary sewage effluent stream.

A draft ordinance has been prepared regarding this initiative and was distributed for consideration at the June 10, 2025 City Council meeting.

At that meeting, staff requested that the City Council review the draft ordinance and offer any comments back to staff at the next City Council meeting.

Staff is prepared for and is requesting any comments that the City Council may have at this time.

Discussion.

Comments received regarding the proposed penalty provisions and treatment thereof.

Questions were fielded regarding the numbering of the proposed ordinance sections -

Staff will continue to receive comments throughout this process.

Comment received that it would have been good to have had this in place when the CIP (Capital Improvement Project) project had been undertaken –

**Informational only.**

**E. Consider Resolution 25-28 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:

- Super One – Hibbing - \$ 50.00 gift card;
- Super One – Virginia South - \$ 50.00 gift card;
- Super One – Virginia North - \$ 50.00 gift card;
- C & B Warehouse Distributing - \$ 750.00;
- Billy's Pit Stop Pub 'N' Grub - \$ 45.00;
- Keyboard Liquor – Chisholm \$ 100.00;
- Buhl Water Company - (3) Cases of water;
- Miscellaneous donations - \$ 34.00; and
- Anonymous - \$ 200.00 Visa gift card.

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 Super One Hibbing; Super One Virginia South; Super One Virginia North; C & B Warehouse Distributing, Inc.; Billy's Pit Stop Pub 'N' Grub; Keyboard Liquor; Buhl Water Co.; and other miscellaneous donations to the City and its' Recreation Board as financial contributions to help offset costs related to the City of Buhl Independence Day Celebration and other recreational programs, events, and activities, to execute Resolution 25-28 concerning the same, and to acknowledge these donations with great appreciation.**

**Supported by Kealy.**

Discussion. Approve/Reject/Table.

Thank you offered and extended to all donors -

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

**Motion carried unanimously.**

**F. Consider Resolution 25-29 Authorizing the City to Receive and Accept Various Donations to the City of Buhl Public Library.**

The City has received several offers of donations related to operations at the Buhl Public Library.



The United Way of Northeastern MN has offered a donation of \$ 300.00 to the City as a financial contribution toward the library's 2024-2025 Summer Reading Program.

Additionally, Christine Peterson has offered a donation of \$ 50.00 as a financial contribution toward general library operations.

Furthermore, the library received \$ 15.00 in miscellaneous cash contributions for general library operations.

**Recommendation is for the City to accept these donations.**

**Motion by Teska-Erickson to authorize the City to accept a donation from the United Way of Northeastern MN in the amount of \$ 300.00 for 2024-2025 the Buhl Public Library Summer Reading Program, to accept a donation from Christine Peterson in the amount of \$ 50.00 for general library operations, and to accept \$ 15.00 in miscellaneous cash contributions for general library program initiatives, to execute Resolution 25-29 concerning the same, and to acknowledge these donations with great appreciation.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

Thanks issued to all -

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

**Motion carried unanimously.**

**G. Consider Accepting Resignation of a Commissioner of the Buhl Economic Development Authority (BEDA).**

The Buhl Economic Development Authority (BEDA) recently received a notice of resignation from Commissioner Taunya Teska-Erickson, effective July 1, 2025 –

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

A 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 Towner to accept the resignation of Taunya Teska-Erickson 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 received as to whether or not the ordinance amendment process had been completed as of yet –

In order to clarify the ordinance amendment process, this item will be placed on the next City Council agenda for final approval after further (and final) public posting for 10 days prior (at the typical community posting locations) –

**Motion carried unanimously; Teska-Erickson abstaining.**

- H. Consider Authorizing the Administrator to Publicly Post a Notice of Vacancy for an At-Large Commissioner Seat on the Buhl Economic Development Authority (BEDA) With a Term Expiring on December 31, 2028.

As a result of the resignation of Taunya Teska-Erickson as a commissioner of the Buhl Economic Development Authority (BEDA), a vacancy now exists on BEDA which is desired to be filled at the earliest opportunity –

Commissioner Teska-Erickson's seat on the BEDA board carries a term which expires concurrently with the end of her term on the City Council, presently set for December 31, 2028.

This vacancy is now an at-large vacancy and can be filled by any member of the community and is not connected to nor tied-in with any other office, including City Councilor.

**Motion by Towner authorizing the Administrator to Publicly Post a Notice of Vacancy for an At-Large Commissioner Seat on the Buhl Economic Development Authority (BEDA) With a Term Expiring on December 31, 2028.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

This item will be posted with a closing date of August 8, 2025; City Council action on this item will be scheduled to be acted on at the August 19, 2025 City Council meeting –

**Motion carried unanimously.**

I. Consider Approving Hiring of Summer Beach Attendant.

The City has previously publicly posted and published advertisements for 2025 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) additional application has now been received to date for “beach attendant”, and this applicant has fulfilled pre-employment paperwork requirements.

This applicant has not been employed by the City in any capacity previously.

**Recommendation is to approve the hiring of the applicant as a 2025 Beach Attendant.**

**Motion by Towner to approve the hiring of Alexandria Sorensen as a 2025 Beach Attendant contingent upon the successful completion of all employment and pre-employment requirements.**

**Supported by Teska-Erickson.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

J. Consider Request from a Private Party to Purchase City-Owned Land.

The City has received a letter of interest from a private party regarding the potential purchase of City-owned land for residential purposes.

The property under consideration is registered in the State Addition to Buhl First Addition and is located on the south side of Woodbridge Avenue east of Wanless Street, specifically immediately east of 604 Woodbridge Avenue.

The PIN (Parcel Identification Number) associated with this property is 115-0038-00020.

The prospective purchaser’s intent is to erect a single-family home with an attached garage on the property.

It should be noted that staff has received, from time to time, informal inquiries as to the status of this parcel of property, however this is the first formal letter of interest or offer of purchase received to date.

**Recommendation is to consider the letter of interest of James and Susan Johnson to acquire said property and to determine a potential selling price.**

**Motion by Towner to consider the letter of interest of James and Susan Johnson to potentially purchase PIN 115-0038-00020 and to determine a selling price for this parcel if and when appropriate.**

**Supported by Kealy.**

Discussion. Approve/Reject/Table.

It was noted that the offer to purchase real estate letter indicated a purchase price of \$2,500 with a refund of \$1,500 upon receipt of a certificate of occupancy –

This information appears to be incorrect and was generated from unknown sources –

Comment received that the motion should be amended to include:

- 1) Purchase price of \$ 2,500;
- 2) No rebate or refund included;
- 3) Caveat to commence construction within one (1) year.

**Motion and support rescinded.**

**AMENDED MOTION:**

**Motion by Towner to consider the letter of interest of James and Susan Johnson to potentially purchase PIN 115-0038-00020 for a non-refundable acquisition price of \$ 2,500.00, with no other financial credits or incentives available nor offered, contingent upon commencing construction within one (1) year of the date of recording of the warranty deed conveying the property from the City of Buhl to James and Susan Johnson. Failure to commence construction within one year will be cause for the ownership of the property to revert back to the City.**

**Supported by Kealy.**

Discussion.

**Motion carried unanimously.**

- K. Consider Approving Membership in the Minnesota Rural Water Association (MRWA) for the Period of August 2025 – July 2026.

The Minnesota Rural Water Association (MRWA) mission is “to provide the latest information, education, and technical assistance to protect our public waters and improve the quality of life in Minnesota.”

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

Of particular note is the assistance provided by the MRWA for the development, implementation, and ongoing maintenance of Buhl’s Wellhead Protection Plan.

In 2024, the MWRA was also instrumental in assisting the City conduct smoke testing as a portion of its I & I (Inflow and Infiltration) studies regarding the performance of the City’s municipal wastewater collection system.

Additionally, the MRWA offers continuing education and technical assistance programs for water professionals, which include Buhl’s public works personnel.

Furthermore, the MRWA has been a valuable partner in assisting with identifying and seeking potential grant opportunities for eligible water related initiatives.

**Recommendation is for the City to renew its membership in the MRWA for 2024-2025 as an Associate Member in the amount of \$425.00.**

**Motion by Kealy to authorize the City to renew its Associate Membership in the Minnesota Rural Water Association (MRWA) for August 2025 – July 2026 in the amount of \$425.00.**

**Supported by Teska-Erickson.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

- L. Consider Accepting and Approving Proposed Recruiting Strategy for the Position of City of Buhl Clerk/Treasurer.

The existing employment agreement with the City Clerk-Treasurer-Administrator sunsets on December 31, 2025.

A Leadership Committee was approved and established on June 10, 2025, to spearhead reviewing and evaluating the position description and compensation package for the position moving forward, as well as to strategize advertising of the position in the future.



The Committee has developed a recruiting strategy and a revised position description and is seeking approval and consent of the City Council of these documents.

**Recommendation is for the City Council to approve the Recruiting Strategy and the Job Description for the position of City of Buhl Clerk/Treasurer.**

**Motion by Teska-Erickson to approve the City of Buhl Recruiting Strategy and the Job Description for the position of City of Buhl Clerk/Treasurer and to consent to the implementation of the Recruiting Strategy.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

Information to aide developing the proposed salary range was sourced from a minimum of three (3) sources –

This will be an exempt salary position –

The title of the position is proposed to be modified moving forward –

Councilor Kealy discussed the background of creating the salary –

The size of the city of Buhl appears to limit the appropriate salary range -

A modification to the salary range was proposed at \$75,000 - \$85,000 –

General comments and conversation regarding treating the position as salaried ensued –

Question was received as to what was the compensation last year? It was indicated that it was believed to be over \$ 90,000, however this was also commented on as being high; the actual expenditure was lower (~ \$ 83,000 total) –

Further modification to the salary range was proposed at \$85,000 - \$95,000 –

Additional modification to the salary range was proposed and accepted at \$75,000 - \$90,000 (depending upon qualifications) –

**Motion carried unanimously.**



- M. Consider Resolution 25-30 to Direct the Personnel Review Committee to Begin the Process of Posting for, Advertising, and Canvassing for Qualified Candidates to Fill the Position of City of Buhl Clerk/Treasurer.

The existing employment agreement with the City Clerk-Treasurer-Administrator sunsets on December 31, 2025.

A Leadership Committee was approved and established on June 10, 2025, to spearhead reviewing and evaluating the position description and compensation package for the position moving forward, as well as to strategize advertising of the position in the future.

The Committee (now retitled Personnel Review Committee) has developed a recruiting strategy and a revised position description and is seeking approval and consent of the City Council of these documents.

The recruiting strategy has been presented to and approved by the City Council; it will be implemented by the Personnel Review Committee.

There will be some expense associated with this initiative.

**Recommendation is for the City Council to approve the implementation of this strategy and initiative.**

**Motion by Teska-Erickson to direct the Personnel Review Committee to begin the process of posting for, advertising, and canvassing for qualified candidates to fill the position of Clerk/Treasurer with a budget not to exceed \$ 5,000.00, and to execute Resolution 25-30 regarding the same.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

Question was raised as to where the funding would be sourced from for this initiative –

Staff indicated that it appears that the most likely source of this funding would be from the general fund out of contingencies amounts for unexpected and unplanned expenses -

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

**Motion carried unanimously.**

N. Other Business:

None.

O. Councilors' Comments.

Councilor Kealy –

Noted that there are (professional services) contractors typically obtainable who would be available to help the City should the need arise –

P. Mayor's Comments.

Extended thanks to all who worked on and helped put on the Independence Day Celebration parade and the recreational activities in Burton Park –

Noted that the warning siren recently functioned during a severe weather event –

Entertained miscellaneous discussion regarding the outdoor warning siren on Forest Street –

Staff indicated that the device appears to be working at design levels (of loudness) and is the most powerful and highest output of decibels (loudness) available in that class and type of siren;

Staff further elaborated that it is designed as an outdoor sounding device and not designed for indoor alerting and alarming -

At design levels, the device should be heard at a minimum or 100 feet away, and that the device is a good size for the City of Buhl –

Staff finally indicated that the repair, which was hoped to be effected for approximately \$ 800, was successfully achieved and realized for \$621 –

**8. ADJOURN:**

**Motion by Kealy to adjourn.**

**Supported by Teska-Erickson.**

**Motion carried unanimously and the meeting was adjourned at 8:07 p.m.**

  
\_\_\_\_\_  
James Matthews, Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Tony Jeffries, City Clerk