

MINUTES
BUHL CITY COUNCIL SPECIAL MEETING
BUHL CITY HALL

Thursday, December 11, 2025,

5:30 P.M.

1. **CALL TO ORDER:** by Mayor Matthew at 5:30 p.m.
2. **ROLL CALL:** Mayor James Matthew's, councilors Denise Kealy, Renee Loeffler, Tanya Teska-Erickson, and Randy Towner. Also in attendance: Finance Manager Dianna Thronson and Clerk/Treasurer Rebecca Jaeger.

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

All in favor of approving agenda with no additions.

4. **REPORTS FROM DEPARTMENT HEADS:**

None.

5. **CITIZEN'S FORUM:**

None.

6. **CONSENT AGENDA:**

None.

7. **BUSINESS:**

- A. Consider Approving Employment Agreement with City Clerk/Treasurer and Provisions Thereof.

Mayor Matthews called for a motion to discuss. Teska-Erickson motioned, and Towner supported.

The council looked at the current city contract for the position of Clerk/Treasurer that was for a non-exempt employee. Mayor Matthews commented on the need for updates to the current contract.

Mayor Matthews asked if the council should keep the current 4yr Salary schedule or replace it with a merit based annual negotiation.

Councilor Kealy asked if Rovena from Northshore Consulting LLC would be able to draft a contract. Mayor Matthews had previously talked with Rovena and was directed to contract templates on the League of Minnesota's website. Kealy asked if the cities legal council could draft a contract. Towner commented that there is still much for the city to decide on before sending it to legal council for review. Clerk/Treasurer Jaeger recommended talking with neighboring cities for examples of contracts.

Councilor Kealy brought the current vacation schedule up to the council and asked if it was fair since the position was exempt now. The council and Clerk/Treasurer Jaeger agreed that the current vacation schedule was considered fair.

The council agreed that language for Earned Sick and Safe Time (ESST) and Minnesota Paid Leave (MNPL) will need to be added along with updates and additions of other city policies within the contract.

The council decided to include Juneteenth as a holiday and to continue with the \$300 BEDA (Buhl Economic Development Authority) stipend. The Clerk/Treasurer is the secretary for BEDA and therefore has additional duties along with her employment with the City of Buhl.

The council decided to remove the \$200 stipend and requirement of licensing and certification as the City's Building Inspector. The city will use Pat Green from Northern Energy Development as the consultant for Building Inspections. The city will reassess this in the future.

Mayor Matthews called for a motion to recess the meeting at 6:00pm. Towner motioned, and Teska-Erickson supported.

Mayor Matthews reopened the Special meeting at 6:37pm.

Council agreed to leave the cell phone policy as is and the salary will be negotiated annually. Life insurance for the employee of a \$4 deduction will need to be added to the contract.

Motion by Towner to direct the Clerk/Treasurer to research and draft a contract for the exempt position of Clerk/Treasurer. Supported by Kealy. All in favor.

B. Other Business

None.

C. Councilors' Comments

Councilor Kealy invited the public to the Lakeview Cemetery at noon December 13, 2025, for the Wreaths Across America event.

Councilor Kealy updated the council that the furnace was replaced at the Community Center/Curling Club and that the Curling Club purchased CO2 alarms for the building.

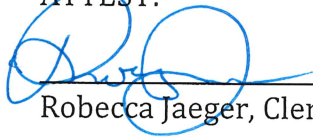
D. Mayor's Comments

8. **Adjourn:**

Councilor Towner motioned to adjourn the Special Meeting. Teska-Erickson supported. All in favor. Adjourned at 7:00pm.

James Matthews, Mayor

ATTEST:



Rebecca Jaeger, Clerk/Treasurer