

**MINUTES**  
**BUHL CITY COUNCIL MEETING**  
**BUHL CITY HALL**  
**07/11/2023**

Tuesday, July 11, 2023

6:30 P.M.

**1. CALL TO ORDER** by Mayor Carter at 6:30 p.m.

**2. ROLL CALL:**

Councilors:  X  Hadrava  X  Kealy  X  Loeffler  X  Towner  
Mayor:  X  Carter

Administrator:  X  Jeffries  
Public Works Foreman:   Pink  
Attorney:  X  Kearney  
Engineer:   Jamnick

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

Administrator added additional claims of \$2,869.53 to A/P claims list, bringing total A/P claims to \$175,856.26 and total claims to \$212,168.10.

Administrator requested moving Agenda Item 7.G. to 7.A.1.

**Motion by Towner to approve the agenda as presented and amended.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**4. REPORTS FROM DEPARTMENT HEADS:**

Administrator Jeffries:

On behalf of all at the City, sure hope everyone had a good time at the summer activities – the 4<sup>th</sup> of July, the All-Class Reunion, the fireworks, the parade, the park festivities; and

Offered comments with regard to parking signage in town – be reminded that parking is only allowed on streets THAT HAVE A PARKING LANE IN EXISTENCE in order to legally park on that City street.

**5. CITIZENS FORUM:**

Mike Jugovich, resident of Chisholm, expressed many and sincere thanks to the committee and all who were involved in the planning and preparation of the All-Class Reunion and 4<sup>th</sup> of July activities, especially the Parade, and shared that a member of his family, a Grand Marshall of the Parade, was and remains very moved and appreciative of this accolade.

**6. CONSENT AGENDA**

A. Minutes:

- i. Regular City Council Meeting – June 13, 2023

B. Claims:

|                |                             |
|----------------|-----------------------------|
| i. Payroll # 6 | \$ 2,575.00                 |
| Payroll #12    | \$ 16,334.77                |
| Payroll #13    | \$ 17,402.07                |
| ii. A/P        | \$ 172,986.73               |
| A/P Additions  | \$ 2,869.53                 |
| <b>TOTAL</b>   | <b><u>\$ 212,168.10</u></b> |

**Motion by Kealy to approve the consent agenda.**

**Supported by Hadrava.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**7. BUSINESS:**

A. Resolution 23-50 for the City to Accept a Donation from Carla Dombrowski

Carla Dombrowski, of Billy's Pit Stop Pub 'n Grub, has offered a donation of \$100.00 to the City's Recreation Commission as a financial contribution to help offset costs related to the operation and maintenance of recreational facilities in the city.

Recommendation is for the City to accept this donation.

Motion by Loeffler to authorize the City to accept a donation from Carla Dombrowski, of Billy's Pit Stop Pub 'n Grub to the City's Recreation Commission as a financial contribution to help offset costs related to the operation and maintenance of recreational facilities in the city in the amount of \$100.00, to execute Resolution 23-50 concerning the same, and to acknowledge this donation with appreciation.

Supported by Towner.

Discussion. Approve/Reject/Table.

Roll call vote: Hadrava – Aye; Kealy – Aye; Loeffler – Aye; Towner – Aye; Carter – Aye.

Motion carried unanimously.

A.1. Potential Funding from St. Louis County to Establish a Teen Center in the City of Buhl

Staff has learned that St. Louis County 7<sup>th</sup> District Commissioner Mike Jugovich has an interest in and is hopeful that Buhl may be able to establish a teen center or similar in the city.

A location will have to be selected if this initiative moves forward.

Staff has also learned that there may be a potential funding opportunity available from St. Louis County regarding this initiative.

Councilor Renee Loeffler may have additional information regarding this potential opportunity.

**Informational only.**

Mike Jugovich, St. Louis County Commissioner, presented:

He finds it favorable for establishing a center for teens in Buhl and St. Louis County, and indicated that that St. Louis County has potential funding available for such a facility and offers his support for the same; spoke that the IRRR will also look at potential funding sources for this and that Chris Ishmil will become involved in pursuing this facility and potential funding; strongly suggested that the City come up with a dollar amount and do a grant application (application distributed by Jennifer Reyes) to apply for St. Louis County's potential funding.

City Attorney advised that a Council action would be appropriate to authorize pursuing a grant application.

**Motion by Kealy to direct the Administrator to prepare and submit a grant application to St. Louis County on behalf of the City for an American Rescue Plan Act St. Louis County Grant Application for funding related to establishing of a youth or teen center in the city of Buhl, and to accept said funds should this application result in funds being allocated for this purpose.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

**Roll call vote: Hadrava – Aye; Kealy – Aye; Loeffler – Aye; Towner – Aye; Carter – Aye.**

**Motion carried unanimously.**

**B. Approve Hiring of Summer Help**

The City had previously publicly posted and published advertisements for 2023 Public Works Department Summer Street Labor and 2023 Beach Attendants.

The Public Works Department Summer Street Labor positions have subsequently been filled, however there remains a need for 2023 Beach Attendants.

Three (3) applications have been received for consideration of filling these positions.

All three applicants have fulfilled pre-employment paperwork and screening requirements.

**Recommendation is to approve the hiring of the interested applicants as 2023 Beach Attendants.**

**Motion by Towner to approve the hiring of Jocelyn Lofquist, Jaeden Loeffler, and Yazmynn Assani as 2023 Beach Attendants.**

**Supported by Kealy.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously, Loeffler abstaining.**

**C. League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form**

The City receives insurance coverage, including liability coverage, from the League of Minnesota Cities Insurance Trust (LMCIT).

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body.

If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000.

If the member waives the statutory tort limits, a single claimant could recover up to \$2,000,000 for a single occurrence or an amount up to the limit of the coverage purchased.

It is in the best interests of the City NOT TO WAIVE the statutory tort limits.

**Recommendation is that the City not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.**

**Motion by Hadrava that the City of Buhl not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**D. Authorize Administrator to Begin Scoping City Hall Repair and Improvement Project Parameters**

The City has received a \$100,000 grant through the Mineral Article of the Tax Bill passed by the 2023 Minnesota State Legislature.

These appropriations have been discussed to be utilized for front entrance and other ornamental repairs and improvements to City Hall.

Staff believes that this is an appropriate use of this appropriation, and requests authorization to begin scoping activities related to this project.

**Recommendation is to authorize the Administrator to begin scoping activities related to a City Hall repair and improvement project, with a focus on front entrance and other exterior ornamental improvements.**

**Motion by Hadrava to authorize the Administrator to begin scoping activities related to a City Hall Repair and Improvement Project, with a focus on front entrance and other exterior ornamental improvements.**

**Supported by Towner.**

Discussion. Approve/Reject.

The project scoping activities will also include evaluating roof repair at City Hall.

Administrator Jeffries described the scope of repair and/or improvement activities greater detail.

Mayor Carter extended thanks to Mn Representative Dave Lislegard and the Costin Group for their efforts in obtaining this appropriation.

**Motion carried unanimously.**

**E. Request to Have St. Louis County Provide Permanent Calendar Parking Signage at Three (3) Entrances to the City**

Staff has been working with the St. Louis County Highway Department on a sign replacement project impacting several traffic signs in the city. Specifically, traffic signs will be replaced by the County on Forest Street from Highway 169 to Culver Avenue, on Culver Avenue to the city limits, on Pennsylvania Avenue from Highway 169 to Forest Street, and on Morse Road from Highway 169 to the city limits.

A portion of these discussions have included calendar parking signs in the city.

Presently, there are numerous signs placed throughout the city indicating what side of the street vehicles can be parked on during Calendar Parking season (annually set at November 1 – April 1, inclusive).

Staff proposes that all the Calendar Parking signs be removed and replaced by a permanent sign describing the Calendar Parking schedule at three (3) entrance locations throughout the city: Pennsylvania Avenue and Highway 169, Forest Street and Highway 169, and Culver Avenue near Frantz Location.

The St. Louis County Highway Department has indicated a willingness to provide and install these permanent signs.

**Recommendation is to replace the existing Calendar Parking signs in the City with permanent signage in three (3) entrance locations in the city.**

**Motion by Loeffler to replace the existing Calendar Parking signs in the City with permanent signage in three (3) entrance locations in the city, specifically Pennsylvania Avenue and Highway 169, Forest Street and Highway 169, and Culver Avenue near Frantz Location, with signage provided by the St. Louis County Highway Department.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

**F. Accept Resignation of Randy Towner from and Approve Seating of Al Flaschberger to the Recreation Commission**

City Councilor Randy Towner currently serves on the City of Buhl Recreation Commission.

Councilor Towner has served on this commission prior to being elected to the City Council.

Mr. Al Flaschberger has expressed an interest in serving on the Recreation Commission, however this interest was not able to be realized as the Commission had a full slate of members.

Councilor Towner has expressed agreement with stepping down from the commission, thus creating an available seat, and continuing on working with the Commission as City Council Liaison.

Councilor Towner's term expires on December 31, 2023.

**Recommendation is to accept the resignation of Randy Towner from and approve the seating of Al Flaschberger to the Recreation Commission for the remainder of Mr. Towner's term of December 31, 2023.**

The action item was modified to include the resignation of Mr. Towner only, and to post notice of vacancy for a position on the Recreation Commission and accept expressions of interest until July 31, 2023.

**Motion by Kealy to accept the resignation of Randy Towner from the Recreation Commission and to post a notice of vacancy for the remaining term of this position ending December 31, 2023, and accept expressions of interest until July 31, 2023.**

**Supported by Towner.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

G. Potential Funding from St. Louis County to Establish a Teen Center in the City of Buhl

MOVED TO AGENDA ITEM 7.A.1.

H. Request to St. Louis County Regarding Establishing a County State-Aid Highway on the East Side of the City

The City has initiated preliminary pre-design efforts and activities regarding the creation of a residential development in an area immediately north and east of the existing Martin Hughes School.

Staff believes it is in the best interests of the City to, in part, provide access to this development by a new roadway which is proposed running northerly from the Pennsylvania Avenue access at U.S. Highway 169, to St. Louis County Highway Number 125 on the north and east side of the city.

Locating a roadway in this area would have additional benefits other than providing access to a potential new residential development.

Staff also believes that it may be appropriate that this new roadway be a County State-Aid Highway, and will be meeting with St. Louis County Highway Department officials and personnel to begin conversations regarding this possibility.

An image of the proposed roadway was distributed for the City Council's information.

Truck traffic to Whiteside Industrial Park would be improved, as would marketing opportunities of the industrial park in general.

Public safety with regard to truck traffic in town would also be improved.

This item was proposed as Informational Only; however, after receiving comment from the City Attorney the City Council decided to make it an action item.



**Motion by Towner to authorize the Administrator to continue to pursue the establishing of a County State-Aid Highway on the east side of the City with the St. Louis County Highway Department.**

**Supported by Loeffler.**

Discussion. Approve/Reject/Table.

**Motion carried unanimously.**

I. Notification of LMCIT Property Appraisal of all Buhl City-Owned Buildings

The League of Minnesota Cities Insurance Trust (LMCIT), of which the City is a member and account holder, has notified the City of its intention to conduct a property appraisal of all buildings owned by the City. This event occurs every seven (7) years at no cost to the LMCIT members.

The LMCIT conducts property appraisals to ensure property premiums and coverage limits are accurate, and is conducted by HCA Asset Management.

Once the appraisal is done, a final report will be distributed to the City, which will contain and include property descriptions and values.

Mobile property over \$250,000 (e.g. graders, loaders, street sweepers, etc.) will not be appraised unless requested by the City.

The most current Property Schedule for the City was distributed.

The Lake Leander (camp) property is included as one of the 36 properties included in this initiative.

Ask LMCIT re: the purpose and value of appraising certain mobile equipment – is it necessary or not?

**Informational only.**

J. Summary of League of Minnesota Cities Annual Conference

The League of Minnesota Cities (LMC) held their 2023 Annual Conference at the Duluth Entertainment and Convention Center June 21-23, 2023. The theme of the conference was City Love (I ♥ My City).

Administrator Jeffries and Councilor Loeffler attended the conference.

The conference agenda was distributed.

The Administrator provided highlights of the conference's proceedings and events.

Major areas of focus included:

Legislative initiatives;  
Housing issues;  
Risk Management issues;  
Communication issues.

Councilor Loeffler also commented on the sessions.

Administrator Jeffries commented on changes to equations used to calculate Local Government Aid (LGA) and its anticipated local impact (up from 2022).

**Informational only.**

**K. Notice of Vacancy on the Buhl Economic Development Authority**

Frank Fabish of Buhl unfortunately passed away recently.

A moment of silence was observed as a respectful testimonial to Mr. Fabish.

Mr. Fabish was a dedicated member of the City of Buhl Economic Development Authority, and his service and commitment was and is appreciated and will be greatly missed.

With Mr. Fabish's passing, there now exists a vacancy on the City of Buhl Economic Development Authority, which the City has expressed a desire to fill.

Mr. Fabish's remaining term on the Authority expires December 31, 2025.

The public is hereby notified of this vacancy.

Anyone interested in serving the remainder of this term should contact City Hall before July 28, 2023, for potential consideration.

This will be posted in City Hall, the Post Office, the Library, and the Senior Center; it will also be published on the City website.

**Informational only.**

**L. Notice of Vacancy on the Long-Range Planning and Zoning Commission**

Frank Fabish of Buhl unfortunately passed away recently.

Mr. Fabish was a dedicated member of the City of Buhl Long-Range Planning and Zoning Commission, and his service and commitment was and is appreciated and will be greatly missed.

With Mr. Fabish's passing, there now exists a vacancy on the City of Buhl Long-Range Planning and Zoning Commission, which the City has expressed a desire to fill.

Mr. Fabish's remaining term on the Commission expires December 31, 2025.

The public is hereby notified of this vacancy.

Anyone interested in serving the remainder of this term should contact City Hall before July 28, 2023, for potential consideration.

This will be posted in City Hall, the Post Office, the Library, and the Senior Center; it will also be published on the City website.

**Informational only.**

M. Councilor's Comments.

Councilor Hadrava –

Thanked everybody for turning out for the 4th of July activities; proposed making it a requirement of being a City Councilor that you are required to take a turn sitting on the dunk tank.

Councilor Kealy –

Asked about the present condition of the Lake Leander (camp) property; stressed the non-compliance with speed limits in Buhl; requested information on digital speed limit signs for the City; discussed considerations of installing speed bumps; stressed the need for increased and improved traffic law compliance in the city; encouraged looking at a variety of deterrents, including ramped-up patrol and enforcement initiatives, to improve compliance for safety's sake; inquired as to childrens' play-area signs – who provides, and where to put them? Discussed campground improvements such as dump stations in case a web-based campground reservation system be implemented.

Councilor Loeffler –

Commented about the vacancy on the Recreation Board; echoed that the All-Class Reunion was great and that many people from different cities

attended and participated in the events; commented that we should get on board with a web-based campground reservation and registration system for next camping season; mentioned a teen-oriented pick-your-brain event at the Community Center on July 27<sup>th</sup> at 5:30 p.m.; mentioned a canvas painting event for kids and families on August 19<sup>th</sup> at 10:00 A.M.- 2:30 P.M.

Councilor Towner –

Offered up thanks to the numerous volunteers, the public works crew, Buhl Water Co., Lorraine's park weeding efforts, the All-Class Reunion committee and all others for their time and donations for the All-Class Reunion and 4<sup>th</sup> of July summer activities; mentioned the Recreation Board hosting movie night at the Library on July 21 at 7 p.m. ("Diary of a Wimpy Kid"); mentioned Movie Night at Stubler Beach on August 25, 2023 ("Jaws II"); mentioned the Beach Blast scheduled for August 22, 2023 at 3 p.m.; mentioned Halloween plans are starting.

N. Mayor's Comments.

Offered comments similar to all other councilors, only a little stronger -

"Thank You Buhl!" for the All-Class Reunion and the 4<sup>th</sup> of July activities; "We are (together) re-creating the glory days of Buhl – we're making memories and history...together! It's amazing!"

Also discussed continuing the sidewalk on the west side of Forest Street from Monroe Drive (skating rink) to the Short Stop and whether or not this is "on the books".

**8. ADJOURN:**

**Motion by Kealy to adjourn. Supported by Loeffler. Motion carried unanimously and the meeting was adjourned at 8:00 p.m.**

  
\_\_\_\_\_  
Brandin Carter, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Tony Jeffries, City Clerk