

MINUTES
BUHL CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
12/17/2024

Tuesday, December 17, 2024

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
Fire Chief: Lehman
Police Chief: Manner

3. PLEDGE OF ALLEGIANCE:

4. APPROVAL OF AGENDA/COUNCIL ADDITIONS TO AGENDA:

Add item 8.J.1. under Other Business.

Motion by Towner to approve the agenda as amended.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

5. REPORTS FROM DEPARTMENT HEADS:

City Engineer John Jamnick:

Noted that:

Preliminary work related to the water tower project is underway, including –

1. Collecting soil borings for site location suitability; and
2. Beginning State of Minnesota appropriation (bonding bill) budget(s) development as a prerequisite to application(s); and
3. Merry Christmas to the Council and City.

Administrator Jeffries:

Noted that:

1. This being the last regular City Council meeting for both Councilor Hadrava and Mayor Carter, recognizing the both of them for their dedication, commitment, and service to the City of Buhl.

6. CITIZENS FORUM:

None.

7. CONSENT AGENDA

A. Minutes:

- i. Regular City Council Meeting – December 3, 2024

B. Claims:

i.	Payroll #25	\$ 14,186.48
	Payroll #25.01	\$ 2,304.00
ii.	A/P #1	\$ 70,998.32
	A/P #2	<u>\$ 3,801.00</u>

TOTAL \$ 91,289.80

Motion by Kealy to approve the consent agenda as presented.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

8. BUSINESS:

- A. Consider Resolution 24-31 for the City to Approve and Adopt the 2025 Budget.

The City presented its preliminary 2025 budget and associated preliminary 2025 property tax levy to the City Council for consideration on September 26, 2024.

Several conversations and meetings were initiated and ensued to review and discuss individual line items included in this preliminary budget and proposed levy, to identify areas of potential budgetary expense reduction or revenue increase.

Discussions primarily focused on the General Fund 101 budget, and other line items directly under City control.

These conversations and meetings, coupled with the Truth-In-Taxation public hearing, held on December 3, 2024, have led to the finalization of the 2025 budget.

This budget has been finalized at \$1,221,611, allocated as follows:

General Fund 101 \$ 1,049,314
Library \$ 71,977
Debt \$ 54,986
Designated \$ 45,334

A resolution is required for the adopting of this 2025 budget; Resolution 24-31 has been drafted for this purpose.

Recommendation is for the City to adopt Resolution 24-31.

Motion by Loeffler for the City to accept the fiscal year 2025 budget in the amount of \$1,221,611, and to execute Resolution 24-31 concerning the same.

Supported by Hadrava.

Discussion. Approve/Reject/Table.

Compliments extended to staff for the good job on this effort.

**Roll Call Vote: Hadrava - Aye, Kealy - Aye, Loeffler - Aye, Towner - Aye;
Carter - Aye.**

Motion carried unanimously.

B. Consider Resolution 24-32 for the City to Adopt and Certify the Fiscal Year 2025 Property Tax Levy.

The City presented its preliminary 2025 budget and associated preliminary 2024 property tax levy to the City Council for consideration on September 26, 2024.

Several conversations and meetings were initiated and ensued to review and discuss individual line items included in this preliminary budget and proposed levy, to identify areas of potential budgetary expense reduction or revenue increase.

Discussions primarily focused on the General Fund 101 budget, and other line items directly under City control.

These conversations and meetings, coupled with the Truth-In-Taxation public hearing, conducted on December 3, 2024, have led to the finalization of the 2025 property tax levy.

This levy, preliminarily set at \$466,000, has been adjusted to \$428,500. A resolution is required for the adopting and certifying of this 2025 levy amount; Resolution 24-32 has been drafted for this purpose.

Recommendation is for the City to adopt Resolution 24-32.

Motion by Kealy for the City to accept the fiscal year 2025 property tax levy in the amount of \$428,500, to execute Resolution 24-32 concerning the same, and to transmit a certified copy of this Resolution to the County Auditor of St. Louis County, Minnesota.

Supported by Towner.

Discussion. Approve/Reject/Table.

**Roll Call Vote: Hadrava - Aye, Kealy - Aye, Loeffler - Aye, Towner - Aye;
Carter - Aye.**

Motion carried unanimously.

C. Consider Approval of Processing and Issuance of Liquor Licenses for 2025.

Three (3) locations in the city conduct business activities which require a liquor license to be issued by the State of Minnesota and the City of Buhl –

Billy's Pit Stop Pub 'n Grub;
Buhl Curling Club; and
The Hydeaway.

These licenses have a one-year term and are issued annually.

The City has received relicensing information from all of the locations noted above.

All required information regarding renewal of license has been received from all entities.

There have been no issues identified with provisions of these licenses that would impair or prevent the issuance of licenses for any of these locations for the 2025 calendar year.

Recommendation is to approve processing and issuance of these licenses for the 2025 calendar year.

Motion by Towner to approve renewal and issuance of Liquor, Wine, Club or 3.2% Licenses for Billy's Pit Stop Pub 'n Grub, Buhl Curling Club, and The Hydeaway for a successive annual term.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Miscellaneous discussion related to 3.2% licensing applicability ensued –

It was noted that the State of Minnesota still notes this on their licensing information -

Motion carried unanimously.

- D. Consider Approval of Processing and Issuance of Retail Sales of Cigarette and Other Tobacco Products License for 2025 to C and B Warehouse Distributing, Inc.

C and B Warehouse Distributing, Inc., offers over-counter retail sales of cigarettes and other tobacco products in the course of its normal business activities for the Short Stop located at 1001 Forest St. near US Highway 169.

Sales of these products are annually licensed by the State of Minnesota and the City of Buhl.

The City has received relicensing information from C and B Warehouse Distributing, Inc., regarding the same.

There have been no issues identified with provisions of this license that would impair or prevent the issuance of a license for the 2025 calendar year.

Recommendation is to approve processing and issuance of this license for the 2025 calendar year.

Motion by Kealy to approve issuing a Retail Sales of Cigarette and Other Tobacco Products license for 2025 to C and B Warehouse Distributing, Inc., for its Short Stop location at 1001 Forest St. in Buhl, MN.

Supported by Towner.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

E. Approval to Authorize Staff to Pay Normal and Necessary Year-End Bills.

Following the last regularly scheduled City Council meeting in December, it is customary that there will be some bills that need to be satisfied and paid prior to the end of the calendar (and fiscal) year.

Past practice has been for the City Council to authorize staff to pay these year-end bills prior to the next regularly scheduled City Council meeting (in this instance, January 7, 2025).

Recommendation is for the City to authorize staff to pay all normal and necessary year-end bills.

Motion by Hadrava to authorize City staff to pay all normal and necessary year-end bills which must be remitted and satisfied before the end of the 2024 calendar year prior to the next regularly scheduled City Council meeting.

Supported by Kealy.

Discussion. Approve/Reject/Table.

Motion carried unanimously.

F. Resolution 24-36 to Appoint a Representative to the Central Iron Range Sanitary Sewer District (CIRSSD) Board of Directors.

The City, as a participating member of the Central Iron Range Sanitary Sewer District (CIRSSD), is currently entitled to representation on the Board of the CIRSSD with two (2) representative individuals.

A current 3-year board member term expires on December 31, 2024, and at such time a vacancy will be created which the City will be entitled, if not expected, to fill.

The City Council voted to fill this vacancy prior to January 1, 2025 on October 1, 2024, and notice of this upcoming vacancy was posted until December 6, 2024.

Two (2) expressions of interest in this vacancy were received by the City; one from Mr. James Matthews, and one from Mr. John Klarich.

Recommendation is to fill this upcoming vacancy on the board of the CIRSSD prior to January 1, 2025.

Motion by Towner to appoint John Klarich to fill the upcoming vacancy on the CIRSSD board prior to January 1, 2025, and to execute Resolution 24-36 concerning the same.

Supported by Kealy.

Discussion. Approve/Reject/Table.

It was noted that John Klarich has served on this Board in the recent past and possesses a high level of knowledge and expertise of this operation, and is the most experienced choice among the interested candidates -

Roll Call Vote: Hadrava - Aye, Kealy - Aye, Loeffler - Aye, Towner - Aye; Carter - Aye.

Motion carries unanimously.

G. Resolution 24-37 for the City to Convey Property to Susan Hemminger.

The City had previously undertaken efforts to convey certain property, namely PIN No. 115-0034-00020 (Lot 2, Block 1, Plat of Damian 2nd Addition) from the City of Buhl to a private party.

Ultimately, circumstances resulted in this private party being unable to develop the property in question, and it reverted back to City ownership and control.

Subsequently, this property has been desired to be acquired by another private individual.

In order to transfer the ownership of this lot to its purchaser, a Warranty Deed must be drawn up, and accompanied by a resolution authorizing the conveyance of the real estate and attesting the same.

A warranty deed has been prepared to execute the transfer of this property to the interested private individual.

Recommendation is to approve the attached resolution to effect the final disposition of this property transfer.

Motion by Towner to approve Resolution 24-37 authorizing the conveyance of Parcel No. 115-0034-00020 to Susan Hemminger.

Supported by Loeffler.

Discussion. Approve/Reject/Table.

Miscellaneous discussion related to how long a parcel may be held for prior to construction, and how that relates to the parcel purchase price, ensued – (two years is the current policy) -

Additional discussion related to how properties which have reverted to the City ensued, including how the original purchase price would be administrated –

Further discussion related to applicable taxes on lands, and maintenance requirements of properties (if any), ensued –

Discussions regarding the marketing of available properties, and who should do it, also ensued –

It was noted that the City website should be utilized, and that more aggressive communication to the public recognizing that there are available properties should be considered –

Comments were received regarding the attractiveness of undeveloped lots (or non-attractiveness, as it were), with further suggestion that requiring adequate maintenance of property should be considered -

**Roll Call Vote: Hadrava - Aye, Kealy - Aye, Loeffler - Aye, Towner - Aye;
Carter - Aye.**

Motion carries unanimously.

H. Reminder of League of Minnesota Cities (LMC) Elected Leaders Institute.

As a reminder, each year, the League of Minnesota Cities (LMC) offers the Elected Leaders Institute, which provides elected city officials the core knowledge they need to succeed and become a city leader who can meet challenges, act as stewards of city resources, and advocate on behalf of residents.

Programming is educational, non-partisan, and packed with opportunities to network with other city officials, LMC staff, and subject matter experts.

Two different programs are offered, depending upon an individual's level of experience –

The Foundational Program is designed and is ideal for newly elected city officials who have served for less than two (2) years - this program provides essential skills and knowledge to help new city leaders understand local government and succeed in their new role.

The Advanced Program is designed for experienced elected officials with over two years of experience - this program focuses on enhancing leadership abilities and advancing expertise while focusing on topical leadership skills for elected officials who are mastering teamwork, communication, and community impact.

Additional information on each program can be provided by the Administrator.

Informational only.

I. Reminder of Range Association of Municipalities and Schools (RAMS) Annual Dinner.

As a reminder, the Range Association of Municipalities & Schools (RAMS), of which the City is a long-time member has announced notice of its 2024 Annual Meeting and Dinner -

The meeting/dinner will be December 19, 2024, beginning at 5:00 p.m. at the Iron Trail Motors Event Center located in Virginia. Members, sponsors, and invited guests are welcome at this meeting/dinner.

Dr. Rolf Weberg, of the Natural Resources Research Institute, will deliver the keynote address - "Telling our Story – The Role of the Iron Range in Minnesota's Bright Future".

Informational only.

J. Other Business.

J.1. Consider Approval of Hiring 2024-25 Seasonal Winter Labor.

The City has previously publicly posted and published advertisements for 2024-25 City of Buhl Seasonal Winter Labor (Rink Attendants).

Posting and eligibility for these positions will remain open until sufficient personnel are sourced to cover the needs of the City.

Two (2) additional applications have now been received to date for seasonal winter labor; these applicants have fulfilled pre-employment paperwork requirements.

One (1) of these applicants has previously been employed by the City as temporary seasonal labor in the past.

Recommendation is to approve the hiring of the applicants as 2024-25 Rink Attendants.

Motion by Kealy to approve the hiring of Luis Benkusky and Burton Durbahn as 2024-25 Rink Attendants contingent upon the successful completion of all employment and pre-employment requirements.

Supported by Towner.

Discussion. Approve/Reject/Table.

Timeframe for starting is anticipated to be early- to mid- January – hopefully there will be ice in place by then –

It was noted that three (3) individuals is a good operating number – but four (4) or five (5) individuals work well, also -

Motion carried unanimously.

K. Councilor's Comments.

Councilor Towner:

Noted that movie night at the Library will be held in the Library basement on Saturday, December 21 beginning @ 6 pm ("The Grinch", starring Jim Carrey will be screened) –

Noted that the City of Buhl Winter Frolic will be held on Saturday, January 18, at the skating rink -

Councilor Hadrava:

Stay off of the ice!

Councilor Kealy:

Noted that the Curling Club will start its season in early January, and that they are making ice now;

Thanked and complimented Mayor Carter and Councilor Hadrava for their service;

Wished all Happy Holidays!

Councilor Loeffler:

Noted it was a pleasure working with Mayor Carter and Councilor Hadrava -

L. Mayor's Comments.

Thanked the entire council and staff for their cooperation and working relationships in the past two years;

Thanked the people of Buhl for giving him this opportunity, and watching out for the City;

Wished incoming officials the best in the future.

10. ADJOURN:

Motion by Kealy to adjourn.


Supported by Hadrava.

Motion carried unanimously and the meeting was adjourned at 7:20 p.m.



Brandin Carter, Mayor

ATTEST:



Tony Jeffries, City Clerk