

# SHERBURN CITY COUNCIL MEETING MINUTES

January 5<sup>th</sup>, 2026 at 5 P.M. | CITY HALL, 21 E 1<sup>ST</sup> STREET

**CALL TO ORDER** Mayor Pro Tem Brad Ringnell duly called the January 5<sup>th</sup> meeting to order at 5:00 p.m. Council members present include Ronnie Beckius and Sarah Kramer. Also present: Andrea Ballard, City Clerk/Treasurer and Sean Devens, Deputy Clerk. Not present: Rick Behne.

## **OPEN PUBLIC COMMENTS**

Miranda Stahn, Sherburn Resident addressed Council about proper and timely snow plowing in Sherburn, both during the blizzard and big snow storm recently. Wanted City of Sherburn to be reminded of essential workers and their need to have safe access to work. Asked for extra consideration on 5<sup>th</sup> street as it is a known “bad spot” with the blowing winds/snow and provides access to both Temperance Lake Ridge and various group homes on Fox Lake Ave.

Several individuals attempted to express concerns with the new TLR contract with Embark Management and wanted to voice their opinions stating they have a couple of letters from employees, and further, employees who are worried regarding retaliation as well as a couple of people who have had family members and issues with Lisa Lange, former Executive Director. Wanting further understanding of issues with Cornerstone. Councilmember Ringnell encouraged these individuals to get put on the agenda if they wanted questions answered.

**APPROVAL OF AGENDA** Motion by Beckius to approve the agenda with the addition of Tom Carruthers Request. Second by Kramer. 3-0. Carried.

**CONSENT AGENDA** Motion by Kramer to approve the consent agenda. Second by Beckius. 3-0. Carried.

1. Approval of Regular Meeting Minutes – December 15, 2025
2. Approval of Special Meeting Minutes – December 22, 2025
3. Approval of Checks
  - a. GEN: 1562-1585e & #47604-44720
  - b. TLR: 54595-54594
4. Approval of Utility Billing Adjustments for December 2025
5. Approval of Payroll Period 26 Reports

## **REGULAR AGENDA**

1. Thomas Carruthers – Tom purchased a property at 112 S. Manyaska Street. Would like mowing assessments to be removed. Motion by Beckius to remove mowing charges for 112 S. Manyaska. Second by Kramer. 3-0. Carried.
2. Resolution 2026-01: Adopting 2026 Fee Schedule - Motion to approve by Beckius. Second by Kramer. Roll Call Vote: Kramer, yea; Beckius, yea; Ringnell, yea. 3-0. Carried.
3. Resolution 2026-02: Appointment of Authorized Signers – Motion to approve by Kramer. Second by Beckius. Roll Call Vote: Beckius, yea; Kramer, yea; Ringnell, yea. 3-0 Carried.
4. 2026 Mayoral Appointments - Motion to approve as follows by Beckius. Second by Kramer. 3-0. Carried.
  - EDA: Rick Behne & Sarah Kramer

- TLR Committee: Brad Ringnell & Rick Behne
  - Police Commission: Brad Ringnell & Ronnie Beckius
  - Fire Relief Association: Andrea Ballard & Sarah Kramer
  - Personnel Committee: Rick Behne & Ronnie Beckius
5. 2026 Designations Motion to approve by Kramer. Second by Beckius. 2-0. Carried. (Abstain - Ringnell)
    - Legal: Birkholtz & Associates
    - Paper: Martin County Star
    - Insurance Agent: Mike Ringnell
    - Realtor: Charity Ringnell
    - Depository: Bank Midwest
    - Auditor: Burkhardt & Burkhardt
    - Engineer: Bolton & Menk
  6. Reschedule Second Meeting in January from 1/19/2026 to 1/20/2026 due to Martin Luther King Jr. Day. Motion to approve by Beckius. Second by Kramer. 3-0. Carried.
  7. Travis Winter – Bolton & Menk Contract – Travis Winter spoke regarding the standard to have a contract with cities. This outlines responsibilities, work completed, and bills are paid. There is a reduced rate on some hours throughout the month. No monthly charge, no retainer is needed. Motion to approve by Beckius. Second by Kramer. 3-0. Carried.
  8. Travis Winter – Bolton & Menk Engineer - Main Street Sewer Lining – Winter spoke regarding MNDOT resurfaced HWY 4 through town, water main updates have been completed, but there is original clay tile sewer. Would be an appropriate project to put a liner in the sewer lines. There is a unique opportunity now, a facility plan was completed when the WWTP was completed. When projects are completed within the same time frame, they “score” high with PFA grants. There is a loan/grant opportunity that could be utilized for this project. Ringnell asked Winter when the grant is due. Winter stated for construction season 2026, plans and specs would need to be completed and paid for, which would be reimbursable. Submit in March, then get it certified and a loan grant package would be issued. Winter cannot guarantee grant funds this year, however forward movement would be progression. Plans and specs could cost \$43,000. Ringnell would like to talk to bond council prior to agreeing. Beckius asked where the project would be completed, Winter stated it would be from intersection to fifth street, with laterals. Winter stated no digging streets back up, noninvasive, all done trenchless to have fiberglass reinforced pipe. Ballard will schedule meeting with Shannon Sweeny prior to next council meeting.
  9. Letter of Agreement for SFD Payroll – Current statutes indicates individuals need to be paid within 31 days of hours worked and SFD payroll is completed on an annual basis. This letter of agreement indicates a mutual understanding that SFD payroll will occur on an annual basis. Motion by Kramer to approve. Second by Beckius. 3-0. Carried.
  10. Waste Management Contract – Jay Nieson is here to discuss his proposal, containing free services to city entities and update rates for both garbage and recycling services. Nieson stated could be three- or five-year contract. Motion by Beckius to approve the 3-year contract. Second by Kramer. 3-0. Carried.

**POLICE CHIEF REPORT** – Trevor Yochim, Police Chief stated the department does not have much to report. Furthermore, the SWPD is celebrating the retirement of Sargent Gina Jorgensen from her 37<sup>th</sup> year of duty. This Friday 9<sup>th</sup> from 5-7pm she will have a retirement party at Sherburn City Hall. Any and all are welcome.

### **CLERK'S UPDATE**

Andrea Ballard, City Clerk/Treasurer spoke on the following:

- Submitted Monitoring Well Grant on 12/16/2025.
- Want to let Council know that there is a League of MN Cities meeting in St. James with elected officials and city staff on January 8<sup>th</sup> from 11-12. Small gathering to facilitate discussions on what is going on in our community, provide time to connect on and discuss current issues city officials are facing, and will have some informal updates from LMC staff. Let me know if anyone is interested in attending.
- Pay Equity is due at the end of this month.
- Homeland of Security and Emergency Management Tier 11 Reporting for WTP and WWTP has been submitted.
- Looking into obtaining a contract of some kind for the Sherburn Movie Theater – to include daily operations/bills. Similar to that of the Library, where we take care of the building but the operations are on the managers.
- Will be moving forward with SMG Website Design – will assist in the design, development, calendar, online forms, will follow the ADA guidelines. Process includes initial meetings for design and content, signing contract, and then development of website before going live. Fee Options: Four-year Contract – monthly of \$149 or \$1500 per year.
- Federated did a street light audit and found several lights that the City was not being billed for – will be reflected on upcoming payments. Councilmember Ringnell wanted to know if the billing price changes for LED lights or sodium bulbs.
- Streetlights on HWY 4 have been out since the blizzard. The contactors were fried due to the ice and snow. River City Electric has been contacted, parts have been ordered, and repairs will be handled soon. Will be covering expense this time.
- Holiday Decorations will be coming down this week.
- Question from Public Works regarding on street parking ordinance for snow/winter conditions. Current Ordinance states NO PARKING FROM NOVEMBER TO APRIL. Standard in the past has been just during snow emergencies. This hasn't been followed by residents, causing concerns by public work for liability and safety when there are vehicles still parked on the roads. Public Works was seeking direction from council. Council asked Chief Yochim if he could ticket vehicles? Chief Yochim stated during snow emergencies, SWPD do go out the night of and day of and knock on doors and get as many vehicles as possible off. Towing companies will not come down at 2 am but instead wait for daylight hours. If council would like no on-street parking for those months, SWPD will enforce that. Ringnell stated it is okay to park on the streets during winter months, but during snow emergencies vehicles need to be moved from the street and ticketed/towed.
- Completed end of year procedures for 2025 and scheduled audit fieldwork with auditors. End of year MLS inventory testing was completed on the 2<sup>nd</sup> at the bar.

- Looking for direction from council within meeting minutes to add the 2.88% to full-time employees for 2026. Motion by Kramer to approve 2.88% wage increase for all employees, full and part time. Second by Beckius. 3-0. Carried.

### **REPORT FROM THE MAYOR AND COUNCILMEMBERS**

- Sarah Kramer :
  - some people have talked to me about Nuvei – would like people to be offered a discount if people sign up with e-billing. Cost break out – per resident per year rate.
  - Have had people ask about the MLS liquor store – reassured them we are not closing the bar. Maybe it is not a good idea to have a non-profitable business be operating with 5 out of the 6 years at a profit loss. Not wanting to close the liquor store but to sell to a private ownership so it is not owned by the City.
  - What do we have to do to have a mayor? Ballard stated that the Council would need to appoint a mayor. Ringnell stated he could resign as council member and council could then appoint him as mayor and then appoint someone else for the open council seat. Ballard has reached out to the League of MN Cities.
  - Where have we gotten with the union or follow up? Ringnell stated questions were sent to him and he answered to the best of his ability and submitted.
  - Several phone calls, text messages, and people stopped to talk about the TLR situation. Reassured that functionality of TLR has not been changed, Cornerstone’s contract has not been fulfilled. Many concerns with Embark being the management company and Sarah would like us to look into it further before moving forward. Lawyer has advised us to reach out to other management companies. Kramer has reached out to two other management companies to see what they have to offer. Have received written statements and is very concerned. Included from past, present employees, residents who are current and former residents and families as well.
  - When we had the wage study done – what did we do with that information? Ringnell stated “we don’t have to worry about that, the union will”. Kramer stated the union doesn’t take care of our part time people. When we list a job we have to put a wage on it, so we can use it for reference. Ringnell stated it was a waste of money.
- Ronnie Beckius – nothing.
- Brad Ringnell – nothing.

**ADJOURN** Motion by Kramer to adjourn at 5:58. Second by Beckius. 3-0. Carried.

Andrea Ballard, City Clerk/Treasurer