

**SHERBURN CITY COUNCIL MEETING**  
**March 16, 2026 at 5 P.M. | CITY HALL, 21 E 1<sup>ST</sup> STREET**

**CALL TO ORDER** Brad Ringnell, Mayor Pro Tem duly called the regular meeting to order at 5:02 p.m. Council present includes Sarah Kramer, Rick Behne, Ronnie Beckius. Warren Olson joined the meeting after he completed his Mayoral Oath of Office. Also present: Andrea Ballard, City Clerk/Treasurer and Sean Devens, Deputy Clerk.

**APPROVAL OF AGENDA** Motion by Beckius to approve as presented. Second by Kramer. 4-0. Carried.

**CONSENT AGENDA** Motion by Beckius to approve. Second by Behne. 4-0. Carried.

1. Approval of Regular Meeting Minutes – March 2, 2026
2. Approval of Checks
  - a. TLR Bond: 33e
  - b. TLR Capital Expense: 54595-54597
  - c. GEN: 1683e-1742e, 47902-47998
3. Approval of Payroll Period 2026-5 Reports
4. Approval of February General Fund Receipts
5. Approval of February Utility Billing Adjustments

**REGULAR AGENDA**

1. Resolution 2026-07 Transfer \$31,343.75 from TLR Bond Savings to General for the 2019B Debt Service Payment - Motion by Behne to approve. Second by Beckius. Roll Call Vote: Beckius, yea; Behne, yea; Kramer, yea; Ringnell, yea. 4-0. Carried.
2. Resolution 2026-08 Appointing Mayor – Motion to approve by Behne. Second by Beckius. Roll Call Vote: Kramer, yea; Beckius, yea; Behne, yea; Ringnell, yea. 4-0. Carried.
3. 26 N. Main Street Update – Extension Request – Motion to extend their purchase agreement until the August 1<sup>st</sup>. Motion by Behne. Second by Kramer. 5-0.
4. AWAIR Policy – Motion by Beckius to approve. Second by Behne. 5-0. Carried.
5. Credit Card Use Policy – Motion to approve by Beckius. Second by Behne. 4-0-1 (Ringnell abstained)
6. Discussion of Personnel Performance Review and Wage Increases – Kramer stated concern regarding Ballard not having an annual performance review that should have been completed in November of 2025. Ringnell stated we probably should do a review and requested Ballard email out to council members. Following that conversation, Kramer made a request to look at a wage study for all full-time employees and not just the new public works hire. Request to have the wage study emailed to council, again. Personnel Committee will meet prior to the next council meeting and bring a recommendation.
7. February 2026 MLS Report - Ballard spoke on this report to discuss the sales and expenditures, staffing notes, upcoming events, and manager notes.
8. Equipment Replacement Draft – Devens presented a draft schedule for equipment replacement.

## **OLD BUSINESS**

- Status of the Union – Ringnell updated council that he corrected answers and sent them back and he did get correspondence back from union and they would get the answers to the right people. Beckius and Behne did not have an update.

## **POLICE CHIEF REPORT**

- Trevor Yochim, Police Chief stated not much from the PD, quite the interesting day over the blizzard. Towed, moved, and assisted residents. Provided a yearly and monthly report. Ordinance violations: 225 in 2025 and 144 in 2024.

## **PUBLIC WORK'S UPDATE**

Paul Schoen, Public Works discussed the following:

- Lead Line Service Inventory – City of Sherburn lines within City Limits came back with several unknowns and one lead line. The City can work to apply for grant funds once they are available, which is likely in 2027. Curb stop and mains will need to be identified for this.
- Attended Water and Wastewater Treatment Conference.
- Two streetlights and street signs have been damaged with recent blizzard and high winds over the last two weeks. K&W will be looking at ordering parts for replacement lights.
- Reported a fuse dropped off controller and blew or popped at the TLR lift station. This has been fixed by an electrician.
- Seal coat bids have started to be obtained for this year. Plan is to focus on new streets as they were included in the Osborne Street Project 3 years ago.
- Crack sealing bids were obtained.
- Water Plant Update – building is now 10 years old. Plan is to waterproof the brick this year and potential repairs on the block joints, including retucking.
- Well Pumps need to have their 5 year inspections this summer.
- Tom Finke contacted Paul Schoen regarding mitigation of runoff and surface water at Local Lumber.

## **CLERK'S UPDATE**

- Fire Department Update - getting hose boxes fabricated to put on the back of the tanker, will be getting carpets cleaned and floors stripped and waxed at the fire hall, applied and was approved for \$15,000 in grants for emergency lighting on trucks.
- Payloader is on its last leg - really struggled for snow removal.
- Funds were received for the Fire Truck Loan in March. This funds will need to be moved back to investment accounts. Resolutions will come forward at next meeting for this.
- LG510 was submitted to the state regarding the 10% charitable gambling fund.
- Update on Sewer Lining Project - Bolton & Menk is obtaining information from MPCA to submit to PFA by the end of this month. Once grant funds have been designated, and if we are recipients of funds, next steps are to go out for bid.
- Complaint was received from an anonymous TLR employee regarding conduct of a Sherburn EMT. This has been forwarded to Fire Chief and he will be speaking to this individual.
- Reminder, our office will be closed next week for the MCFOA Clerks Conference that both myself and Sean Devens will be attending.

**REPORT FROM THE MAYOR AND COUNCILMEMBERS**

- Sarah Kramer – nothing.
- Ronnie Beckius – nothing.
- Rick Behne – nothing.
- Warren Olson – Thanked Council for appointing him to Mayor position.
- Brad Ringnell – requested names of the Management Companies contacted by Sarah Kramer.

**CLOSED SESSION**

Motion by Beckius to go into closed session to discuss the hiring of a part time public works employee. Second by Kramer. 5-0. Carried.

Motion by Behne to come out of closed session at 5:58. Second by Beckius. 5-0. Carried.

Motion by Beckius to hire Candidate A for the Part Time Public Works position. Second by Kramer. 5-0. Carried.

**ADJOURN** Motion by Beckius to adjourn at 6:00 p.m. Second by Behne. 5-0. Carried.

Andrea Ballard,  
City Clerk/Treasurer