

SHERBURN CITY COUNCIL MEETING MINUTES
April 6, 2026 at 5 P.M. | CITY HALL, 21 E 1ST STREET

CALL TO ORDER Mayor Warren Olson duly called the meeting to order at 5:00pm. Council members present: Brad Ringnell, Sarah Kramer, Rick Behne, and Ronnie Beckius. Also present: Andrea Ballard, City Clerk/Treasurer and Sean Devens, Deputy Clerk.

APPROVAL OF AGENDA Motion by Ringnell to approve with addition of closed session item of discussing legal strategy. Second by Beckius. 5-0. Carried.

CONSENT AGENDA Motion by Ringnell to approve. Second by Kramer. 5-0. Carried.

1. Approval of Regular Meeting Minutes – March 16, 2026
2. Approval of Checks
 - a. GEN: 1744-1758e, 47999-48063
3. Approval of Payroll Period 2026-6 Reports
4. Approval of March General Fund Receipts
5. Approval of March Utility Billing Adjustments
6. February 2026 Financial Reports

REGULAR AGENDA

1. Martin County EDA – Dave Schmidt – Ringer Drive Development Discussion – working with Sherburn EDA to help with finding funding for infrastructure as well as helping find developers. Schmidt wanted to inform Council. Nicole Behrens, EDA Member, spoke on the CEDA Contract as well as the recent Housing Study that was completed.
2. Movie Theater – Mike Schwartz – discussed and brought forward quotes to repair or refurbish the current server. Council asked Schwartz to come back with more than one quote.
3. Resolution 2026-09: Approving Donation of \$1000 from South Central Rural Electric for SFD Pagers – Motion by Ringnell to accept Resolution 2026-09. Second by Beckius. Roll Call: Behne, yea; Beckius, yea; Ringnell, yea; Kramer, yea; Olson, yea. 5-0. Carried.
4. Resolution 2026-10: Designated Signers for City of Sherburn Bank Accounts – Motion by Ringnell to approve. Second by Kramer. Roll Call Vote: Kramer, yea; Ringnell, yea; Beckius, yea; Behne, yea; Olson, yea. 5-0. Carried.
5. Resolution 2026-11: Approving Transfer of Funds – Motion by Ringnell to approve. Second by Behne. Roll Call Vote: Ringnell, yea; Behne, yea; Kramer, yea; Beckius, yea; Olson, yea. 5-0. Carried.
6. Updated Committee Appointments – Motion to add Olson to Fire Relief and Personnel Committee, Ronnie stepping down and Kramer to step down. Second by Behne. 5-0. Carried.
7. Approval of TLR Capital Expense for Boiler - Motion to by Ringnell to approve the purchase of the boiler from Day Plumbing for TLR. Second by Beckius. 5-0. Carried.
8. Gambling Fund Donation Request from MCW After Prom - Motion by Ringnell to donate \$500. Second by Kramer. 5-0. Carried.
9. Approval of Job Position Descriptions - Recommendation of Personnel Committee Motion by Behne to approve Prep Cook, MLS Support Staff, Kitchen Lead, and Part Time Public Works Staff. Second by Beckius. 5-0. Carried.

10. Approval of Wage Increases - Recommendation of Personnel Committee – Motion to approve the wage increases as presented for Darrel Ficken, Paul Schoen, Andrea Ballard, and Sean Devens. Seconded by Behne. 5-0. Carried.
11. Wage Scale Adoption - Recommendation of Personnel Committee – Motion by Beckius to adopt wage scale #2. Second by Behne. Discussion – Ringnell questioned why option two instead of one. Vote: 4-1. Carried. Recommendation to have Personnel Committee meet to determine how to obtain a step increase.

OLD BUSINESS

- Status of the Union – Motion by Ringnell to agree with the recommendation stating that Jaime Leiting, MLS Manager is a supervisor and Andrea Ballard, City Clerk/Treasurer does not meet supervisory roles. Second by Behne. 4-1. Carried.

POLICE CHIEF REPORT – Trevor Yochim, Police Chief asked Council if they had any questions or concerns after being providing the March Monthly Report. None noted.

CLERK'S UPDATE

- Leaf Vacuum Pick-Up: 2026 Planning - Last year, we experienced delays with our leaf pick-up due to needing to rent equipment, which impacted timing and efficiency. Council input was to reach out to same person used in 2025.
- Low Potency Hemp/THC Sales at Municipal Liquor Store: Council will find an attached document regarding the sale of low potency hemp/THC products at the municipal liquor store. Council would like more information regarding this.
- TLR Committee Meetings: Open Meeting Requirement - Included in your packet is a legal memo from the City Attorney regarding TLR Committee meetings and the requirement for those meetings to be open to the public.
- Briana Grunewald has been hired as Executive Director at TLR. Marissa Poppe has been hired as the Director of Nursing.
- Dilapidated Properties / Redevelopment Interest: Matt Bury, owner of Modern Neighborly, has expressed interest in purchasing and rehabilitating some dilapidated properties within the city.
- Municipal Liquor Store: Cell Phone Addition - Staff adding a city-issued cell phone for Municipal Liquor Store Manager. This will support communication needs related to scheduling, operations, and vendor coordination.
- Utility Billing: Auto Pay vs. E-Billing Clarification - Auto Pay allows a customer's bill to be automatically withdrawn from their account on the due date. E-Billing allows customers to receive their utility bill electronically rather than by mail. These options can be used independently or together, and staff continues to work on educating residents about both.
- Equipment Update: The road grader recently required a new battery, which has been purchased and installed. The equipment is now back in service.
- Training - Safety & Loss Control Workshop: I will be attending a Safety and Loss Control Workshop on April 9th. This training focuses on risk management and workplace safety practices that can be applied to our operations.
- Sales Tax Refund Received: The City has received its first sales tax refund from the Minnesota Department of Revenue for September 2024. This is part of the standard reimbursement process and will continue to be monitored moving forward.

- Sherburn Spring Clean Up has been scheduled for May 2nd. We will start selling flags, cost of \$25, for this immediately.
- City Website Update: The City is in the process of launching a new website, which is anticipated to go live by the end of the month.
- MCFOA Conference Recap: Sean and I recently attended the Minnesota Clerks and Finance Officers Association (MCFOA) annual conference, themed “Adventures in Clerking.” Some of the sessions attended included: Communications, Parliamentary Procedure & Minutes Best Practices, Elections Training, Budgeting Best Practices & Understanding Reserves, Write It Right, Digital Record Keeping Sean also took some of the same classes, as well as Council Staff Relations, AI for City Clerks, and Small Cities round table. Sean also attended the First Year Clerk’s Orientation.

REPORT FROM THE MAYOR AND COUNCILMEMBERS

Sarah Kramer – Wanted to inquire about blocking off the streets for the Green Wing Event on May 2nd. Council saw no issue with this. Kramer also spoke to Paul Schoen, regarding the condition of South Manyaska water lines and the need for repair. Discussion included completing a process of getting a video of the line completed.

Ronnie Beckius – inquired about update on the replacement of a fire hydrant. Ballard stated a previous quote from Beemer was not approved by council. Council recommended obtaining updated pricing from other vendors/contractors.

CLOSED SESSION – Motion by Ringnell to go into closed session at 6:27. Second by Behne. 5-0 carried.

1. Legal Strategy – Exit 87
2. Property Sale – 211 N. Prairie Street
3. Part Time Public Works Employee
4. Performance Review of Andrea Ballard

Motion by Kramer to come back into open session at 8:02 p.m. Second by Ringnell. 5-0 Carried.

Motion by Kramer to have City Clerk write the letter to Exit 87 with City Attorney review. Second by Ringnell. 5-0. Carried.

Motion by Kramer to approve the property sale of 211 N. Prairie Street for Habitat for Humanity contingent upon EDA paying City’s closing costs. Second by Beckius. 5-0. Carried.

Motion by Kramer to hire Carter Tadlock for Part Time Public Work starting at Step One on the pay scale. Second by Ringnell. 5-0. Carried.

Motion by Ringnell to accept a favorable performance review for Andrea Ballard. Second by Beckius. 5-0. Carried.

ADJOURN Motion by Kramer to adjourn at 8:07pm. Second by Beckius. 5-0. Carried.

Andrea Ballard,
City Clerk/Treasurer