

SHERBURN CITY COUNCIL MEETING MINUTES
April 20, 2026 at 5 P.M. | CITY HALL, 21 E 1ST STREET

CALL TO ORDER Mayor Warren Olson duly called the meeting to order at 5:00 p.m. Members present include Brad Ringnell, Rick Behne, Ronnie Beckius. Also present: Andrea Ballard, City Clerk/Treasurer, Sean Devens, Deputy Clerk, Darrel Ficken, Public Works. Sarah Kramer arrived during regular agenda item number one.

APPROVAL OF AGENDA Motion by Beckius to approve the agenda as presented. Second by Ringnell. 4-0. Carried.

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

1. Approval of Regular Meeting Minutes – April 6, 2026
2. Approval of Checks: GEN: 1759-1779e, 48064-48114
3. Approval of Payroll Period 2026-7 & 2026-7.01 Reports
4. MN Dept. of Public Safety – Alcohol & Gambling Enforcement Division – Application and Permit for a 1 Day Temporary On-Sale Liquor License – Sherburn Lions Club 6.20.2026

REGULAR AGENDA

1. Allen Aukes – Midwest IT – Mr. Aukes provided Council with a brief presentation and overview of Midwest IT. Mr. Aukes then spoke on the firewall quotes, stating that the current firewalls at City Hall, Water Treatment Plant, and Fire Hall are out of date. Motion by Ringnell to approve firewall quote. Second by Beckius. 5-0. Carried.
2. Fence Permit Application & Process- Motion by Ringnell to approve process as presented. Second by Beckius. 5-0. Carried.
3. MCW Donation Request – Mr. Taylor’s 6th Grade Class - Motion by Ringnell to approve \$392 donation as requested. Second by Behne. 5-0. Carried.
4. MLS Donation Request – Motion by Ringnell to approve donation of \$100 from Gambling Funds. Second by Beckius. 5-0. Carried.
5. MLS Monthly Report – Ballard provided a report completed by MLS Manager and City Clerk. Council addressed no concerns.
6. Dilapidated Property – Kramer indicated a concern to public safety at 309 East 1st Street. Ringnell directed City Hall staff to send a letter demanding a fence be put up. Spoke on trees in sewer area. Council stated this is a County job and they should be contacted.

OLD BUSINESS

- Step Increase Policy Proposal by Personnel Committee – Motion by Ringnell to approve as recommended. Second by Kramer. 5-0. Carried.
- Low Potency Hemp Retailer License – MLS – Motion by Ringnell to approve moving forward. Second by Beckius. 5-0. Carried.
- Televising Quotes – Motion by Ringnell to approve Hydro Vac quote for \$3800. Second by Kramer. 5-0. Carried.

- Fire Hydrant Quotes – Motion by Ringnell to approve KM quote for hydrant repairs. Second by Beckius. 5-0. Carried.

POLICE CHIEF REPORT – Trevor Yochim, SWPD Police Chief stated the department had no update for the Council at this time. After questioning if Council had concerns or comments for him, Beckius stated that there is a tractor parked by the trailer park. Yochim will look into this.

CLERK’S UPDATE

- Anticipated cost to replace any broken light casing on Main Street will be \$1600/light.
- The storm shelter was anticipated to be installed at the Tiny Home Community.
- The PLC systems at the water plant received a firmware update, as recommended by the Department of Homeland Security. This update is intended to address an identified security vulnerability and ensure continued system protection.
- Request to dispose of TLR chairs, outdated equipment, and miscellaneous items currently stored in the back garage area during Spring Clean Up Days.
- Staff will be submitting an application for the Empowering Small Minnesota Communities – Community Strategies Pathway Grant. There is no cost, fee, or local match required.
- 211 N. Prairie Street Property Sale Update – Due to incorrectly handled tax forfeiture properties by Martin County, this property does not have a clean title. After visiting with the executive Director of Habitat of Humanity, Staci Thompson, and explaining the options in great detail, they will move ahead and have Birkholz Law insure the property with the exception and that they will take on the responsibility of quiet title once they own the property, so that they can move forward with this project without delays.
- The EDA has approved a plan for the City to reimburse closing costs associated with 211 N. Prairie Street after two years of property taxes have been paid.
- Audit fieldwork for 2025 will be taking place over the next several days. Staff has been working diligently in preparation, with the goal of presenting the final audit on June 1.
- Playground equipment has been ordered through GameTime – MWP Recreation, with an anticipated installation in June. Staff will coordinate timing to avoid conflicts with the Holiday Festival. This project is funded through an EDA grant.
- The letter to Exit 87 has been sent regarding the outstanding balance. At this time, no response has been received by City Hall.
- City Hall staff and Public Works recently toured the new MCW School.
- Green Tech - April 25th, from 9-12 to accept old appliances behind City Hall.
- The library has submitted a request for \$90 to cover the cost of lumber for two planter boxes to be placed on the east side of City Hall. MCW students have offered to donate their time to build the boxes, so the only cost to the City would be materials.
- Resolution 2026-10 reflects updates to City bank accounts, including listing Andrea Oelsner as City Clerk under her legal name, removing Tucker Schumann from all accounts, and adding Warren Olson as an authorized signer. All other authorized signers will remain unchanged.
- The League of Minnesota Cities Annual Conference will be held in Rochester from June 24–26 and includes a variety of educational sessions and training opportunities that support municipal operations. The estimated cost would be \$275 for early bird registration and approximately \$550 for accommodation. Ballard welcomed direction

from Council on attending. Motion by Olson to send Ballard to the conference. Second by Kramer. 5-0. Carried.

REPORT FROM THE MAYOR AND COUNCILMEMBERS

Ringnell – inquired about designated set asides and recommended a conversation between a few council members and Chase Crawford, owner of Exit 87 Truck Wash.

Olson – would like further information regarding the Emerald Ash Borer Tree’s in our community and if there is any grant funds available to assist.

ADJOURN Motion by Ringnell to adjourn at 6:05 pm. Second by Kramer. 5-0. Carried.

Andrea Ballard
City Clerk/Treasurer