

SHERBURN CITY COUNCIL MEETING
June 15, 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. Council members present include Brad Ringnell, Rick Behne, Sarah Kramer, Ronnie Beckius. Also present: Andrea Ballard, City Clerk/Treasurer and Sean Devens, Deputy Clerk.

OPEN PUBLIC COMMENT - none.

APPROVAL OF AGENDA Motion by Beckius to approve. Second by Behne. 5-0. Carried.

CONSENT AGENDA Motion by Ringnell to approve consent agenda as presented. Second by Kramer. 5-0. Carried.

1. Approval of Regular Meeting Minutes – June 1, 2026
2. Approval of Checks: GEN: 1869e-1877e, 48261-48301
3. Approval of Payroll Period 2026-11 & 202-11.01
4. Approval of May General Fund Receipts
5. Approval of May Utility Billing Adjustments

REGULAR AGENDA

1. 2025 Audit Presentation – Greg Burkhardt, CarlsonSV presented the City Council with the 2025 Audit. Identified financial opinion, internal controls and limitations, as well as compliance findings. Next, Burkhardt discussed the financial trends of the city, focusing on the general fund. Highlighting staying within budgetary constraints - noting additional revenue than budgeted and only a 5% overage in expenditures. Next, Burkhardt addressed the “Business-Type” funds. Water Fund and Sewer Fund are heading in the right direction. Burkhardt noted that TLR is not on the same path – indicating a peak in 2022 and then a consistent drop each year after. Noted supplier and personnel payments. Reconsideration of cash spending. Liquor fund has had another good year, noting in 2022 and 2023 there was deficits, but had good year in end of 2024 and 2025. Council had no questions for Burkhardt.
2. Tiffany Devens – 100 N. Main St. Real Estate Transaction & Infrastructure Discrepancy – Mrs. Devens spoke to City Council regarding the lack of water line to the lot that was purchased from the City. Travis Winter, Bolton & Menk Engineer, identified that the lines should be there and capped with a fitting, although likely under the sidewalk currently owned by the State of Minnesota. Motion by Beckius to approve the City working with a contractor to get the appropriate lines to the lot, as indicated in the purchase agreement. Second by Kramer. Discussion included assuming responsibility of correcting this, including the sidewalk was on the City. 5-0. Carried.
3. Sherburn Theater Fundraising – Theater Improvement Committee – Leann Swanson informed council that a group of individuals joined together to improve and fund efforts at the theater. Currently, have various donations from other groups and are now asking for \$4,000 from the City. Swanson indicated these funds come from the difference in what was budgeted and spent during the 2025 year. Another individual on the committee, Mark Gaalswyk, spoke about the option to show ads before the movies are played and to put

- the money collected from that into a theater replacement fund. Motion by Kramer to have the City contribute \$4,000 to the server replacement cost. Second by Behne. 5-0. Carried.
4. Request for Proposals – Arborist for Emerald Ash Borer Tree Assessment Services – Ballard presented three proposals to City Council, two from Bolton and Menk and One from Easy Environmental Services. Council had questions regarding the treatment of ash tree proposal that was submitted. Mark Gaalswyk spoke for Easy Environmental Services and indicated treatments are needed once per year. Ringnell – asked that public works employees do this instead of the company. Motion by Ringnell to have city employees contact easy environmental solutions to get the solution and treat 8 trees in the park. Second by Beckius 5-0. Carried.
 5. Update on Nuisance Notice for 204 South Osborne Street – Ballard presented a letter that came from the property owners. No council action was taken.
 6. Resolution 2026-13 Transfer of \$53,000 from TLR Operating to TLR Capital – Motion to approve by Ringnell. Second by Beckius. Roll Call Vote: Ringnell, yea; Behne, yea; Beckius, yea; Kramer, yea; Olson, yea. 5-0. Carried.
 7. Municipal Liquor Store May Monthly Report – Ballard read off the report to council for information only. No action was taken.
 8. Sherburn Fire Department Update - Ballard read off the report that was provided by Mike Ringnell, Sherburn Fire Department Chief to council for information only. No action was taken.
 9. Consideration of Park Shelter Reservation Deposit – Recommendation from City Staff to add a deposit and agreement moving forward with these reservations. Motion by Beckius to have a \$100 deposit for park reservations. Second by Ringnell. 5-0. Carried.
 10. Consideration of Appointment of Personnel Committee for Contract Negotiations - Motion by Ringnell to have personnel committee oversee contract negotiations. Second by Kramer. 5-0. Carried.
 11. Blighted Property Demolition Grant Application – 103 South Lake - Motion by Ringnell to approve, contingent upon completion of demolition. Second by Beckius. 5-0. Carried.
 12. State Representative Bjorn Olson – Spoke with Council during his annual visit. No action taken.

OLD BUSINESS

1. Ordinance 2026-03: Amending City Code Regarding Responsibility of Boulevard Trees Motion by Ringnell to approve Ordinance 2026-03. Second by Beckius. 5-0. Carried.
2. Consideration of Boulevard Tree Permit and Administrative Approval Policy – Motion by Behne to approve policy as written. Second by Beckius. 5-0. Carried.
3. Purchase of Payloader – Ziegler and RDO Equipment Quotes were brought before Council by Ballard. Motion by Beckius to purchase the payloader and plow from Ziegler. Second by Kramer. 5-0. Carried.
4. IT Services – Midwest IT & Custom Computers – Motion by Kramer to start with Custom Computer for IT services. Second by Beckius. 5-0. Carried.
5. Part Time Employee for City Hall – Motion by Kramer to post a job opening, once description is approved by Personnel Committee. Second by Beckius. Discussion – Ringnell questioned where the funds would be coming from for this and if it would allow current staff to take on some duties that are currently being contracted out. 4-1. Opposed by Ringnell. Carried.

POLICE CHIEF REPORT – Trevor Yochim, Sherburn Welcome Police Chief provided an update and a Monthly Report for May. Currently, up to date on lawn ordinances. Beckius wanted to acknowledge for running an officer short SWPD is doing a good job. Ringnell asked Yochim that there is tall grass around the cell towers and they should follow the same rules as everyone else. Yochim asked about how Council feels regarding unplanted gardens or behind fences – Beckius stated that ordinances be enforced.

CLERK’S UPDATE

Ballard spoke to council regarding the following: 2026 Election Filing Period, 2027 Budget Work Session, University of Minnesota Community Grant Application, Community Building Strategic Planning, Annual Consumer Confidence Report, Low Potency Hemp Edible License Application, Building Official Coordination Meeting, and League of Minnesota Cities Annual Conference.

REPORT FROM THE MAYOR AND COUNCILMEMBERS

Ringnell – Ringnell questioned City Staff of the status of the before mentioned crossing lights on 5th street. Ballard informed that contact has been made.

Kramer – Inquired if the Municipal Liquor Store roof had been repaired yet, which Ballard stated it had been today. Kramer also indicated a need to we need to have decisions made for management companies for TLR. Ringnell stated it can be discussed at the next TLR Committee Meeting.

CLOSED SESSION

Annual Review of Darrel Ficken

- Motion by Ringnell to go into closed. Second by Kramer. 5-0. Carried.
- Motion by Kramer to come out of closed. Second by Ringnell. 5-0. Carried.
- Motion by Kramer to accept Annual Review for Darrel Ficken and to approve the step increase to an 8, contingent upon union approval. Second by Behne. 5-0. Carried.

Annual Review of Kelley Hanson

- Motion by Ringnell to go into closed. Second by Beckius. 5-0. Carried.
- Motion by Ringnell to come out of closed. Second by Beckius. 5-0. Carried.
- Motion by Ringnell to accept Annual Review for Kelley Hanson. Second by Beckius. 5-0. Carried.

ADJOURN Motion by Ringnell to adjourn at 7:53 pm.

Andrea Ballard
City Clerk/Treasurer