

SHERBURN CITY COUNCIL MEETING MINUTES

July 6, 2026 at 5 P.M. | CITY HALL, 21 E 1ST STREET

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

OPEN PUBLIC COMMENT – NONE.

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

CONSENT AGENDA Motion by Ringnell to approve as presented. Second by Beckius. Discussion – Ringnell questioned payment to Mary Broolsma. Ballard indicated this was paid by the EDA for mowing 210 N. Osborne Street while it was not occupied. 4-0. Carried. Sarah Kramer arrived after approval of Consent Agenda.

1. Approval of Regular Meeting Minutes – June 15, 2026
2. Approval of Checks: GEN: 1878-1912e, 48302-48397, TLR: 54598
3. Approval of Payroll Period 2026-12 & 2026-13
4. Approval of June General Fund Receipts
5. Approval of June Utility Billing Adjustments
6. Approval of May Financial Statements & Bank Reconciliations
7. Approval of MLS Beer Inventory Update

REGULAR AGENDA

1. Carlee Miller – Business Building Business Building – spoke to council regarding the Creamery stating it is unsafe and should be condemned. An additional \$1.50 was requested to be added to the Raze/Remove fee on the monthly utility bills to assist with the cost. Asked Council who is in charge of the Weed and Grass Ordinance enforcement and asked if these fees could be added to water bills instead of end of the year assessments. Stated that a fish house should not be considered a man cave. Finally, Miller informed Council she wanted to thank the full time employees and SWPD, including Andrea Ballard, Sean Devens, Paul Schoen, Darrel Ficken, Trevor Yochim, and Caroline Lyon, for all they do for this community. Finally, Miller stated she hopes to see some follow up on these issues.
2. Proposal for Facility Assessment - Bolton & Menk – Ballard presented a proposal for facility assessment to be completed on City Hall, Community Hall/Theater, and Municipal Liquor Store. Motion by Kramer to move forward with both phase one and two of the Facility Assessment by Bolton & Menk. Second by Beckius. 5-0. Carried.
3. Resolution 2026-14: Declaring Excess Property Motion by Ringnell to approve. Second by Kramer. Roll call: Kramer, yea; Beckius, yea; Behne, yea; Ringnell, yea; Olson, yea. 5-0. Carried.
4. Discussion on Movie Theater Operations & Contract – Ballard provided information after holding a meeting with the current operators of the movie theater, Mike & Nikki Schwartz. Ballard presented a draft contract to operators as well as council for review.

Discussion included needing financials from current operators and further discussion about St. James Municipally owned and operated theater.

POLICE CHIEF REPORT Trevor Yochim, Sherburn Welcome Police Chief spoke with City Council. First, he thanked Carlee Miller for kind words. Yochim reminded Council this is the seventh month with only two full time officers, including himself, which creates some delays. Council was updated on the recent Bike Rodeo that SWPD held on June 27th, stating Sherburn had 7 participants and there were none in Welcome. Yochim updated Council that the owners of the Verizon building were contacted regarding mowed. Mayor Olson asked if there were any laws regarding the ebikes, Yochim stated the State is still unclear and currently education is being offered.

CLERK'S UPDATE: Ballard provided an update to Council on the following: Payloader Purchase Update, Public Works Truck Quotes, TLR Van – Public Works Use, Community Hall/Theater HVAC Concerns, IT Services Transition, Building Official Meeting, League of Minnesota Cities Annual Conference, 100 North Main Street – Water Issue, Workers' Compensation Audit, Part-Time Administrative Assistant Position, Emerald Ash Borer Tree Treatment – Main Park, and Park Equipment Update.

REPORT FROM THE MAYOR AND COUNCILMEMBERS

- Brad Ringnell – Trees on South Main and South Manyaska need to be trimmed. Asked about when hydrant flushing would occur. Followed up on inquiring about the set aside totals.
- Sarah Kramer – Asked City Staff if the Building Official gave insight on next steps. Devens and Ballard both explained the process of condemning or taking care of dilapidated properties first needs to start with council determining their priority list. Asked when the next TLR Committee Meeting was.

ADJOURN Motion by Beckius to adjourn at 5:56 pm. Second by Kramer. 5-0. Carried.

Andrea Ballard
City Clerk/Treasurer