

SHERBURN CITY COUNCIL MEETING MINUTES

August 3, 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 included Brad Ringnell, Sarah Kramer, Rick Behne, and Ronnie Beckius. Also present: Andrea Ballard, City Clerk/Treasurer.

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. Second by Kramer. 5-0. Carried.

1. Approval of Regular Meeting Minutes – July 20, 2026
2. Approval of Checks: GEN: 1940-1957e, 48423-49475
3. Approval of Payroll Period 2026-15
4. Approval of July Utility Billing Adjustments
5. Approval of June Financial Reports
6. Approval of American Legion Club On Sale License

REGULAR AGENDA

1. Jonnie Potgieter – Sewer Lateral & Contractor - 307 West Cargill - Potgieter and his contractor spoke to Council regarding his sewer lateral is approximately 210 feet and is blocked. Ballard reminded Council of current ordinance language indicating the lateral is the property owners responsibility as well as not allowing septic tanks in city limits. Kramer questioned what needs to be done, which the contractor stated that sewer lateral should be lined, however cannot scope because of condition. Ringnell indicated the line could be jetted and a camera ran from the other direction. Council directed Ballard to look into ownership of the structure the lateral runs through and asked the contractor/property owner to get a better look at the lines.
2. Morgan Ringnell – Childcare Opportunities & Shortages - Spoke to Council regarding the crisis Sherburn is facing with childcare and the most recent closures notices of two more daycares. Asked for Council to consider solutions worth exploring, such as creating grants or incentives, exploring options of community daycare, or city owned daycare. Asking we make childcare a priority and work together now before this becomes a bigger problem.
3. Ryan Ravallette – Cornerstone Management Services - Presented to Council and with intentions of continuing the transparency and relationship. Ravallette indicated there are good things going with the new Executive Director, Brianna as well as the new systems that have been put in place. Ringnell had questions regarding budget numbers not being met, which Ravallette indicated had to do with staff pooling which has since ended. Ravallette indicated the importance of quarterly meetings to discuss financials.
4. Resolution 2026-15 – Approving Transfer of Funds for TLR Bond Motion by Ringnell to approve. Second by Behne. Roll Call: Kramer, yea; Behne, yea; Beckius, yea; Ringnell, yea; Olson, yea. Carried.

5. Resolution 2026-16 – Approving Donations for Theater Equipment: Motion by Ringnell to approve. Second by Bekcius. Roll Call: Ringnell, yea; Beckius, yea; Behne, yea; Kramer, yea; Olson, yea. Carried.
6. Sealed Bid Opening for Elephant Slide - Ballard opened bids at this meeting for the elephant slide. Bids were to start no lower than \$200. Motion by Ringnell to approve the top bid of \$500. Second by Kramer. 5-0. Carried.

OLD BUSINESS

1. Movie Theater Discussion - Ballard had no update as financials had not yet been received from Kramer. Kramer indicated she had them and they indicated running a theater is not a money maker. Ringnell asked to get the served ordered and forward email from Kramer to council.

POLICE CHIEF REPORT - Council had no concerns for Trevor Yochim, Police Chief.

CLERK'S UPDATE

- During routine maintenance at the Water Treatment Plant, a contractor inadvertently failed to shut off a valve to a water heater, resulting in a small fire. No structural damage occurred, and overall damage was minimal. The contractor will be responsible for all repair and cleaning costs, and the City will not be charged for the scheduled service call, representing an approximate savings of \$1,200.
- The Water Treatment Plant programmable logic controller (PLC) has been updated to the most current firmware. IT Services will conduct a penetration test to verify system security and identify any potential vulnerabilities.
- Tree trimming has been completed along South Main Street and South Manyaska Street. Appreciation was extended to the Public Works Department and Sean Devens for their work on the project.
- Preparation of the 2027 City budget is underway. Department meetings are being conducted to review anticipated needs and capital requests. Meetings have been held with the Municipal Liquor Store, additional meetings are scheduled with the Public Works Department, and a meeting with the Fire Department is anticipated. Staff recommended scheduling a Budget Work Session for Monday, August 31, 2026, allowing for two regular Council meetings prior to the statutory preliminary levy deadline.
- The City's Emergency Response Plan has been finalized and will be submitted as part of the Wellhead Protection Plan requirements.
- Staff continue to work on economic development initiatives, including discussions regarding childcare availability, business development, housing opportunities, and potential grant funding for future housing and infrastructure projects through CEDA.
- Playground mulch has been delivered and installed. Appreciation was extended to Total Lawn & Landscape for supplying the mulch and to the Public Works Department for completing the installation.
- Staff continue preparations for the August 11, 2026, Primary Election, including election judge coordination, polling place preparations, and completion of required election administration tasks.

RFP Timeline Amendment

The Clerk/Treasurer presented a recommendation, consistent with the City Attorney's memorandum, to amend the Request for Proposals (RFP) timeline by extending the proposal submission deadline.

Motion by Ringnell, second by Behne, to amend the RFP deadline to September 16, 2026, at 5:00 p.m., as reflected in the redlined RFP document. 5-0. Carried.

REPORT FROM THE MAYOR AND COUNCILMEMBERS

- Kramer - concerns noted with reservation process and agreement for the main park and shelter house. Further concerns noted with a resident who reported inability to contact City Hall.

Motion by Ringnell to go into closed session at 6:12 pm. Second by Kramer. 5-0. Carried.

CLOSED SESSION – Discuss recommendation from Personnel Committee regarding Part Time Administrative Assistant Position.

Motion by Beckius to hire Ronda Thate as part time Administrative Assistant. Second by Behne. Discussion - Ringnell had a question regarding budget. 4-1. Carried.

ADJOURN Motion by Ringnell to adjourn at 6:17. Second by Kramer. 5-0. Carried.

Andrea Ballard
aCity Clerk/Treasurer