

MINUTES OF COUNCIL MEETING
JULY 3, 2023

A regular council meeting was duly called to order by Mayor Robert Roesler at 5:02p.m. Council Members present: Robert Roesler, Matt Larson, Kurt Olson, and Brad Ringnell. Sarah Kramer was present via phone. Also present was Leslie Heffele, City Administrator and Andrea Oelsner, Deputy Clerk.

Public Comments: Phil Swanson asked about the progress on the clean up on 126 S. Main St. City Hall will reach out to our building official in regards to this. SWPD will follow up on getting the vehicle towed from the property.

Additional items to add to the agenda include: Addition to employee personnel policy changes, HVAC quotes for City Hall furnace, and the mid-year audit proposal. Motion to approve additional items to the agenda by Ringnell, Second by Olson. Carried.

Consent Agenda: question regarding late fees and interest payments for Bank Card Merchant Services. Deputy Clerk Oelsner commented that she is trying to located invoices as supporting documents. Mayor Roesler was questioning what the engineering fees are paying for in regards to Bolton & Menk. Motion to approve consent agenda by Ringnell, second by Larson. Carried.

Regular Agenda Items:

Animal Ordinance – law enforcement and attorney have looked with no concerns noted. Motion to table until next meeting by Ringnell. Second by Larson, Carried.

Employee personnel changes – Went over changes made to policy at the personnel meeting regarding “Call out pay”, specified coverage for health insurance, floating holiday, and direct deposit. Motion to accept policy changes by Olson, Second by Larson. Carried.

Close EDA checking account and RLF savings account as recommended as stated in the audit. Discussion by Mayor on ability of council to tell the different accounts. Motion to close EDA and RLF Savings account and consolidate into the general fund by Olson. Second by Ringnell. Motion carries.

HVAC system agenda item: received quote from A OK. Discussed differences in quotes received by different companies. Motion to table until next meeting by Ringnell. Second by Larson. Carried.

Mid-Year Audit – two contracts were shown to council members, one for audit procedure, other is regarding concerns of compilation of financial statements. Ringnell and Larson wondered what this would discount off our end of year audit price. Roesler stated it would be a sound investment. Motion by Olson to engage auditors in a mid-year audit, Second by Larson. Carried.

Administrators Update:

-Information requested and received from Gary Wyatt, University of Minnesota in regards to the Emerald Ash Borne trees in our community. Administration will create information to post for Sherburn Residents at the library, post office, and City Hall. Was informed that this species of tree can be burned at the burn pit. Ordinance also states that trees in boulevard are at homeowner’s expense.

Brad Ringnell – wondering about the burned down house at 202 W. 2nd. St. Deputy Clerk informed him that the sale of that house, including transfer of utility billing had been completed. He then asked how many cars can be parked on a city lot, to which there is no ordinance stating a limit if they are registered.

Matt Larson – there is a tree on S. Lake that needs to be taken down. This tree is located on EDA property. Administration will look into removal of tree.

Sarah Kramer – wondering if City Hall could send out mailers with next water bill to inform community on tree situation. Administrator stated that this can be added onto the memo line of the next bill and we will post accordingly.

Motion to Adjourn by Ringnell. Second by Olson. Meeting adjourned at 5:59pm.

Andrea Oelsner
Deputy Clerk