

MINUTES OF THE SHERBURN CITY COUNCIL MEETING
AUGUST 19, 2024 AT 5:00 P.M.

Present: Councilmembers Brad Ringnell, Matt Larson, Kurt Olson, Sarah Kramer (*arrived at 5:05)
Also present was Leslie Heffele, City Administrator and Andrea Ballard, Deputy Clerk.
Absent: Mayor Robert Roesler

Called to Order: Mayor Pro Tem Brad Ringnell duly called the meeting to order at 5 p.m.

Open Public Comment: none.

Approval of Agenda: Leslie Heffele presented two additions to the agenda, including approval for land surveys for unknown property and election judge pay. Motion by Larson. Second by Olson. 3-0 vote. Carried.

Approval of Minutes: Motion by Larson to approve August 5th meeting minutes for Regular Council Meeting and Closed Session. Second by Olson. 3-0 vote carried.

Approval of Consent Agenda: motion by Olson. Second by Larson. Discussion included questions on Frontier Bill at Liquor Store, admin response was the POS still uses that internet line. Also discussed, Federated bill for the South Park, Ballard stated this is the last month we will be billed as the meter was removed.

- E-checks 601-663
- Checks 45683-45760
- Approval of UB Adjustments

Police Chief Report: provided copy of last month report, nothing out of the ordinary. 10-12 fresh ordinance violations in the last two weeks. Quite a few vehicles that need to leave town, given a citation first and then will call to be towed. Asked about racoons by council, will investigate farther. Ringnell asked if they address grass being mowed into streets, Yochim states people need to call PD to inform.

Agenda:

1. Rachel Hanson – Liquor Store Update: working with Ingage POS to update system. Performance will do menus for free, should have them back by Friday of this week to approve. Will condense down freezers with limiting menu and consolidating vendors. After food is worked out, will be working on alcohol. Planning a fall festival for October and have a chili cook-off potluck. Saturday breakfast is in the planning stages, but look at starting soon.
2. Resolution 2024-16 Approving Donation motion by Larson. Second by Kramer.
 - Roll Call Vote
 - Kramer - y
 - Olson - y
 - Larson - y
 - Ringnell - y
 - Roesler – absent
3. Applying for SMIF \$25,000 Taylor Rual Improvements Grant – requesting earmark of \$8000
 - Sent to Leslie by Joshua Schuetz, Martin County EDA for communities involved in CEDA and Administrator is currently working with Nicole Behrens, EDA Board Member and

Schuetz. Currently a 70's model swing set that is missing a leg. EDA for would need to contribute \$6700.00 plus tax. Picked out items for both Centennial Park and Robinson Park. Items include canopy, picnic tables, swing sets, bouncers, play set. Total project cost is \$31,495. Currently the city has 10k budgeted for parks for capital outlay. Larson supports this, and is hopeful for tree grant money as that is what the money in the park fund was budgeted for.

4. Utility Billing Adjustment Policy. Discussion was to table items 4-7 agenda items of policies until Council had more time to review.
5. Fund Balance Policy. No discussion.
6. Fixed Asset Policy. No discussion.
7. Investment Policy. No discussion.
8. Date change for September meeting to Tuesday, Sept. 3rd due to Labor Day holiday. Motion by Olson. Second by Larson.
9. Land survey – unknown parcels in city limits – per city attorney we can move forward by doing a quiet title action, but first a survey needs to be completed. Both can be done for \$5000.00 total. Discussion is that someone is looking into south property and north with a final decision to let the property be purchased by citizens.
10. Election Judge pay: Currently election judges are paid at \$15 for election judge and \$20 for head election judge. James Theobald requested an increase stating multiple other townships/communities are increasing their rate of pay as election judges are difficult to keep. Council decision to set rate at \$20/\$25 for this year and reevaluate for 2025. Motion by Larson to retroactively pay for \$20/\$25 for this year. Second by Olson. 4-0 vote.

Administrator Update:

- Re-appoint Justin Williamson: Per Mayor Roesler, Williamson was reappointed at end of 2022 term.
- FD Received \$3,000 from SW Initiative Foundation for a new Ground Monitor. Another grant is being applied for this ground monitor, will wait on resolution.
- EDA received \$5,000 grant from Compeer Financial for Housing Study. Total cost of study of \$12,500. Remaining funds will come from EDA savings (\$7,500.00).
- Request from property owner on Ringer Drive to extend of hook up to city services. – asked when the city would be extending them. Talked to public works – water is to the property as well as sewer. Sewer needs to fall to the north from that property, which is an engineer question (RINGNELL).
- Appliance and electronics – September 14th 10a-1pm Greentek pick up. He will be sending a list for pricing.
- Tree Trimming Letter: Ballard presented to council a letter that is sent to Trimont residents asking them to trim their overhanging tree limbs or the city will complete the work and send an invoice to be paid. Also presented was Trimont and Sherburn's ordinance for public nuisance stating tree limbs are a hazard. Larson, would like to change the ordinance, including first and second readings to have an ordinance change to have a height limit on ordinance.
- Painting crosswalks on HWY 4 – state will not as to not give a false sense of security. Larson – paint was hard to find. Administrator will look into this.

Mayor and Council Update:

- Bob Roesler: absent.
- Brad Ringnell: Asked Hefele if pay equity was completed, Hefele reported she send a test report in, but issues that personnel need to touch base on. Asked Hefele if gazebo was posted,

Heffele stated not yet. Questioned if fire hydrant flushing had started, Heffele reported Darrel has started, has not been finished. Questioned if there is a schedule for street sweeping, Heffele reports public works has provided a list of when things are completed but she would need to look at it again to see about this. Ringnell asked that the bike path gets swept.

- Matt Larson: Asked if we can we move the storm sewer drain covers on Main St. Heffele stated that we cannot move these yet, per the State it is part of the erosion process.
- Kurt Olson: Concern with the street sign on his corner that is now sitting on the ground and the pole now just says Osborne St, not Front Street.
- Sarah Kramer: nothing.

Adjourn: motion by Larson. Second by Kramer. 5:45 pm.

Andrea Ballard, Deputy Clerk