

**MINUTES OF THE SHERBURN CITY COUNCIL MEETING**  
**September 16, 2024 at 5:00 p.m. | Sherburn City Hall**

Present: Mayor Robert Roesler, Councilmembers Brad Ringnell, Matt Larson, and Kurt Olson. Councilmember Sarah Kramer arrived at 5:10 p.m. Also present was Leslie Heffele, City Administrator and Andrea Ballard, Deputy Clerk.

Called to Order: Mayor Robert Roesler duly called the meeting to order at 5:00 p.m.

Approval of Agenda: Heffele had additions to the agenda, including gambling permit for Fox Lake Conservation League, final bill for Holtmeier construction, and Nicole Behrens to speak on EDA ventures. **Motion by Ringnell second by Olson to approve amended agenda.** Carried. 4-0 vote.

Approval of Minutes: Minutes of the Special Meeting and regular meeting minutes, motion by ringnell, second by Larson. Carried. 4-0 vote. FIX 4 MILLION TO 24 MILLION.

Approval of Consent Agenda: **Motion to approve by Larson as presented, second by Olson.** 4-0 vote. Carried.

- E-checks 693-742 and checks 45851-45932

Regular Agenda:

1. Utility bill policy – would like to look at and bring back to next meeting.
2. Fund Balance Policy – Resolution to be included: need to fix areas that are not included, such as WWTP and TLR. Policy: last few years there has been a lot of street and utility improvement, as well as the RO and the wastewater plant work, looking at ability to maintain fund balances are earning interest. Looking at difference between restricted funds and non-restricted funds. Look into the reason behind having these funds separated, and what future councils can and cannot do.
3. Fixed Asset Policy – look into if auditor agrees with depreciation schedule.
4. Investment Policy – have auditors review.
5. Resolution 2024-19 – Accepting Donation for SFD – Resolution Accepting Donation of \$1668.18 from Mary Schweiss for the Sherburn Fire Department. **Motion by Olson. Second by Kramer.**
6. Approval of internet upgrade at liquor store – Midwest IT : Heffele presented a quote, currently the network is dropping and IP addresses cannot function – this will bring in one port with 24 switches and includes fire wall. Cost for this is \$4046.46. **Motion by Olson to approve quote for \$4046.46. Second by Kramer.** Discussion: only MIDCO now, not Frontier.
7. Sherburn Fire Relief Gambling Permit – November 1, 2024 – **Motion to approve by Ringnell. Second by Olson.** Turkey Bingo is held on this day and will have a raffle. Carried 4-0 vote.
8. Sherburn Fire Relief Liquor License – November 1, 2024 – **Motion to approve by Olson. Second by Kramer.** Carried 4-0 vote.
9. Fox Lake Conservation League Gambling Permit – January 14<sup>th</sup>, 2025 raffle to be held at the community hall. **Motion to adjourn by Ringnell at 6:05. Second by Larson.** 5-0 vote. Carried.
10. Holtmeier Construction Final Payment – Derek Behrens, Bolton & Menk spoke on the watermain replacement from 2<sup>nd</sup> to Front St., manhole replacement from front and Osborne, and some sewer work completed from front to 2<sup>nd</sup>. Behrens spoke on this work

was completed back in June with a price coming in lower due to construction method. \$246,000 was former bid, to be paid separately from the MN DOT HWY 4 project invoice. However, this work was in desperate need to be replaced. Walk through for punch list with state staff, contractor, and public works. Close to 50 items on the punch list to be taken care of. **Motion by Ringnell to pay Holtmeier construction for the replacement of watermain, additional manhole and additional sanitary sewer. Second by Kramer. 4-0 vote. Carried.**

11. Nicole Behrens - Sherburn EDA has been working with Joshua Schutze through Martin County EDA, and Nicole has been given an opportunity to attend a conference called Community Ventures network. The EDA does not have business land available, however the City does. Council spoke on properties on Main St. including Foxy's, and the old hotel, and Pocket Park. Suggestion made to talk to Chase Crawford, who owns property by interstate. Nicole asked about any type of tax abatement – Olson stated pending who was interested and to handle this on a case by case basis.

#### Police Chief Update:

Chief Trevor Yochim – August Monthly Report – M. LARSON RETURNED @ 5:50 PM. PD would like the grass and weed control to come back to the PD, as that is how residents see it within the community. Yochim would you like PD notices to go through administration or to public works. Kramer, PD to public works. We can create a policy. Weeds aspect of this, as long as public works can be responsible for this. No other questions, comments or concerns noted.

#### Administrator Update:

No updates from Heffele. Ballard updated council on the City Hall office closure on Wednesday Oct. 2nd-Friday October 4th. – reach out to Irene for coverage. Ballard also asked council if they had any suggestions for service projects for MCW gives back.

#### Mayor and Council Update:

Matt Larson: Brought to City Hall's attention the brick molding by the east door is missing and should be repaired. Sarah Kramer: Concerns with some grass and weeds. Chief Yochim explained the process: a citation is issued, public works can mow if asked, then will go to County Attorney's office, reviews citation within weeks. Discussion regarding the streetlight by apartments on North Osborne and the Church, public works was not sure who's responsibility of these. Administrator will follow up.

The Sherburn City Council will be going into work session to regarding 2025 annual budget. **Motion by Ringnell to into work session at 5:30. Second by Olson. Carried.**

**Adjourn: Motion to adjourn by Ringnell at 6:35. Second by Larson.**

---

Andrea Ballard, Deputy Clerk