

MINUTES OF COUNCIL MEETING

December 18, 2006

A regular council meeting was duly held on Monday, December 18, 2006 at 5:00 p.m. Members present, Jerry Jenkinson, Robert Roesler, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as distributed for review, second by Ringnell, carried.

Motion by Ringnell to approve the amended agenda, second by Poirot, carried.

Motion by Roesler to approve the bills to be paid with one exception, second by Behne, carried.

Motion by Ringnell to approve the 2007 off sale beer and cigarette license application from NuWay Cooperative, second by Poirot, carried.

Administrative report:

- Municipal Liquor Store will be closed on New Years Eve this year because Sunday liquor sales are not allowed.
- Public Works Director Travis Schuett has contacted the manufacturer of the street light poles and compensation will be received in the amount of \$800 for the defective poles, which will offset electrical costs and charges for resetting. In addition, the cracked poles have been cut and sold for scrap aluminum.
- Administrator search firm has informed the review committee that background checks will soon be completed and information will be received this week.
- City offices will be closed for two days this week due to scheduled vacation.

Motion by Behne to approve the 2007 levy in the amount of \$360,270, second by Poirot, carried.

Motion by Poirot to approve the 2007 budget in the amount of \$1,125,247, second by Behne, carried.

Discussion was held with Carlee Hunter regarding the use of the former Chamber office for the purpose of a dog grooming business, concluding that this location was not feasible considering the costs of necessary repairs and remodeling.

Motion by Ringnell to change the date of the next meeting to January 2nd because of the New Years Day mandatory holiday, second by Behne, carried.

Motion by Roesler to congratulate and commend outgoing Mayor Jerry Jenkinson for his 10 years of exemplary service to the City of Sherburn, and with expression of regrets for the loss of his leadership, second by Ringnell, carried.

In other business, Ringnell reported that the Sherburn City Cable Channel can be transferred from the Custom Computer Software location and conducted from the City offices with the use of existing equipment.

Motion to adjourn by Roesler, second by Ringnell, carried.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING/TRUTH IN TAXATION HEARING
December 4, 2006

A regular council meeting was duly held on Monday, December 4, 2006 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Jerry Jenkinson, Carroll Behne and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Behne, carried.

Motion by Poirot to approve the 2007 cigarette license application from VFW, second by Roesler, carried.

At this time, the Truth in Taxation hearing was called to order with four citizens present. Deputy Clerk Irene Schlaphoff summarized the TNT document prepared by former City Admin Kathy Bailey, which explained and defined Local Government Aid, property tax structure, revenue sources and the levy increase of 10% for fiscal year 2007. There were no questions regarding the document or levy increase; motion by Poirot to adjourn the hearing, second by Ringnell, carried. The budget and levy for 2007 will be adopted on December 18, 2006.

Administrative report:

- Sherburn Fire Department is planning to meet with the townships on December 12th at 6:30 p.m. to discuss future equipment purchases.
- Public Works employees Mark Updike and Travis Schuett will be at wastewater school this week at Maplewood and St. Cloud, respectively.
- Right of way survey stakes for the rebuilding of the South Street ditch were plowed under and have been reset. A bill will be sent for the costs of time and material.
- Boy Scouts are requesting the use of electricity from the former fire hall building during the "Stay at Home for the Holidays" event for their Santa house on the old hotel lot. Request approved.

A review of the Small Cities Grant administration contract revealed that there are funds available for payment of the remaining \$4,196.07 as requested by Vince Robinson of Development Services, Inc. at the November 20th council meeting. Motion by Roesler to approve payment of this amount, second by Poirot, carried.

Motion by Ringnell to approve the Post Close Out Duties Service Agreement with Development Services, Inc as presented by Vince Robinson, second by Poirot, carried.

Because the persons involved were not present with information, no action was taken on the use of the former Chamber office for the purpose of Civic & Commerce office and Carlee's Critter Clips dog grooming facility.

Richard Zehms appeared before the council to discuss his ideas for drainage on South Street between South Prairie Street and County Road 13 (70th Avenue).

In other business: Robert Roesler has been approached with a request for painted crosswalks at the City parks; this will be done in the spring. Brad Ringnell reported that cleanup costs from smoke damage at the fire hall totaled \$15,000; insurance proceeds for the destroyed pumper truck totaled \$4000.

Motion by Ringnell to compensate Deputy Clerk Irene Schlaphoff an additional \$2.00/hr for duties performed in the absence of an administrator and until such time that an administrator is hired, second by Roesler, carried.

Motion to adjourn by Ringnell, second by Poirot, carried.

Irene Schlaphoff Deputy Clerk

within 7 apation

12-04-06

Please sign

- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧
- ⑨
- ⑩
- ⑪
- ⑫
- ⑬
- ⑭
- ⑮

Jim Theobald
Richard W. Zulma
Kary Beck

MINUTES OF COUNCIL MEETING

November 20, 2006

A regular council meeting was duly held on Monday, November 20, 2006 at 5:00 p.m. Members present, Jerry Jenkinson, Robert Roesler, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Poirot to approve the agenda, second by Ringnell, carried.

Motion by Behne to approve the bills for payment, second by Poirot, carried.

Dorothy Behne, Cindy Ford and Carlee Hunter were present to request the use of the former Chamber office location on North Main Street for the purpose of Civic and Commerce office space and Carlee Hunter's dog grooming business. Motion by Roesler to approve the request for the former Chamber location for Civic & Commerce office use, second by Poirot, carried.

Further discussion was held regarding the feasibility of this same location for the purpose of a dog grooming business, necessary upgrades to plumbing and heating, and temporary or permanent partitioning of an area suitable in size to accommodate a business of this nature. Furnaces installed at the Community Hall do not serve the Chamber office area; heating and plumbing costs will be needed. Motion by Ringnell to table the request to conduct the dog grooming business at this location until further information regarding heating and plumbing issues is available, second by Roesler, carried.

Admin report:

- High bidder on the city dump truck has not responded since being notified.
- Christmas lights will be put up the week of Thanksgiving, after meter reading.
- New street light poles along Hwy 4 N are finished; additional charges for resetting poles will be forthcoming.
- Martin County Planning Commission will hold a public hearing on Tuesday 11/28/06 at 6:00 pm regarding the Special Protection District.

Vince Robinson, co-owner of Development Services, Inc., was present to discuss final details in closing out the Small Cities Grant program and to answer questions regarding final payment of the administration bill and the funds available within the program for this purpose. Mr. Robinson offered DSI services to continue administering the remaining outstanding loan contracts if the Council should so desire, and to assist with administering the recaptured funds program.

Motion by Roesler to approve payment of the final lead assessment bill in the amount of \$275.00, second by Poirot, carried. Final payment of administration will be held until the modified contract can be reviewed.

In other business, discussion was held regarding the property on 10 N Main St and other property owners who defy the building code, and the loss of a satellite channel at Temperance Lake Ridge that will be costly to reinstate. Ringnell will look into the satellite issue.

Motion to adjourn by Ringnell, second by Roesler, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
November 6, 2006

A regular council meeting was duly held on Monday, November 6, 2006 at 7:00 p.m. Members present, Robert Roesler, Jerry Jenkinson, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, none. Also present, Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Roesler, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

Motion by Poirot to approve a request from the Civic & Commerce to relocate the Coraline Park monument to the northwest corner of Centennial Park in the spring of 2007 and to provide a cement base, second by Roesler, carried. This monument was previously located on State Hwy 4 at the west entrance of Sherburn, and its removal was required by the State when the entrance signs were installed.

Admin report:

- Siren motor has been prepared for removal and will be taken to Pritts Electric for repairs.
- A letter was sent to MCW regarding the installation of water meters at the ballfield; a verbal agreement has been received from the school administration.
- There may be additional costs to reset the cracked street light poles along State Hwy 4 north of Sherburn; replacement poles have arrived.
- Annual safety training session has been scheduled for Friday, November 17 at 1:15 at Sherburn City Hall, and will include the towns of Dunnell, Welcome, Trimont and Butterfield.
- Contract has been signed with Springsted, Inc. and the administrator application process is underway.
- Tuesday, November 7, 2006 is election day, and if it becomes necessary, City Hall will close if the clerk's assistance is needed at the polls.

Brad Ringnell reported that his committee has negotiated an agreement with Tri-State General Contracting of Windom, MN for the foam insulation of twelve bay window corner boards at Temperance Lake Ridge in the amount of \$17,132.00. After an inventory has been taken, the removed windows will be placed for sale for \$25.00 each.

At this time the 91 International dump truck bids were reviewed: Mark Mulso of Sherburn, \$500; Roadway's Construction of St James, \$711; Clair Iverson of Estherville, \$3555.00; Kurt Olson of Sherburn, \$1527.00. Motion by Behne to approve the sale of the dump truck w/plow to Clair Iverson, second by Roesler, carried.

After a brief discussion with Officer Elliott of the Sherburn/Welcome Police Department regarding property clean up issues, motion to adjourn by Ringnell, second by Behne, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF SPECIAL COUNCIL MEETING

October 20, 2006

A special council meeting was duly held on Friday, October 20, 2006 at 5:00 p.m. The purpose of this meeting was to reopen the position of City Administrator/EDA Director and to address any unfinished business. Members present, Jerry Jenkinson, Robert Roesler, Jim Poirot and Brad Ringnell. Absent, Carroll Behne. Also present, City Adm/EDA Director Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Ringnell to reopen and advertise for the position of City Administrator/EDA Director, second by Roesler, carried.

Motion by Roesler to enter into a contract with Springsted, Inc to conduct the search for a City Administrator/EDA Director, to include the recruitment and screening processes only, second by Poirot, carried.

Unfinished business:

- Gravel road alternative meeting with citizens previously scheduled for 11/06/06 will be postponed until spring 2007.
- Truth in Taxation document has been prepared reflecting the certified proposed levy of 10%; modifications will be made if final levy is reduced.
- Change order requests have been made for the Temperance Lake Ridge window replacement project for the replacement of inside and/or outside corner boards to include insulation and flashing. Councilor Ringnell will review the change order forms and project. Motion by Roesler to refer findings on change order and project to the EDA council members with full power to act, second by Ringnell, carried.
- With a number of Small Cities Grant projects still unfinished, it will be six months before the grant can be closed out and a Revolving Loan Fund program can be put in place.
- Both Public Works employees are eligible for the wastewater training/testing opportunity available in December. Motion by Jenkinson to send Mark Updike and Travis Schuett to the wastewater training seminars held in Maplewood and St. Cloud on December 5-7 and December 6-8, respectively; second by Ringnell, carried.

Motion to adjourn by Ringnell, second by Poirot, carried.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
October 16, 2006

A regular council meeting was duly held on Monday, October 16, 2006 at 5:00 p.m. Members present, Robert Roesler, Jerry Jenkinson, Carroll Behne, Jim Poirot and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Behne, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Poirot to approve the bills for payment, second by Behne, carried.

Motion by Ringnell to approve a pulltab contribution in the amount of \$200 to the Regional Worship Center for the Children's Fall Carnival, second by Roesler, carried.

Administrative reports:

- Four candidate interviews for the position of City Administrator will be conducted Oct 19 -20.
- Sherburn Fire Department Open House on Saturday, October 21 from 8:30-11:30 a.m.
- LE Myers has agreed to assist with the use of their boom truck in the removal of the siren on the Community Hall for repairs in the upcoming week.
- Horizons Leadership Program literature was distributed for review.
- September police report was distributed for review.
- City Admin Bailey reminded council that this is her last regular council meeting and expressed her appreciation for the successful working relationship enjoyed with everyone over the last seven years. Questions were answered regarding the search for her replacement.

In miscellaneous business, the Police Department will be following up on the property conditions at 137 S Main Street; Small Cities Grant funds have been expended and any further disbursements will be made from the revolving loan fund return; window replacement at Temperance Lake Ridge is halfway completed.

Arron Hecker appeared before the council to request that the ATV laws be changed to read the same as snowmobile laws, which allow for limited use within city limits for the purpose of reaching a destination point. Council agreed with Mr. Hecker, and the request will be taken to the Police Commission for consideration.

Following discussion regarding the utilities at the old fire hall, motion to adjourn by Poirot, second by Ringnell, carried.

Irene Schlaphoff, Deputy Clerk

Gerald Harris
Joan Harris
Linda Schaefer
Lou Schaefer
Evelle S. Cuba
Bar Cuba
Curtis Olson
Ann Jacobsen
Gay Jacobsen
D. Natth
Helen Murphy
(Lola + Ray Horn)
Jeb Turevick
Linda Turevick
Joyce Bond
Steve Nordyke
Deb Nordyke
CHARIE LANDIN
Nathan Kubler
Dorothy Bekne

MINUTES OF COUNCIL MEETING/PUBLIC HEARING

October 2, 2006

A regular council meeting was duly held on Monday, October 2, 2006 at 7:00 p.m. Members present, Jim Poirot, Robert Roesler, Carroll Behne and Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

At this time the Public Hearing was called to order. The purpose of the public hearing was to approve a conditional use permit for a Kum & Go convenience store to be constructed in a business zone that is adjacent to a residential neighborhood. City Administrator Bailey explained the definition of conditional use, the permitting process and how it is applied within the business zone by placing reasonable conditions on the permit. A tentative site plan was presented and reviewed.

Residents of Swanson Drive were present to voice concerns regarding decreased property values, security, increased traffic volume, noise, fumes and idling trucks. Nathan Behne, owner of Behne, Inc., expressed assurances to those present that the high cost of fuel does prevent drivers from allowing the trucks to idle, as there are heating devices which make cold weather idling unnecessary. He stated that emission standards have dramatically increased, and also reminded everyone of the importance of the trucking industry to all people. Former Mayor Curt Olson spoke in favor of economic development brought to the community by the Kum & Go project.

Questions were answered regarding the placement of entrances, assessments for infrastructure and road improvements, and what the convenience store chain has done in other areas to appease the community in which they operate. While the store will be open 24 hours, the adjoining restaurant will follow standard hours of operation common to their franchise.

Motion by Ringnell to close the public hearing, second by Poirot, carried.

Motion by Ringnell, second by Poirot to approve Resolution 03-06 Approving Conditional Use Permit for the Kum & Go Filling Station in a B1 District with the following conditions:

1. Purchase of the said property,
2. Compliance with all federal, state and city permitting requirements,
3. Construction of an eight-foot fence on the property of Kum & Go from the west edge of the property to the east corner of the property where it meets the Faber property
4. Planting of additional row of evergreen trees on south side of fence, placed as recommended by a qualified nursery specifying distances so as not to harm or cause removal of present trees,
5. Removal of one truck parking stall from the south edge of truck parking as depicted, leaving nine stalls with the southern most stall parallel with the south building wall

Poirot, yea; Roesler, yea; Behne, yea; Ringnell, yea. Resolution 03-06 approved.

Administrative reports:

- Alliant Energy and Klima Electric are in the process of replacing ten City street lights north from Fifth Street.
- Grading, crown replacement and graveling of roads will take place in the upcoming week now that the dump truck has arrived.
- Purchase of a 97 Ford dump truck with reversible front plow and wing, with underbelly plow has been completed.

Motion by Ringnell to advertise for sealed bids for the sale of the 1991 International dump truck, sander and plow "as is," with a deadline of 4:30 p.m. on 10/31/06; to be awarded at 11/06/06 council meeting; advertisement to be placed in the Martin County Star, Livewire and Peach with the right to refuse any or all bids, second by Poirot, carried.

Following discussion regarding the necessity of accounting for water drawn and sold throughout the community, and the continuing process of metering presently unmetered uses, motion by Ringnell to install a meter, shut-off and pit at the MCW football field, second by Poirot. After further discussion, motion amended by Poirot to include charging MCW the commercial rate for this metered water and no sewer charge, second by Behne, carried.

Motion by Ringnell to approve the Certificate of County Board of Classification of Forfeited Land Parcel 38-650-0540 South Side Addition including a street assessment in the amount of \$8,312.63, second by Behne, carried.

Motion by Ringnell to set the date and time of November 6, 2006 at 7:00 p.m. for a meeting with property owners to discuss gravel road alternatives, second by Poirot, carried.

Curt Olson, on behalf of the Sherburn Lions, requested the use of the old fire hall for storing Holiday Festival booths. The request was denied because the area is temporarily in use, and the City had been advised that another location for storage has been found. Mr. Olson also indicated that in the future the Holiday Festival may have to be conducted by another organization.

Motion by Poirot to adjourn into closed session for the purpose of discussing applications for the position of City Administrator.

Motion by Ringnell to adjourn closed session, second by Poirot, carried.

Motion by Ringnell to adjourn regular council meeting, second by Behne, carried.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
September 18, 2006

A regular council meeting was duly held on Monday, September 18, 2006 at 5:00 p.m. Members present, Carroll Behne, Robert Roesler, Jim Poirot, Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Administrator/EDA Director Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Behne to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Poirot to approve the agenda, second by Ringnell, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

Administrative reports:

- Additional water tests required by the Department of Health for all cities have yielded favorable results for City of Sherburn water.
- Noon whistle motor located on the Community Hall has burned out and may be costly to repair. Council consensus is to proceed with repairs.
- Council workshop with David Drown & Associates scheduled for September 25 at 5:30 p.m.
- Mark Updike has completed attendance at Class C water school and Travis Schuett will be attending Land Application of Biosolids September 26-27.

Site plans for the proposed Kum & Go convenience store were reviewed; a number of permits must be secured from state agencies as the project moves forward. Motion by Behne to set the conditional use hearing date for Monday, October 2, 2006 at 7:00 p.m., second by Poirot, carried. All affected property owners will be notified of this hearing.

Motion by Ringnell to increase election judge compensation to \$9.00/hr, second by Poirot, carried.

Following brief discussion regarding the annexation of the City Cemetery property, police scheduling and school patrol, motion to adjourn by Poirot, second by Behne, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
September 5, 2006

A regular council meeting was duly held on Tuesday, September 5, 2006 at 7:00 p.m. Members present, Carroll Behne, Robert Roesler, Jim Poirot and Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Robert Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Behne, carried.

Motion by Poirot to approve the bills for payment, second by Ringnell, carried.

Council acknowledged receipt of a letter from the Sherburn Fire Department detailing the work that has been completed at the new fire hall, and learned that an open house is planned some time during Fire Prevention Week October 16-20.

Administrative reports:

- Schafer Shores received preliminary SL-2 plat approval for eight lots in a recreational district; owner plans to seek approval for private water and sewer utilities.
- Filings for council candidacy will remain open until 5:00 on September 12, 2006.

Auditor Larry Weeks of Eide Bailly (Wolf Etter) appeared before the council to present the 2005 audit. Mr. Weeks reviewed various financial statements and funds within the audit, explained the entity-wide GASB requirements, and answered questions. He noted that the City of Sherburn is in good financial health. Motion by Ringnell to accept the 2005 audit as presented, second by Poirot, carried.

Discussion was held regarding alternatives for the maintenance of gravel streets using research provided by Police Chief Brad Hughes. Given the excessive projected costs of paving and drainage, which will not be able to be recovered through property assessments, Chief Hughes put together information on weight restrictions and speed limits, and the disadvantages associated with the use of either option. It was decided to invite the citizens residing on gravel streets to attend a future council meeting in order to fully inform them of the alternatives and to receive their input.

Following discussion regarding the 2007 budget, motion by Ringnell to certify a proposed levy in the amount of \$360,270, second by Poirot, carried. Dates for the Truth in Taxation hearing and continuation hearing, if necessary, were set for December 4 and December 11 at 7:00 p.m. and 5:00 p.m., respectively.

Motion by Ringnell to approve the transfer of designated fund balances as per the 2005 budget plan, second by Behne, carried.

Motion by Behne to approve the transfer of \$10,000 from the Municipal Liquor Store to the General Fund as per the 2005 budget plan, second by Ringnell, carried.

A special meeting will be held on Monday, September 25, 2006 at 5:30 p.m. for the purpose of a workshop with financial advisor Shannon Sweeney of David Drown Associates.

Motion to adjourn by Poirot, second by Ringnell, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF SPECIAL COUNCIL MEETING
September 8, 2006

A special council meeting was duly held on Friday, September 8, 2006 at 4:00 p.m. Members present, Robert Roesler, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

The purpose of this special meeting was to accept the resignation of City Administrator/EDA Director Kathy Bailey effective October 20, 2006, and to discuss the process for replacement.

Motion by Poirot to accept the resignation of Kathy Bailey with deep regrets, second by Ringnell, carried.

The Administrator/EDA Director job description was reviewed and updated, and a timeline for advertising and interviewing for this position was discussed.

Motion to adjourn by Ringnell, second by Poirot, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

August 21, 2006

A regular council meeting was duly held on Monday, August 21, 2006 at 5:00 p.m. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Behne to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

Richard Zehms was present to verify the procedure for obtaining documents of public record.

Motion by Ringnell to approve the following election judges: Karl Olhausen, Anna Mae Ambrose, Gen Theobald, Bruce Haugen and Larry Norem, second by Poirot, carried.

At this time, following a motion by Ringnell and second by Poirot, council adjourned into a budget workshop session.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
August 7, 2006

A regular council meeting was duly held on Monday, August 7, 2006 at 7:00 p.m. Members present, Carroll Behne, Robert Roesler, Jim Poirot and Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Behne to approve the minutes as written and sent to each council member for study, second by Poirot, carried.

Motion by Poirot to approve the agenda, second by Ringnell, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

After brief discussion regarding street conditions and costs for improvements, motion to adjourn by Ringnell, second by Poirot, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
July 17, 2006

A regular council meeting was duly held on Monday, July 17, 2006 at 5:00 p.m. Members present, Jerry Jenkinson, Jim Poirot, Carroll Behne, Robert Roesler and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Roesler, carried.

Motion by Ringnell to approve the agenda, second by Roesler, carried.

Motion by Ringnell to approve the bills for payment, second by Behne, carried.

Administrative report:

- Martin County Planning Commission was held 06/27/06 to address zoning issues in SL-1 and SL-2 districts and hear comments and testimony.
- Aquila has been sold to Minnesota Energy Resources Corp (MERC). City franchise agreement, effective through 2011, is included in the acquisition.
- Property clean up correspondence received from City Attorney Jim Wilson; 10 N Main St property involved in Chapter 13 proceedings, and until the debt is cleared, the building cannot be razed, removed or improved.
- Correspondence received from residents of Swanson Drive regarding the Kum & Go development, which is believed to be going forth; however, no applications have been submitted and no plans have been received by the Planning Commission.
- A request has been made to DSI for verification of funds paid for grant administration before any further payments are made.
- AutoFry at the Municipal Liquor Store is expected to be operational next week; menu must be approved by the licensing agency.
- Sanitary sewer manhole at E 2nd and Park Street is scheduled for repair on 07/18/06
- Thank you to the Class of 71 for their much-appreciated donation of nine maple trees to the Sherburn City Cemetery; Sherburn Nursery will donate a tenth tree.
- Police report for the month of June was distributed for review.

Westrum Leak Detection has sounded the entire community and discovered three leaking hydrants as well as an abandoned water line that was allowing the escape of 28,800 gal/day into the sewer systems. The water line has been repaired. Steps are being taken to account for unmetered water in the community in order to remain in compliance with state regulations.

Following discussion regarding the presentation of financial planning software, motion by Roesler to contract the services of David Drown & Associates as financial advisor commencing with 2007 budget planning, and make use of their software as presented by Shannon Sweeney at the June 19th council meeting, second by Behne, carried.

Motion by Roesler to set budget workshop dates of August 14th and August 28th at 5:30 p.m., second by Ringnell, carried.

Sherburn Fire Department has announced plans to move to their new location at 1 East Temperance Lake Road on July 19, 2006.

Motion to adjourn by Roesler, second by Poirot, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
June 19, 2006

A regular council meeting was duly held on Monday, June 19, 2006 at 5:00 p.m. Members present, Robert Roesler, Jerry Jenkinson, Jim Poirot, Carroll Behne. Absent, Brad Ringnell. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Behne, carried.

Motion by Roesler to approve the agenda, second by Poirot, carried.

Motion by Poirot to approve the bills for payment, second by Behne, carried.

Ken and Diane Kissner appeared before the council with a request to attach a private tile from their back yard at 307 Lynn Street to the storm sewer on East Fifth Street. The property has been surveyed and all necessary criteria have been properly observed. Motion by Roesler to approve attachment of a private tile at 307 Lynn Street to the storm sewer as requested, with the understanding that this will remain private and no warranty will be made, second by Poirot, carried.

Four property owners wishing to be heard regarding citations for clean-up were as follows:

- Dahmon Gullord – Vehicles at 10 N Main Street - awaiting results of negotiations for sale of business will be tabbed by 06/22/06. Motion by Poirot to dismiss citation providing tabs are purchased by 06/22/06, second by Behne. Motion amended to include removal of inoperable vehicle by 06/26/06, carried.
- Aaron Vind – Vehicles with expired tabs - advised by License Bureau to purchase July 1. Upon the recommendation of Chief Hughes, motion by Roesler to dismiss citation for expired tabs providing the tabs are purchased by July 1, second by Poirot, carried.
- Kurt Olson - Motion by Poirot to dismiss citation for junk vehicles on the condition that the last vehicle is removed by the weekend, second by Behne, carried.
- Connie Helmers – Motion by Poirot to issue citation for abandoned appliances and vehicle owned by family member, to be addressed by the court system in August when owner of abandoned property returns, second by Roesler, carried.

Administrative report:

- Martin County Zoning hearing at 5:30 pm on 06/27/06 at courthouse involving Schafer Shores rezoning from SL1 to SL2.
- Audit 2005 will be delayed until July; request made to State Auditor for extension to July 31
- Advertisement for bids for replacement windows at Temperance Lake Ridge will take place when rebate information is received from Alliant Energy.
- Holiday Festival this weekend.

Paul Olson of Development Services, Inc was present to discuss the close out process and the status of the Small Cities Grant. Mr. Olson also commented on the Revolving Loan Fund being established and how to move forward with the accumulating recaptured funds, and answered questions regarding future grant applications.

One ambulance bid was received and presented to the council after review by the Sherburn Fire Department. Motion by Roesler to accept the bid for the purchase of a Ford chassis ambulance as submitted from Life Line Emergency Vehicles of Sumner, Iowa in the amount of \$111,895 without trade in, second by Poirot, carried.

Shannon Sweeney of David Drown & Associates appeared before the council to demonstrate capital improvement software and comparative data analysis spreadsheets designed for the purpose of providing budget and levy information. DDA are the financial advisors for 125 communities in southern Minnesota.

A discrepancy between pumping and sales records, and water volume spikes at the wastewater plant during high rain events prompted a review of City water and sewer mains for leaks and infiltration. At the recommendation of city engineering firm Bolton & Menk, Westrum Leak Detection of Stratford, Iowa was hired and a water leak was located and repaired. Motion by Roesler to contract with Westrum Leak Detection to survey the City infrastructure annually for three years, second by Poirot, carried.

Motion by Behne to approve the 2006-07 Club License for the VFW, second by Poirot, carried.

Motion by Poirot to cancel the July 3rd council meeting due to the absence of the administrator and council members, second by Roesler, carried.

Motion to adjourn by Behne, second by Poirot, carried.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
June 5, 2006

A regular council meeting was duly held on Monday, June 5, 2006 at 7:00 p.m. Members present, Jerry Jenkinson, Jim Poirot, Robert Roesler, Carroll Behne and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Roesler, carried.

Motion by Behne to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Behne, carried.

Motion by Ringnell to approve the following requests for pulltab contributions: Sherburn Branch Martin County Library Summer Reading Program, \$100; Ducks Unlimited Greenwing Event, \$100; American Cancer Society Relay for Life, \$100; second by Roesler, carried.

Robert "Buddy" Posivio addressed the council with an offer of a memorial tree on behalf of their sons Robert (Robbie) and Daniel, to be planted in the Sherburn City Park. Motion by Roesler to accept the donation of a memorial tree, second by Poirot, carried.

Motion by Ringnell to approve Resolution 06-02 Changing Polling Place from 21 E First Street to 16 W Fifth Street (MCW High School) for the purpose of sharing equipment and HAVA equipment grant funds, second by Behne. Jenkinson, yea; Poirot, yea; Roesler, yea; Behne, yea; Ringnell, yea. Resolution 06-02 approved.

Administrative reports:

- Citation letters will be sent as a follow-up to those property owners who did not respond to clean up requests. Four properties may have to be mowed by City staff.
- Employee vacation schedule for the week.
- City Attorney Wilson has a motion before the court to take action on the 10 N Main St property; the brick has been removed; and the building inspector has halted the work in progress, as it does not follow State code requirements.

A letter was received from Charter Communications stating that Internet service to the new fire hall will cost \$5000 because the cable lines do not come within 150 feet of the building as per franchise agreement.

After review of literature detailing various means of dust control on City gravel streets, motion by Poirot to grant a request for application of magnesium chloride on E Temperance Lake Road, second by Behne. Following discussion regarding policy issues, budget costs, previous requests and problems caused by numerous variables, motion was withdrawn and amended as follows: At this time, dust control products will be allowed on a per case basis, following advance submission of a written application with the requirements that the road be properly prepared and stabilized, and the product is commercially applied with all costs paid by property owner; motion carried.

Minutes of Council Meeting
June 5, 2006
Page 2

Motion by Behne to approve a Club license for American Legion Post 356, second by Ringnell, carried.

Motion by Behne to approve a temporary beer license for the Sherburn Fire Department effective June 23-25, 2006 and contingent upon the receipt of a Certificate of Liability Insurance, second by Poirot, carried.

Discussion was held regarding the 2006 Redevelopment Program for the use of return funds from the Small Cities Grant. Development Services, Inc. will be present at the next council meeting.

Motion by Ringnell to approve funding the replacement of 129 windows at Temperance Lake Ridge with internal loans from the General Fund and EDA, and Temperance Lake Ridge revenues, second by Poirot, carried.

Motion to adjourn by Behne, second by Ringnell, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
May 15, 2006

A regular council meeting was duly held on Monday, May 15, 2006 at 5:00 p.m. Members present, Jerry Jenkinson, Jim Poirot, Robert Roesler, Carroll Behne and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Ringnell to approve the minutes as written and sent to each council member for study, second by Poirot, carried.

Motion by Poirot to approve the agenda, second by Ringnell, carried.

Motion by Behne to approve the bills for payment, second by Ringnell, carried.

Administrative reports:

- City Attorney Jim Wilson has responded to arguments from Mike Tow, attorney for Carlee Hunter, regarding her appeal of the denial of a kennel license in a residential district: No hardship exists and the denial should remain as stands. Two of the five dogs must be removed.
- Ads have been placed locally for the sale of numerous concrete culverts of various sizes.
- Clean-up letters were sent to 47 property owners, and citations will be issued to individuals who have not responded by the end of May. Results will be available in the June police report.
- Seventy-one appliance tags were sold this year.

A review of Sec 303.06 of the Sherburn City Code affirmed that extending utility services out of city limits is prohibited without annexation of the property seeking services. State law only allows the annexation of abutting property, and Sherburn has become "ringed" or locked in by rural properties enjoying city services. Since spot annexation is not permitted, long private service lines would be necessary, and leaks in these lines may go undetected until damage results.

Repair estimate in the amount of \$10,478.45 for the city dump truck was received from Crysteel, and does not include repairs needed to the box. City Adm Bailey will continue to search for available trucks; more units should come on the market in upcoming weeks. Without the trade-in value, the purchase will put the equipment replacement plan in a deficit.

Motion by Roesler to approve the advertisement for bids for the purchase of a new ambulance, with a deadline of 5:00 p.m. on June 7, 2006, for review by the Sherburn Fire Department on June 8 and presentation to the Council on June 19 second by Behne, carried.

Motion by Ringnell to accept a donation in the amount of \$6500 from the Fairmont Area Foundation Fund to the Sherburn Fire Department for the purchase of a Cascade Bottle Fill Station for the new rescue truck, second by Poirot, carried.

At the request of several citizens for a clarification of the burning ordinance and the definition of recreational fires, Council issued the following determination based on intent and State statute: Grills, charcoal and wood fires in containers manufactured and designed with the purpose of preventing flying embers are allowed. Burning barrels, fire rings and rock rings are not allowed. Smoking, unattended, and/or open fires are prohibited. A statement will be included in the May utility bill to each household.

Following brief discussion regarding the availability of water tower space for rent and the progress of the property at 10 N Main Street, motion to adjourn by Roesler, second by Poirot, carried.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING

May 1, 2006

A regular council meeting was duly held on Monday, May 1, 2006 at 7:00 pm. Members present, Jerry Jenkinson, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, Robert Roesler. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

Attorney Mike Tow appeared before the council on behalf of Carlee Hunter to appeal the recent council action denying a dog kennel permit in a residential district. Mr. Tow was advised to refer his arguments to City Attorney Jim Wilson.

Administrative report:

- League Conference June 28-30 in St. Cloud.
- Police report for April distributed for review.
- Annual water report will be published in May per MN Department of Health mandate.
- Hydrant flushing will take place this week.
- Available space in the new fire hall has been leased.
- EDA and Sherburn clinic have entered into a three-year lease agreement.
- Kum & Go representatives will meet with Bolton & Menk and MNDOT personnel on 05/02/06.
- Baptist church officials will return 05/05/06 to address the issue of the collapsed building foundation.
- City newsletter was included with the April water bill.
- Flagpole installation in front of City Hall is complete.
- Veterans Memorial Clock glass nameplates have been replaced.

Motion by Ringnell to purchase ten (10) Mongoose aluminum streetlights with breakaway bases in the amount of \$2,360 each, second by Poirot, carried.

Motion by Ringnell to reissue the raze and remove order against 10 N Main St property, second by Poirot, carried.

Council was advised of the County Assessor's recommended modifications to property evaluations: James Poirot, no adjustment; Charles Montgomery, no adjustment; James Studer, \$1200 reduction.

Motion by Ringnell to approve the Joint Powers Equipment purchase of a self-leveling "SeeSnake Plus" camera for use in the sanitary sewer system, second by Behne, carried.

Appliance pick-up day scheduled for Monday, May 15 and City-wide clean-up day is Tuesday, May 16.

In other business, discussion was held regarding the elimination of unused railroad crossings that are in poor condition, progress on the purchase of a dump truck and cost of repairing the dump truck (no figures have been received), the condition of the gravel street by Jackson Coop elevator, and annexation of rural properties requesting water/sewer hookups.

Motion to adjourn by Ringnell, second by Poirot, carried.

Deputy Clerk Irene Schlaphoff

Board of Review 4/17/06 5:00

- ① Curt Olson Sr
- ② Jim Steuber
- ③ Richard Zehner
- ④ Chuck Montgomery

- ⑤
- ⑥
- ⑦
- ⑧
- ⑨
- ⑩
- ⑪
- ⑫
- ⑬
- ⑭
- ⑮

MINUTES OF COUNCIL MEETING/BOARD OF REVIEW
April 17, 2006

A regular council was duly held on Monday, April 17, 2006 at 5:00 p.m. Members present, Robert Roesler, Jim Poirot, Jerry Jenkinson, Brad Ringnell and Carroll Behne. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Roesler to approve the minutes as written and sent to each council member for study, second by Poirot, carried.

Motion by Behne to approve the agenda, second by Ringnell, carried.

Motion by Poirot to approve the bills for payment, second by Behne, carried.

Motion by Poirot to open the annual Board of Review, second by Roesler, carried. County Assessors Deb Eversman and Dan Whitman, and Joyce Eisenmenger were present. Ms. Eversman explained that as a result of a ratio study that showed only 90% accuracy in land and building values compared to actual area sales, a 5% across the board increase had been made. This increase brings the ratio to 94%; the State of Minnesota requires a 94%-105% window of accuracy.

- Curt Olson – Question answered in opening remarks.
- Jim Studer requested a reduction in his valuation because of the appearance of the house and yard next door. Assessor Eversman explained that values are not adjusted for that reason, as sales are not affected by neighborhood conditions, but she will review his property as requested.
- Richard Zehms inquired as to what percentage of tax collections are received by the county, city and state for repair and maintenance of tiles. Ms. Eversman explained that these entities do not receive tax funds for the purpose of tile repair, but benefiting properties are directly assessed by the county at the time repairs are made.
- Chuck Montgomery asked why his valuation was increased after receiving a reduction last year. The assessor again explained the reasons for the 5% increase in all properties.

Assessor Dan Whitman shared a memo from the State of Minnesota informing that the Department of Revenue is monitoring assessing boards, paying special attention to certification and voting practices. Motion by Ringnell to adjourn the Board of Review, second by Poirot, carried.

Motion to adjourn by Behne, second by Poirot, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

April 3, 2006

A regular council meeting was duly held on Monday, April 3, 2006 at 7:00 p.m. Members present, Carroll Behne, Robert Roesler, Jim Poirot, Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Ringnell to approve the minutes as written and sent to each council member for study, second by Poirot, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Behne to approve the bills for payment, second by Poirot, carried.

At the request of Carlee Hunter, discussion regarding a kennel license in an R-1 district was tabled.

City Attorney Jim Wilson was present and advised the council on a variety of legal matters.

Motion by Ringnell to approve pulltab contributions as follows: MCW After Prom Committee \$500, Holiday Festival Parade Committee \$200, MCW Summer Recreation \$700; second by Poirot, carried.

Administrative report:

- Kum & Go convenience store site plans are expected to be presented to the council, after which time a ruling and response must occur within 60 days. MNDOT road access, street lights and utilities must be addressed.
- Joint meeting of council and EDA is scheduled for April 10 at 5:00 p.m. to receive and discuss the study recently undertaken to determine the feasibility of a motel in the I-90 area.
- Alliant Energy is presenting a training and educational opportunity for interested council and administration on May 24, 2006.
- LMnC is lobbying against the legislative taxpayer's bill of rights, which includes citizen referendum on whether taxes can be raised based on construction growth and cost of living.
- Joint Powers liability issues are under discussion at the legislature and must be clarified.

Chief of Police Brad Hughes was present to inform the council that the Taser grant paperwork has been filed, and a grant for the purchase of a defibrillator is in process. Clean up warning letters will be sent by May 1, and tickets will be issued to those who are not in compliance by June 1. Police Commission meeting will be held April 11, 2006 at 6:00 p.m. in Sherburn.

Discussion was held regarding the clarification of items that will be considered for purchase in the Clothing/Safety Allowance budget.

Board of Review will be held on Monday, April 17, 2006 at 5:00 p.m.

After brief discussion regarding a variety of issues, motion by Ringnell to procure a written bid from Crysteel for the repair of the dump truck frame, second by Poirot, carried.

Motion to adjourn by Poirot, second by Behne, carried.

Deputy Clerk Irene Schlaphoff

Minutes of Council Meeting
March 6, 2006

A regular council meeting was duly held on Monday, March 6, 2006 at 7:00 pm. Members present, Jerry Jenkinson, Robert Roesler, Jim Poirot, Brad Ringnell and Carroll Behne. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Behne, carried.

Motion by Behne to approve the bills for payment, second by Poirot, carried with Ringnell abstaining.

Motion by Ringnell to approve a home occupancy permit for Marc and Tracy Golinghorst to operate a screen printing business at 104 W First Street, second by Poirot, carried.

Motion by Poirot to approve Resolution 06-01 to finance \$155,060.55 with Oshkosh Capital for the lease purchase of a pumper unit for the Sherburn Fire Department, second by Behne. The City of Sherburn will carry the financial responsibility for this purchase, which is funded 50% by area townships served. Jenkinson, yea; Roesler, yea; Poirot, yea; Ringnell, yea; Behne, yea; Resolution 06-01 approved.

Administrative reports:

- Schafer Shores preliminary plat hearing resulted in a debated issue between the DNR and Martin County commissioners regarding the interpretation of lakeshore and lot frontage ordinances. A meeting with all commissioners is scheduled to be held March 28, 2006.
- New business Mom & Pop Tack Shop will be opening in the former Crossroads Motorcycle Shop.
- No response has been received from the owner of 10 N Main Street property.
- Minnesota counties financial report is available on the state auditor's website.

A Civic & Commerce representative was present to update the council regarding the east and west community entrance signs, which are scheduled for completion in time for the Holiday Festival. Easements are still needed and must be in place; maintenance will become City responsibility. Motion by Poirot to approve payment by the City of Sherburn for sign base construction in the amount of \$2000 each, and payment of the electrical costs for illumination, second by Behne, carried.

Discussion was held regarding the repair or replacement of the city dump truck following the receipt of a letter from LMC Insurance Trust cautioning against the liability issue of compromised employee safety, as well as OSHA regulations disallowing certain equipment repairs without manufacturer's recertification of alteration. Motion by Roesler to refer discussion for the placement of a bid on a Martin County dump truck to staff and two council members, second by Poirot, carried. It was agreed to revisit the issue of contracting with an adjacent township for grading.

Council was advised that electrical and construction bids for Municipal Liquor Store repairs were awarded to Klima Electric and Rosenberg Construction, respectively. Plumbing bids are still in process.

Motion to adjourn by Ringnell, second by Poirot, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
February 21, 2006

A regular council meeting was duly held on Tuesday, February 21, 2006 at 5:00 p.m. Members present, Jerry Jenkinson, Robert Roesler, Carroll Behne, Jim Poirot and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, City Adm Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Roesler, carried.

Motion by Roesler to approve the bills for payment, second by Poirot, carried.

At this time the Public Hearing regarding an application for a kennel license at 200 Kenzie Street was called to order. Criteria for a kennel in a residential district could not be met, as this kennel is intended for the purpose of breeding dogs, rather than as a public pound licensed by the Department of Health for the purpose of housing stray or homeless animals. Explanation of the reasons for zoning, the zoning process and enforcement was reviewed. Motion by Ringnell to deny the license application for a kennel at 200 Kenzie Street, second by Roesler, motion carried 3-2.

Administrative reports:

- To date, no progress has been made at 10 North Main Street and grant loan payments are in arrears at this property. The owner will be contacted.
- A zoning hearing will be held regarding Schafer Shores Subdivision on 02/28/06 at 5:30 p.m.
- The Alliant Energy partnership program has awarded the City of Sherburn \$700 towards the payment of the I-90 Business Plan feasibility study consultant fee. A finalized business plan report is expected soon.

Sherburn/Welcome Police Chief Brad Hughes presented the call report and updated the council regarding his applications for grant funds toward the purchase of Tasers.

City Adm Bailey presented a modified and complete fee schedule. Motion by Roesler to approve the fee schedule as presented, second by Behne, carried.

Todd Amborn appeared on behalf of the Fire Relief Association to request a \$25 per year of service increase in retirement benefits. Motion by Behne to approve the raise to \$1100 per year of service, second by Poirot, carried.

Council reviewed an Agenda Item Request Application form designed to document a process so the council will be fully informed of agenda items, the applicant will be prepared with any necessary paperwork, and agenda items will be pertinent to council authority and jurisdiction. Motion by Poirot to approve the Agenda Item Request Application form, second by Behne, carried.

Council learned that the annual Board of Review has been scheduled for April 17, 2006 at 5:00 p.m.

Motion to adjourn by Poirot, second by Ringnell, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
February 6, 2006

A regular council meeting was duly held on Monday, February 6, 2006 at 7:00 p.m. Members present, Jerry Jenkinson, Robert Roesler, Carroll Behne, Jim Poirot and Brad Ringnell. Absent, none. Mayor Jenkinson presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Behne, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

Motion by Behne to set a Public Hearing date for kennel license application at 200 Kenzie on March 6, 2006 at 7:00 p.m., second by Roesler, carried. Councilor Roesler explained to the applicant the reason for zoning and public hearing requirements.

Administrative reports:

- No progress has been made at 10 N Main St property in the past 37 days; building permit has not been picked up at City Hall
- Updated copy of fee schedule distributed for review.
- Waste Management modified charges for levels of service received; note 25% county tax implementation included on billings.

Fire Chief Bert Schwager reviewed the pumper bid and specifications with the council. Contracts have been examined by the city attorney and meetings are being scheduled with townships to confirm payment intentions. Motion by Behne to approve the lease contract with Pierce Manufacturing, Inc as provided in the agreement for the lease purchase of a pumper unit in the amount of \$262,045.00, second by Poirot, carried.

Motion by Ringnell to change the date of the next council meeting to February 21st because of the Presidents Day holiday, second by Poirot, carried.

Upon the request of kennel license applicant Carlee Hunter, motion by Behne to move the scheduled public hearing date to February 21st at 5:00 p.m., second by Ringnell, carried.

At this time, Council adjourned into closed session for the purpose of an employee review.

Motion by Poirot to reconvene the regular council meeting, second by Ringnell, carried.

Motion by Ringnell to approve salary adjustments as per budget, second by Poirot, carried.

Council approved the mayoral appointment of Carroll Behne to the Economic Development Authority.

Motion to adjourn by Ringnell, second by Poirot, carried.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
January 17, 2006

A regular council meeting was duly held on Tuesday, January 17, 2006 at 5:00 p.m. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Brad Ringnell. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Behne, carried.

Motion By Behne to approve the agenda, second by Poirot, carried.

Motion by Behne to approve the bills for payment, second by Poirot, carried.

Motion by Roesler to approve a pulltab contribution in the amount of \$100 to the MCW Students Against Chemical Use group for their Soup Kitchen project, second by Poirot, carried.

Richard Zehms was present regarding the development of his land in the city limits and icy gravel road conditions on Cargill Street.

Administrative reports:

- City Attorney will hold the Raze and Remove Order against property at 10 N Main Street and has advised the building be closely monitored.
- Trees are being removed from the drainage ditch near E Second St; stumps will be removed after a hard frost occurs.
- Library roof is leaking; owner will make repairs in the spring.
- Pumper unit bid deadline is January 27th, bids will be opened January 30th and reviewed by the Fire Department with possible presentation to the council on February 6th.
- Joint Powers meeting is scheduled for January 19th at 6:00 p.m.
- Research is underway regarding the repair or replacement of the city dump truck.

Motion by Poirot to approve the following mayoral appointments, second by Behne, carried:

Mayor Pro-tem	Roesler
Police/Employee Relations	Roesler, Ringnell
Weed Control	Bailey, Poirot
Salary/Benefits	Jenkinson, Roesler, Bailey, City Attorney
City Budget	Council and Staff
City Equipment	Poirot, Behne
Building/Streets	Behne
EDA Representative	Poirot, Ringnell
MLS Representative	Jenkinson, Roesler
Cemetery Representative	Roesler, Poirot

A question was raised regarding absenteeism at EDA meetings, and if excessive absenteeism is cause for removal.

Minutes of Council Meeting
January 17, 2006
Page 2

Motion by Ringnell to approve the 2006 Fee Schedule with modifications and additions, effective January 1, 2006, second by Poirot, carried.

Councilor Ringnell announced that \$3500 of the Fireman's Dance \$5500 proceeds will be used towards the purchase of the rescue truck, \$800 will be used towards the purchase of a radio, and the balance will be used for fire hall improvements.

Motion by Ringnell to postpone the administrator review until all council members are present, second by Poirot, carried.

Motion to adjourn by Poirot, second by Behne, carried.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

January 4, 2006

A regular council meeting was duly held on Wednesday, January 4, 2006 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Brad Ringnell, Carroll Behne. Absent, Jerry Jenkinson. Mayor Pro-tem Roesler presided. Also present, City Adm/EDA Dir Kathy Bailey and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes as written and sent to each council member for study, second by Ringnell, carried.

Motion by Ringnell to approve the agenda, second by Poirot, carried.

Motion by Ringnell to approve the bills for payment, second by Poirot, carried.

Administrative reports:

- The 2005 Annual Report was distributed and reviewed, highlighting the year's accomplishments as per the Strategic Plan.
- State auditor analysis of Minnesota communities with a municipal liquor store is available on the OSA web site.
- Administrator will be attending a meeting with DEED regarding funding sources for I-90 infrastructure and business expansions.
- City auditor met with staff to explain new rulings and criteria required by GASB 37.

Sherburn Fire Department Treasurer Doug Hartke appeared before the council to discuss a new equipment and budgetary plan citing revenue sources for the purchase of a pumper truck in 2006. Bid specifications are being assembled by Fire Chief Bert Schwager with the assistance of City Admin Bailey. It was recognized that there may be unforeseen variables present, and the reality of costs will be more apparent in a year's time. Motion by Ringnell to authorize the Sherburn Fire Department to proceed with the bid process for the purchase of a pumper in 2006, second by Poirot, carried.

Motion by Ringnell to approve the application for a 2006 cigarette license submitted by Poirot's, Inc, second by Poirot, carried.

Motion by Poirot to approve Martin County Star as the official newspaper and Farmers State Bank as the official depository, second by Ringnell, carried.

Motion by Ringnell to approve administrator, clerk and council attendance at meetings and seminars when scheduled, second by Poirot, carried.

Dahmon Gullord was present with his response to the raze and removal order he received regarding his property at 10 N Main Street. Mr. Gullord shared his plan to address the issues enumerated in the structural engineer's report, and assured the council that progress will be seen in 90 days' time. For safety reasons, he has closed the business until further notice. Council encouraged Mr. Gullord to take advantage of the City building inspector's assistance, and follow the checklist he provides.

**Minutes of Council Meeting
January 4, 2006
Page 2**

Councilor Ringnell announced that the Sherburn Fire Department has received \$500 from Federated Rural Electric Operation Roundup and the money will be used for the purchase of an ambulance cot.

Motion by Ringnell to adjourn into closed session for the purpose of reviewing employee evaluations, second by Behne, carried.

Motion by Behne to reconvene the regular council meeting, second by Ringnell, carried.

Motion by Ringnell to accept employee evaluations as presented, second by Poirot, carried.

Motion by Ringnell to approve salary and wage adjustments per administrator recommendation, second by Poirot, carried.

Motion to adjourn by Poirot, second by Behne, carried.

Deputy Clerk Irene Schlaphoff