

MINUTES OF COUNCIL MEETING
December 17, 2007

A regular council meeting was duly held on Monday, December 17, 2007 at 5:00 p.m. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Kurt Olson and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda, including payment of bills, tobacco licenses for VFW and NuWay Cooperative, and off sale beer license for NuWay Cooperative was declared approved.

Motion by Poirot to approve Resolution 2007-14 Adopting Final Tax Levy Collectible in 2008 in the amount of \$402,182, second by Olson. Roesler, yea; Behne, yea; Poirot, yea; Olson, yea; Resolution 2007-14 approved. This represents an increase of 11.6%.

Motion by Behne to approve the 2008 budget, second by Poirot, carried.

Temperance Lake Ridge Nurse Director Lisa Lange presented her annual report for the senior living facility. Occupancy rates remain at 97% with below average staff turnover, service programs have been implemented, and pets are allowed for those able to care for them and upon payment of a fee. The facility has received a Quality Improvement Award and a work comp four-year claim free award.

Following discussion regarding the elimination of the Annual Board of Appeal in favor of the Open Book Meeting option, at which citizens will retain their right of appeal with the County Assessor, it was agreed that this is a course of action that should be considered. An Open Book Meeting will take place later this winter; no training is required.

The contractor repairing City well #2 is experiencing difficulty in obtaining parts; consequently, work on this project has been delayed.

Council/Mayor reports:

- Street lights on North Main Street and State Hwy 4 N are not working; underground wiring is suspected. Temporary lines will be installed by Alliant Energy and repairs will be made in the spring.
- Cars parked on the streets during snow removal operations have caused problems and a code change may be required in order to clarify snow emergency situations.
- Mayor Roesler reviewed the State of the City and the many positives that occurred during the year, including the addition of Kum & Go and Subway Restaurant. Long-range planning by this council will continue.

Administrator report:

- Auditor's fee for the 2007 audit has been negotiated to \$11,000, a reduction of \$700.
- Street assessments on properties at 204 So Main and 206 So Main will be recertified; the properties have been purchased.
- An inquiry has been made regarding cell phone tower rental space within city limits, which is not addressed in the City Code.
- League of MN Cities dividend has been received in the amount of \$4,296.

Motion by Poirot to adjourn into closed session for the purpose of discussing employee evaluations, second by Olson, carried.

The regular council meeting reconvened; a motion was made by Ringnell to approve salary and wage adjustments as recommended by City Admin/EDA Dir Sack Thongvanh, effective January 1, 2008, second by Poirot, carried.

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

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING/TRUTH IN TAXATION HEARING
December 3, 2007

A regular council meeting was duly held on Monday, December 3, 2007 at 7:00 p.m. Members present, Robert Roesler, Carroll Behne, Kurt Olson, Jim Poirot, Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

Motion by Olson to approve the minutes of the November 5, 2007 EDA meeting and the November 19, 2007 Council meeting, second by Poirot, carried.

Consent agenda including payment of bills was declared approved.

At this time the Truth in Taxation Hearing was called to order. City Admin/EDA Director Thongvanh explained the purpose of the hearing and the changes that had been made to the proposed budget in order to reduce the proposed levy by 7%. These changes include reductions in the police budget and seal coating budget, as well as the savings in interest payments realized by South Main Street bond crossover refinancing. Thongvanh presented market value and tax capacity information, with comparative charts of Local Government Aid reductions and tax levies.

Following illustrations of revenue sources and expenses, including an explanation about the purpose of various funds, the floor was opened for questions. Richard Zehms stated that until Ditch 71 redetermined, he felt his taxes should not go up. He was advised to bring this matter to the attention of the assessor at the annual Board of Review in April.

The budget and levy, representing an increase of 11.6%, will be adopted on December 17, 2007 at the 5:00 p.m. council meeting. There being no further questions, motion by Ringnell to close the Truth in Taxation Hearing, second by Poirot, carried.

The regular council meeting reconvened at 7:22 p.m. with a report from Mayor Roesler who had attended the County EDA IGNITE meeting in November, which was attended by City and Township officials, Region Nine and DEED representatives. Revolving loan funds available from Region Nine for area business expansion remain untapped. It was suggested that our medical and service-based economy is due largely to the demographics of elderly population and distance from the metro. Discussion was held regarding how to attract business and lack of labor force for the many jobs advertised in the area. The cost of extending utilities north of I-90 was discussed, as well as immediately needed street improvements. Councilor Olson also attended the IGNITE meeting.

Motion to adjourn by Ringnell, second by Poirot, carried. Meeting declared adjourned at 7:45 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

November 19, 2007

A regular council meeting was duly held on Monday, November 19, 2007 at 5:00 p.m.. Members present, Robert Roesler, Jim Poirot, Kurt Olson, Carroll Behne, Brad Ringnell. Absent, none. Also present, City Adm/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Richard Zehms was present at Open Forum regarding an increase in his ag land taxes, liability insurance for private snow removal, and drainage.

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

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

Consent agenda including payment of bills was declared approved.

Motion by Ringnell to direct City staff to attempt negotiation with EideBailly regarding the 43% increase in audit costs in the amount of \$11,700, second by Poirot, carried.

Motion by Ringnell to approve City participation in the State Cooperative Purchasing Venture program in order to qualify for the state bid price for the purchase of a pickup truck, second by Poirot, carried. Membership in the CPV will also allow the purchase of other budgeted items at state bid pricing.

Discussion was held regarding West Fifth Street improvements, which has been deemed a high priority project. Motion by Behne to approve payment of \$2500 for the preliminary engineer's report for the analysis of existing conditions on West Fifth Street, second by Poirot, carried. Also discussed were the possibilities of coupling this project with improvements in neighboring cities in order to reduce mobilization and engineering costs.

Mayor/Council report: Temperance Lake Ridge budget will be reviewed in detail at the next EDA meeting.

Administrative report:

- Materials for repairs of Well #2 were contracted at \$35/ft for stainless steel pipes.
- Excise taxes for 2006 purchases have been recovered in the amount of \$760.56.
- Martin County Economic Development Authority has made a donation to the Theatre project in the amount of \$2500; a small group gathered on Nov 18 to do the final cleaning; Total Comfort Systems will be delivering the remaining plumbing fixtures in the upcoming week.
- Business incubator space work continues with electrical, gas and drywall installation. Interested parties have been in contact for the use of this area.
- Martin County Economic Development Authority is planning a November 29th Entrepreneurial and Business Network event called IGNITE. Council members are invited to attend.
- Construction has commenced on the spec home on Fox Lake Avenue.

Motion to adjourn by Poirot, second by Olson, carried. Meeting declared adjourned at 5:49 p.m., after which time the final budget workshop was conducted.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

November 5, 2007

A regular council meeting was duly held on Monday, November 5, 2007 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Carroll Behne, Kurt Olson and Brad Ringnell. Absent, none. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff. Mayor Roesler presided.

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

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

Consent agenda, including payment of bills, was declared approved.

Motion by Ringnell to approve Resolution 2007-13 Sign Variance for Drive Buy Inc at State Hwy 4 North and 125th Street, second by Poirot. Roesler, yea; Behne, yea; Olson, yea; Poirot, yea; Ringnell, yea. Resolution 2007-13 approved, subject to the required MNDOT permits.

Julie Larson was present for review of the terms of the Theatre Lease Agreement and to answer any questions. Motion by Olson to grant City Adm/EDA Dir Thongvanh the authority to sign the Theatre Lease Agreement upon its finalization, second by Poirot, carried. An equipment check will occur every six months as advised; baseboard heating in the theatre entry will be considered.

Continued discussion regarding City well #2 clarified council intent to replace the pipes with stainless steel. Councilor Olson will provide the name of a vendor from whom materials may be acquired. Motion by Ringnell to authorize staff to obtain quotes and act upon the information received, second by Olson, carried.

Discussion was held regarding the replacement of the 1993 Chevy pickup with a new or used half-ton two-wheel drive and considering the availability of used trucks that meet the description, cost/year and warranties of purchasing new. Motion by Olson to examine the State bid for the purchase of a new vehicle from Mel Carlson Chevrolet, second by Ringnell, carried.

Council/Mayor report: Purchase of Lot 3 Temperance Lake I is proceeding.

Admin report:

- Catch basin repair on North Manyaska Street has been completed.
- Theatre equipment has been installed; movie screen needs to be put in place, training must be completed. Projected opening date is Thanksgiving or December 1st. Restroom renovations are in progress with new fixtures and doors; two on-demand water heaters can be purchased for \$400-\$500.
- Whitmore & Moore has finished patching work at the Community Hall and Theatre.
- Community Hall windows facing the alley will be replaced.

- Six culverts have been installed in the area of South Prairie, South Osborne and South Street, and upon the recommendation of the City engineer, these culverts will be sufficient for proper surface drainage of the area. Due to the topography and the existence of fiber optic lines, reshaping of the ditches is not recommended by the engineer. They advised to place right of way signs on both sides of South Street to prevent encroaching problems.
- Noted: Landowner Alan Kahler wishes to be involved if the City plans any future storm sewer installation in the southwest corner of Sherburn.
- Duane Nelson is working on the Memorial Clock and has it running at this time.

Motion to adjourn by Ringnell, second by Poirot. Meeting declared adjourned at 8:15 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF EDA MEETING
November 5, 2007

A meeting of the Economic Development Authority was duly called to order on Monday, November 5, 2007 at 6:30 p.m. with all members present. EDA President Robert Roesler presided. Also present, City Admin/EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

Motion by Ringnell to approve the minutes of the October 1st and October 24th EDA meetings, second by Behne, carried.

Discussion item regarding a request from the Task Force for financial assistance for the creation of a non-profit was removed from the agenda. The organization has secured the services of a Region Nine division to be the fiscal agent for development of the Task Force non-profit status.

Following review of the EDA budget including Town House rental rates, clinic and City shop leases, Temperance Lake Ridge, and Temperance Lake 1 assessments, motion to adjourn by Ringnell, second by Behne.

EDA meeting declared adjourned at 7:00 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

October 15, 2007

Following a tour of the Theatre and Community Hall building at 4:30 p.m., a regular council meeting was duly called to order on Monday, October 15, 2007 at 5:07 p.m. Members present, Carroll Behne, Robert Roesler, Brad Ringnell, Jim Poirot and Kurt Olson. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Richard Zehms was present at Open Forum regarding the South Street ditch reconstruction project.

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

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

Consent agenda was declared approved, including the following: payment of bills, sign permit for the Subway restaurant, cigarette and off-sale beer licenses for the Kum & Go Convenience store.

Motion by Ringnell to approve a pulltab contribution in the amount of \$200.00 for the Holiday Festival Parade as per a request submitted in April, second by Poirot, carried.

Discussion was held regarding public use of City property and liability issues that arise when citizens park private equipment on City-owned lots. Policy prohibits the use of City properties by private citizens for their own use and all individuals have been asked to remove personal vehicles and equipment. Council consensus is to allow 48-hr parking upon authorization; signs to that effect will be placed.

Council/Mayor reports: Mayor Roesler reported on a Region Nine issue that may affect our community; Councilor Olson expressed his wish to revisit the appropriation of budgeted contributions to the Fire Relief Association. Final budget numbers must be studied in order to determine where any services can be cut if the Fire Relief is to be funded.

City Admin Thongvanh requested approval for the use of 2007 funds and to subscribe to the State bid process for the purchase of a City truck to replace the 1993 Chevrolet that needs major repairs, and which was scheduled for replacement in 2008. Motion by Olson to allocate the requested funds for the replacement of the 1993 Chevrolet pickup, thereby moving the purchase date forward by three months, second by Behne. Motion defeated 4 nay, 1 yea. Thongvanh was directed to research the cost of replacement with a used vehicle.

Admin report:

- Meeting with Kum & Go personnel, construction and engineering staff proved that the project is in compliance with the Conditional Use Permit.
- Theatre work continues to progress with cleaning and painting by volunteers. Klima Electric is in the process of installing the electrical work.
- Former police building will be used for record retention and storage space.
- Sinks have been installed in the Park restroom and electrical work is complete.
- Street sweeping and grading is underway; water meters will be read this week.

Richard Zehms inquired if a work order is necessary for him to repair an alley in his neighborhood. He was advised that alleys are private property and permission from the owner is sufficient.

Motion to adjourn by Ringnell, second by Behne, carried. Meeting declared adjourned at 5:53 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
October 1, 2007

A regular council meeting was duly held on Monday, October 1, 2007 at 7:00 p.m. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Kurt Olson and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Adm/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including payment of bills was declared approved.

Motion by Ringnell to approve the Martin County Auditor's Certificate of Forfeited Lands in Sherburn, 204 and 206 S Main Street including South Main Street special assessments and water utility outstanding, second by Poirot, carried.

Discussion was held regarding alley maintenance by City staff and equipment, the inconsistencies in the City ordinance and conflicting practices. A written policy does not exist and staff is called upon to plow snow and grade alleys where residents are not able to maintain their own properties, leaving the City responsible for damages when ground conditions are not stable, time constraints prevent maintenance or overhanging trees are damaged. It was agreed that while there was no clear answer to this problem, with winter rapidly approaching, a policy should be addressed.

Eight representatives of the Fire Relief Association appeared to request reinstatement of an \$8,000 contribution to their retirement benefits, which had been eliminated when massive reductions were necessary. The group reminded Council of the savings generated by their labor at the Fire Hall building, their negotiations with townships, fund raisers, and the grants they receive for the purchase of equipment otherwise paid by tax dollars.

While expressing appreciation to the Fire Department for their work and dedication, Mayor Roesler explained that all small cities and townships are experiencing declines in population and tax dollars, which coupled with continued cuts in local government aid and the rising costs of doing business, the money is not available without cutting additional city services.

Admin report:

- Recent OSHA citations resulted in administration fines totaling \$140 and Fire Department fines totaling \$315. All violations have been abated.
- A grant application was received to be used for the benefit of young people, and may be available for library improvements;
- A group of 25 people spent Sunday, September 23rd thoroughly cleaning the Theatre interior. Thank you to all for the hard work and hours donated to this project. Electrical wiring has begun. A question was raised regarding repair of the memorial clockworks.
- Public Works employee Travis Schuett has acquired his C Wastewater License.
- Deputy Clerk Irene Schlaphoff has completed the paperwork for the 2006 excise tax refund; \$760.56 is expected to be recovered.
- Revolving loan fund distributions are underway.
- A meeting is scheduled on 10/04/07 to review the Kum & Go site for compliance with the CUP

Minutes of Council Meeting

October 1, 2007

Page 2

- Two hydrants will be replaced later this month; at the same time a catch basin on North Manyaska Street will be repaired.
- Drywall contractor and electric utility are coordinating with each other for completion of the incubator space project. Work is scheduled for completion this fall.
- Park shelter restroom renovations are continuing. Costs will be obtained for replacement of a burned lamplight.

Motion to adjourn by Poirot, second by Olson, carried. Meeting declared adjourned at 8:12 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
September 18, 2007

A regular council meeting was duly called to order on Tuesday, September 18, 2007 at 5:00 p.m. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Brad Ringnell. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Clarine Weiss was present at Public Forum to request the use of the former police building to sell her produce until October 31, offering to pay any utilities.

Charles Montgomery was present at Public Forum to inquire about the tax levy increase and encouraged the Council to make every effort to reduce the increase. Mayor Roesler assured him that the increase was not due to excessive wages and benefits, but was necessitated in part by additional cuts in local government aid and diligent planning for future purchases.

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

Motion by Ringnell to approve the minutes of the September 4th and September 10th council meetings, second by Poirot, carried.

Consent agenda was declared approved including payment of bills and Theatre donations as follows: Farmers State Bank, \$5,000; Lorraine Theobald, \$3,000; Sherburn Lions, \$2,500; MCW FFA Gardens, \$2,000; Fox Lake Conservation League, \$300.

Motion by Ringnell to approve Resolution 2007-06 Revolving Loan Fund to Bruce and Carol Grant in the amount of \$7,105.96, second by Behne. Roesler, yea; Behne, yea; Poirot, yea; Ringnell, yea; Resolution 2007-06 approved.

Motion by Poirot to approve Resolution 2007-07 Revolving Loan Fund to Delores Oelkers in the amount of \$5,120.87, second by Ringnell. Poirot, yea; Behne, yea; Ringnell, yea; Roesler, yea; Resolution 2007-07 approved.

Motion by Behne to approve Resolution 2007-08 Revolving Loan Fund to James Theobald in the amount of \$5,353.60, second by Ringnell. Behne, yea; Poirot, yea; Roesler, yea; Ringnell, yea; Resolution 2007-08 approved.

Motion by Roesler to approve Resolution 2007-09 Revolving Loan Fund to Derek Olson in the amount of \$5,406.88, second by Ringnell. Ringnell, yea; Poirot, yea; Behne, yea; Roesler, yea; Resolution 2007-09 approved.

Motion by Poirot to approve Resolution 2007-10 Revolving Loan Fund to Leroy and Kathleen Hodges in the amount of \$10,000.00, second by Behne. Behne, yea; Poirot, yea; Ringnell, yea; Roesler, yea; Resolution 2007-10 approved.

Following discussion regarding a request made by Doug Rosenberg to consider a spec house project deferring dollars due for the purpose of expediting development and sale of the Temp Lake I lots, motion by Behne to approve the spec house project as presented, second by Poirot, carried.

After review of a model covenant agreement for spec house development, motion by Ringnell to amend the covenant by deleting the last sentence in Item 2b referencing manufactured homes, second by Poirot, motion carried with one dissenting vote. City Admin/EDA Dir Thongvanh advised that this modification was premature pending additional steps to be taken in the process. Action withdrawn.

Councilor Olson arrived at 5:24 p.m.

Mayoral/Council reports:

- Theatre project moving forward;
- City Park restroom renovations are in progress and the interior wall painting has been completed. Motion by Olson to complete the restroom renovations this year using 2008 budget funds, second by Poirot, carried.

Discussion was held regarding the earlier request by Clarine Weiss for the use of the former police building, including the issues of zoning, liability, policy precedent, safety, parking, and City needs. It was agreed by all that Mrs. Weiss should be offered an alternative location.

Administrative report:

- Commercial grade water heater has been installed at Temperance Lake Ridge at a cost of \$4,358.00; sidewalk entrances have been repaired; and two independent units have been converted to assisted units as a result of need.
- Pastor Steve Wilson and Mrs. Florine Broolsma have donated their time and completed the interior wall painting in the City Park restroom; Total Comfort Systems will be securing the plumbing fixtures.
- Quotes have been received for the purchase of the Theatre equipment, including surround sound.
- Public Works employee Travis Schuett and City Admin Thongvanh attended a snowplowing policy seminar in Minnesota Lake, sponsored by the League of MN Cities.

Motion to adjourn by Poirot, second by Olson, carried. Meeting declared adjourned at 6:00 p.m.

Deputy Clerk Iren Schlaphoff

MINUTES OF SPECIAL COUNCIL MEETING
September 10, 2007

A special council meeting was duly called to order by Mayor Robert Roesler on Monday, September 10, 2007 at 5:00 pm with all members present. Also present, City Admin/ EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff. The purpose of this special meeting was to discuss and approve the proposed tax levy to be collected in 2008.

Following a review of fund balances and discussion regarding the purchase of a pickup truck with a crane to be used for pulling and inspecting wells and pumps, and would replace the 1993 truck currently in use, it was agreed that this purchase would be much more cost-effective than outsourcing well and pump inspections and repair. Council was also alerted to a 44% decrease in the Fire Department budget due to designated dollars for future equipment purchase moved to and tracked in the General Fund.

Motion by Ringnell to approve the 2008 levy in the amount of \$427,302, which is an increase of 18.6%, second by Behne, carried unanimously.

Mayor Roesler commended the council for their faithful attendance at all budget workshops, and recognized that the excess levy was necessary because of the loss of \$11,481.00 in Local Government Aid next year.

Motion to adjourn by Ringnell, second by Behne, carried. Meeting adjourned at 5:55 pm.

Deputy Clerk Irene Schlaphoff

MINUTES OF ECONOMIC DEVELOPMENT AUTHORITY
September 4, 2007

A meeting of the Economic Development Authority was duly called to order by Mayor Robert Roesler on Tuesday, September 4, 2007 at 6:30 p.m. Members present, Kurt Olson, Jim Poirot, Robert Roesler, Brad Ringnell and Carroll Behne. Absent, none. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including payment of bills was declared approved.

Doug and Vicky Rosenberg were present to discuss a spec home project, using Jackson as a model program where thirty houses have been built, with twenty sold at the present time. Mr. Rosenberg explained that a contractor would declare a lot with a nominal down payment, with all other costs deferred until the home is sold, at which time payment is made in full. Mr. Rosenberg asked for consideration of a similar program that would allow a contractor to build a spec house on the available Temp Lake I lots on Fox Lake Avenue.

All present agreed that this was a desirable project, as there are no houses less than ten years old that are available for sale in Sherburn at the present time. It was acknowledged that assessments on these lots must be paid, although they would be recovered upon the sale of the home. Mayor Roesler encouraged all EDA members to tour the Jackson development before the September 18th council meeting.

Motion to adjourn by Ringnell, second by Poirot, carried. Meeting declared adjourned at 6:55 p.m. The next scheduled EDA meeting will be October 1 at 6:30 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
September 4, 2007

A regular council meeting was duly held on Tuesday, September 4, 2007 at 7:00 p.m. Members present, Robert Roesler, Carroll Behne, Kurt Olson, Jim Poirot and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Adm/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including payment of bills was declared approved.

Ronn Yahnke, Cindy Ford, Pastor Steve Wilson and Dorothy Behne were present on behalf of the Task Force group to recap their efforts to reopen the Sherburn Theatre and share with the council their cost findings to accomplish this goal. A source of used theatre equipment has been located: screen and equipment \$21,500; sound system, \$7,500; plus electrical installation. It is the goal of the Task Force to raise \$25,000 towards this project, of which \$7,500 has been donated. Spokesperson Ronn Yahnke inquired of the City's commitment and intentions towards the theatre. Motion by Behne to fully endorse the efforts of the Task Force and the Theatre project with continued monetary support through the payment of utilities and building repair and maintenance, thereby fully recognizing the asset and benefits to the community that the theatre represents, second by Poirot, carried.

Motion by Poirot to direct City staff to contact the city attorney and auditor for advice regarding the proper procedures for raising funds so that the Task Force may proceed in a legal manner, second by Behne, carried. Further discussion was held regarding theatre management and staffing options.

Motion by Ringnell to set the Truth in Taxation hearing for Monday, December 3 at 7:00 p.m., and if necessary, the Continuation Hearing for Monday, December 17, 2007 at 5:00 p.m., second by Poirot, carried.

Mayor/council report: Rural Water wishes to visit with the Council; an answer regarding the spec home should be provided to Doug Rosenberg as soon as possible.

Admin report:

- Schumann tiling project will be underway as soon as his plans are provided to the City of Fairmont, who will do the boring.
- Report on August 10th seminar attended regarding "Handling Difficult People."
- No vacancies at Temperance Lake Ridge as of August 31, 2007
- OSHA appeared for an unannounced visit to tour City facilities; a report will be issued within two weeks citing several minor violations. The last OSHA visit was in 1986.
- Burned house at 401 W First Street has been removed.

Minutes of Council Meeting
September 4, 2007
Page 2

Budget workshop with Shannon Sweeney of David Drown & Associates will be held Thursday, September 6, 2007 at 5:00 p.m., Special Council Meeting to set proposed budget and levy will be held Monday, September 10 at 5:00 p.m., next regular council meeting will be held Tuesday, September 18 at 5:00 p.m. Council members are urged to visit the Jackson model spec home development on their own time before September 18th.

Motion to adjourn by Poirot, second by Ringnell, carried. Meeting declared adjourned at 7:45 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF EDA MEETING
August 6, 2007

A meeting of the Economic Development Authority was duly called to order at 6:30 p.m. on Monday, August 6, 2007 by Mayor Robert Roesler. Members present, Robert Roesler, Jim Poirot, Kurt Olson, Carroll Behne and Brad Ringnell. Absent, none. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including payment of bills was declared approved.

Motion by Ringnell to approve the lease agreement for the Town House apartments, modified to include an additional \$10.00 monthly fee for six-month renewals, second by Poirot, carried.

After brief discussion regarding lease renewal policy language, motion by Olson to approve the updated Town House Resident Handbook, second by Behne, carried.

Following an update on improvements at the incubator rental space at the Fire Hall, motion to adjourn by Ringnell, second by Behne, carried. Meeting declared adjourned at 6:45 p.m.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
August 20, 2007

Following a tour of the City shop conducted by Public Works employee Travis Schuett, including a review of equipment space and needs, the regular council meeting was duly called to order at 5:00 p.m. on Monday, August 20, 2007. Members present, Robert Roesler, Carroll Behne, Kurt Olson, Jim Poirot and Brad Ringnell. Mayor Roesler presided. Also present, City Adm/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including payment of bills was declared approved.

Jim Whitehead was present during Public Forum regarding water in the streets and in his back yard after the recent heavy rains.

Motion by Poirot to approve the transfer of designated fund balances as per the 2006 budget plan, second by Behne, carried.

Following a review of the favorable copper and lead test results conducted on ten of the twenty approved sites within the City, motion by Ringnell to accept the report from the MN Department of Health, second by Poirot, carried.

Discussion was held regarding City water well #2, which is scheduled to be pulled, inspected and repaired, if necessary. Travis Schuett of the Public Works Department recommended that the check valve be replaced while exposed, and he is seeking quotes from area well services for the entire project. Councilor Poirot suggested the aging motor and pump also be changed out in order to avoid extra costs if it would fail in the near future. Motion by Olson to proceed with pulling and inspection of City water well #2 and conducting the necessary repairs after quotes have been secured, second by Poirot, carried.

After the second reading of Ordinance 2007-2 Amending Section 702.2 of the City Code to Permit the Operation of ATVs for the Purpose of Performing Snow Clearing and Removal, Obtaining Fuel, and Leaving and Entering the City, motion by Ringnell to approve Ordinance 2007-2, second by Poirot. Roesler, yea; Behne, yea; Olson, yea; Ringnell yea; Poirot, yea. Ordinance 2007-2 approved, effective upon publication.

A verbal report from Dahmon Gullord was shared regarding the progress and plans for his property at 10 North Main Street. Motion by Behne to request that Mr. Gullord meet with the City building inspector by August 31 to communicate his plans and progress, second by Ringnell, carried.

MINUTES OF COUNCIL MEETING
August 6, 2007

A regular council meeting was duly held on Monday, August 6, 2007 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Carroll Behne, Kurt Olson and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including payment of bills and a fence permit from Val Omvig was declared approved.

MCW Ag instructor and FFA advisor Stephanie Wohlhuter was present with MCW students Ann Arnold and Maggie Prunty to share with the council the work that has been done with the FFA Garden project. With the aid of a slide presentation, they informed the council about the project goals, the produce that was raised, their funding resources, and the involvement of a number of other MCW classes. This very successful project is anticipated to be expanded next year to fifty shareholders from the initial thirty shareholders. Ms. Arnold and Ms. Prunty also answered questions regarding staffing, compensation, and the learning experienced by many students. Council thanked Ms. Arnold, Ms. Prunty and Mrs. Wohlhuter for bringing this information to the public and congratulated them on the success of the project.

At this time the lottery drawing took place for the distribution of the revolving loan funds. Nine qualifying applicants were drawn by EideBailly auditor Larry Weeks: Bruce & Carol Grant, Delores Oelkers, Jim Theobald, , Derek Olson, Leroy Hodges, Russ Thiesse, Robert Flohre, Tim Schwager and Lori Kokoruda. These applications will advance to the next step in the process and will be funded as the money is available and as they continue to qualify.

Larry Weeks of the accounting firm EideBailly presented the 2006 audit for the City of Sherburn, pointing out and explaining various activity statements in the document, and answering questions regarding cash flow, fund balances and enterprise funds. Mr. Weeks stated that the City is in good financial condition, and that the Municipal Liquor Store and the Water/Sewer Funds have healthy balances. He also warned that next year more accounting standards are being required, which will result in increased documenting costs of 20-25% in all cities nationwide. However, to honor the three-year contract with the City, EideBailly will implement a 15% increase to cover the additional costs. Motion by Ringnell to accept the 2006 audit as presented, second by Poirot, carried.

The first reading of Ordinance 2007-02 was held, Amending Section 702.02 of the City Code to Permit the Operation of ATV's for the Purpose of Performing Snow Clearing and Removal, Obtaining Fuel, and Leaving and Entering the City.

City Admin Sack Thongvanh distributed a diagram charting a proposed technology upgrade that will network the office computers to include a static IP, which will allow local access Channel 12 uploads. Motion by Ringnell to pursue the technology upgrade as presented, second by Poirot, carried.

As Sherburn City Code requires an extra license fee for dogs deemed dangerous, and a time frame must be established to provide proof of liability insurance in the amount of \$200,000, motion by Ringnell to set an annual fee for the harboring of dangerous dogs in the amount of \$50.00 and a time frame of two weeks in which to provide a certificate of liability insurance in the amount of \$200,000, second by Olson, carried with one dissenting vote.

Council reports:

- Property owners of 401 W First St have stated that the burned house will be removed by the end of this month; however, no fence has been erected and children are still seen trespassing.

Administrative report:

- Letters have been sent to the Baptist Church at a new address and a response is anticipated.
- Repairs to the old police building have been completed and it will soon be painted.
- A new tenant will move into the Town Houses on September 1st.
- The 2005 fuel excise tax refund in the amount of \$870.22 has been received.
- Kum & Go permits and plans are available and waiting to be picked up at City Hall.
- Budget workshops have been scheduled for August 13th at 5:00 and August 20th following the council meeting.

Motion to adjourn by Behne, second by Ringnell, carried. Meeting declared adjourned at 8:15 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF ECONOMIC DEVELOPMENT AUTHORITY MEETING
July 2, 2007

A meeting of the Economic Development Authority was duly called to order on Monday, July 2, 2007 at 6:30 p.m. by Mayor Robert Roesler. Members present, Robert Roesler, Kurt Olson, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, none. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Motion by Ringnell to approve the consent agenda including payment of bills, second by Poirot, carried.

Motion by Ringnell to approve the final draft of the Revolving Loan Fund policy with one modification in wording, second by Poirot, carried. Once the final forms are available, the program will be publicized and open for applications.

The first draft of the Townhouse lease agreement and Resident Handbook was distributed for review. Changes were made regarding lease renewal and the pet policy. One unit has become vacant and will soon be available for rent.

Motion to adjourn by Ringnell, second by Poirot, carried. Meeting declared adjourned at 6:45 p.m. The next meeting will be held on August 6, 2007 at 6:30 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
July 16, 2007

Following an informative tour of the water treatment plant conducted by Public Works employee Travis Schuett, a regular council meeting was duly called to order at 5:00 p.m. by Mayor Roesler. Members present, Robert Roesler, Kurt Olson, Jim Poirot, Carroll Behne and Brad Ringnell. Also present, City Admin/EDA Dir Sack Thongvanh, Deputy Clerk Irene Schlaphoff, City Attorney Jim Wilson and Police Chief Brad Hughes.

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

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

Consent agenda including fence permits for Kum & Go and Mark Wohlhuter, payment of bills, and a request from Martin County to retain Sherburn historical photos for display until the end of the year, was declared approved.

Dorothy Behne appeared before the council to address her concerns regarding the City Code, in particular the animal ordinance and its disallowance of kennels in residential neighborhoods, home-based businesses in residential neighborhoods, and the junk car and weed ordinance that she feels is not working. Mrs. Behne was advised that the City Code is in the process of being reformatted, with outdated ordinances being eliminated and other ordinances clarified. Mayor Roesler stated that it is the intention to subtract, rather than add more laws until there are so many restrictions, there is no tolerance. City Attorney Jim Wilson informed all present of the four-step procedure in place that allows the public time and opportunity to know what laws are being considered before they become final. He reminded everyone that junk and weeds are not a crime, but a petty misdemeanor, and the procedure is designed to give offenders a chance to rectify their situation; it is a slow process.

Carlee Hunter came before the council to once again request a kennel license for her dog breeding business located in a residential district, which was denied two years ago, asking for a variance or conditional use permit that would allow her to continue the business with the six adult dogs. Hunter also stated that she had permission from all her neighbors. City Attorney Wilson advised that the issue was location, and a variance or a conditional use permit will not apply. She will continue to be in violation unless the ordinance is changed to allow more than three animals under a person's control in a residential district.

Motion by Ringnell to commend and thank the Jay Garden Club for the work they have done by maintaining the flower planters on North Main Street, second by Poirot, carried.

Councilor Behne continued his report on his attendance at the LMC conference, including funding for libraries and infrastructure, and success strategies for small cities.

Motion by Ringnell to direct City Admin/EDA Dir Sack Thongvanh to contact the property owners of 401 W First Street regarding their time frame for demolition, and request a response within ten days, second by Poirot, carried. Children have been seen in and about the structure, which poses a serious threat to health and safety.

Admin report:

- In follow up to comments that were made in Open Forum at the July 2nd council meeting, it was learned that the lawn under protest had been mowed by its property owner earlier that day.
- Revolving Loan Fund applications are available and will be advertised to the public.
- A unit at the Townhouse apartments will become available on August 1st and will be advertised.
- Sherburn City Code is in the process of being reformatted.
- ATV ordinance has been reworked and will be available at the August 6th meeting
- Park shelter house will be closed for restroom renovations on September 3, and a policy that includes a damage deposit is being considered.
- Martin County West water meters for the FFA gardens and the football field have been installed.
- Letters have been sent to the owners of a hazardous garage and the Baptist Church building.
- Modifications to the former police station building are now complete and it is ready for use as cold storage; it will be painted by City staff.
- The 2006 audit is expected by August 6, after which time budget workshop dates will be set.

Motion to adjourn by Ringnell, second by Behne, carried. Meeting adjourned at 6:25 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING/PUBLIC HEARING SIGN VARIANCE
July 2, 2007

A regular council meeting was duly held on Monday, July 2, 2007 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Kurt Olson, Carroll Behne and Brad Ringnell. Absent, none. Also present, City Admin/EDA Dir Sack Thongvanh, Deputy Clerk Irene Schlaphoff and City Attorney Jim Wilson.

In Open Forum Dorothy Behne appeared before the council to read a letter on behalf of Carlee Hunter and the animal ordinance, Ann Klugherz appeared to request that the lawn next door to her property be mowed by City staff, and Helen Murphy commented on the number of large dogs running loose during the night in her neighborhood.

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

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

Consent agenda including payment of bills was declared approved.

At this time, the Public Hearing was called to order to hear comments and testimony regarding a sign variance permit for the Kum & Go Convenience Store to be located at 600 Hwy 4 N. The business is requesting that they be allowed increased square footage and height than is currently permitted by ordinance, so that they may gain visibility from the interstate highway. Michelle Nemmers of Kum & Go was available by conference call to answer questions from the floor regarding sign location, illumination, and hours of business. The site plans were reviewed and clarified. Former mayor Curt Olson commented on the resulting economic benefits to the entire community by bringing in traffic. Motion by Behne to close the variance hearing, second by Poirot, carried.

Motion by Ringnell to approve the sign variance permit as requested by Kum & Go, second by Poirot, carried.

Helen Murphy was present to express her dissatisfaction with Frontier Communication and the phone line problems she has been experiencing due to telephone wires lying above ground for many months, and her inability to receive a response from the telephone company. Because a representative of Frontier Communications visits council meetings on a regular basis, Miss Murphy was advised to inform the City offices of such difficulties whenever they may occur.

An application was received from Frontier Communications for directional boring and plowing for the placement of buried telephone cable along Temperance Lake Road and Swanson Drive, and to replace facilities that are defective and beyond repair. Motion by Ringnell to approve the permit request as submitted by Frontier Communications, second by Poirot, carried.

Certain residents of Swanson Drive interested in purchasing additional property inquired about meets and bounds vs. platting and subdividing of lots. City Attorney Jim Wilson advised that platting is preferable to the meets and bounds description, which can be lengthy and cumbersome, as it is easier to define and better for future conveyance, but the decision rests solely with the property owner and his convenience. Motion by Ringnell to recommend platting the property as advised by City Attorney Wilson, second by Behne. At this time, Gary Jacobsen spoke on his own behalf as the owner of the property in question, and who was not requesting this action. Motion withdrawn.

At this time, the proposed ATV ordinance was revisited. After review of the Madelia ordinance upon which the council wished to model the proposed ordinance, City Attorney Jim Wilson advised that in Madelia's wording, there would be no limits to ATVs, and the regulations for safety and control are absent. Councilor Poirot objected to the strict verbiage of the proposed ordinance, saying that it does not allow for moving about town for utility work or fueling. Mr. Wilson agreed that Council's intent to allow more freedom was good, but would be difficult, if not impossible to enforce. He suggested the alternative of doing away with an ATV ordinance for a year, and see if one is necessary. Councilor Ringnell and Police Chief Brad Hughes stated that the present ordinance, as it stands, does not ban ATVs. Motion by Ringnell to refer the ATV ordinance issue to a committee consisting of Jim Poirot, Kurt Olson, City Attorney Jim Wilson, City Administrator, and Police Chief Brad Hughes, second by Poirot, carried.

Three quotes were received for the purchase of a copy machine at City Hall to replace the Toshiba model for which parts are no longer available:

Metro Sales, Inc	Ricoh C2500	\$9,000.00
Best Business Products	Canon C3170U	\$8,111.00
Office Systems Co	Canon 2880i	\$7,764.00

After comparison of price and technology, motion by Ringnell to approve the purchase of the 2880i machine from Office Systems Company, second by Olson, carried.

Councilor Behne gave a brief report from his attendance at the League of MN Cities conference. He learned that all cities experience the same problems and concerns, no additional funding will be available for small cities unless the legislature goes into special session, and he attended a discussion on Open Meeting Law and lawsuits.

Admin report:

- Street patching is complete; sealcoating will take place in August.
- Demolition for the Kum & Go Convenience Store has begun; a predevelopment meeting is scheduled for 1:00 p.m. on July 16th.
- Regarding a request for a stop sign on Fox Lake Avenue and East Fifth Street, the traffic engineer with MnDOT will assess the situation and make a recommendation. He will also be asked about Pedestrian in Crosswalk signs.
- City Administrator will be on vacation July 3-9.

Motion to adjourn by Ringnell, second by Poirot, carried. Meeting declared adjourned at 8:05 p.m.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING

June 19, 2007

Following a tour of the wastewater treatment plant conducted by Public Works employee Mark Updike, the Sherburn City Council was duly called to order by Mayor Robert Roesler at 5:05 p.m. on Tuesday, June 19, 2007. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Kurt Olson and Brad Ringnell. Absent, none. Also present, City Adm/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Mary Johnson appeared before the council in Open Forum to request assistance with publicizing the Operation Yellow Ribbon campaign and in placing yellow ribbons in the downtown area to show support and welcome home our soldiers returning from Iraq.

Carlee Hunter appeared before the council in Open Forum regarding pet limitations and kennel license wording in the animal ordinance.

Josh Eisenmenger spoke to the council in Open Forum seeking ideas for an Eagle Scout project that would benefit the public.

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

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

After removal of Item #2 for discussion, consent agenda was declared approved, including payment of bills, temporary beer permit for the Fire Relief Association on June 22, club licenses for the American Legion and VFW.

Motion by Ringnell to approve Resolutions 2007-1, 2007-2 and 2007-3 to allow the Fox Lake Conservation Club to conduct pulltab operations at the Sherburn Municipal Liquor Store, VFW Post 8261 and Thomas P. Saxton American Legion Post 356 for a period of two years commencing October 1, 2007, second by Poirot. Roesler, yea; Ringnell, yea, Poirot, yea, Behne, yea; Olson, yea. Resolutions 2007-1, 2007-2 and 2007-3 approved.

Lorraine Theobald was present on behalf of the Garden Club to request financial assistance with the eight planters on Main Street and four planters in the Pocket Park, which cost up to \$300 each year to restock. Motion by Olson to provide assistance in the amount of \$150 from the park fund towards the cost of the flowers, second by Behne, carried. Mrs. Theobald thanked City employees Mark Updike and Travis Schuett for the fine work they did in resetting the CoraLinn Park monument at the South Park.

Tim Eisenmenger of Glasstite spoke to the Council regarding their need for additional space by September 2007 for welding frames, molding board assembly and heated storage, following the industry's expansion. Rental rates cannot yet be determined until the firewall and foam insulation is in place, and the costs of utility separation are known. Motion by Olson to authorize City Administrator Sack Thongvanh to award the foam insulation and firewall contract to the lower quote submitted, and to direct Thongvanh to negotiate a lease with Glasstite for the use of the SFD rental space, second by Behne, carried.

The first reading of Ordinance 2007-2 Amending Section 702.02 of the Sherburn City Code to Permit the Operation of ATVs for the Purpose of Performing Snow Clearing and Removal was held. Discussion followed regarding the wording of the ordinance versus the intent of the council.

A draft of the Capital Improvement Plan (CIP) was distributed for council review. Completion of this document is anticipated by 2008; information regarding acquisition of certain properties for business development will be available at the next council meeting.

Mayor report: Courthouse rededication ceremonies and go-kart races were enjoyed by all present; \$30,000 was raised for the Fairmont Area Foundation, which benefits all of Martin County.

Council report: Councilor Behne will attend the League of MN Cities meeting; Councilor Olson commented on the excellent and very informative tour of the wastewater treatment plant conducted by Mark Updike. Olson also announced that the City of Fairmont will assist with boring under East Fifth Street for the tiling project.

Admin report:

- As there were questions raised regarding Ordinance 2007-2 as read earlier, City Attorney Jim Wilson and Police Chief Brad Hughes will be asked to attend the next council meeting, and modifications that will be satisfactory to all will be made before passage of this ordinance.
- Deputy Clerk Irene Schlaphoff has successfully researched and recovered federal excise taxes, which has resulted in a refund of \$777.71 for 2004 and \$870.22 for 2005. The 2006 tax return is in process.
- SMC began the street patching project this week.
- T & F Construction has completed the roofing work on the former police station building for a cost of \$1,490.00, Johnson Masonry will be completing the brickwork for \$549.00 and Public Works employee Travis Schuett is repairing the door.
- A second quote will be required for the firewall work at the SFD rental space, and Travis Schuett is seeking quotes from the foam insulation contractors and utility companies.
- Pictures of the tree removed north of the park shelter house show a completely hollow core.
- Information from the Task Force: \$1,540 has been collected and donated to shelter house restroom renovations, which will cost \$3,700 without handicapped accessible doors.
- Interested parties from Jackson MN toured the theatre today and informed City Hall that all equipment must be replaced before movies can be resumed.

At this time, council adjourned into closed session for the purpose of the city administrator performance evaluation. Upon completion of the administrator evaluation, the regular council meeting reconvened, and a motion was made by Behne to increase the administrator salary \$7,000/year, effective June 20, 2007, second by Poirot , carried.

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

Irene Schlaphoff, Deputy Clerk

Please sign in

Public Hearing Variance - sign 7/2/07

Ben J. Cuba	104	Swanson DR.
Miss Helen L. Murphy	108	Swanson Drive
Curtis Olson		
Dorothy J. Bekke	508	Animal ordinance
Ann Kluhner		Mayor ordinance
Paul Jansen	105	Swanson drive
Gary Janssen	596	EAST 5 TH STREET
Carlee Hunter		

Minutes of Economic Development Authority Meeting
June 4, 2007

A meeting of the Economic Development Authority was duly called to order on Monday, June 4, 2007 at 6:30 p.m. Members present, Robert Roesler, Jim Poirot, Kurt Olson, Carroll Behne and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

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

The final draft of the Revolving Loan Fund Program was reviewed and modified, to include paying up to 80% of project costs and to omit financial eligibility requirements. The Program will be approved at the July 2nd EDA meeting, after which time it will be released to the public and open for applications.

Motion to adjourn by Ringnell, second by Poirot, carried. Meeting declared adjourned at 6:55 p.m. and will reconvene at the Sherburn Fire Department for a tour of the rental area following the 7:00 council meeting.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING

June 4, 2007

A regular council meeting was duly held on Monday, June 4, 2007 at 7:00 p.m.. Members present, Robert Roesler, Jim Poirot, Carroll Behne, Kurt Olson and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

In Public Fore, Ann Klugherz was present to object to lawns in her neighborhood that are not being mowed, and Dick Zehms was present to comment on water problems in the southwest corner of town.

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

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

With the addition of the Lions Club temporary beer permit for the Holiday Festival, consent agenda, including payment of bills, was declared approved.

Six sealcoating bids and five patching bids were received and reviewed:

Pearson Bros, Inc	.95/sq yd pearock	.87/sq yd red rock
MR Paving & Excavating		1.03/sq yd red rock
SMC Inc	1.30/sq yd pearock	1.21/sq yd red rock
Caldwell Asphalt Co	1.14/sq yd pearock	1.125/ sq yd red rock
The Road Guy	1.02/sq yd pearock	.92/sq yd red rock
Morris Sealcoat & Trucking	1.16/sq yd pearock	1.08/sq yd red rock
Hardline Asphalt	6.00/sq ft bituminous material for patching	
Bargen, Inc	4.99/sq ft	
MR Paving & Excavating	3.55/sq ft	
SMC, Inc	2.85/sq ft	
MJ Neisen Asphalt, Inc	2.86/sq ft	

Following discussion regarding the use of red rock vs pearock for sealcoating, motion by Ringnell to approve the bid from Pearson Bros, Inc in the amount of \$29,580.00 for 34,000 sq yds of red rock at \$.87/sq yd, second by Olson, carried.

Motion by Ringnell to approve the bid from SMC, Inc in the amount of \$7,410.00 for 2,600 sq ft of bituminous material for patching at \$2.85/sq ft, second by Poirot, carried.

Dale Schumann appeared before the council to request permission to install drain tile around his property at 328 N Lake St and hook into the storm sewer parallel to East Fifth Street, with the possibility of Joe Neppel tying into the tile as well, all work to be done at the property owners' expense. Mr. Schumann also requested permission to bore under East Fifth Street to reach the storm sewer. Motion by Ringnell to approve the request, second by Poirot, carried. Councilor Olson will visit with the City of Fairmont regarding the use of their boring equipment.

Pastor Steve Wilson was present on behalf of the Task Force to report that an interested party is willing to reopen the Sherburn Theatre, and he has access to newer equipment. However, he will need new speakers in order to accommodate the films that are available today. Mike and Stephanie Updike have expressed their desire to donate the present equipment to the City. However, it is necessary to find a way to finance the necessary upgrades to the needed equipment.

Cindy Ford was present to request clarification of the funding for the City entrance signs. It was agreed by all present that the City paid for the sign bases, and will pay for the monthly street light electrical bill, once a cost effective way of illuminating the signs is installed.

Estimates were received for the trimming and removal of dead trees in the City Park: \$1,400 for the removal of two trees, or \$5,000 to remove one tree and trim fourteen additional trees. Motion by Ringnell to approve the removal of the two trees for \$1,400, and include tree trimming in the 2008 budget, second by Poirot, carried.

Mayor Roesler reported on his meeting with First Congressional District Representative Tim Walz and 27 other mayors on May 31st. Mr. Walz informed the mayors of grant dollars available to small communities and offered his assistance with any issues that arise.

Admin report:

- The 1990 Caterpillar grader has been delivered and is in use.
- Daily and monthly maintenance forms have been developed and finalized
- A resident handbook and lease agreement for Town House occupants is being developed.
- Modified Kum & Go site plants have been received.
- The Task Force raised \$1000 at the Memorial Day picnic to be used for park restroom renovations. An additional \$500 will be received from Thrivent.
- Motion by Ringnell to move the next council meeting to Tuesday, June 19th, second by Behne, carried.
- City Hall will be closed on June 15th.

Motion to adjourn by Ringnell, second by Olson, carried. Council meeting declared adjourned at 8:10 p.m. at which time all members met at the Fire Hall to tour the rental unit.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

May 21, 2007

A regular council meeting was duly held on Monday, May 21, 2007 at 5:00 p.m. Members present, Robert Roesler, James Poirot, Carroll Behne, Kurt Olson and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda including approval of bills for payment was declared approved.

One bid was received for the purchase of a used motor grader. Motion by Ringnell to approve the purchase of a 1990 150 hp 140G motor grader with Falls wing, as per advertised specifications, in the amount of \$84,500 not including tax, from Ziegler Caterpillar, Inc. Company representative Ron Haugen was present to answer any questions regarding the machine.

At this time, sealed bids for the sale of a 1991 IH Case tractor were opened and reviewed:

Bill & Ben Truesdell	\$45,550.00	Al Giese	\$40,500.00
Ben Burns	50,513.00	Condon Farms	42,600.00
Jason Herrstrom	49,611.00	John Juenke	54,409.00
Tim Eiden	52,521.24	Pat Klingensmith	40,781.00
Kerry Mastin	43,600.00	Tom Henry	48,358.00

Motion by Ringnell to approve the sale of the 1991 International tractor to John Juenke of Farmington, MN in the amount of \$54,409.00, second by Olson, carried.

From 5:30-5:45 p.m. Council recessed to the west side of the City Hall building to tour the vacated area for possible uses and inclusion in the Capital Improvement Plant. Due to the number of projects under consideration, the CIP may not be available for 2008 budget sessions.

Mayoral report:

- Attended MCW Elementary School Loyalty Day program featuring flag etiquette;
- Mayor Roesler will represent Sherburn at the Martin County Sesquicentennial Mayoral Races;
- Mayor Roesler will be present for roll call at the June 10th rededication ceremony at the Martin County courthouse;
- Will attend Region Nine Mayors Convention on May 24th in Mankato.
- Region Nine featured on KEYC TV

Councilor Behne announced a community picnic will be held after the 10:30 a.m. Memorial Day services to raise funds for shelter house restroom restoration; and the C & C meeting and Honors Banquet will be held this evening. Any park policing and barking dog concerns should be addressed at the next Police Commission meeting.

Administrative report:

- Property owner of 10 N Main St is in the process of completing the exterior of the building.
- Water main break was repaired at the intersection of Kenzie and South Streets.
- Administrator is adding the City code to the web site; certain items will need clarifying.
- Final draft of the Revolving Loan Fund will be available at the June 4th council meeting.
- ATV ordinance is being addressed with the City attorney.
- Administrator reported on a City Branding workshop in Bloomington; distributed a handout designed to help improve and implement city goals.
- Administrator evaluation form distributed for updating.

At this time, Council adjourned into closed session to discuss administrative personnel issues.

Motion to adjourn by Poirot, second by Behne, carried. Meeting declared adjourned at 7:00 p.m.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
May 7, 2007

A regular council meeting was duly held on Monday, May 7, 2007 at 7:05 p.m. Members present, Robert Roesler, Carroll Behne, Jim Poirot, Kurt Olson and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Lee Meyer was present at Open Forum to state that there was a hole near the curb in front of his house on East Second Street.

Motion by Behne to approve the minutes of the April 16 and April 30 meetings as written and sent to each council member for study, second by Ringnell, carried.

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

Consent agenda was declared approved including the following: Payment of bills, MCW Community Gardens sign permit, acceptance of \$700 donation to the Sherburn Fire Department from the Federated Rural Electric Roundup Dollars program, and authorization for all signature cards at the Farmers State Bank to be signed by Mayor Robert Roesler and City Administrator/EDA Director Sack Thongvanh.

Sherburn/Welcome Police Chief Brad presented sample ordinances allowing limited use of All Terrain Vehicles (ATVs) within city limits. Motion by Poirot to direct City Admin/EDA Director Sack Thongvanh to draft an ordinance based on the Madelia model including speed limits and curfew, second by Ringnell, carried.

Motion by Ringnell to approve the following pull tab contributions: MCW Community Education Summer Recreation, \$700; American Legion Youth Baseball, \$200; SWPD Bicycle Rodeo, \$200; Relay for Life, \$20; second by Poirot, carried.

City Building Inspector Darin Haslip was present to discuss modification of the fee schedule, which is based on the 1988 State of MN schedule. Motion by Behne to approve an increase in valuation-based permit fees to 100% of the 1988 fee schedule, with 10% to be retained by the City of Sherburn for administrative costs, effective June 1, 2007, second by Poirot, carried. Currently, the fees for valuation-based projects are 60% of the 1988 State fee schedule. Fixed fees for windows, roofing, siding, plumbing and mechanical permits will remain unchanged.

In response to questions posed, Mr. Haslip informed the council that it is necessary for citizens to call for inspections according to the checklist provided and upon job completion. He also advised council that inspection records and certificates of occupancy are the responsibility of the homeowner to retain for a minimum of seven years.

Council reports included discussion of the Baptist Church building as a hazardous property, weed spraying on City streets and buildings, bike path complaints, the State brush pile, unkempt properties, and gravel streets with frost boil activity.

Administrative reports:

- Bids are in progress for the sale of the 1963 grader, Case IH tractor, purchase of a grader (May 21st deadline) and seal coating/patching (June 4th review).
- City Admin/EDA Dir Thongvanh will be gone May 8-16 to attend the MCMA Conference and the City Branding Seminar.
- Lions Club will be reserving the City Park June 23-24 for the annual Holiday Festival.
- All buildings have been toured for inclusion in the Capital Improvement Plan, which is now in the preliminary stages. Construction of the mandated fire wall at the new fire hall has been estimated at \$10,000.
- Discussions have been held with Reggie Edwards of Region Nine Development regarding partnerships among cities and townships.
- Public Works Foreman Mark Updike has acquired his Class C Wastewater license.

In other business, staff was informed that the street lights north on Hwy 4 are still not working; SFD fire hall is in the process of being rewired.

Motion to adjourn by Ringnell, second by Poirot, carried. Meeting declared adjourned at 8:10 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF EDA MEETING
May 7, 2007

A meeting of the Economic Development Authority was called to order by Mayor Robert Roesler at 6:30 p.m. on Monday, May 7, 2007. Members present, Robert Roesler, Jim Poirot, Brad Ringnell, Carroll Behne and Kurt Olson. Absent, none. Also present, City Administrator Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

Consent agenda and payment of bills were declared approved.

A background and analysis of the Town House revenues and expenses was distributed for review and discussion. Motion by Ringnell to approve a \$25.00 increase in rental rates effective July 1, 2007, second by Poirot, carried.

Following discussion regarding the Revolving Loan Fund that is being established to utilize recaptured Small Cities Grant dollars, motion by Ringnell to offer five-year loans of \$5,000-\$10,000 to all eligible homeowners in the City of Sherburn at an interest rate 2% below prime, repayable in monthly installments, second by Poirot, carried. City staff will administrate the Revolving Loan Fund.

At this time, the meeting recessed to tour the former police building. Shingling, door and window replacement will be included in the Capital Improvement Plan. The building is not insulated.

Upon return to council chambers, the EDA reconvened. City Administrator/EDA Director Sack Thongvanh reported that the Task Force has met three times, and is planning a fundraiser for City Park restroom renovations; Sherburn Theatre Manager Mike Updike has announced that he will no longer be operating the theatre, effective immediately.

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

Deputy Clerk Irene Schlaphoff

MINUTES OF BOARD OF REVIEW

April 30, 2007

The annual Board of Review was duly called to order on Monday, April 30, 2007 at 5:00 p.m. by Mayor Roesler. Members present, Robert Roesler, Carroll Behne and Kurt Olson. Absent, Jim Poirot and Brad Ringnell. Also present, City Adm/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

County Assessors Dan Whitman and Deb Eversman were present to explain that county-wide, the valuation of one-story houses with basements and attached garages were increased, and land values and neighborhood values were decreased an average of 15%. This resulted in a 93% accuracy rating, where 90-105% accuracy is required by the State. October 2005 to September 2006 is the sales basis time period. They also explained that the committee that was formed to address and improve the valuation formulas was not able to make any significant adjustments. Property valuations are public information and are now available on line.

A written request was received from the owner of 103 N Main Street to reclassify this property from commercial to residential, as it is vacant and the equipment is being sold. Based on the most likely use of the property as criteria, assessor recommendation was to leave as is. Motion by Behne to deny the request for the change of classification of 103 N Main Street, second by Olson, carried.

A written request was received from the owner of 316 Park Street to reduce the valuation of the property as it is in need of great repair, and the valuation had been set at \$32,800 more than the purchase price. Upon review of this property, it was the recommendation of the assessor to lower the valuation by \$20,500 and review again later in 2007. Motion by Olson to adjust the valuation of 316 Park Street as recommended, second by Behne, carried.

Motion to adjourn by Behne, second by Olson, carried. Board of Review declared adjourned at 5:25 p.m.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
April 16, 2007

A regular council meeting was duly held on Monday, April 16, 2007 at 5:00 p.m. Members present, Carroll Behne, Kurt Olson, Robert Roesler, Brad Ringnell. Absent, Jim Poirot. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Nathan Behne appeared at Open Forum with a rod cap bearing from the grader and expressed his concerns regarding repair and maintenance.

Motion by Olson 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 Olson, carried.

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

Carlee Hunter was present to request the use of the former police station building for her dog grooming business and gift shop. It was explained that this building is not properly zoned for business use, must be assessed for repairs, and must undergo roof replacement as part of the Capital Improvement Plan. Other available buildings in the downtown area were suggested. As it is the intent of the council to preserve the former police station from further deterioration, motion by Olson to direct City Admin Thongvanh to assess the current condition of this building for immediate repairs and stabilization, rank for inclusion in the CIP and report findings to the council, second by Behne, carried.

Discussion was held regarding funding for maintenance and repair of the Town Homes. While a deficit does not exist, no reserves have been set aside for capital improvements. No action was taken at this time for a rental rate increase.

The Revolving Loan Fund plan was once again addressed as to the number of loans to be offered, staff time and administration costs, and use of the funds for city projects. Decisions will be made at the May 5 council meeting as information regarding administrative costs and assistance become available.

Council reports:

- No affordable permanent solutions to the drainage problems in the southwest area of Sherburn have been suggested; short-term fixes include jetting, leveling, and creating a ditch. Engineering studies have shown costs will exceed the value of assessed properties; project will be included in the CIP.
- Police Chief and City Administrator will be touring the town in April for violations of the junk ordinance and public safety situations.
- Equipment maintenance records exist; it was agreed that damage to the grader could have been done years ago; replacement for the grader is in progress.
- Each councilor issued present time feedback to the new City Administrator; a six month review will be conducted in July.

Admin report:

- Options for replacement of the tractor that is used 12 hrs/year for biosolids application were discussed. Motion by Ringnell to pursue the sale of the 1991 Case IH tractor and advertise for bids in the MC Star, DesMoines Register, Minneapolis Tribune and The Land, for review at the May 21st council meeting, second by Behne, carried.
- Research results for the replacement of the grader were presented, including costs, hours, age and availability of commercial grade machines. Motion by Ringnell to authorize disposition of the 1963 motor grader, and to pursue the purchase of the newer model as listed, second by Olson, carried.
- Time changes for the EDA and council meetings were suggested. Motion by Ringnell to change the time of the EDA meeting to 6:30 p.m. on the first Monday of the month, second by Olson, carried.
- In response to a request for a stop sign at East Fifth Street and Fox Lake Avenue, a member of the Department of Environment and Economic Development will assess the need for placement. Costs for the installation of signs have been known to exceed \$400. Council requested that the Public Work Department inventory the City for signs that may need replacement.
- Board of Review will be held on Monday, April 30th at 5:00 p.m.

Motion to adjourn by Ringnell, second by Behne, carried. Meeting declared adjourned at 7:20 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF EDA MEETING

April 2, 2007

A meeting of the Economic Development Authority was called to order by President Jim Lytle on Monday, April 2, 2007 at 5:00 p.m. Members present, Cindy Ford, Jim Poirot, Carroll Behne, Marty Juhl, Jim Lytle and Steve Wilson. Absent, Brad Ringnell. Also present, City Admin/EDA Dir Sack Thongvanh, Deputy Clerk Irene Schlaphoff and City Attorney Jim Wilson.

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

Motion by Juhl to approve the minutes of the March 5 meeting, second by Behne, carried.

Motion by Poirot to approve the consent agenda, second by Ford, carried.

Motion by Juhl to approve the bills for payment, second by Ford, carried.

Discussion was held regarding amendment of the EDA by-laws to restructure the Economic Development Authority so that the current council and mayor will serve as EDA commissioners. Questions were raised as to the indemnity of the outgoing commissioners and the reasons for the restructuring. City Attorney Wilson advised that separate insurance coverage for the council members presently serving is not necessary, and he will investigate the need for an additional insurance policy for any future claims made against the outgoing commissioners. He assured all present that the EDA is not being dissolved, but continuing with a change of commissioners. City Admin/EDA Dir Sack Thongvanh explained that the intent of this reorganization is to streamline the economic development process and create a more efficient timeline by transferring duties to the council where all authority does exist.

It was noted in the amended by-laws that Paragraph 2.2 authorizes compensation to members of the Board of Commissioners for meetings attended, and that this clause should be deleted.

At this time Pastor Steve Wilson distributed a description of a newly-developed Task Force to undertake certain projects within the community by organizing representatives of groups such as the Lions Club, Legion, VFW, C & C, Garden Clubs, MCW, churches, Historical Society and others, to work together with the ability to accomplish goals by using funding sources not available to government groups such as the EDA and City Council. The Task Force invites any and all interested persons to contact members Cindy Ford, Marty Juhl, Jim Lytle or Steve Wilson.

City Attorney Wilson explained the process of reorganization calling for the adoption of the by-law amendment and official resignation of current members, which will be effective upon publication of Ordinance 2007-1. Comments were expressed regarding the county economic development authority, the positive aspects of the Task Force, and confidence in the current council, mayor and administrator to work with the Task Force towards the betterment of the community.

Motion by Juhl to approve the amendment to the By-Laws of the Economic Development Authority causing the current council members and mayor to serve as Commissioners, with the deletion of Paragraph 2.2 authorizing compensation and reimbursement for meetings, second by Poirot, carried.

Motion by Juhl to recommend that the Council take under advisement that, should the City join the county economic development authority, levying power be withheld, second by Behne, carried.

No action shall be taken on the resignation of EDA members until assurances are received that an insurance policy for their protection is in force.

Carroll Behne proclaimed gratitude and appreciation to all Economic Development Authority board members, past and present, for their service and dedication to the City of Sherburn and community at large, and expressed best wishes to the Task Force and their endeavors, with assurances of full cooperation and assistance from City Council members.

In other business, the group learned that six banners have been purchased to commemorate Martin County's 150th anniversary, which will be celebrated June 9-11, 2007.

As president of the EDA and on behalf of the Task Force, Jim Lytle officially welcomed City Admin/ EDA Director Sack Thongvanh to the staff and community of Sherburn.

Motion to adjourn by Poirot, second by Ford, carried. Meeting adjourned at 5:50 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

April 2, 2007

A regular council meeting was duly held on Monday, April 2, 2007 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Kurt Olson and Carroll Behne. Absent, Brad Ringnell. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Richard Zehms was present at Open Forum to state that Ditch 1 will be redetermined some time this year so that something can be done about the water draining into the southwest area of the City. County Commissioner Dan Schmidtke, who was present at the request of Zehms, noted that ditch redetermination would be occurring throughout the county.

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

Motion by Olson to approve the agenda with one addition, second by Poirot, carried.

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

Following the second reading of Ordinance 2007-1 Amending Sherburn City Code, Section 901.09 to Provide that the Members of the Sherburn EDA Shall Be Currently Serving Mayor and Council Members of the Sherburn City Council and that They Shall Serve as Commissioners of the Sherburn EDA, a motion was made by Olson to approve Ordinance 2007-1 as amended by the Economic Development Authority to delete By-law 2.2 providing compensation to board members, second by Poirot. Roesler, yea; Poirot, yea; Olson, yea; Behne, yea. Ordinance 2007-1 approved and effective upon publication.

Molly Toulouse of Tealwood Care Centers was present with Nurse Director Lisa Lange regarding the recent window upgrade and installation of the security system at Temperance Lake Ridge, and to discuss a reasonable repayment schedule. Council was informed that the utility costs have been greatly reduced as a result of the window replacement, and that the security system has had a positive effect on marketing and staffing. This technology is being included in most facilities under construction today, and it has also enabled several of our residents to remain at Temperance Lake Ridge. Ms. Toulouse answered questions regarding capital asset replacement plans, facility census, budgeting and rental rates, and the future concerns of assisted living centers nationwide. Motion by Behne to approve an amortization schedule for the repayment of window improvements and security system installation in the amount of \$4000/month at an interest rate of 1.5%, set up as a payable in order to accommodate cash flow fluctuations, second by Poirot, carried.

Motion by Behne to accept the \$69,105 FEMA grant awarded to the Sherburn Fire Department by the Department of Homeland Security, including matching funds of 5%, second by Olson, carried.

Administrative report:

- Grader engine caught fire and is beyond repair; staff is seeking options for replacement of the grader. Engine repair is not feasible for the 43-yr old machine.
- Complaints have been received about semi truck odors from the incubator area of the Fire Hall. No odors were detected at the recent pancake breakfast.
- City Hall was closed two days last week for audit work.

Administrative report, continued:

- Summer hours are now in effect following the MNDOT schedule: Mon-Thurs 7:00 a.m.-4:30 p.m. and Fri 7:00 a.m.-11:00 a.m.
- City Hall will be closed Wednesday, April 4, 2007.
- Six banners will be purchased by the Economic Development Authority to commemorate Martin County 150 year anniversary.
- According to Manyaska Township Supervisor Bruce Eisenmenger, the township policy for the maintenance of 110th Street, also known as South Street, is from South Lake Street east. City responsibility is west from South Lake Street. Duane Rosburg will be notified of this so that he can commence work on the South Street ditch project, north and south sides.
- Boy Scouts will be once again reminded of the aluminum can recycling clean up; abandoned camper on the City lot will be towed.

Motion to adjourn by Poirot, second by Behne, carried. Meeting adjourned at 7:50 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
March 19, 2007

A regular council meeting was duly held on Monday, March 19, 2007 at 5:00 p.m. Members present, Robert Roesler, Kurt Olson, Carroll Behne, Jim Poirot and Brad Ringnell. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

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

Motion by Ringnell to approve the first reading of Ordinance 2007-1 Amending Sherburn City Code, Section 901.09 to Provide that the Members of the Sherburn Economic Development Authority Shall Be Currently Serving Mayor and Council Members of the Sherburn City Council and that They Shall Serve as Commissioners of the Sherburn Economic Development Authority, second by Poirot, carried.

County Commissioner Dan Schmidtke and County Coordinator Scott Higgins were present to answer questions regarding the newly formed Martin County Economic Development Authority. In response to the query of how small towns will benefit, Schmidtke stated that the county will be unified and the area will be marketed to attract businesses. The county EDA will serve as a referral source for all cities and townships. The seven-member board will consist of two commissioners and one member from each district, who will be appointed by its commissioner, and will serve one to three year terms. No additional staff has been hired at this time. Truman, Welcome and Sherburn have EDAs, and Trimont is in the process of forming an EDA; the county has no intention of overlapping these existing Authorities, according to Schmidtke. Revenue from the windmills is expected to fund the county EDA. Schmidtke also claimed that a packet is being put together that will give communities access to individuals in various areas of expertise. Meetings are to be held monthly.

In open forum, Robert Altman, owner of Southside Trailer Court, was present to request alley maintenance behind the trailer court. He was assured that when ground conditions are appropriate, the city crew will be able to enter the alley with heavy equipment. City equipment will also spread the rock brought in by Mr. Altman after the alley is conditioned.

Motion by Ringnell to allow Patrick Chase of 412 Fairmont Avenue to landscape the area east of his residence that is also known as East Street, the unplatted city limit boundary, provided that Mr. Chase sign a statement acknowledging that if the street is developed in the future, the City will not be held liable for the loss of his landscaping, second by Poirot, carried.

Discussion was held regarding the redevelopment funds from the Small Cities Grant. A number of options exist for the use of these recaptured dollars: establish a revolving loan fund, use for economic development projects or for public projects in the City of Sherburn. A proposal previously submitted to the council will be reviewed, and advice will be sought from Development Services, Inc, for their recommendation and experience with revolving loan funds.

The Sherburn Fire Department has been awarded a FEMA grant in the amount of \$69,105 for the purchase of Jaws of Life, radio equipment and training dummies. This grant was written by Development Services, Inc. of Ivanhoe, MN and includes a 5% matching funds requirement. Also, the Sherburn Fire Department received \$700 from the Federated Rural Electric Association Roundup Dollars program.

Administrative report:

- State statute requires a five year commitment to county-wide economic development authorities.
- Kum & Go project will begin in June with an anticipated completion date of September 2007.
- Building inspector Darin Haslip has recommended the services of an architect/engineer be retained for separation and construction of a fire wall if offices are installed in the incubator portion of the fire hall building.
- Molly Toulouse of Tealwood Care Centers will be present at the April 2 council meeting to discuss repayments to the City for the window replacement and installation of the security system at Temperance Lake Ridge.

Motion to adjourn by Ringnell, second by Olson, carried. Meeting adjourned at 6:40 p.m.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING

March 5, 2007

A regular council meeting was duly held on Monday, March 5, 2007 at 7:00 p.m. Members present, Robert Roesler, Jim Poirot, Kurt Olson, Carroll Behne, Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Dir Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

The consent agenda was declared approved.

Following a request from Richard Zehms on behalf of Sherburn VFW Post 8261 for a handicapped parking ramp on North Main Street at the west door of the VFW dining hall, specifications were requested from the Minnesota Department of Transportation for the correct installation, guidelines and necessary permits. Upon review of these specifications and study of the required ramp elevations, it was determined that this was not a feasible project, as available parking spaces would be eliminated in that block. Motion by Behne to deny the request, second by Poirot, carried. An alternate plan was offered to designate the Clinic corner where curb cuts exist, as a permanent handicapped parking area to accommodate those individuals in need of assistance.

Councilor Ringnell stated that the Jacobsen house on the Kum & Go property will not be burned by the Sherburn Fire Department.

Council reports:

- Mayor Roesler informed all present that restructuring of the EDA is in progress, with plans to remove economic development duties to the Council. County Commissioner Dan Schmidtke will be invited to a council meeting to discuss the county EDA plans.
- Councilor Olson commended the public works staff for excellent snow removal efforts.

Motion by Ringnell to direct Police Chief Brad Hughes to investigate policies regarding the use of four-wheelers within city limits and report back to the council, second by Behne, carried.

Administrative report:

- Gas and water utilities have been removed from the Kum & Go property.
- A second water line leak at the Community Hall has been repaired and water service has been restored to the building. Restrooms will be operable by the weekend.
- Meeting with City building inspector is planned for this week to discuss construction of a fire wall at the new fire hall building.
- Feasibility studies for a gas utility to Fox Lake are still in progress.

Motion to adjourn by Ringnell, second by Behne, carried. Meeting adjourned 7:20 p.m. at which time the scheduled council workshop commenced.

Deputy Clerk Irene Schlaphoff

The Sherburn Fire Department has been awarded a FEMA grant in the amount of \$69,105 for the purchase of Jaws of Life, radio equipment and training dummies. This grant was written by Development Services, Inc. of Ivanhoe, MN and includes a 5% matching funds requirement. Also, the Sherburn Fire Department received \$700 from the Federated Rural Electric Association Roundup Dollars program.

Administrative report:

- State statute requires a five year commitment to county-wide economic development authorities.
- Kum & Go project will begin in June with an anticipated completion date of September 2007.
- Building inspector Darin Haslip has recommended the services of an architect/engineer be retained for separation and construction of a fire wall if offices are installed in the incubator portion of the fire hall building.
- Molly Toulouse of Tealwood Care Centers will be present at the April 2 council meeting to discuss repayments to the City for the window replacement and installation of the security system at Temperance Lake Ridge.

Motion to adjourn by Ringnell, second by Olson, carried. Meeting adjourned at 6:40 p.m.

Irene Schlaphoff, Deputy Clerk

MINUTES OF COUNCIL MEETING
February 20, 2007

A regular council meeting was duly held on Tuesday, February 20, 2007 at 5:00 p.m. Members present, Robert Roesler, Jim Poirot, Carroll Behne, Kurt Olson, Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Adm/EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

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

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

The consent agenda was declared approved.

Todd Amborn was present on behalf of the Fire Relief Association to request approval of a \$75.00 increase in retirement benefits to \$1175.00 per year of service. Amborn explained the Relief Association's retirement policy and answered questions regarding fundraiser dollars, the retirement account, and the equipment account. Motion by Behne to approve the request for a \$75.00 increase, second by Poirot, carried.

Richard Zehms came before the council to discuss and seek permission for the installation of handicapped parking and a wheelchair ramp on N Main Street in front of the VFW dining hall. Questions were raised regarding ADA and building code requirements, right of way issues on a state highway, and the necessity of an additional curb cut with two existing cuts a short distance from the establishment. Motion by Ringnell to table the request until further information on possible restrictions can be obtained from the building inspector and the appropriate state agency, and if such restrictions exist, presentation of a viable alternative, second by Poirot, carried.

Motion by Ringnell to declare an unused John Deere mower as excess property and place for sale, second by Poirot, carried.

Motion by Ringnell to grant the City Administrator authorization to declare unused City property with a value of less than \$1000 as excess property, and the authority to arrange for its disposition without need for prior council approval, second by Poirot, carried.

Mayor Roesler reported on a meeting regarding the establishment of a county-wide Economic Development Authority he attended with Councilor Olson and City Adm/EDA Dir Sack Thongvanh. The intent of this Authority is to serve as intermediary for large projects, and will allow cities and townships access to revolving loan funds and grant programs. Participation is optional. City Admin/EDA Dir Thongvanh raised questions regarding annexation and TIF districts, for which no answers could be given. Mayor Roesler also noted that Region Nine has gap funding available, and no applications from Martin County have been received.

Administrative report:

- A council workshop will be held on Monday, March 5th following the 7:00 council meeting to address goals and future projects.
- Water services have not yet been restored to the Community Hall and Theatre following damages sustained from a broken water line. A second break has been discovered on the third floor of the building, and is scheduled for asbestos abatement and repair.
- Joint Powers Equipment board will meet Monday, March 12th at 6:00 p.m. Sherburn City Hall.
- Elmer Juhl has been in contact with the City Administrator regarding gas and infrastructure needs around Fox Lake.
- More inquiries have been received for use of the incubator space at the Fire Hall.
- Unofficial minutes will be posted on the website as soon as they are available. Only official minutes will be published.

In other discussion: Mayor Roesler reported that installation of the security system at Temperance Lake Ridge will be underway as soon as the electrician is available and blueprints are obtained. The project will also cost an additional \$2000 because of sales tax. An audit of the facility by the State of Minnesota was concluded with favorable results.

Councilor Ringnell announced that the Sherburn Fire Department intends to burn the houses in preparation for the Kum & Go convenience store when the asbestos removal is complete, the barn is scheduled to be moved this week, and construction should begin in April.

Motion to adjourn by Poirot, second by Ringnell, carried. Meeting adjourned at 5:50 p.m.

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
February 5, 2007

A regular council meeting was duly held on Monday, February 5, 2007 at 7:00 p.m. Members present, Robert Roesler, Kurt Olson, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, none. Mayor Roesler presided. Also present, City Admin/EDA Director Sack Thongvanh and Deputy Clerk Irene Schlaphoff.

Motion by Poirot to approve the minutes of the January 16th and January 29th council meetings 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 Ringnell to approve the bills for payment, second by Poirot, carried.

Scott Broolsma appeared before the council with an offer to rent the available space at the fire hall for seed sales and storage for the amount of \$700/month plus utilities, until June 2008 or until such time as the space is needed for a manufacturing or incubator business. Motion by Behne to accept Broolsma's offer as presented, effective as soon as City Admin/EDA Dir Thongvanh is able to finalize the lease agreement, second by Poirot, carried.

Motion by Ringnell to approve the following pulltab requests: Ducks Unlimited Greenwing Event, \$100.00; VFW Sponsored Youth Baseball League, \$300.00; and Martin County Sheriff Drug Awareness Program, \$200.00; second by Poirot, carried.

Admin report:

- Asbestos abatement must take place at the Community Hall before the water pipes can be repaired; Allied Insurance adjuster has recommended accepting the proposal from EnviroTech in the amount of \$865.00, after which time Total Comfort Systems will complete the repairs and water service can be restored. Repairs to the wooden floor are also necessary.
- The three requests for payment for replacement of Temperance Lake Ridge windows were distributed and reviewed. The project will be financed by the General Fund, which will be reimbursed by the facility over a period of five years. All windows that were removed intact have been sold.
- The annual Sherburn/Welcome Police Department report was distributed for review.

Motion by Poirot to change the date of the next council meeting to Tuesday, February 20, 2007 at 5:00 p.m. because of the Presidents Day mandatory holiday, second by Ringnell, carried.

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

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING
January 16, 2007

A regular council meeting was duly held on Monday, January 16, 2007 at 5:00 p.m. Members present, Robert Roesler, Kurt Olson, Jim Poirot, Carroll Behne and Brad Ringnell. Absent, none. Mayor Roesler 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 Olson, carried.

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

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

Dahmon Gullord appeared before the council with a letter detailing his plans and a timeline for improvements on his property at 10 N Main Street in Sherburn after he had received a reinstated raze and remove order. It was agreed that the attempt should be made to save the building, if at all possible, and communication with the council on a regular basis was necessary. Motion by Behne to authorize the extension of the building permit until June 1, 2007 for the continued application of siding as per building code requirements and building inspector instructions, second by Poirot, carried.

Motion by Ringnell to request that the City Attorney delay action on the raze and remove order, pending progress made on the building at 10 N Main Street as outlined in Mr. Gullord's plan, second by Poirot, carried.

Discussion was held regarding the inquiry from Scott Broolsma for the use of the rental space at the new fire hall for the purpose of truck storage and seed sales. Research by Councilor Olson revealed that customary business rental rates are \$2.40/sq ft per year. Mr. Broolsma will be invited to discuss his needs for the space, and if a temporary lease would be suitable.

Admin report:

- Property/casualty dividend check has been received; data sheets were distributed with a memo to the Council explaining how these dividends are calculated.
- The furnace at the Community Hall/Theatre experienced problems over the weekend, and repairs were made today.
- The date for the annual Board of Review has been set for April 30th at 5:00 p.m.

Motion by Ringnell to authorize the cost of living salary adjustments as per the 2007 budget plan, effective January 1, 2007, second by Poirot, carried.

Council report:

- Favorable results of the background check on Sack Thongvanh have been received; Salary & Benefits Committee will proceed with contract negotiations.
- Mayor Roesler reviewed the "General Principles of Council Members," and it was suggested that video-taped meetings or closed circuit would be advantageous.
- Commencing with the May 2007 council meetings, Mayor Roesler wishes to convene on-site at various City department buildings to enable the council to better address any needs.

Deputy Clerk Irene Schlaphoff was instructed to contact Waste Mgmt to relocate a dumpster at the Fire Hall.

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

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL/EDA MEETING
January 29, 2007

A joint meeting of the City Council and Economic Development Authority was duly held on Monday, January 29, 2007 at 5:30 p.m. Council members present, Robert Roesler, Carroll Behne, Kurt Olson, Jim Poirot and Brad Ringnell. Absent, none. EDA members present, Cindy Ford and Steve Wilson. Absent, Marty Juhl and Jim Lytle. Mayor Roesler presided. Also present, Deputy Clerk Irene Schlaphoff and TLR Nurse Director Lisa Lange.

The purpose of this special meeting was to authorize the purchase and installation of memory care technology at the Temperance Lake Ridge assisted living facility, and to discuss funding resources for this project.

Motion by Poirot to authorize the purchase and installation of a security system at Temperance Lake Ridge that will provide a safer environment for those tenants who may become memory impaired, second by Ringnell, carried.

At this time, a phone call was placed to Molly Toulouse of the Tealwood Care Center management firm to inquire about the possibility of recovering the investments made towards the recent window replacement and the security system. Ms. Toulouse explained that while Temperance Lake Ridge is approaching 100% occupancy, the budget is conservative and expenses are stable. She assured the group that significant progress will be made over the next five years towards paying back the City's investment.

Effective immediately, another recurring transaction will be put into place by Tealwood Care Center to transfer to the City of Sherburn each month, an amount over and above the amount that is currently being transferred for the bond payment.

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

Deputy Clerk Irene Schlaphoff

MINUTES OF COUNCIL MEETING

January 2, 2007

A regular council meeting was duly called to order on Tuesday, January 2, 2007 at 7:00 p.m. Members present, Jim Poirot, Brad Ringnell, Robert Roesler, and Carroll Behne. Also present, Deputy Clerk Irene Schlaphoff. The Oath of Office was administered to the newly-elected Mayor Roesler and re-elected councilors Ringnell and Poirot.

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 amended agenda, second by Poirot, carried.

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

Bruce and Carol Grant appeared before the council to request a waiver of the three-animal ownership limit as per City ordinance, so that they may adopt two additional miniature dachshunds in need of a home. The Grants objected to the ordinance as penalizing responsible pet owners for the actions of those who allow their animals to disturb peaceful neighborhoods and cause unsanitary conditions. Mr. Grant was advised to seek status as a temporary animal shelter until such time as the animal ordinance can be reviewed and clarified.

Motion by Ringnell to approve a pulltab donation in the amount of \$500 to the MCW After Prom Party Committee, second by Behne, carried.

Motion by Ringnell to close all bank accounts now held by the Sherburn Fire Department and to transfer any remaining balances to the General Fund, second by Behne, carried.

Admin reports:

- City financial advisor Shannon Sweeney of David Drown & Associates has been in contact to request a meeting to discuss financial planning once a City Administrator is hired.
- Lutheran Social Services has been awarded the senior nutrition program contract, formerly managed by Nutrition Services, Inc., effective 01/01/07.
- The barn from the Jacobsen property north of Sherburn will be traveling to its new location at Schafer Shores some time in January. The owner is securing the necessary permits to use State Hwy 4, and has contacted Alliant Energy to move wires along the way.

Council report: The interview panel presented the names of two finalists for the position of City Administrator and recommended the selection of the candidate who is presently serving as a management intern at Northfield. Motion by Ringnell to offer the position of City Administrator to Sack Thongvanh, pending the successful outcome of a background check, and in the event Mr. Thongvanh is unable to accept, the offer shall be made to Emily Cenzano of Atlanta, Georgia; second by Poirot, carried.

Motion by Roesler to engage the search firm of Springsted, Inc. to conduct a complete background check on Mr. Thongvanh, second by Poirot, carried.

At this time, Mayor Roesler moved to appoint Kurt Olson, Jr. to fill the two-year term remaining on the council seat vacated by Robert Roesler. Motion seconded by Poirot, carried unanimously.

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

Mayor Pro-tem	Ringnell	Police/Emp Relations	Roesler, Ringnell
Weed Control	City Adm, Poirot	City Budget	Council, City staff
City Equipment	Poirot, Behne	Buildings/Streets	Behne
EDA Representative	Poirot, Ringnell	MLS Representative	Olson, Roesler
Salary/Benefits	Roesler, Ringnell	Cemetery Representative	Olson, Poirot
	City Adm, City Attorney		

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

Motion by Ringnell to approve council, administrator and clerk attendance at conferences and seminars when posted, second by Behne, carried.

Motion by Ringnell to change the next council meeting date to January 16 because of the Martin Luther King mandatory holiday, second by Poirot, carried.

Motion by Ringnell to approve the 2007 cigarette license for Poirot's Inc, second by Poirot, carried.

Mayor Roesler distributed for review a handout entitled "General Principles for Council Members." It was agreed that the city auditor should be consulted regarding an internal loan to fund the technology upgrade at Temperance Lake Ridge.

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

Irene Schlaphoff, Deputy Clerk

MINUTES OF JOINT EDA/COUNCIL MEETING

January 2, 2007

A joint meeting of the EDA and council was duly called to order by Mayor Roesler on Tuesday, January 2, 2007 at 6:30 p.m. Members present, Jim Poirot, Brad Ringnell, Robert Roesler, Marty Juhl, Jim Lytle, Cindy Ford and Carroll Behne. Absent, Steve Wilson. Also present, Deputy Clerk Irene Schlaphoff and Temperance Lake Ridge Nurse Director Lisa Lange.

The purpose of the joint meeting was to hear a presentation by Jeanne Jaeckels of the Tealwood Management Firm regarding the latest technology in memory care, and the costs of leasing the equipment at Temperance Lake Ridge in order to accommodate the needs of individuals who may become memory impaired, allowing them to be able to retain residence at the assisted living facility.

Ms. Jaeckels demonstrated pendants that can be used to call for help in case of an emergency wherever the person is located, "watchers" that are worn to track the movements of the memory impaired and will alert staff when necessary, and the repeater boxes that are located near doors and windows to pick up signals from the equipment.

This technology is successfully used in all Tealwood-managed facilities and has allowed the residents to continue to stay, rather than be removed when memory problems are exhibited.

It was agreed by all present that this technology is a necessary addition to Temperance Lake Ridge, and the source of funds to lease or purchase the equipment will be researched.

The joint EDA/Council meeting was declared adjourned at 6:50 pm.

Irene Schlaphoff, Deputy Clerk