

AGENDA  
HENDERSON CITY COUNCIL  
WEDNESDAY, January 20, 2021  
**TIME 7:00 P.M.**

Topic: Henderson City Council Meeting

Time: Jan 20, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/7276159557>

Meeting ID: [727 615 9557](#)

TARGET TIME

**7:00 P.M.**

- I. Call to Order
- II. Minutes, November 6, 2021
- III. Requests To Appear Before the Council/Hearings
  - A. Hawkins Chemical/James Kroehler-water system update & James wastewater
  - B. McGwire Iron
  - C. Jim Bauman, Henderson Building Inspector
  - D. Other
- IV. Reports
  - A. Police Chief-monthly-
  - B. City Engineer-Chris Knutson-S.E.H. 2017/21 Sanitary Sewer (use comparison)
  - C. City Attorney-draft manuscript, Henderson City Code
  - D. City Administrator
    - 1. Activity Report-Office/Staffing Update/Recommendations
  - E. City Council
    - 1. Library
    - 2. Payroll
- V. Financial
  - A. End of Month-December 2020
  - B. Cash balance
  - C. Bills
  - D. 2021 Budget-2021-2030 CIP
- VI. Old Business
- VII. New Business
  - A.) 2021-01-budget resolution
  - B.) Insurance Waiver
- VIII. Information Items
  - A. Revised Meeting Schedule
- IX. Adjourn

9:00 P.M.

## MINUTES, HENDERSON CITY COUNCIL, January 6, 2021

Annual meeting called to order at 7:00 P.M. by Mayor Paul Menne; present were council members Steve Sellner, Randy Tiegs, Janet Boese and Amy Hardel. Also, present Police Chief Dimitri Ikonitski, Rachel Miller, Jeff Steinborn, Tim Nytes, Alison Jones and Alex Schmidt. Social distancing methods were implemented and Zoom used.

**Mayor Paul Menne and Council Members Amy Hardel and Steve Sellner took their Oath's of Office.**

Motion Tiegs, seconded Boese to approve the minutes from the December 16 meeting. Motion carried.

Police Chief Ikonitski presented the 2020 annual report. Boese asked questions on the number of miles patrolled; after comments from the Mayor she indicated 4 times per shift would appear to be reasonable. Currently it appears the average community wide patrol happens about 2 times per shift. Sellner asked about working hours-generally officer duty in limited between midnight and 6AM due to budget concerns with other hours adjusted based on need. Tiegs asked if the chief could provide an LETG at an upcoming meeting.

All of the appointments below approved-motion and vote included per grouping

Motion Tiegs, seconded Boese,

*1.) Pat Steckman, Arlene Busse, Judy Loewe, Keely Brenno, Jeff Steinborn-2020 Plan Submittal-Mayor Appointment, cannot be city council member*

*2.) Joseph R. Brown Heritage Society: Lon Berberich-Mayor Appointment*

*3.) Economic Development and Housing Committee-Henderson City Council-stays same unless changed by city council*

*4.) Sibley County EDA: Amy Hardel-Mayor Appointment*

*5.) Chamber Representative: Janet Boese-Mayor Appointment*

Carried 5-0

Motion Boese, seconded Hardel,

*6.) Parks/Trails Committee/Tree Board: Randy Tiegs, Mark Hardel, Terry Bovee, Ron Walters, Jim Wartman, Jeff DuCharme, Beth Cornish, Steve Sellner-Mayor Appointments*

Carried 5-0

Motion Tiegs, seconded Boese,

*Appoint the Henderson City Council as Planning Commission with Amy Hardel as chair.*

Carried 5-0

Motion Tiegs, seconded Sellner,

**8.) Community Facilities-Amy Hardel, Janet Boese-Mayor appointment**

**9.) Henderson Library Board-Mayor Appointment-pending, Amy Hardel will report**

**10.) LS-H School Board/Education Liaison: Amy Hardel-Mayor Appointment**

Carried 5-0

Motion Tiegs, seconded Hardel,

**11.) Henderson Area Fire District Joint Powers: Janet Boese 1 year remaining on term; Steve Sellner 1-year term through 2021 with Paul Menne Alternate.**

Carried 5-0

**12.) Steve Sellner/Randy Tiegs-City Equipment, Mayor appointment-**  
Carried 5-0

Motion Tiegs, seconded Sellner,

**13.) Mayor/City council Infrastructure, Transportation, Telecommunications, Flood Mitigation**

**14.) Emergency Management/Civil Defense Director: Tom Phillips-Mayor Appointment**

**15.) Personnel Committee: Paul Menne, Amy Hardel-Mayor Appointment**

**16.) Acting Mayor: Janet Boese-**

Carried 5-0

Motion Tiegs, seconded Hardel,

**Internal Controls-plan with policies attached-Mayor Appointments**

**17.) Utility Bills—**  
Randy Tiegs, Janet Boese

**18.) Bills, budget, audit/EOM/EOQ/EOY-Amy Hardel, Randy Tiegs**

**19.) Payroll-Steve Sellner**

**20.) Continue Current designations/approvals**

a.) Hometown and First State Banks of Henderson official depositories for city funds for 2021 with checking and/or investment accounts to be established in both banks at the discretion of the City Treasurer

b.) City Attorney: Nelson and Jones

c.) City Assessor: Sibley County Assessor/Open book in Henderson-City Council Vote  
Equalization Committee: Randy Tiegs-certified-second person needs to take class and get certified

d.) Insurance: Community Insurance of Henderson

e.) Henderson Independent as official newspaper

f.) Building Inspector: Jim Bauman

g.) Well and Tower Contracts: Thein and Water Tower Tank & Repair

h.) Evolution-manages website, social media, meeting setup and related matters

i.) Don Boehne Construction Snow Removal and Buesgens Trucking snow hauling

j.) Nuisance/Health Officer (s): Henderson Police Department/Mayor/Building Inspector/other Appropriate  
Personnel-Many duties determined by statute

Carried 5-0



## Other information

Franchise fees from: Mediacom-Cable TV; Xcel Electric, MN Valley Electric (service to Mapleridge) and Northwest Natural Gas. Various firms provide Internet/Fiber (at a minimum 3 Fiber optic lines in the City of Henderson) with no franchise fees.

### Set 2021 fees/rates-city council salaries raised effective January 1, 2021

City Council-\$50 per city council or fire commission meeting; \$100 per quarter city council and \$125 per quarter Mayor and starting in 2021- Motion Wartman, seconded Boese to change the monthly city council pay to \$100 per month and the Mayor to \$200 per month effective January 1, 2021.

### Email addresses Council Members

"paulmenne" [paulmenne@gmail.com](mailto:paulmenne@gmail.com)  
"randy tiegs" [randy\\_tiegs@hotmail.com](mailto:randy_tiegs@hotmail.com)  
"jabld" [jabld@frontiernet.net](mailto:jabld@frontiernet.net)  
Steve Sellner [Sellnerconstruction@gmail.com](mailto:Sellnerconstruction@gmail.com)  
"Amy Hardel" [amyhardel@yahoo.com](mailto:amyhardel@yahoo.com)

Motion Tiegs, seconded Boese to waive all residential and commercial building permit and connection fees in 2021 for new construction and remodeling. Motion carried.

Review as proposal from Abdo, Eick and Meyers on providing accounts payable and utility billing services. After extensive discussion Motion Tiegs, seconded Hardel to approve the proposal with the dates and fees as submitted and allow the City Administrator to enter into a final contract with the company. Motion carried 4-1 with Boese opposed.

Motion Tiegs, seconded Boese to approve the revised meeting schedule

Mayor Menne adjourned the meeting at 9:55 P.M.

Respectfully Submitted Lon Berberich, City Clerk.

Days this month

31

Henderson

Month: December Year: 2020	FLOW	FLOW DESIGN OVER 250 MGD(AWW)	CBOD LBS	CBOD OVER DESIGN (270 LBS)	TSS LBS	TSS DESIGN OVER (300 LBS)	PHOSPHORUS LBS	PHOSPHORUS DESIGN OVER (9 LBS)	AMMONIA LBS
1	0.067		75.994		33.527		2.012		0.000
2	0.066		72.108		60.548		2.268		0.000
3	0.063		0.000		0.000		0.000		0.000
4	0.065		0.000		0.000		0.000		0.000
5	0.071		0.000		0.000		0.000		0.000
6	0.072		0.000		0.000		0.000		0.000
7	0.061		83.942		84.960		2.091		0.000
8	0.063		80.915		31.525		2.501		0.000
9	0.066		83.116		56.695		2.637		0.000
10	0.058		0.000		0.000		0.000		0.000
11	0.062		0.000		0.000		0.000		0.000
12	0.065		0.000		0.000		0.000		0.000
13	0.07		0.000		0.000		0.000		0.000
14	0.062		78.596		50.157		2.337		0.000
15	0.061		81.398		59.523		2.086		0.000
16	0.061		94.626		74.785		2.335		0.000
17	0.061		0.000		0.000		0.000		0.000
18	0.064		0.000		0.000		0.000		0.000
19	0.063		0.000		0.000		0.000		0.000
20	0.067		92.757		29.057		2.118		0.000
21	0.061		92.591		39.682		2.132		0.000
22	0.058		64.818		29.023		2.032		0.000
23	0.066		0.000		0.000		0.000		0.000
24	0.071		0.000		0.000		0.000		0.000
25	0.071		0.000		0.000		0.000		0.000
26	0.069		0.000		0.000		0.000		0.000
27	0.069		164.006		140.412		2.670		0.000
28	0.06		73.559		29.023		2.302		0.000
29	0.06		118.094		35.028		2.277		0.000
30	0.061		0.000		0.000		0.000		0.000
31	0.07		0.000		0.000		0.000		0.000
TOTAL	2.004	0.000	1256.521	0.000	753.944	0.000	31.796	0.000	0.000
MIN	0.058	0.000	64.818	0.000	29.023	0.000	2.012	0.000	0.000
MAX	0.072	0.000	164.006	0.000	140.412	0.000	2.670	0.000	0.000
AVG/Day	0.065	#DIV/0!	89.752	#DIV/0!	53.853	#DIV/0!	2.271	#DIV/0!	#DIV/0!
PER LBS / PER 1,000 GALLON COST	\$1.20	\$1.10	\$0.00	\$1.22	\$0.00	\$0.98	\$0.00	\$10.05	
TOTAL MONTHLY LBS		0.000	2,782.297	0.000	1,669.448	0.000	70.405	0.000	0.000
COST PER MONTH	\$2,404.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,683.87

Limits GPM

2022 168,000

2021 200,000

2020 250,000

Actual

Dec 2020 65,000

Ave

2019 296,000

2018 194,000

2017 140,000

water Pumped

About 60,000 GPD

Base Monthly Rate effective 12-1-19	Treatment Cost	WLA Overage Rate
\$4,279.07	\$2,404.80	\$0.00
Total		
\$6,683.87		

2022 Limits 168,000 GPD  
 2021 Limits 200,000 GPD

Dec 2020 65,000 GPD

Ave 2019 296,000 GPD

2018 194,000 GPD

2017 140,000 GPD



# AMERICAN LEGAL

January 8, 2021

Lindsey Dhaene  
Deputy City Clerk  
600 Main Street  
Henderson, MN 56044

Dear Mr. Dhaene:

Please find enclosed one copy of the draft manuscript of the Henderson Code of Ordinances. This is the draft manuscript for review purposes. *Please be aware that under the contract, this is the only draft you will receive.*

You will also receive a legal and editorial report in approximately 60 days or more. This report will explain editorial revisions we made to your code, as well as any editorial and legal comments and questions regarding specific code sections. While we encourage you to page through the code and become familiar with it, we suggest postponing an in-depth review until you receive the report, which may answer any questions arising from your cursory review. *Upon receiving the legal and editorial report, you will have 60 days to review the draft before returning everything to us for completion of the first edition.*

The draft is printed on blue paper and for your convenience contains "parallel reference tables" in the back of the draft. This table is very useful in helping to locate source information while reviewing. *An index to your code will be generated at the final stage of production.*

If any ordinances are adopted during the review period, please send for inclusion in the first edition of your code. It is our goal to help you complete your code on a timely basis. *If you have any questions about the process, or if we can be of any other assistance, please contact me.*

Sincerely,



Aimee Mercer Choi  
New Code Department Director  
[achoi@amlegal.com](mailto:achoi@amlegal.com)  
800.445.5588

**AMERICAN LEGAL PUBLISHING CORPORATION**

## CHECKLIST FOR DRAFT REVIEW PERIOD

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1. Enclosed is a blue-papered draft of your code for review.
2. A legal and editorial research and report, which augments the draft, will be provided within 60 days.
3. An American Legal representative will contact you on a regular basis to assist you through the review period. You normally have 60 days to review the draft and answer the questions in the report. The report is set up in a way to expedite the process and help meet the contractual time line. We accommodate *reasonable* extensions, but highly recommend staying within the contractual time lines. The longer your draft is overdue, the more out of date it becomes and the more costly it will be to complete.
4. During the review period, any new materials that you forward to us are retained on file until we are ready to begin the next and final stage of production. (You may also choose to hold onto all materials and just return to us all at once with the editorial report responses.)
5. The final stage of production begins once answers to the editorial report and all other materials needed to complete the first edition have been returned to us. *No further changes will be processed once the final stage of production has begun.* We will finish the first edition and print and ship the designated number of copies of the code, complete with binders and tabs.
6. Any further changes submitted will be forwarded to our Supplement Department which handles all updates to completed municipal codes.
7. For specific details, please refer to your codification agreement which clearly outlines your steps in the codification process. If you have further questions, please contact us at 1-800-445-5588.

Current and Follow-up Activities Status as of *Wednesday, January 20, 2021*

Levee & Disasters-Information submitted to FEMA on 2018 & 2019 Disaster, COVID 19-2020 submitted awaiting audit-Awaiting 2021 inspection scheduling

Signs and repairs: signs picked up 5/20/20-funded mostly through Henderson Lions-working on final installation, reselling & dedication spring 2021

Blacktop incl. crack sealing/sealcoat/repairs/patches-2021 projects

Compost pick-up and site: Bruce and Al and contractors on removal-sometime in next few weeks-quote on grapple bucket

2021 snow removal-Boehne, Buesgens-revised quote and report on blower/snow removal

Allanson's/trails: electrical improvements-analyze for 2021-closed for camping-schedule park committee meeting

Community Building/Grounds/brick and step in 2021-meeting room closed until open

Boat landing area maintenance for 2021-fishermen still using

Equipment/capital purchase-water plant improvements ongoing-year 2 billed-working on city completion

Waiting on 2021 ordinance codification prelim draft-paid 10%, balance on approval & completion-\$7000 est.

Review of staffing/appointment and rates with updates

City Garage furnace-quote from 2020; installed

LSH School Board Task Force Update in 2021

Staffing-Abdo proposal-also reviewing other potential long and short term options. This pay and accounts payable and billing period they were not used as of yet. Update on utility accounts, and committee meetings.

Metro net plans to be at a meeting in March or April Of 2021.

Mc Gwire Iron has the 2021 work for service contract document provided-invited to the meeting

Hawkins Chemicals has provided an update on the water system-James Kroehler will update also

Building Inspector Jim Bauman plans to be at the meeting



**2020 BANK RECONCILIATION REPORT**

	January	February	March	April	May	June	July	August	September	October	November	December
Beg. Bal.	\$ 19,662.12	\$ (504,620.77)	\$ (544,814.15)	\$ (598,780.53)	\$ (560,004.73)	\$ (613,750.26)	\$ (302,390.97)	\$ (161,878.53)	\$ (280,584.11)	\$ (353,559.16)	\$ (519,537.86)	\$ (562,069.03)
Receipts	\$ 113,953.71	\$ 41,249.21	\$ 62,155.04	\$ 96,231.06	\$ 95,905.58	\$ 372,706.43	\$ 298,271.12	\$ 75,038.05	\$ 60,272.84	\$ 84,663.37	\$ 323,098.06	\$ 3,235,332.15
Payments	\$ (638,236.60)	\$ (81,442.59)	\$ (115,935.36)	\$ (60,862.23)	\$ (149,651.11)	\$ (61,410.74)	\$ (157,758.68)	\$ (202,097.95)	\$ (122,622.96)	\$ (250,642.07)	\$ (365,629.23)	\$ (1,026,916.89)
Payroll												
return check												
other net/adj												
JE/Corrections			\$ 3,500.00		\$ 58.30		\$ 96.42	\$ (281.87)			\$ 0.03	
JEntry		\$ (186.06)		(93.03)	\$ 5.30		\$ 7,784.22	\$ (7,782.22)				\$ (47,304.00)
Ending Bal	\$ (504,620.77)	\$ (544,814.15)	\$ (598,780.53)	\$ (560,004.73)	\$ (613,750.26)	\$ (302,390.97)	\$ (161,878.53)	\$ (280,584.11)	\$ (353,559.16)	\$ (519,537.86)	\$ (562,069.03)	\$ 1,599,042.26
Bank Bal.	\$ 23,872.78	\$ 5,182.30	\$ 11,046.45	\$ 5,425.33	\$ 45,678.20	\$ 242,753.10	\$ 8,353.62	\$ 49,352.05	\$ 15,861.15	\$ 35,760.84	\$ 282,613.52	\$ 1,664,133.36
Out. Rec/Dis	\$ (528,727.05)	\$ (549,933.58)	\$ (610,824.43)	\$ (566,829.64)	\$ (661,006.57)	\$ (546,716.88)	\$ (171,531.95)	\$ (339,589.61)	\$ (371,635.51)	\$ (557,513.98)	\$ (846,025.61)	\$ (14,555.82)
Dep in transit	\$ 47.44	\$ 0.72	\$ 1,246.38	\$ 1,644.51	\$ 1,646.38	\$ 1,646.38	\$ 1,846.38	\$ 1,846.38	\$ 1,846.38	\$ 1,846.38	\$ 1,846.38	\$ (47,304.00)
fee	\$ 186.06	\$ 186.06	\$ 0.72	\$ (244.93)	\$ 176.66	\$ 176.66	\$ 176.66	\$ 176.66	\$ 368.82	\$ 473.68	\$ 601.73	\$ (3,281.28)
JE ?	\$ (249.65)	\$ (249.65)	\$ (249.65)	\$ (244.93)	\$ (244.93)	\$ (244.93)	\$ (244.93)	\$ 7,784.22	\$ (153.81)	\$ 128.06	\$ (826.03)	
Recon. Bal.	\$ (504,620.77)	\$ (544,814.15)	\$ (598,780.53)	\$ (560,004.73)	\$ (613,750.26)	\$ (302,390.97)	\$ (161,878.53)	\$ (280,584.11)	\$ (353,559.16)	\$ (519,537.86)	\$ (562,069.03)	\$ 1,599,042.26

**Review of EOM including cancelled checks, void checks, check sequencing, payees, vendors, JE's, receipts, balances, bank statements, invoices, monthly bills, etc.**  
 Council Members Jim Wartman and Randall Tiegs:

	Date	Name/Initial
Jan		
Feb		
March		
April		
May		
June		
July		
August		
September		
October		
November		

RESOLUTION 2021-01

A RESOLUTION ADOPTING THE 2020 AMENDED BUDGET, CLOSING FUNDS  
AND AUTHORIZING FUND TRANSFERS

WHEREAS, the Henderson City Council adopted a budget to control and monitor revenues and expenditures for 2020 and desires to amend that budget based on events occurring in 2020 and as shown on the adjusted 2020 budget;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The document entitled "Annual Budget of the City of Henderson for the Fiscal Year beginning January 1, 2020 with the columns labeled YTD Budget (2020) be made part of this resolution and is hereby adopted as the formal 2020 City of Henderson Annual Amended Budget. The column labeled 2020 YTD Adopted shall be considered to be the 2020 Original YTD Budget. This amended budget includes the amounts listed on the transfer entry per the respective funds.
2. All funds to be closed with \$0 balances and no transaction in 2020 and which funds balances shall be transferred to specific funds shall be made part of this document and the City Administrator/Clerk/Treasurer is hereby instructed to make these transfers and close/balance the funds effective with the City of Henderson financial reporting period ending December 31, 2020.

Adopted this 20<sup>th</sup> day of January 2021.

BY \_\_\_\_\_  
Paul, Menne, Mayor

ATTEST \_\_\_\_\_  
Lon Berberich, City Clerk

## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.



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LMCIT Member Name:  
Henderson Area Fire District Joint Power

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*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: Chairman

## Henderson City Council Meeting/Notice Schedule, Friday, January 15, 2021

Wednesday, January 20, 2021	Bills, budget, financial	6:00 PM
Wednesday, January 20, 2021	City Council	7:00 PM
Monday, January 25, 2021	Henderson Fire Commission	7:30 PM
Monday, January 25-27,2021	remote audit & possible onsite	
Wednesday, January 27, 2021	Payroll	tba
Tuesday, February 2, 2021	Utility Committee	4:30 PM??
Thursday, February 4	League of Cities Insurance review	
Thursday, February 11, 2021	Payroll	tba
Wednesday, February 17, 2021	bills, End of Month, financial	6:00 PM
Wednesday, February 17, 2021	City Council	7:00 PM
Thursday, February 25, 2021	Payroll	tba
March 2021	Parks???	
March 2021	Planning and Economic Development Committees??	
March 2021	Community Facilites-Checklist Review per insurance	
March 2021	City Equipment-Checklist Review per insurance plus fleet review	
Wednesday, April 21, 2021	Board of Review/Appeal-	6:00 PM

Posting pursuant to Minn Stat. 475.705 subd. 1 the Open Meeting Law.

Lon Berberich  
City Clerk