

AGENDA  
HENDERSON CITY COUNCIL  
SEPTEMBER 28, 2022  
**TIME 7:00 P.M.**

TARGET TIME  
**7:00 P.M.**

- I. Call to Order
- II. Minutes, August 17 and 31, 2022
- III. Requests to Appear Before the Council, Ordinances
  - A. S.E.H. Project Updates
  - B. Other
- IV. Reports
  - A. Police Chief-monthly, POST Board Letter
  - B. City Administrator-Activity Report, infiltration and sanitary sewer
  - C. City Council
    - 1. Fire Commission
    - 2. Design Team
    - 3. HPC/Conference
    - 4. Other
- IV. Financial
  - A. Cash balance-end of month,
  - B. Bills
- V. Old Business
- VII. New Business
  - A. Resolution on Street Vacation
  - B. MNDOT Trail Sibley County Grant
  - C. 2023 Preliminary Tax Levy-
  - D. 2023 Preliminary Budget-staffing
  - E. Utility Rates
- VIII. Information Item
  - A. Revised Meeting Schedule
- V. Adjourn

9:00 P.M.

## MINUTES, HENDERSON CITY COUNCIL WEDNESDAY, August 17, 2022

Meeting called to order at 7:00 P.M. by Acting Mayor Janet Boese; present were council members Randy Tiegs, Steve Sellner, and Amy Hardel. Also present Police Chief Eric Karels, and Beth Cornish.

Motion Sellner, seconded Hardel to approve of the minutes of July 20, 2022 meeting. Motion carried.

Police Chief Karels presented the department monthly report including sale of motorcycle and examples of nuisance violations.

City Administrator went over activity report including ARP fund procedures/recommendations/allocations, Ehlers study status, trial meetings, library transfer and building and inflow/infiltration and sanitary sewer system in prior months.

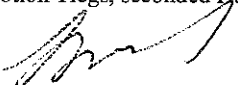
Discussion on I & I issues and continuing reaching out to Empire Pipe, S.E.H. and Minnesota Rural Water.

Motion Tiegs, seconded Sellner to approve the following city bills-motion carried.

ARAMARK	\$331.74	GOHPER STATE ONE CALL	\$0.00
BADGER METER INC.	\$10.68	PARROTT CONTRACTING, INC	\$2,847.99
BRUCE GUSTOFSON	\$45.00	SEH	\$1,937.48
C. BOEHNE CONSTRUCTION	\$28,607.30	TOSHIBA BUSINESS SOLUTIONS	\$23.93
CHRISTIAN, KEOGH, MORAN & KING	\$0.00		
CITY OF LE SUEUR	\$7,718.90	TRUE VALUE	\$266.59
FIRST STATE BANK	\$6,189.61	UC LABORATORY	\$715.08
G AND H READY MIX, LLC	\$575.00	VERIZON WIRELESS	\$128.38
HAWKINS INC.	\$3,890.01	WAGARS RED OWL	\$3,458.42
HENDERSON INDEPENDENT	\$140.50	WING NUT WELDING & REPAIR	\$185.50
HENDERSON LAWN CARE	\$6,390.00	WM MUELLER AND SONS	\$130.35
JAGUAR	\$440.20	American Institute of Architect	\$3,750.00
LEAGUE OF MN CITIES INS. TRUST	\$15,507.00	ANDERSON BROTHERS	\$249.16
MATHESON TRI GAS INC.	\$42.43	State Historic Preservation Of	\$100.00
MEDIACOM	\$206.90	BRUCE GUSTOFSON	\$693.09
MENARDS-MANKATO	\$130.63	Henderson Community Foundation	\$1,000.00
MICROSOFT OFFICE 365	\$12.83	JAMES CAMERON	\$175.00
		HENDERSON POST OFFICE	\$400.00

Motion Sellner, seconded Hardel to approve the revised meeting schedule with a special meeting set for 6 PM Wednesday, August 31, 2022. Motion carried.

Motion Tiegs, seconded Hardel to adjourn 7:40 P.M.

  
Lon Berberich  
City Clerk

## **MINUTES, HENDERSON CITY COUNCIL SPECIAL MEETING, Wednesday, August 31, 2022**

Meeting called to order at 6:00 P.M. by Mayor Keith Swenson; present were council members Steve Sellner, Janet Boese and Randy Tiegs. Also present were Chase Boehne, Layne Kockelman and Beth Cornish

Berberich provided an overview of fund balances, preliminary 2023 budget, inventory of assets, overview of future capital outlay projects with staffing and comparative needs through 2032, allocation of resources, an overview of costs related to staffing and contracting of services, library needs and current costs of employees including salary, benefits, insurance and deductions

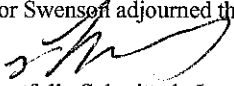
City Auditor Layne Kockelman went over comparable city staffing resources in other similar size communities he audits with costs, workload distribution and management provided.

Boehne went over contracting services he provides, discussed services used in other surrounding communities and went over hypothetical contract for services situations.

Mayor and city council discussed various staffing arrangements and allocation of resources. The discussion will be continued at the preliminary budget meeting scheduled for September.

Motion Tiegs, seconded Sellner to advertise for an assistant city administrator/clerk/treasurer position with a monthly salary not to exceed \$6000 plus benefits (80%/20% single coverage minimum). Motion carried.

Mayor Swenson adjourned the meeting at approximately 7:50 PM



Respectfully Submitted Lon Berberich, City Clerk.



# Minnesota Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200  
St. Paul, MN 55104-3825  
(651) 643-3060 • Fax (651) 643-3072  
www.post.state.mn.us

September 15, 2022

Lon Berberich, City Administrator  
City of Henderson  
600 Main St  
P.O. Box 433  
Henderson, MN 56024

Dear Mr. Berberich;

The Minnesota Board of Peace Officer Standards and Training (POST Board) is the occupational regulatory agency charged with the vital responsibility of maintaining selection, education and licensing standards for the 415 Minnesota law enforcement agencies that employ over 10,500 peace officers across our state.

While the POST Board performs many functions, a significant portion of the POST's responsibility is dedicated to conducting "compliance reviews" of Minnesota law enforcement agencies to ensure they are meeting legislatively mandated training and department policies on Use of Force/Firearms training, Emergency Vehicle Operation and Pursuit Driving training and mandated departmental policies.

On 9/14/2022, a POST Board Standards Coordinator conducted a review at the Henderson Police Department. After a comprehensive review of their records concerning mandated employee training and department policies, I am pleased to inform you that your agency **passed the review**.

Ensuring all law enforcement agencies around the state are in compliance plays a pivotal role in maintaining the high level of professionalism we have enjoyed in Minnesota for many years and that professionalism translates into quality law enforcement services for the citizens of Minnesota.

Please take a moment to recognize your police department for this important accomplishment.

Sincerely,

A handwritten signature in black ink, appearing to read "Erik Misselt", written over a horizontal line.

Erik Misselt  
Executive Director

Current and Follow-up Activities Status as of *September 28,, 2022*

Levee & Disasters-Inspection May 3, -no written follow up from Corps

Signs and repairs: final installation and resell 2022-working with Lions Club, Bruce

Blacktop incl. crack sealing/sealcoat/repairs/patches-2022 projects- Boehne and Parrott complete

Compost pick-up and site: working on clean-up and loading 2022

2022 snow removal-review for 2022/23-status??

Allanson's/trails: improvements-analyze for 2023 with new plan-waiting on funding approvals

Community Building/Grounds-working on fountain/building funding

Boat landing area maintenance for 2022-same

Equipment/capital purchase-water plant improvements and 2022/2032 CIP-approve December

2021 ordinance codification in force; update in December

Library-update improvements and staffing agreement-update after preliminary budget

Update on future uses of SLSRF an amounts-approximately \$80k to be used from now until 2024-1 payment 2022 and second 2023. Current report submitted April 30, 2022

2021/22 audit/budget/financial-audit complete and approved: working on 2023 plan

Sales Tax Use/legislation-15 years 1/2%, up to \$240,000-in tax bill-no action

Checklists which will follow through to CIP and comp planning with filing update-CIP S.E.H. and City

Update on info south levee/93/6-Sibely County 6??

Design team site October 6-9, 2022

Parrott-ponds in Maple ridge-not frozen, back at it late 2022

Sanitary Sewer System flows-some work done; low flows right now

Emergency siren at Allanson's Park-waiting on insurance reply

Hilltop baseball and facility use-discuss in October

**RESOLUTION NO. 2022-5**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED VACATION OF NORTH 8<sup>TH</sup> STREET**

**WHEREAS** the City Council pursuant to Minnesota Statute § 412.851 desires to consider the vacation of North 8<sup>th</sup> Street between Maple Street and Le Sueur Henderson School District property adjacent to blocks 101, 102, 103 and St. Joseph's Cemetery property in the City of Henderson

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HENDERSON, MINNESOTA AS FOLLOWS:

The Henderson City Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 19th day of October 2022, at the meeting room of the Henderson Community Building located at 600 Main Street at 6:45 *p.m.* and

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the Henderson City Council this 28<sup>th</sup> day of September 2022

\_\_\_\_\_  
Mayor, Keith Swenson

Attested:

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

RESOLUTION 2022-6

A RESOLUTION ADOPTING THE PROPOSED 2023 CITY OF HENDERSON TAX LEVY

WHEREAS, the Henderson City Council desires to set the 2023 proposed tax levy in its general, special revenue, debt service, refunding and special assessment funds.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The City of Henderson, County of Sibley, State of Minnesota, set the following sum of money to be levied for the current year, collectable in 2023, upon the taxable property in said City of Henderson for the specified purposes that follows:

Acc #	Fund	2020 Levy	2021 Levy	2022 Levy	2023 Levy
101	General/Planning	\$215,000	\$219,000	\$249,000	\$295,000
250	Economic Development	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
301	Debt Service PIR-fund 309, 311, 313 (new)	\$ 42,000	\$ 62,000	\$158,000	\$163,000
303	Debt Service-2003 Imp./2011 Refund	\$ 4,000	\$ 0	\$ 0	\$ 0
304	Debt Service-2000 Imp/2011 Refund	\$ 62,000	\$100,000	\$ 0	\$ 0
307	Debt Service-2011 Abatement-TIF	\$ 44,000	\$ 44,000	\$ 44,000	\$ 42,000
308	Debt Service-2012/13 Equipment	\$ 8,000	\$ 5,000	\$ 7,000	\$ 3,500
310	Debt Service-1998 Imp/2011 Refund	\$ 90,000	\$ 0	\$ 0	\$ 0
312	Debt Service Tax Abatement	\$ 0	\$ 27,000	\$ 27,000	\$ 27,000
375	Debt Service-2002 Imp/2011 Refund	\$ 52,000	\$ 60,000	\$ 60,000	\$ 43,000
	TOTALS	\$537,000	\$537,000	\$ 565,000	\$593,500

This tax levy is scheduled to be discussed at a public hearing as part of the regular Henderson City Council on Wednesday, December 21, 2022 in the meeting room of the Henderson Community Building located at 600 Main Street at which the public was allowed to speak and testify on this tax levy.

Adopted this 28<sup>th</sup> day of September 2022.

BY \_\_\_\_\_  
Keith Swenson, Mayor

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

RESOLUTION 2022-07

A RESOLUTION ADOPTING THE 2023 PROPOSED BUDGET

WHEREAS, the Henderson City Council desires to adopt a proposed budget to control and monitor revenues and expenditures for 2023; and

WHEREAS, the Henderson City Council has reviewed and discussed this proposed budget and resulting proposed tax levy for taxes payable in 2023 at its Wednesday, September 28, 2022 city council meeting.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The document entitled "Proposed Annual Budget of the City of Henderson for the Fiscal Year beginning January 1, 2023 with the columns labeled YTD Budget (2020) and Next Yr. Budget (2023) be made part of this resolution and is hereby adopted as the formal 2023 City of Henderson Proposed Annual Budget.
2. This budget and resulting tax levy will be discussed at a public hearing to be part of the regular Henderson City Council meeting scheduled to start at 7:00 P.M. on Wednesday, December 21, 2022 in the meeting room of the Henderson Community Building located at 600 Main Street at which the public will be allowed to speak and testify on this budget and tax levy.

Adopted this 28rd day of September, 2022.

BY \_\_\_\_\_  
Keith Swenson, Mayor

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



## **Henderson City Council Meeting/Notice September 28, 2022**

Thursday, September 29, 2022	Payroll	TBA
Friday, October 14, 2022	Payroll	TBA
Wednesday, October 19, 2022	Budget and Finance-	6:30 P.M.
Wednesday, October 19, 2022	City Council	7:00 PM
Monday, October 31, 2022	Payroll	TBA

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

Lon Berberich  
City Clerk