

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

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

- I. Call to Order
- II. Minutes September 15 and October 12, 2021
- III. Requests to Appear Before the Council, Ordinances
- IV. Reports
  - A. Police Chief-monthly-
  - B. S.E.H. sewer project update, water report and discussion-set meeting
  - C. City Administrator-S.E.H. Trail Proposal & MNDOT, Blgd cleaning
  - D. City Council
    - 1. Utility-status of delinquents-hearing December with notice
    - 2. Street, Mill Street & Blacktop projects
    - 3. HHPC-Songwriters Sanctuary agreement
    - 4. Design Team
- V. Financial
  - A. Cash balance-current
  - B. Bills
  - C. Ehlers-bond refinance, FMP, cash flow, financial plan, rate study
- VI. Old Business
- VII. New Business
  - A.-2022 licenses/fees-Roadhaus Sunday & On: Charlie Sunday/On/Off & Wine & Spirits Off
- VIII. Information Items
  - A. Revised Meeting Schedule
- IX. Adjourn

8:00 P.M.

**MINUTES, HENDERSON CITY COUNCIL Wednesday, September 15, 2021**

Meeting called to order at 7:00 P.M. by Mayor Keith Swenson; present were council members Randy Tiegs, Steve Sellner and Amy Hardel. Also present were Police Chief Dimitri Ikonitski, Beth Cornish, Darrell Eckblad, numerous residents of the Westridge and Maple Ridge Subdivisions and Chris Knutson

Motion Tiegs, seconded Hardel to approve the minutes from the August 18, 2021 meeting. Motion carried.

Residents from Westridge and Maple Ridge Subdivisions appeared before the council to discuss to express their concerns regarding the quality of Henderson water (see the video tape for full details of the discussion). S.E.H. is doing a study on City of Henderson water quality and will be providing a report in upcoming months.

A representative from the South East Initiative Funds went over their program. The City of Henderson recently was the recipient of a \$7500 grant for the Chamber to undertake a Design Team visit.

Darrel Eckblad representing Henderson Rock Solid dba as the Henderson Roadhaus made an applications for On Sale and Sunday liquor licenses. Motion Hardel, seconded Sellner to approve the applications from October 1, 2021 to December 31, 2021 with a 1 quarter year fee with COVID discounts. Motion carried

Police Chief Ikonitski presented the department monthly report.

Chris Knutson reported on the sanitary sewer project. Discussion on performance and communication issues related to the project and what to do with the damaged curb. After the blacktop is installed, he will mark to panels for removal/repair.

City Administrator went over activity report, ARP projects (funding for approximately \$96,000 approved) and financial.

Sellner lead discussion on making blacktop repairs with Chase Boehne.

Utility committee provided an updated report-going to start a collection process for delinquent customers effective August 31, 2021. Shutoff and assessment procedures are in the process of being started.

Sellner discussed raising funds and looking into enacting a local sales tax.

Swenson reported on trail project as part of the Sibley County 6 flood mitigation project, design team.

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

|                                |             |                              |            |
|--------------------------------|-------------|------------------------------|------------|
| ADVANCED POWER SERVICES        | \$505.00    | JAGUAR                       | \$429.53   |
| AMERICAN ENGINEERING TESTING   | \$3,811.25  | MATHESON TRI GAS INC.        | \$31.60    |
| ARAMARK                        | \$172.34    | MEDIACOM                     | \$176.90   |
| BADGER METER INC.              | \$860.68    | MENARDS-MANKATO              | \$10.98    |
| BLUE CROSS BLUESHIELD OF MINN  | \$2,614.58  | MIKE NUNAN                   | \$93.95    |
| BOYS WATER PRODUCTS            | \$279.75    | MINN DEPT OF HEALTH-MDH FEES | \$1,047.00 |
| BRUCE GUSTOFSON                | \$45.00     | MN Valley Electric           | \$0.00     |
| C. BOEHNE CONSTRUCTION         | \$150.00    | NORTHWEST NATURAL GAS        | \$51.43    |
| CHRISTIAN, KEOGH, MORAN & KING | \$1,270.00  | GOHPER STATE ONE CALL        | \$22.95    |
| CITY OF LE SUEUR               | \$6,376.30  | REPUBLIC SERVICES            | \$117.43   |
| DELTA DENTAL                   | \$347.92    | SPRING TOUCH                 | \$801.00   |
| DIANE FRAUENDIENST             | \$2,080.00  | STREICHER'S                  | \$291.96   |
| EXCEL ENERGY                   | \$5,124.82  | TOM FRAUENDIENST             | \$175.00   |
| FIRST SYSTEMS TECHONOLOGY      | \$700.00    | TOSHIBA BUSINESS SOLUTIONS   | \$36.89    |
| GM CONTRACTING                 | \$95,902.96 | TRUE VALUE                   | \$88.21    |
| HENDERSON INDEPENDENT          | \$276.00    | UC LABORATORY                | \$746.70   |
| HENDERSON LAWN CARE            | \$3,706.00  | VERIZON WIRELESS             | \$117.89   |
|                                |             | WAGARS RED OWL               | \$649.66   |

He also reported on Ehlers correspondence and FMP, rate, and bonds review information. Looking at Hagen attending the November meeting.

Motion Tieg seconded Sellner to approve the revised meeting schedule-motion carried.

Motion Tieg, seconded Sellner to adjourn the meeting-adjourned at 8:58 P.M.

  
Respectfully Submitted Lon Berberich, City Clerk.



## Henderson, MN Police Department

Mailing: PO Box 125, Henderson, MN 56044  
Location: 600 Main St, Henderson, MN 56044

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Date: 10 / 20 / 2021

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Chief Dmitri Ikonitski

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### HENDERSON POLICE DEPARTMENT MONTHLY REPORT

September 14-October 20, 2021

- 1. Police department handled 98 calls for service. One person arrested for DWI and Harley Davidson motorcycle impounded. The department conducted five criminal investigations. Four traffic citations and two written warnings issued. No major incidents during Roll-Ins.**

Domestic calls- 0.  
Assault/ Fight in proress-0.  
Threats-1.  
Harassment/Stalking/OFP violation-2.  
Death investigation-0.  
Burglary-0.  
Thefts-0.  
Forgery-0.  
Falsely reporting crime-0.  
Narcotic-related-0.  
Arrest warrant-0.  
School-related-1.  
Child protection/Adult protection-1.  
Juvenile-related-2.  
Scam-0.  
Property damage-1.  
Traffic accident reports-0.  
Noise complaints-1.  
Suspicious activity-4.  
Traffic stops-18.  
Driving complaint followed by directed traffic enforcement- 2.  
Animal complaints-4.  
Parking violations-1.  
Assist other agency-7.  
Civil matter-0.  
Alarm/open door/911 hang up-1.  
Missing/suicidal person-0.  
Community policing/directed patrol-39.  
Public assist/welfare checks-8.

Ordinance violations-1.

Criminal trespass-2.

Other calls, "traffic hazard" "information only", "found property", "vehicle lockout or motorist assist", "residence checks".

### **1. Personnel**

Officers Jason Lenertz

Officer Eric Karels

Officer Alex Schmidt

Officer Brett Lawler

Michael Nunan

### **2. Training**

Every member of the police department is up-to date on their training.

### **3. Equipment and police supplies.**

Main unit, 31,268 miles. Oil change is scheduled. Oil change was done.

Back up unit, 81, 689 miles. Oil change due at 82,827 miles. Both units in good operational condition.

Two radios, both in good working condition.

Two phones, both in good working condition.

**Expenses:** \$129.99 for equipment and \$38 for the oil change.

### **4. State of Emergency**

Back to normal.

### **5. POST/BCA requirements**

Current on all POST/BCA requirements. All POST licenses either renewed or obtained.

This monthly report was completed on October 20, 2021 by Chief Dmitri Ikonitski, Henderson Police Department.

## MINUTES, HENDERSON CITY COUNCIL WORKSHOP, Tuesday, October 12, 2021

Workshop/meeting called to order at 6:00 P.M. by Mayor Keith Swenson; present were council members Steve Sellner, Janet Boese and Amy Hardel. Also present were Julie Determan, James Kroehler, John Thom and Chris Knutson

Discussion on Songwriter Sanctuary-Heritage Preservation President Julie Determan recommends the City of Henderson work with Ezra Crowley to establish a songwriter Sanctuary in the Historic Henderson Pumphouse Building. Berberich and Attorney Moran will work on drawing up documents.

Sellner reported on Mill Street Project

Berberich handed out policies and checklists provided by Bruce Gustafson.

Motion Sellner, seconded Boese to enter into the police agreements JPA as recommended by the city attorney with BCA-Resolution 2021-07. Motion carried.

Review of JPA with MNDOT for flood mitigation and S.E.H. agreement. Motion Sellner, seconded Hardel to authorize the Mayor and City Administrator to enter into both agreements (Resolution 2021-08 is the JPA as provided). Motion carried. Both become effective after MNDOT signature

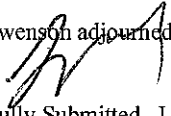
Mayor Swenson presented information on the Design Team visit March 31-April 3, 2022 and preparation.

Chris Knutson reported on the sanitary sewer project.

City Administrator reported on Ehlers correspondence and FMP, rate, and bonds review information. Looking at Hagen attending the November meeting.

Knutson and Thom presented the draft design for removal of iron/water filtration system for the City of Henderson. Extensive discussion (see video). Public meeting in November when the report will be presented.

Mayor Swenson adjourned the meeting at approximately 7:30 PM

  
Respectfully Submitted Lon Berberich, City Clerk.

Current and Follow-up Activities Status as of *Wednesday October 20 15, 2021*

Levee & Disasters-Information submitted to FEMA on 2018 & 2019 Disaster, Awaiting 2021/22 inspection scheduling-about \$60K still outstanding

Signs and repairs: working on final installation, reselling & dedication 2021-November 2021

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

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

2021 snow removal-same?

Allanson's/trails: electrical improvements-analyze for 2022 with breaker & new plan-December

Community Building/Grounds/brick and step-meeting room open, touch up complete

Boat landing area maintenance for 2022-same

Equipment/capital purchase-water plant improvements ongoing-year 2 billed-SEH in November

2021 ordinance codification in force; sent in for publication-should be back by December

Library-Boehne complete

Status of Bender Park open-close by 11/1/2021

Update on future uses of Covid \$ an amounts-approximately \$98,400 to be used from now until 2026-2 payments, 2021/22. 2021 received-come up with projects 2022

2020/21 audit/budget/financial-Layne finished final journal entries-working on funds adjustments/balances, attached at meeting, 2021 fund balances, Ehlers information FMP=plan I November

Sales Tax ??

Checklists which will follow through to CIP and comp planning with filing update-November



Building a Better World  
for All of Us®

October 13, 2021

RE: City of Henderson, Minnesota  
Trails Master Plan  
SEH No. HENDE162737, 10.00

Lon Berberich  
City Administrator  
City of Henderson  
600 Main Street, P.O. Box 433  
Henderson, MN 56044

Dear Mr. Berberich:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the Henderson Trails Master Plan. This proposal is based on conversations with City staff, review of documents provided by the City, and our knowledge of the City from previous work.

### **Project Overview**

We understand the City is interested in creating a citywide Trails Master Plan to take advantage of and connect to current and future regional trail planning efforts. These include a potential bicycle route as part of Sibley County's planned reconstruction of CSAH 6, which could eventually connect Henderson to the southwest Twin Cities metro regional bicycle system. Other planned bicycle routes include along State Highway 19 through town and along the Minnesota River on the east side of town. Creating a plan that enhances Henderson's trail system and connects it to regional initiatives has the potential to open up funding opportunities for the City. This relates directly to Goal 4 in the Parks & Trails chapter of the City's Comprehensive Plan to "Identify and access funding opportunities to expand [the City's] parks and trails system." This and other Parks & Trails goals and objectives resulted from community outreach conducted during the comprehensive planning process and will be used as a starting point for the Trails Master Plan.

### **Work Plan**

Based on our understanding of the Henderson's needs and on conversations with City staff and stakeholders, the following tasks will be performed to complete the Trails Master Plan:

- **Task 1 – Project Management**
  - Project Administration
  - Project Kickoff Meeting (virtual)
  - Biweekly Project Check-In Meetings (by phone or virtual)
- **Task 2 – Existing Conditions Assessment**
  - Data Collection
  - Review Existing Planning Documents
  - Baseline Mapping
- **Task 3 – Stakeholder Outreach**
  - Agency Staff Coordination Meeting (virtual)

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10400 Yellow Circle Drive, Suite 500, Minnetonka, MN 55343-9229

952.912.2600 | 800.734.6757 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



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October 13, 2021

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- Revise/Prepare Master Plan Goals
- Optional Task: Community Open House (in-person)
- **Task 4 – Prepare Trails Master Plan Document**
  - Prepare One (1) Trailhead Concept
    - Annotated 2D (plan) rendering
  - Prepare Draft Trails Map
    - Plan view of trail types/alignments
  - Determine Cost Estimates
    - High-level cost estimates with contingencies
  - Implementation and Funding
    - Matrix summarizing timing and responsible parties for key implementation steps
    - Summary of potential funding sources
  - Submit Final Plan Document (electronic)
    - Brief report including all items above

**Schedule**

We will begin work upon execution of a signed contract. We have outlined below some critical milestones and tentative dates:

|   |                            |
|---|----------------------------|
| Project Kickoff Meeting (virtual)                           | Late October 2021          |
| Existing Conditions Assessment                              | Early-mid November 2021    |
| Agency Staff Coordination Meeting (virtual)                 | Mid November 2021          |
| Complete Draft Trails Plan                                  | Early December 2021        |
| <i>Optional Open House (present Draft Plan – in-person)</i> | <i>Early December 2021</i> |
| Submit Final Trails Master Plan                             | Mid-late December 2021     |

**Fee Estimate**

We have estimated a total fee of \$14,250 to complete our services which would be billed on a Lump Sum basis. If the City chooses to include the optional Community Open House task, then the estimated total fee would increase to \$16,650. This fee includes all reimbursable expenses.

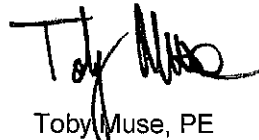
If this proposal meets your approval, we will forward a contract. We look forward to discussing this project with you further. If you have any questions, please contact me at **612.709.3037** or via e-mail at [mnolan@sehinc.com](mailto:mnolan@sehinc.com).

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Mark Nolan, AICP  
Project Manager



Toby Muse, PE  
Twin Cities Civil Practice Center Leader  
(Lic. MN)

## PROFESSIONAL AND TECHNICAL SERVICES CONTRACT

Project Identification: **Preliminary Engineering for Construction of Levee Modifications in Henderson**

This contract is between the City of Henderson (City) and **Short Elliott Hendrickson Inc.**, Address: 3535 Vadnais Center Drive, St. Paul, MN 55110 ("Contractor"). The term "Contractor" is used purely for convenience with no implied responsibilities or duties. City and Contractor may be referred to jointly as "Parties."

### Recitals

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1. City is in need of Contractor to prepare preliminary and final design to modify the existing levee system to accommodate the grade raise to TH93, SP7212-21 for the highway to go over the levee and eliminate the current need of stop logs and sandbagging.

Accordingly, the Parties agree as follows:

### Contract

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#### 1. Term of Contract.

- 1.1. **Effective date.** This contract will be effective on the date that all required signatures are obtained by City, pursuant to Minnesota Statutes Section §16C.05, subdivision 2. The Contractor must not begin work under this Contract until this Contract is fully executed and the Contractor has been notified by the City's Authorized Representative to begin the work.
- 1.2. **Expiration date.** This contract will expire on **January 16, 2026** or when all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2. Exhibits.

- 2.1. The following Exhibits are attached and incorporated into this Contract. In the event of a conflict between the terms of this Contract and its Exhibits, or between Exhibits, the order of precedence is first the Contract, and then in the following order:

**Exhibit A: Contract Terms**

**Exhibit B: Insurance Requirements**

**Exhibit C: Specifications, Duties, and Scope of Work**

**Exhibit D: Compensation and Payment**

**Exhibit E: Budget Details**

**Exhibit F: Travel Regulations**

**Exhibit G: Invoice Form**

**Exhibit H: Progress Report Form**

#### 3. Contractor's Duties.

- 3.1. The Contractor, who is not a City employee, will perform all duties described in **Exhibit C** to the satisfaction of the City.

#### 4. Representations and Warranties.

- 4.1. Contractor represents and warrants that it possesses the legal authority to enter into this Contract and that it has taken all actions required by its procedures, by-laws, and applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Contract, or any part thereof, and to bind Contractor to its terms.

#### 5. Time.

5.1. The Contractor must comply with all the time requirements described in this Contract.

**6. Consideration and Payment.**

6.1. The City will pay for performance by the Contractor under this Contract in accordance with **Exhibit D**.

**7. Authorized Representatives.**

7.1. City's Authorized Representative (or their successor or delegate) is:

**Lon Berberich, City Administrator**  
**City of Henderson**  
**600 Main Street, PO Box 433, Henderson, MN 56044**  
**507-248-3234**  
**lonber3@mchsi.com**

The City's Authorized Representative has the responsibility to monitor the Contractor's performance and the authority to accept or reject the services provided under this contract. City's Authorized Representative will sign progress reports, review billing statements, make recommendations for acceptance of Contractor's good or services and make recommendations for certification for payment of each invoice submitted for payment.

7.2. The Contractor's Authorized Representative (or their successor) is:

**Rachel Pichelmann, Project Manager**  
**Short Elliott Hendrickson Inc.**  
**11 Civic Center Plaza, Suite 200, Mankato, MN 56001**  
**651-724-8245**  
**rpichelmann@sehinc.com**

If the Contractor's Authorized Representative changes at any time during this Contract, the Contractor must immediately notify the City.

7.3. Contractor's key personnel specified by name and title in this Contract will be considered essential to the work being performed. If, for any reason, substitution of a key person becomes necessary, Contractor must provide two weeks' advance written notification of the substitution to City's Authorized Representative, if possible. The written notification must include the proposed successor's name and a resume of the successor's qualifications. City's Authorized Representative will have the right to reject the proposed successor based upon reasonable grounds.

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**1. CONTRACTOR**

Contractor certifies that the appropriate person(s) have executed the Contract on behalf of Contractor as required by applicable articles, bylaws, resolutions or ordinances.

Signed: W. J. Boel

Title: PRINCIPAL

Date: October 19, 2021

**2. CITY OF HENDERSON**  
(With delegated authority)

\* Signed: \_\_\_\_\_

Title: Mayor

Date: 10/21/2021

J. A. [Signature]

City Administrator

Title

Date

October 21, 2021

HENDERSON, MN

10/19/21

\*Check Summary Register©

OCTOBER 2021

| Name                          | Check Date                  | Check Amt           |                                     |
|-------------------------------|-----------------------------|---------------------|-------------------------------------|
| <b>10100 FIRST STATE BANK</b> |                             |                     |                                     |
| UnPaid                        | BADGER METER INC.           | \$10.68             | orion cellular lte serv             |
| UnPaid                        | BLUE CROSS BLUESHIELD OF M  | \$2,237.14          | November Coverage                   |
| UnPaid                        | BRUCE GUSTOFSON             | \$45.00             | phone reimbursement                 |
| UnPaid                        | BUESGENS TRUCKING           | \$320.00            | dig at allanson's park              |
| UnPaid                        | CHRISTIAN, KEOGH, MORAN & K | \$950.00            | Civil                               |
| UnPaid                        | CITY OF LE SUEUR            | \$6,406.45          | August 2021                         |
| UnPaid                        | CONSTRUCTION TREE SERVICE   | \$1,918.00          | trim trees in allanson's park       |
| UnPaid                        | DIANE FRAUENDIENST          | \$2,200.00          |                                     |
| UnPaid                        | ECKBLAD TRUCKING, LLC       | \$640.13            | Orange Mack Dump Truck              |
| UnPaid                        | EVOLUTION MEDIA & DESIGN, L | \$20.80             | embroidery                          |
| UnPaid                        | EXCEL ENERGY                | \$4,531.88          | allanson's park                     |
| UnPaid                        | FIRST SYSTEMS TECHONOLOG    | \$495.00            | 9/8 Verification of Lift Station    |
| UnPaid                        | HENDERSON FIRE RELIEF ASSO  | \$14,745.16         | State Fire Aid                      |
| UnPaid                        | HENDERSON LAWN CARE         | \$2,868.00          |                                     |
| UnPaid                        | HENDERSON POST OFFICE       | \$500.00            | post card stamps                    |
| UnPaid                        | JAGUAR                      | \$426.45            |                                     |
| UnPaid                        | JAMES BAUMANN               | \$2,301.50          | 10-15-21 inspections                |
| UnPaid                        | MATHESON TRI GAS INC.       | \$32.42             | cylinder rental                     |
| UnPaid                        | MEDIACOM                    | <del>\$0.00</del>   | 17C.20                              |
| UnPaid                        | MIKE NUNAN                  | \$89.42             | Taser Cartridges                    |
| UnPaid                        | MN Valley Electric          | \$617.86            | Security Lights                     |
| UnPaid                        | NORTHWEST NATURAL GAS       | \$49.09             | Library - update                    |
| UnPaid                        | GOHPER STATE ONE CALL       | \$28.35             |                                     |
| UnPaid                        | PRAIRIE TRAIL ELECTRIC      | \$752.50            | bender park work                    |
| UnPaid                        | REPUBLIC SERVICES           | \$122.92            | waste removal 9-1 9-29              |
| UnPaid                        | SEH                         | \$1,531.13          | Construction admin                  |
| UnPaid                        | SIBLEY COUNTY AUDITOR       | \$10,691.00         | 3rd Quarter Payment                 |
| UnPaid                        | STREICHER'S                 | \$4.00              | Shirt alteraton +129.94 = 133.94    |
| UnPaid                        | DANIEL R REIMAN             | \$79.08             | Oil and filter change ford inceptor |
| UnPaid                        | TOM FRAUENDIENST            | \$175.00            | City hall Cleaning                  |
| UnPaid                        | TOSHIBA BUSINESS SOLUTION   | \$20.97             | COPER MAINT                         |
| UnPaid                        | TRUE VALUE                  | \$200.28            | yellow paint bulbs and battery      |
| UnPaid                        | UC LABORATORY               | \$597.36            | SAMPLE TESTING                      |
| UnPaid                        | VERIZON WIRELESS            | \$117.51            | November invoice                    |
| UnPaid                        | VON ESSEN TOWING AND REPA   | \$429.50            | flat bed motorcycle tow             |
|                               |                             | <b>Total Checks</b> | <b>\$56,154.58</b>                  |

+160 Aug 2  
480

- update

Wagners

531.34

**\*Check Detail Register©**

OCTOBER 2021

Check Amt Invoice Comment

**10100 FIRST STATE BANK**

Unpaid **BADGER METER INC.**  
 E 601-49400-300 PROFESSIONAL SERVICES \$10.68 80081472 orion cellular lte serv  
**Total BADGER METER INC. \$10.68**

Unpaid **BLUE CROSS BLUESHIELD OF MINN**  
 E 101-42110-130 PAID HEALTH INSURANCE \$2,237.14 211001160638 November Coverage  
**Total BLUE CROSS BLUESHIELD OF MINN \$2,237.14**

Unpaid **BRUCE GUSTOFSON**  
 E 101-43000-320 COMMUNICATION/TELEPHONE \$45.00 phone reimbursement  
**Total BRUCE GUSTOFSON \$45.00**

Unpaid **BUESGENS TRUCKING**  
 E 101-45500-300 PROFESSIONAL SERVICES \$320.00 dig at allanson's park  
**Total BUESGENS TRUCKING \$320.00**

Unpaid **CHRISTIAN KEOGH, MORAN & KING**  
 E 101-41600-304 LEGAL \$550.00 63400-0013 Criminal  
 E 101-41600-304 LEGAL \$400.00 6340-0003 Civil  
**Total CHRISTIAN KEOGH, MORAN & KING \$950.00**

Unpaid **CITY OF LE SUEUR**  
 E 602-49451-300 PROFESSIONAL SERVICES \$6,406.45 01560 August 2021  
**Total CITY OF LE SUEUR \$6,406.45**

Unpaid **CONSTRUCTION TREE SERVICES**  
 E 101-45200-300 PROFESSIONAL SERVICES \$102.00 2556 stump grinding - city hall  
 E 101-45200-300 PROFESSIONAL SERVICES \$875.00 2558 trim trees in allanson's park  
 E 101-45200-300 PROFESSIONAL SERVICES \$941.00 2576 remove oak tree and clean up brushe  
**Total CONSTRUCTION TREE SERVICES \$1,918.00**

Unpaid **DIANE FRAUENDIENST**  
 E 101-41000-300 PROFESSIONAL SERVICES \$2,000.00  
 E 601-49400-322 POSTAGE \$100.00  
 E 602-49450-322 POSTAGE \$100.00  
**Total DIANE FRAUENDIENST \$2,200.00**

Unpaid **ECKBLAD TRUCKING, LLC**  
 E 101-43100-220 REPAIR & MAINTENANCE SUP \$640.13 49227 Orange Mack Dump Truck  
**Total ECKBLAD TRUCKING, LLC \$640.13**

Unpaid **EVOLUTION MEDIA & DESIGN, LLC**  
 E 101-42100-218 CLOTHING \$20.80 embroidery  
**Total EVOLUTION MEDIA & DESIGN, LLC \$20.80**

Unpaid **EXCEL ENERGY**  
 E 101-45200-381 ELECTRICITY \$203.28 allanson's park  
 E 601-49410-381 ELECTRICITY \$255.71 well pump-895 fort road

**\*Check Detail Register©**

OCTOBER 2021

|                           |                 | Check Amt         | Invoice | Comment               |
|---------------------------|-----------------|-------------------|---------|-----------------------|
| E 101-43110-381           | ELECTRICITY     | \$55.82           |         | garage                |
| E 101-42501-381           | ELECTRICITY     | \$36.71           |         | south pump station    |
| E 601-49410-381           | ELECTRICITY     | \$14.78           |         | 615 Locust            |
| E 101-42502-381           | ELECTRICITY     | \$71.17           |         | north pumping station |
| E 601-49402-381           | ELECTRICITY     | \$92.30           |         | booster station       |
| E 101-43144-381           | ELECTRICITY     | \$33.24           |         | flag pole             |
| E 101-45206-381           | ELECTRICITY     | \$0.00            |         | boat landing          |
| E 101-45211-381           | ELECTRICITY     | \$0.00            |         | night watch           |
| E 101-43002-381           | ELECTRICITY     | \$15.34           |         | 105 S 5th             |
| E 101-45220-381           | ELECTRICITY     | \$31.95           |         | 124 N 2nd             |
| E 101-43002-381           | ELECTRICITY     | \$16.08           |         | 303 S 5th             |
| E 101-43002-381           | ELECTRICITY     | \$15.50           |         | 106 N 6th             |
| E 101-43001-381           | ELECTRICITY     | \$131.93          |         | 100 South st.         |
| E 602-49470-381           | ELECTRICITY     | \$325.99          |         | 400 Oak Street        |
| E 101-43160-390           | STREET LIGHTING | \$1,619.98        |         | street lights         |
| E 101-41940-381           | ELECTRICITY     | \$0.00            |         |                       |
| E 101-42503-381           | ELECTRICITY     | \$11.78           |         | old pump house        |
| E 601-49411-381           | ELECTRICITY     | \$898.56          |         | well # 2              |
| E 101-41940-381           | ELECTRICITY     | \$384.26          |         | city hall             |
| E 101-45211-381           | ELECTRICITY     | \$51.04           |         | benderpark            |
| E 101-45500-381           | ELECTRICITY     | \$266.46          |         | library               |
| <b>Total EXCEL ENERGY</b> |                 | <b>\$4,531.88</b> |         |                       |

| Unpaid                                 |                       | FIRST SYSTEMS TECHONOLOGY |       |                                  |
|--|-----------------------|---------------------------|-------|----------------------------------|
| E 602-49450-300                        | PROFESSIONAL SERVICES | \$495.00                  | 21221 | 9/8 Verification of Lift Station |
| <b>Total FIRST SYSTEMS TECHONOLOGY</b> |                       | <b>\$495.00</b>           |       |                                  |

| Unpaid                                    |          | HENDERSON FIRE RELIEF ASSOC. |  |                           |
|---|----------|------------------------------|--|---------------------------|
| E 101-42200-120                           | BENEFITS | \$12,185.09                  |  | State Fire Aid            |
| E 101-42200-120                           | BENEFITS | \$2,560.07                   |  | Additional State Fire Aid |
| <b>Total HENDERSON FIRE RELIEF ASSOC.</b> |          | <b>\$14,745.16</b>           |  |                           |

| Unpaid                           |                       | HENDERSON LAWN CARE |     |  |
|----------------------------------|-----------------------|---------------------|-----|--|
| E 101-45210-300                  | PROFESSIONAL SERVICES | \$743.00            | 706 |  |
| E 101-45200-300                  | PROFESSIONAL SERVICES | \$607.00            | 706 |  |
| E 101-45211-300                  | PROFESSIONAL SERVICES | \$560.00            | 706 |  |
| E 101-41940-315                  | CONTRACTUAL SERVICES  | \$275.00            | 706 |  |
| E 101-42200-300                  | PROFESSIONAL SERVICES | \$72.00             | 706 |  |
| E 101-43126-300                  | PROFESSIONAL SERVICES | \$611.00            | 706 |  |
| <b>Total HENDERSON LAWN CARE</b> |                       | <b>\$2,868.00</b>   |     |  |

| Unpaid                             |         | HENDERSON POST OFFICE |  |                  |
|------------------------------------|---------|-----------------------|--|------------------|
| E 601-49400-322                    | POSTAGE | \$250.00              |  | post card stamps |
| E 602-49450-322                    | POSTAGE | \$250.00              |  | post card stamps |
| <b>Total HENDERSON POST OFFICE</b> |         | <b>\$500.00</b>       |  |                  |

| Unpaid          |             | JAGUAR COMMUNICATIONS |  |  |
|-----------------|-------------|-----------------------|--|--|
| E 101-41000-325 | JAGUAR WIFI | \$225.00              |  |  |

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|                                      |                          | Check Amt         | Invoice      | Comment                      |
|--------------------------------------|--------------------------|-------------------|--------------|------------------------------|
| E 101-42100-321                      | TELEPHONE                | \$30.27           |              |                              |
| E 101-41000-321                      | TELEPHONE                | \$70.48           |              |                              |
| E 101-45500-321                      | TELEPHONE                | \$37.58           |              |                              |
| E 101-41000-321                      | TELEPHONE                | \$32.85           |              |                              |
| E 101-43000-320                      | COMMUNICATION/TELEPHONE  | \$30.27           |              |                              |
| <b>Total JAGUAR COMMUNICATIONS</b>   |                          | <b>\$426.45</b>   |              |                              |
| <b>Unpaid JAMES BAUMANN</b>          |                          |                   |              |                              |
| E 101-42400-300                      | PROFESSIONAL SERVICES    | \$2,301.50        |              | 10-15-21 inspections         |
| <b>Total JAMES BAUMANN</b>           |                          | <b>\$2,301.50</b> |              |                              |
| <b>Unpaid MATHESON TRI GAS INC</b>   |                          |                   |              |                              |
| E 101-43100-220                      | REPAIR & MAINTENANCE SUP | \$32.42           | 0024309005   | cylinder rental              |
| <b>Total MATHESON TRI GAS INC</b>    |                          | <b>\$32.42</b>    |              |                              |
| <b>Unpaid MEDIACOM</b>               |                          |                   |              |                              |
| E 101-42100-321                      | TELEPHONE                | \$0.00            |              |                              |
| <b>Total MEDIACOM</b>                |                          | <b>\$0.00</b>     |              |                              |
| <b>Unpaid MIKE NUNAN</b>             |                          |                   |              |                              |
| E 101-42100-210                      | OPERATING SUPPLIES       | \$89.42           |              | Taser Cartridges             |
| <b>Total MIKE NUNAN</b>              |                          | <b>\$89.42</b>    |              |                              |
| <b>Unpaid MN VALLEY ELECTRIC</b>     |                          |                   |              |                              |
| E 602-49472-381                      | ELECTRICITY              | \$14.00           |              | Security Lights              |
| E 101-45221-381                      | ELECTRICITY              | \$10.00           |              | Sliding Hill                 |
| E 602-49471-381                      | ELECTRICITY              | \$593.86          |              | 29326 Henderson Station Road |
| <b>Total MN VALLEY ELECTRIC</b>      |                          | <b>\$617.86</b>   |              |                              |
| <b>Unpaid NORTHWEST NATURAL GAS</b>  |                          |                   |              |                              |
| E 101-45500-381                      | ELECTRICITY              | \$17.09           |              | Library                      |
| E 601-49402-381                      | ELECTRICITY              | \$8.00            |              | 900 Fort Road                |
| E 101-41940-381                      | ELECTRICITY              | \$8.00            |              | 600 Main Street              |
| E 101-41941-370                      | HEATING                  | \$8.00            |              | 600 Main Street              |
| E 101-43110-381                      | ELECTRICITY              | \$8.00            |              | 200 Market Stree             |
| <b>Total NORTHWEST NATURAL GAS</b>   |                          | <b>\$49.09</b>    |              |                              |
| <b>Unpaid ONE CALL CONCEPTS, INC</b> |                          |                   |              |                              |
| E 601-49400-311                      | GOPHER ONE CALL          | \$14.18           | 1070455      |                              |
| E 602-49450-311                      | GOPHER ONE CALL          | \$14.17           | 1070455      |                              |
| <b>Total ONE CALL CONCEPTS, INC</b>  |                          | <b>\$28.35</b>    |              |                              |
| <b>Unpaid PRAIRIE TRAIL ELECTRIC</b> |                          |                   |              |                              |
| E 101-45500-400                      | REPAIRS & MAINTENANCE-MA | \$752.50          |              | bender park work             |
| <b>Total PRAIRIE TRAIL ELECTRIC</b>  |                          | <b>\$752.50</b>   |              |                              |
| <b>Unpaid REPUBLIC SERVICES</b>      |                          |                   |              |                              |
| E 101-45211-315                      | CONTRACTUAL SERVICES     | \$122.92          | 0894-0055111 | waste removal 9-1 9-29       |



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|  |                                    | Check Amt          | Invoice    | Comment                             |
|--|------------------------------------|--------------------|------------|-------------------------------------|
| <b>Total REPUBLIC SERVICES</b>           |                                    | <b>\$122.92</b>    |            |                                     |
| <b>Unpaid</b>                            | <b>SEH</b>                         |                    |            |                                     |
| E 411-49460-306                          | ENGINEERING, CONSTRUCTIO           | \$1,531.13         | 413401     | Construction admin                  |
| <b>Total SEH</b>                         |                                    | <b>\$1,531.13</b>  |            |                                     |
| <b>Unpaid</b>                            | <b>SIBLEY COUNTY AUDITOR</b>       |                    |            |                                     |
| E 101-45500-300                          | PROFESSIONAL SERVICES              | \$5,345.50         |            | 3rd Quarter Payment                 |
| E 101-45500-300                          | PROFESSIONAL SERVICES              | \$5,345.50         |            | 4th Quarter Payment                 |
| <b>Total SIBLEY COUNTY AUDITOR</b>       |                                    | <b>\$10,691.00</b> |            |                                     |
| <b>Unpaid</b>                            | <b>STREICHER S</b>                 |                    |            |                                     |
| E 101-42100-218                          | CLOTHING                           | \$4.00             | 1523998    | Shirt alteraton                     |
| <b>Total STREICHER S</b>                 |                                    | <b>\$4.00</b>      |            |                                     |
| <b>Unpaid</b>                            | <b>THE MASTER S SERVANT</b>        |                    |            |                                     |
| E 101-42100-400                          | REPAIRS & MAINTENANCE-MA           | \$79.08            | 23248      | Oil and filter change ford inceptor |
| <b>Total THE MASTER S SERVANT</b>        |                                    | <b>\$79.08</b>     |            |                                     |
| <b>Unpaid</b>                            | <b>TOM FRAUENDIENST</b>            |                    |            |                                     |
| E 101-41940-315                          | CONTRACTUAL SERVICES               | \$175.00           |            | City hall Cleaning                  |
| <b>Total TOM FRAUENDIENST</b>            |                                    | <b>\$175.00</b>    |            |                                     |
| <b>Unpaid</b>                            | <b>TOSHIBA</b>                     |                    |            |                                     |
| E 101-41000-406                          | COPIER MAINTENANCE                 | \$20.97            |            | COPER MAINT                         |
| <b>Total TOSHIBA</b>                     |                                    | <b>\$20.97</b>     |            |                                     |
| <b>Unpaid</b>                            | <b>TRUE VALUE</b>                  |                    |            |                                     |
| E 101-43100-220                          | REPAIR & MAINTENANCE SUP           | \$28.51            |            | yellow paint bulbs and battery      |
| E 101-45500-220                          | REPAIR & MAINTENANCE SUP           | \$89.32            |            | Antifreeze, bulbs and ballist       |
| E 101-45500-220                          | REPAIR & MAINTENANCE SUP           | \$82.45            |            | air filter garbage bags             |
| <b>Total TRUE VALUE</b>                  |                                    | <b>\$200.28</b>    |            |                                     |
| <b>Unpaid</b>                            | <b>UC LABORATORY</b>               |                    |            |                                     |
| E 602-49451-300                          | PROFESSIONAL SERVICES              | \$597.36           | 110112     | SAMPLE TESTING                      |
| <b>Total UC LABORATORY</b>               |                                    | <b>\$597.36</b>    |            |                                     |
| <b>Unpaid</b>                            | <b>VERIZON WIRELESS</b>            |                    |            |                                     |
| E 101-42100-320                          | COMMUNICATION/TELEPHONE            | \$117.51           | 9889588634 | November invoice                    |
| <b>Total VERIZON WIRELESS</b>            |                                    | <b>\$117.51</b>    |            |                                     |
| <b>Unpaid</b>                            | <b>VON ESSEN TOWING AND REPAIR</b> |                    |            |                                     |
| E 101-42100-430                          | MISCELLANEOUS                      | \$214.75           | 55924      | flat bed motorcycle tow             |
| E 101-42100-430                          | MISCELLANEOUS                      | \$214.75           | 55925      | flat bed motorcycle tow             |
| <b>Total VON ESSEN TOWING AND REPAIR</b> |                                    | <b>\$429.50</b>    |            |                                     |
| <b>10100 FIRST STATE BANK</b>            |                                    | <b>\$56,154.58</b> |            |                                     |

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**Fund Summary**

| <b>10100 FIRST STATE BANK</b> |             |
|-------------------------------|-------------|
| 101 GENERAL FUND              | \$44,182.41 |
| 411 INFILTRATION PROJECT      | \$1,531.13  |
| 601 WATER UTILITY FUND        | \$1,644.21  |
| 602 SEWER UTILITY FUND        | \$8,796.83  |
|                               | <hr/>       |
|                               | \$56,154.58 |

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|                 |  | Check Amt          | Invoice    | Comment                             |
|-----------------|--|--------------------|------------|-------------------------------------|
| Unpaid          | <b>SIBLEY COUNTY AUDITOR</b>             |                    |            |                                     |
| E 101-45500-300 | PROFESSIONAL SERVICES                    | \$5,345.50         |            | 3rd Quarter Payment                 |
| E 101-45500-300 | PROFESSIONAL SERVICES                    | \$5,345.50         |            | 4th Quarter Payment                 |
|                 | <b>Total SIBLEY COUNTY AUDITOR</b>       | <b>\$10,691.00</b> |            |                                     |
| Unpaid          | <b>STREICHER S</b>                       |                    |            |                                     |
| E 101-42100-218 | CLOTHING                                 | \$4.00             | 1523998    | Shirt alteraton                     |
|                 | <b>Total STREICHER S</b>                 | <b>\$4.00</b>      |            |                                     |
| Unpaid          | <b>THE MASTER S SERVANT</b>              |                    |            |                                     |
| E 101-42100-400 | REPAIRS & MAINTENANCE-MA                 | \$79.08            | 23248      | Oil and filter change ford inceptor |
|                 | <b>Total THE MASTER S SERVANT</b>        | <b>\$79.08</b>     |            |                                     |
| Unpaid          | <b>TOM FRAUENDIENST</b>                  |                    |            |                                     |
| E 101-41940-315 | CONTRACTUAL SERVICES                     | \$175.00           |            | City hall Cleaning                  |
|                 | <b>Total TOM FRAUENDIENST</b>            | <b>\$175.00</b>    |            |                                     |
| Unpaid          | <b>TOSHIBA</b>                           |                    |            |                                     |
| E 101-41000-406 | COPIER MAINTENANCE                       | \$20.97            |            | COPER MAINT                         |
|                 | <b>Total TOSHIBA</b>                     | <b>\$20.97</b>     |            |                                     |
| Unpaid          | <b>TRUE VALUE</b>                        |                    |            |                                     |
| E 101-43100-220 | REPAIR & MAINTENANCE SUP                 | \$28.51            |            | yellow paint bulbs and battery      |
| E 101-45500-220 | REPAIR & MAINTENANCE SUP                 | \$89.32            |            | Antifreeze, bulbs and ballist       |
| E 101-45500-220 | REPAIR & MAINTENANCE SUP                 | \$82.45            |            | air filter garbage bags             |
|                 | <b>Total TRUE VALUE</b>                  | <b>\$200.28</b>    |            |                                     |
| Unpaid          | <b>UC LABORATORY</b>                     |                    |            |                                     |
| E 602-49451-300 | PROFESSIONAL SERVICES                    | \$597.36           | 110112     | SAMPLE TESTING                      |
|                 | <b>Total UC LABORATORY</b>               | <b>\$597.36</b>    |            |                                     |
| Unpaid          | <b>VERIZON WIRELESS</b>                  |                    |            |                                     |
| E 101-42100-320 | COMMUNICATION/TELEPHONE                  | \$117.51           | 9889588634 | November invoice                    |
|                 | <b>Total VERIZON WIRELESS</b>            | <b>\$117.51</b>    |            |                                     |
| Unpaid          | <b>VON ESSEN TOWING AND REPAIR</b>       |                    |            |                                     |
| E 101-42100-430 | MISCELLANEOUS                            | \$214.75           | 55924      | flat bed motorcycle tow             |
| E 101-42100-430 | MISCELLANEOUS                            | \$214.75           | 55925      | flat bed motorcycle tow             |
|                 | <b>Total VON ESSEN TOWING AND REPAIR</b> | <b>\$429.50</b>    |            |                                     |
|                 | <b>10100 FIRST STATE BANK</b>            | <b>\$51,115.32</b> |            |                                     |

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**Fund Summary**

**10100 FIRST STATE BANK**

|                        |             |  |
|------------------------|-------------|--|
| 101 GENERAL FUND       | \$40,674.28 |  |
| 601 WATER UTILITY FUND | \$1,644.21  |  |
| 602 SEWER UTILITY FUND | \$8,796.83  |  |
|                        | <hr/>       |  |
|                        | \$51,115.32 |  |

# HENDERSON, MN

10/19/21

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OCTOBER 2021

| Name                          | Check Date                  | Check Amt           |   |
|-------------------------------|-----------------------------|---------------------|---|
| <b>10100 FIRST STATE BANK</b> |                             |                     |   |
| UnPaid                        | BADGER METER INC.           | \$10.68             | orion cellular lte serv                 |
| UnPaid                        | BLUE CROSS BLUESHIELD OF M  | \$2,237.14          | November Coverage                       |
| UnPaid                        | BRUCE GUSTOFSON             | \$45.00             | phone reimbursement                     |
| UnPaid                        | BUESGENS TRUCKING           | \$320.00            | dig at allanson's park                  |
| UnPaid                        | CHRISTIAN, KEOGH, MORAN & K | \$950.00            | Civil                                   |
| UnPaid                        | CITY OF LE SUEUR            | \$6,406.45          | August 2021                             |
| UnPaid                        | CONSTRUCTION TREE SERVICE   | \$1,918.00          | trim trees in allanson's park           |
| UnPaid                        | DIANE FRAUENDIENST          | \$2,200.00          |   |
| UnPaid                        | ECKBLAD TRUCKING, LLC       | \$640.13            | Orange Mack Dump Truck                  |
| UnPaid                        | EVOLUTION MEDIA & DESIGN, L | \$20.80             | embroidery                              |
| UnPaid                        | EXCEL ENERGY                | \$4,531.88          | allanson's park                         |
| UnPaid                        | FIRST SYSTEMS TECHONOLOG    | \$495.00            | 9/8 Verification of Lift Station        |
| UnPaid                        | HENDERSON FIRE RELIEF ASSO  | \$14,745.16         | State Fire Aid                          |
| UnPaid                        | HENDERSON LAWN CARE         | \$2,868.00          |   |
| UnPaid                        | HENDERSON POST OFFICE       | \$500.00            | post card stamps                        |
| UnPaid                        | JAGUAR                      | \$426.45            |   |
| UnPaid                        | JAMES BAUMANN               | \$2,301.50          | 10-15-21 inspections                    |
| UnPaid                        | MATHESON TRI GAS INC.       | \$32.42             | cylinder rental                         |
| UnPaid                        | MEDIACOM                    | <del>\$0.00</del>   | <i>126.90</i>                           |
| UnPaid                        | MIKE NUNAN                  | \$89.42             | Taser Cartridges                        |
| UnPaid                        | MN Valley Electric          | \$617.86            | Security Lights                         |
| UnPaid                        | NORTHWEST NATURAL GAS       | \$49.09             | Library <i>update</i>                   |
| UnPaid                        | GOHPER STATE ONE CALL       | \$28.35             |   |
| UnPaid                        | PRAIRIE TRAIL ELECTRIC      | \$752.50            | bender park work                        |
| UnPaid                        | REPUBLIC SERVICES           | \$122.92            | waste removal 9-1 9-29                  |
| UnPaid                        | SEH                         | \$1,531.13          | Construction admin                      |
| UnPaid                        | SIBLEY COUNTY AUDITOR       | \$10,691.00         | 3rd Quarter Payment                     |
| UnPaid                        | STREICHER'S                 | \$4.00              | Shirt alteraton <i>+129.94 = 133.94</i> |
| UnPaid                        | DANIEL R REIMAN             | \$79.08             | Oil and filter change ford inceptor     |
| UnPaid                        | TOM FRAUENDIENST            | \$175.00            | City hall Cleaning                      |
| UnPaid                        | TOSHIBA BUSINESS SOLUTION   | \$20.97             | COPER MAINT                             |
| UnPaid                        | TRUE VALUE                  | \$200.28            | yellow paint bulbs and battery          |
| UnPaid                        | UC LABORATORY               | \$597.36            | SAMPLE TESTING                          |
| UnPaid                        | VERIZON WIRELESS            | \$117.51            | November invoice                        |
| UnPaid                        | VON ESSEN TOWING AND REPA   | \$429.50            | flat bed motorcycle tow                 |
|                               |                             | <b>Total Checks</b> | <b>\$56,154.58</b>                      |

*+160 Aug 2  
480*

*update*

*Wagner's*

*531.34*



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OCTOBER 2021

Check Amt Invoice Comment

**10100 FIRST STATE BANK**

| Check Amt                                       | Invoice                  | Comment   |
|---|--------------------------|---|
| <b>Unpaid BADGER METER INC.</b>                 |                          |   |
| E 601-49400-300                                 | PROFESSIONAL SERVICES    | \$10.68 80081472 orion cellular lte serv          |
| <b>Total BADGER METER INC.</b>                  |                          | <b>\$10.68</b>                                    |
| <b>Unpaid BLUE CROSS BLUESHIELD OF MINN</b>     |                          |   |
| E 101-42110-130                                 | PAID HEALTH INSURANCE    | \$2,237.14 211001160638 November Coverage         |
| <b>Total BLUE CROSS BLUESHIELD OF MINN</b>      |                          | <b>\$2,237.14</b>                                 |
| <b>Unpaid BRUCE GUSTOFSON</b>                   |                          |   |
| E 101-43000-320                                 | COMMUNICATION/TELEPHONE  | \$45.00 phone reimbursement                       |
| <b>Total BRUCE GUSTOFSON</b>                    |                          | <b>\$45.00</b>                                    |
| <b>Unpaid BUESGENS TRUCKING</b>                 |                          |   |
| E 101-45500-300                                 | PROFESSIONAL SERVICES    | \$320.00 dig at allanson's park                   |
| <b>Total BUESGENS TRUCKING</b>                  |                          | <b>\$320.00</b>                                   |
| <b>Unpaid CHRISTIAN KEOGH, MORAN &amp; KING</b> |                          |   |
| E 101-41600-304                                 | LEGAL                    | \$550.00 63400-0013 Criminal                      |
| E 101-41600-304                                 | LEGAL                    | \$400.00 6340-0003 Civil                          |
| <b>Total CHRISTIAN KEOGH, MORAN &amp; KING</b>  |                          | <b>\$950.00</b>                                   |
| <b>Unpaid CITY OF LE SUEUR</b>                  |                          |   |
| E 602-49451-300                                 | PROFESSIONAL SERVICES    | \$6,406.45 01560 August 2021                      |
| <b>Total CITY OF LE SUEUR</b>                   |                          | <b>\$6,406.45</b>                                 |
| <b>Unpaid CONSTRUCTION TREE SERVICES</b>        |                          |   |
| E 101-45200-300                                 | PROFESSIONAL SERVICES    | \$102.00 2556 stump grinding - city hall          |
| E 101-45200-300                                 | PROFESSIONAL SERVICES    | \$875.00 2558 trim trees in allanson's park       |
| E 101-45200-300                                 | PROFESSIONAL SERVICES    | \$941.00 2576 remove oak tree and clean up brushe |
| <b>Total CONSTRUCTION TREE SERVICES</b>         |                          | <b>\$1,918.00</b>                                 |
| <b>Unpaid DIANE FRAUENDIENST</b>                |                          |   |
| E 101-41000-300                                 | PROFESSIONAL SERVICES    | \$2,000.00  |
| E 601-49400-322                                 | POSTAGE                  | \$100.00  |
| E 602-49450-322                                 | POSTAGE                  | \$100.00  |
| <b>Total DIANE FRAUENDIENST</b>                 |                          | <b>\$2,200.00</b>                                 |
| <b>Unpaid ECKBLAD TRUCKING, LLC</b>             |                          |   |
| E 101-43100-220                                 | REPAIR & MAINTENANCE SUP | \$640.13 49227 Orange Mack Dump Truck             |
| <b>Total ECKBLAD TRUCKING, LLC</b>              |                          | <b>\$640.13</b>                                   |
| <b>Unpaid EVOLUTION MEDIA &amp; DESIGN, LLC</b> |                          |   |
| E 101-42100-218                                 | CLOTHING                 | \$20.80 embroidery                                |
| <b>Total EVOLUTION MEDIA &amp; DESIGN, LLC</b>  |                          | <b>\$20.80</b>                                    |
| <b>Unpaid EXCEL ENERGY</b>                      |                          |   |
| E 101-45200-381                                 | ELECTRICITY              | \$203.28 allanson's park                          |
| E 601-49410-381                                 | ELECTRICITY              | \$255.71 well pump-895 fort road                  |

HENDERSON, MN

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|                           |                 | Check Amt         | Invoice | Comment               |
|---------------------------|-----------------|-------------------|---------|-----------------------|
| E 101-43110-381           | ELECTRICITY     | \$55.82           |         | garage                |
| E 101-42501-381           | ELECTRICITY     | \$36.71           |         | south pump station    |
| E 601-49410-381           | ELECTRICITY     | \$14.78           |         | 615 Locust            |
| E 101-42502-381           | ELECTRICITY     | \$71.17           |         | north pumping station |
| E 601-49402-381           | ELECTRICITY     | \$92.30           |         | booster station       |
| E 101-43144-381           | ELECTRICITY     | \$33.24           |         | flag pole             |
| E 101-45206-381           | ELECTRICITY     | \$0.00            |         | boat landing          |
| E 101-45211-381           | ELECTRICITY     | \$0.00            |         | night watch           |
| E 101-43002-381           | ELECTRICITY     | \$15.34           |         | 105 S 5th             |
| E 101-45220-381           | ELECTRICITY     | \$31.95           |         | 124 N 2nd             |
| E 101-43002-381           | ELECTRICITY     | \$16.08           |         | 303 S 5th             |
| E 101-43002-381           | ELECTRICITY     | \$15.50           |         | 106 N 6th             |
| E 101-43001-381           | ELECTRICITY     | \$131.93          |         | 100 South st.         |
| E 602-49470-381           | ELECTRICITY     | \$325.99          |         | 400 Oak Street        |
| E 101-43160-390           | STREET LIGHTING | \$1,619.98        |         | street lights         |
| E 101-41940-381           | ELECTRICITY     | \$0.00            |         |                       |
| E 101-42503-381           | ELECTRICITY     | \$11.78           |         | old pump house        |
| E 601-49411-381           | ELECTRICITY     | \$898.56          |         | well # 2              |
| E 101-41940-381           | ELECTRICITY     | \$384.26          |         | city hall             |
| E 101-45211-381           | ELECTRICITY     | \$51.04           |         | benderpark            |
| E 101-45500-381           | ELECTRICITY     | \$266.46          |         | library               |
| <b>Total EXCEL ENERGY</b> |                 | <b>\$4,531.88</b> |         |                       |

| Unpaid                                |                       | FIRST SYSTEMS TECHNOLOGY |       |                                  |
|---------------------------------------|-----------------------|--------------------------|-------|----------------------------------|
| E 602-49450-300                       | PROFESSIONAL SERVICES | \$495.00                 | 21221 | 9/8 Verification of Lift Station |
| <b>Total FIRST SYSTEMS TECHNOLOGY</b> |                       | <b>\$495.00</b>          |       |                                  |

| Unpaid                                    |          | HENDERSON FIRE RELIEF ASSOC. |  |                           |
|---|----------|------------------------------|--|---------------------------|
| E 101-42200-120                           | BENEFITS | \$12,185.09                  |  | State Fire Aid            |
| E 101-42200-120                           | BENEFITS | \$2,560.07                   |  | Additional State Fire Aid |
| <b>Total HENDERSON FIRE RELIEF ASSOC.</b> |          | <b>\$14,745.16</b>           |  |                           |

| Unpaid                           |                       | HENDERSON LAWN CARE |     |  |
|----------------------------------|-----------------------|---------------------|-----|--|
| E 101-45210-300                  | PROFESSIONAL SERVICES | \$743.00            | 706 |  |
| E 101-45200-300                  | PROFESSIONAL SERVICES | \$607.00            | 706 |  |
| E 101-45211-300                  | PROFESSIONAL SERVICES | \$560.00            | 706 |  |
| E 101-41940-315                  | CONTRACTUAL SERVICES  | \$275.00            | 706 |  |
| E 101-42200-300                  | PROFESSIONAL SERVICES | \$72.00             | 706 |  |
| E 101-43126-300                  | PROFESSIONAL SERVICES | \$611.00            | 706 |  |
| <b>Total HENDERSON LAWN CARE</b> |                       | <b>\$2,868.00</b>   |     |  |

| Unpaid                             |         | HENDERSON POST OFFICE |  |                  |
|------------------------------------|---------|-----------------------|--|------------------|
| E 601-49400-322                    | POSTAGE | \$250.00              |  | post card stamps |
| E 602-49450-322                    | POSTAGE | \$250.00              |  | post card stamps |
| <b>Total HENDERSON POST OFFICE</b> |         | <b>\$500.00</b>       |  |                  |

| Unpaid          |             | JAGUAR COMMUNICATIONS |  |  |
|-----------------|-------------|-----------------------|--|--|
| E 101-41000-325 | JAGUAR WIFI | \$225.00              |  |  |



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|--------------------------------------|--------------------------|-------------------|--------------|------------------------------|
| E 101-42100-321                      | TELEPHONE                | \$30.27           |              |                              |
| E 101-41000-321                      | TELEPHONE                | \$70.48           |              |                              |
| E 101-45500-321                      | TELEPHONE                | \$37.58           |              |                              |
| E 101-41000-321                      | TELEPHONE                | \$32.85           |              |                              |
| E 101-43000-320                      | COMMUNICATION/TELEPHONE  | \$30.27           |              |                              |
| <b>Total JAGUAR COMMUNICATIONS</b>   |                          | <b>\$426.45</b>   |              |                              |
| <b>Unpaid JAMES BAUMANN</b>          |                          |                   |              |                              |
| E 101-42400-300                      | PROFESSIONAL SERVICES    | \$2,301.50        |              | 10-15-21 inspections         |
| <b>Total JAMES BAUMANN</b>           |                          | <b>\$2,301.50</b> |              |                              |
| <b>Unpaid MATHESON TRI GAS INC</b>   |                          |                   |              |                              |
| E 101-43100-220                      | REPAIR & MAINTENANCE SUP | \$32.42           | 0024309005   | cylinder rental              |
| <b>Total MATHESON TRI GAS INC</b>    |                          | <b>\$32.42</b>    |              |                              |
| <b>Unpaid MEDIACOM</b>               |                          |                   |              |                              |
| E 101-42100-321                      | TELEPHONE                | \$0.00            |              |                              |
| <b>Total MEDIACOM</b>                |                          | <b>\$0.00</b>     |              |                              |
| <b>Unpaid MIKE NUNAN</b>             |                          |                   |              |                              |
| E 101-42100-210                      | OPERATING SUPPLIES       | \$89.42           |              | Taser Cartridges             |
| <b>Total MIKE NUNAN</b>              |                          | <b>\$89.42</b>    |              |                              |
| <b>Unpaid MN VALLEY ELECTRIC</b>     |                          |                   |              |                              |
| E 602-49472-381                      | ELECTRICITY              | \$14.00           |              | Security Lights              |
| E 101-45221-381                      | ELECTRICITY              | \$10.00           |              | Sliding Hill                 |
| E 602-49471-381                      | ELECTRICITY              | \$593.86          |              | 29326 Henderson Station Road |
| <b>Total MN VALLEY ELECTRIC</b>      |                          | <b>\$617.86</b>   |              |                              |
| <b>Unpaid NORTHWEST NATURAL GAS</b>  |                          |                   |              |                              |
| E 101-45500-381                      | ELECTRICITY              | \$17.09           |              | Library                      |
| E 601-49402-381                      | ELECTRICITY              | \$8.00            |              | 900 Fort Road                |
| E 101-41940-381                      | ELECTRICITY              | \$8.00            |              | 600 Main Street              |
| E 101-41941-370                      | HEATING                  | \$8.00            |              | 600 Main Street              |
| E 101-43110-381                      | ELECTRICITY              | \$8.00            |              | 200 Market Street            |
| <b>Total NORTHWEST NATURAL GAS</b>   |                          | <b>\$49.09</b>    |              |                              |
| <b>Unpaid ONE CALL CONCEPTS, INC</b> |                          |                   |              |                              |
| E 601-49400-311                      | GOPHER ONE CALL          | \$14.18           | 1070455      |                              |
| E 602-49450-311                      | GOPHER ONE CALL          | \$14.17           | 1070455      |                              |
| <b>Total ONE CALL CONCEPTS, INC</b>  |                          | <b>\$28.35</b>    |              |                              |
| <b>Unpaid PRAIRIE TRAIL ELECTRIC</b> |                          |                   |              |                              |
| E 101-45500-400                      | REPAIRS & MAINTENANCE-MA | \$752.50          |              | bender park work             |
| <b>Total PRAIRIE TRAIL ELECTRIC</b>  |                          | <b>\$752.50</b>   |              |                              |
| <b>Unpaid REPUBLIC SERVICES</b>      |                          |                   |              |                              |
| E 101-45211-315                      | CONTRACTUAL SERVICES     | \$122.92          | 0894-0055111 | waste removal 9-1 9-29       |

HENDERSON, MN

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|--|------------------------------------|--------------------|------------|-------------------------------------|
| <b>Total REPUBLIC SERVICES</b>           |                                    | <b>\$122.92</b>    |            |                                     |
| Unpaid                                   | <b>SEH</b>                         |                    |            |                                     |
| E 411-49460-306                          | ENGINEERING, CONSTRUCTIO           | \$1,531.13         | 413401     | Construction admin                  |
| <b>Total SEH</b>                         |                                    | <b>\$1,531.13</b>  |            |                                     |
| Unpaid                                   | <b>SIBLEY COUNTY AUDITOR</b>       |                    |            |                                     |
| E 101-45500-300                          | PROFESSIONAL SERVICES              | \$5,345.50         |            | 3rd Quarter Payment                 |
| E 101-45500-300                          | PROFESSIONAL SERVICES              | \$5,345.50         |            | 4th Quarter Payment                 |
| <b>Total SIBLEY COUNTY AUDITOR</b>       |                                    | <b>\$10,691.00</b> |            |                                     |
| Unpaid                                   | <b>STREICHER S</b>                 |                    |            |                                     |
| E 101-42100-218                          | CLOTHING                           | \$4.00             | 1523998    | Shirt alteraton                     |
| <b>Total STREICHER S</b>                 |                                    | <b>\$4.00</b>      |            |                                     |
| Unpaid                                   | <b>THE MASTER S SERVANT</b>        |                    |            |                                     |
| E 101-42100-400                          | REPAIRS & MAINTENANCE-MA           | \$79.08            | 23248      | Oil and filter change ford inceptor |
| <b>Total THE MASTER S SERVANT</b>        |                                    | <b>\$79.08</b>     |            |                                     |
| Unpaid                                   | <b>TOM FRAUENDIENST</b>            |                    |            |                                     |
| E 101-41940-315                          | CONTRACTUAL SERVICES               | \$175.00           |            | City hall Cleaning                  |
| <b>Total TOM FRAUENDIENST</b>            |                                    | <b>\$175.00</b>    |            |                                     |
| Unpaid                                   | <b>TOSHIBA</b>                     |                    |            |                                     |
| E 101-41000-406                          | COPIER MAINTENANCE                 | \$20.97            |            | COPER MAINT                         |
| <b>Total TOSHIBA</b>                     |                                    | <b>\$20.97</b>     |            |                                     |
| Unpaid                                   | <b>TRUE VALUE</b>                  |                    |            |                                     |
| E 101-43100-220                          | REPAIR & MAINTENANCE SUP           | \$28.51            |            | yellow paint bulbs and battery      |
| E 101-45500-220                          | REPAIR & MAINTENANCE SUP           | \$89.32            |            | Antifreeze, bulbs and ballist       |
| E 101-45500-220                          | REPAIR & MAINTENANCE SUP           | \$82.45            |            | air filter garbage bags             |
| <b>Total TRUE VALUE</b>                  |                                    | <b>\$200.28</b>    |            |                                     |
| Unpaid                                   | <b>UC LABORATORY</b>               |                    |            |                                     |
| E 602-49451-300                          | PROFESSIONAL SERVICES              | \$597.36           | 110112     | SAMPLE TESTING                      |
| <b>Total UC LABORATORY</b>               |                                    | <b>\$597.36</b>    |            |                                     |
| Unpaid                                   | <b>VERIZON WIRELESS</b>            |                    |            |                                     |
| E 101-42100-320                          | COMMUNICATION/TELEPHONE            | \$117.51           | 9889588634 | November invoice                    |
| <b>Total VERIZON WIRELESS</b>            |                                    | <b>\$117.51</b>    |            |                                     |
| Unpaid                                   | <b>VON ESSEN TOWING AND REPAIR</b> |                    |            |                                     |
| E 101-42100-430                          | MISCELLANEOUS                      | \$214.75           | 55924      | flat bed motorcycle tow             |
| E 101-42100-430                          | MISCELLANEOUS                      | \$214.75           | 55925      | flat bed motorcycle tow             |
| <b>Total VON ESSEN TOWING AND REPAIR</b> |                                    | <b>\$429.50</b>    |            |                                     |
| <b>10100 FIRST STATE BANK</b>            |                                    | <b>\$56,154.58</b> |            |                                     |

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**Fund Summary**

**10100 FIRST STATE BANK**

|                          |             |
|--------------------------|-------------|
| 101 GENERAL FUND         | \$44,182.41 |
| 411 INFILTRATION PROJECT | \$1,531.13  |
| 601 WATER UTILITY FUND   | \$1,644.21  |
| 602 SEWER UTILITY FUND   | \$8,796.83  |
|                          | <hr/>       |
|                          | \$56,154.58 |

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OCTOBER 2021

|                 |  | Check Amt          | Invoice    | Comment                             |
|-----------------|--|--------------------|------------|-------------------------------------|
| Unpaid          | <b>SIBLEY COUNTY AUDITOR</b>             |                    |            |                                     |
| E 101-45500-300 | PROFESSIONAL SERVICES                    | \$5,345.50         |            | 3rd Quarter Payment                 |
| E 101-45500-300 | PROFESSIONAL SERVICES                    | \$5,345.50         |            | 4th Quarter Payment                 |
|                 | <b>Total SIBLEY COUNTY AUDITOR</b>       | <b>\$10,691.00</b> |            |                                     |
| Unpaid          | <b>STREICHER S</b>                       |                    |            |                                     |
| E 101-42100-218 | CLOTHING                                 | \$4.00             | 1523998    | Shirt alteraton                     |
|                 | <b>Total STREICHER S</b>                 | <b>\$4.00</b>      |            |                                     |
| Unpaid          | <b>THE MASTER S SERVANT</b>              |                    |            |                                     |
| E 101-42100-400 | REPAIRS & MAINTENANCE-MA                 | \$79.08            | 23248      | Oil and filter change ford inceptor |
|                 | <b>Total THE MASTER S SERVANT</b>        | <b>\$79.08</b>     |            |                                     |
| Unpaid          | <b>TOM FRAUENDIENST</b>                  |                    |            |                                     |
| E 101-41940-315 | CONTRACTUAL SERVICES                     | \$175.00           |            | City hall Cleaning                  |
|                 | <b>Total TOM FRAUENDIENST</b>            | <b>\$175.00</b>    |            |                                     |
| Unpaid          | <b>TOSHIBA</b>                           |                    |            |                                     |
| E 101-41000-406 | COPIER MAINTENANCE                       | \$20.97            |            | COPER MAINT                         |
|                 | <b>Total TOSHIBA</b>                     | <b>\$20.97</b>     |            |                                     |
| Unpaid          | <b>TRUE VALUE</b>                        |                    |            |                                     |
| E 101-43100-220 | REPAIR & MAINTENANCE SUP                 | \$28.51            |            | yellow paint bulbs and battery      |
| E 101-45500-220 | REPAIR & MAINTENANCE SUP                 | \$89.32            |            | Antifreeze, bulbs and ballist       |
| E 101-45500-220 | REPAIR & MAINTENANCE SUP                 | \$82.45            |            | air filter garbage bags             |
|                 | <b>Total TRUE VALUE</b>                  | <b>\$200.28</b>    |            |                                     |
| Unpaid          | <b>UC LABORATORY</b>                     |                    |            |                                     |
| E 602-49451-300 | PROFESSIONAL SERVICES                    | \$597.36           | 110112     | SAMPLE TESTING                      |
|                 | <b>Total UC LABORATORY</b>               | <b>\$597.36</b>    |            |                                     |
| Unpaid          | <b>VERIZON WIRELESS</b>                  |                    |            |                                     |
| E 101-42100-320 | COMMUNICATION/TELEPHONE                  | \$117.51           | 9889588634 | November invoice                    |
|                 | <b>Total VERIZON WIRELESS</b>            | <b>\$117.51</b>    |            |                                     |
| Unpaid          | <b>VON ESSEN TOWING AND REPAIR</b>       |                    |            |                                     |
| E 101-42100-430 | MISCELLANEOUS                            | \$214.75           | 55924      | flat bed motorcycle tow             |
| E 101-42100-430 | MISCELLANEOUS                            | \$214.75           | 55925      | flat bed motorcycle tow             |
|                 | <b>Total VON ESSEN TOWING AND REPAIR</b> | <b>\$429.50</b>    |            |                                     |
|                 | <b>10100 FIRST STATE BANK</b>            | <b>\$51,115.32</b> |            |                                     |

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**Fund Summary**

**10100 FIRST STATE BANK**

|                        |             |  |  |
|------------------------|-------------|--|--|
| 101 GENERAL FUND       | \$40,674.28 |  |  |
| 601 WATER UTILITY FUND | \$1,644.21  |  |  |
| 602 SEWER UTILITY FUND | \$8,796.83  |  |  |
|                        | <hr/>       |  |  |
|                        | \$51,115.32 |  |  |



Lon Berberich  
City Administrator  
City of Henderson  
600 Main St  
PO Box 433  
Henderson MN 56044-0433

## RE: Proposal for a Utility Rate Study and a Long-Term Financial Management Plan

Dear Lon,

On behalf of Ehlers, I am pleased to present this proposal to undertake customized long-term financial planning for the City of Henderson.

We understand the City is considering a major investment in its water treatment facility and related improvements and is looking to develop a long-term financial plan to identify sustainable funding mechanisms and determine the impact on water rates. We can accomplish this with a utility rate study for the water and sewer funds that indicate the project's impact on rates plus what sewer funds may be available to assist with the project. Furthermore, our review of the City's financial statements indicate that the City has been using fund balance to pay for capital projects and operations and rates will need to be adjusted to cover current costs as well.

Our review of the financial statements also points to new opportunities as five of the City's outstanding debt issues will be paid by February 1, 2023. This may allow the City to rebuild its fund balance in the general fund and debt service funds. A long-term Financial Management Plan of the governmental funds can shape the City's financial future and develop a financially sustainable, long-term funding strategy for its operations and capital projects over the next 10 years.

We appreciate the opportunity to work with the City of Henderson to address your funding needs. For over 60 years, Ehlers has helped municipal clients build strong and vibrant communities through financial planning, debt issuance and management, and economic development consulting services. **In the last five years alone, our firm has completed 75+ long-term financial plans.**

### Utility Rate Study

We understand the City is seeking to ensure that utility charges will support operations, outstanding debt and the planned improvements.

The Henderson Utility Rate Study will help the City:

- Establish utility rates and charges that position the City to efficiently and effectively deliver water and sewer utility services;
- Evaluate the impact of undertaking the new water treatment projects;
- Maintain appropriate cash balances in the utility funds; and
- Develop a sustainable plan for funding capital improvements.

We propose to complete a comprehensive rate study that incorporates future capital expenditures. An Ehlers rate study will provide rate recommendations for the next 10 years plus provide a funding plan to build and maintain reserves and pay for future capital projects.

A scope of work for the rate study is attached in Appendix A.

## Utility Rate Study Project Deliverables

Upon completion, the City will have:

1. Rate recommendations for the water and sewer funds for the next five to ten years.
2. The rate study results in Power Point format outlining rate-setting recommendations for the City to consider;
3. Financial projections;
4. Established priorities developed with staff and Council for capital spending;
5. A financial plan for maintaining adequate fund balances and funding capital projects; and
6. A transparent decision-making process.

## Financial Management Plan

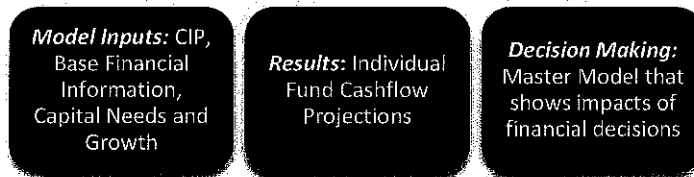
A Financial Management Plan (“FMP”) is a long-term operating budget and capital improvement plan with a funding strategy developed through facilitated discussions with staff and Council. It will guide the City’s financial future and determine how the City can meet its capital needs. By combining the City’s future needs and existing obligations into one projection, the FMP will measure the total tax impact of the City’s operations and capital projects, now and into the future. We will show the impact on the tax rate, the tax levy, and a sample single family home.

This comprehensive fiscal plan will integrate the City’s:

- Policy priorities
- Capital Improvement Plans
- Capital equipment needs
- Existing and future debt and bond rating criteria

- Tax base changes
- Future operating expenses, including staffing and facilities needs
- Alternative revenue sources

Ehlers will build a customized Excel model for the City of Henderson with cashflow projections for each fund that roll up into a summary forecast.



We preliminarily propose including the following funds in the study:

- General Fund
- Debt Service Funds (up to 12)
- Permanent Improvement Revolving Fund
- EDA Fund

As part of developing the FMP, Ehlers will engage the Council in facilitated discussions to describe the projections and develop consensus. By understanding the financial impacts of decisions, the Council can establish spending priorities and develop consensus about an acceptable level of property taxes and other revenues. The FMP will provide the Council and the public with an understanding how today’s decisions will affect constituents in the future.

## Staff and Council Meetings for the FMP

Ehlers’ Scope of Work anticipates two meetings with staff and two meetings with the City Council. During the initial staff meeting, we will discuss policy issues in order to prepare a baseline model of the City’s financial condition that incorporates existing operations, new staff and initiatives, plus all proposed capital expenditures. This baseline model will show financial impacts related to fund balances, tax impacts and apparent trends and will be reviewed in a second meeting with staff.

This is the starting place for the conversation with Council. At the first meeting with Council we will show the financial impact of accomplishing all of the City’s goals and determine if priorities need to be set between competing funding demands. We also explore options for additional revenues, such as franchise fees.



Based on staff and Council direction, we will then refine the FMP with up to two scenarios that alter the timing of capital projects and alternative revenue sources. After soliciting additional feedback, we will develop a fiscal strategy and make recommendations on financial policies at a second Council meeting or work session.

## Financial Management Plan Deliverables

The FMP will deliver an achievable, comprehensive financial plan that has been reviewed by and agreed upon by the City Council.

The FMP includes:

- Annual projected budget numbers for each of the next 10 years
- Inclusion of all capital improvements identified by the City
- Expected changes in the tax base
- Facilitated Council discussions to reach consensus on prioritization of projects and potential new revenues
- Presentation materials for Council and City use

Most importantly, the FMP process will result in a feasible funding plan for all the City's operations and capital projects that have a tax impact. A more detailed description of the FMP is attached in Appendix A.

## Project Team

The Project Managers for the Utility Rate Study and FMP will be:

|                   |                   |
|-------------------|-------------------|
| Elizabeth Diaz    | Fiscal Consultant |
| Kristina Norquist | Fiscal Consultant |
| Todd Hagen        | Project Manager   |

Todd will attend the Council meetings, as well as attend meetings with the City staff, and oversee the project. Elizabeth and Kristina will complete the numerical analysis. Together, this team has over 50 years of experience.

## Project Schedule

The Utility Rate Study and FMP can be completed over a 4-month period, depending on the availability of capital improvement plans and timing of Council workshop and meeting schedules. They can be done simultaneously or sequentially, at the City's option.

## Proposed Cost

Ehlers proposes to complete the Utility Rate Study and FMP for the following not-to-

exceed costs.

Water Rate Study \$7,500

Sewer Rate Study \$5,500

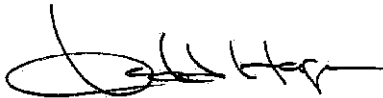
Financial Management Plan \$16,500

We propose that the project will be billed hourly at the hourly rate of \$255, for actual hours worked so that the final costs may be less. As the project unfolds, Ehlers will invoice monthly for work completed in the prior month with descriptions of project activities and the time expended.

Alternatively, if the City anticipates issuing debt in 2021 or 2022, the cost of the rate study and/or FMP can be financed along with the capital project. Ehlers is committed to delivering, and showing value, in our work.

Thank you for engaging with us in your financial planning discussion. We appreciate your consideration and look forward to discussing how Ehlers can best serve the City.

Sincerely,



Todd Hagen  
Senior Municipal Advisor

## Appendix A

### Scope of Work for Utility Rate Study

Ehlers proposes to take the following steps in completing the Utility Rate Study. Our approach is flexible and has proven to deliver the information, recommendations and facilitated discussion essential to setting utility rates with confidence and accuracy.

- Step 1. **Solicit feedback on concrete objectives that the City wants to achieve with the study.** At our initial meeting, Ehlers will work with staff to make sure we fully understand the water and sewer utility's financial situations, including outstanding and planned capital projects, the City's short and long-term goals, and future estimates of land use and growth.
- Step 2. **Gather data from City staff**  
Rate studies are a team effort. Ehlers will work with you to ensure that we receive the necessary data for the study.
- Step 3. **Complete a review of the City's Capital Improvement Plan**
- We will use information from City staff and consulting engineers, if applicable, to compile a detailed Capital Improvement Plan for the water and sanitary sewer funds.
  - We will ensure all utility related costs, such as equipment and capital improvement projects are included in the Capital Improvement Plan.
- Step 4. **Complete rate study and financial plan**  
This step will focus on providing up to two options for user rates for residential and commercial customers. Ehlers will:
- Assemble and review existing historical utility system financial information
  - Develop a pro forma cash flow statement for each fund showing projected usage, total operating revenues and total expenses, including operations and maintenance costs, depreciation, department servicing, net operating income, capital improvements, etc. to test adequacy of existing and proposed rates
  - Review water and sewer rates and user charges to determine if the rates and charges are sufficient to pay for operations and capital improvements
  - Identify any additional issues, such as:
    - ✓ The use of debt vs. cash to pay for future capital improvements, with the emphasis on financing capital improvements with cash.
    - ✓ Minimum cash balance for the sewer fund
    - ✓ Address city identified issues
  - Develop rate recommendations

**Step 5. Review preliminary findings with City staff**

- Review preliminary findings and seek direction for any revisions.
- Facilitate discussion to prioritize projects, if necessary, and develop proposed charges.

**Step 6. Recommendations**

The rate analysis will give recommendations for the staff and Council to consider. The recommendations will be customized for the City of Henderson and will address annual adjustments to rates, cash balance policies, and the timing of capital improvements.

**Step 7. Presentation to Council and the Community**

The rate analysis will include one City Council workshop or meeting.

## Appendix B

### Scope of Work: Financial Management Plan

The Financial Management Plan (“FMP”) will be completed in the following steps.

- Step 1. **Review City’s current financial position, policies and practices.**
- Step 2. **Aggregate and outline all future capital needs and program requests from the city’s departments. A comprehensive list of major capital items and operational needs will be developed with the staff leadership.**
- Step 3. **Assist in identifying other policy issues to be discussed and establish a framework for such discussion.**
- Step 4. **Evaluate the impact of any tax base changes. Potential changes in the tax base due to growth, redevelopment or anticipated business closures will be included in the FMP model, as well as expiring TIF Districts.**
- Step 5. **Create the FMP Base Model that shows the impact of including all capital requests.**
- Step 6. **Analyze options to best meet the City’s needs. Options might include varying the timing of capital projects, changing capital funding policies, or modeling alternative revenue sources. The financial impact, including determining bond rating impact(s), of up to two scenarios will be shown.**
- Step 7. **Prepare an achievable, comprehensive financial plan that helps the City fund capital and operating priorities and builds Council consensus**

## Henderson City Council Meeting/Notice Schedule, October 20, 2021

|   |   |           |
|---|---|-----------|
| Wednesday, October 27, 2021   | Payroll                                   | TBA       |
| Monday, November 1, 2021  | Payroll                                   | TBA       |
| Friday November 12, 2021  | Payroll                                   | TBA       |
|   | Checklist Reviews per insurance -online?? |           |
| Wednesday, November 17, 2021  | Budget and Finance-                       | 6:30 P.M. |
| Wednesday, November 17, 2021  | City Council                              | 7:00 PM   |
| Information meeting on water system/treatment/iron report????? NOVEMBER???? |   |           |

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

Lon Berberich  
City Clerk