



**AGENDA FOR
ORGANIZATIONAL/REGULAR CITY COUNCIL MEETING
JANUARY 3, 2023 – 5:00 P.M.**

1. **Pledge of Allegiance**
2. **Call to Order**
 - Roll Call and Establishment of Quorum
 - Oath of Office
3. **Approval of Agenda**
 - Council Changes
 - Staff Changes
4. **Approval of Minutes**
 - A. December 20, 2022
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Organizational Business**
 - A. Elect Council President (verbal)
 - B. Appointments to Commissions
 - C. Appointments to Council Committees
 - D. Appointments to Fire Relief Association Board of Trustees
 - E. Procedural Items
 1. Designate Meeting Day and Time (1st and 3rd Tuesday at 5:00 p.m.)
 2. Designate Redwood Gazette as Official Newspaper (verbal)
 3. Designate Official Depositories
 4. Designate Electronic Funds Transfers
 5. Designate Bolton & Menk as Consulting City Engineer (verbal)
7. **Consent Agenda** (items approved with one motion)
 - A. Approve 2023 Pay Equity Implementation Report
 - B. Approve AWAIR (A Workplace Accident and Injury Reduction) Program Annual Review
8. **Scheduled Public Hearings**
 - A. Assessments for Delinquent Utility Accounts – Resolution #1
9. **Old Business**
10. **Regular Agenda**
 - A. Preliminary Library Expansion Plan and Cost Summary
 - B. Engineering Services for 4th Street Reconstruction Project – Resolution #2
11. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
12. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
13. **Adjournment**



*State of
Minnesota*

*County of
Redwood*

Oath of Office

I, Tom Quackenbush, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of Mayor of the City of Redwood Falls of the County of Redwood, to which I have been elected, to the best of my knowledge and ability, so help me God.

*Subscribed and sworn to before me
this 3rd day of January, 2023*

(City Seal)

Tom Quackenbush

Denise Kerkhoff, Council President



*State of
Minnesota*

*County of
Redwood*

Oath of Office

I, Larry Arentson, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of the Office of Third Ward Council Member of the City of Redwood Falls of the County of Redwood, to which I have been elected, to the best of my knowledge and ability, so help me God.

*Subscribed and sworn to before me
this 3rd day of January, 2023*

(City Seal)

Larry Arentson

Tom Quackenbush, Mayor



*State of
Minnesota*

*County of
Redwood*

Oath of Office

I, Jim Sandgren, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of Council Member at Large of the City of Redwood Falls of the County of Redwood, to which I have been elected, to the best of my knowledge and ability, so help me God.

*Subscribed and sworn to before me
this 3rd day of January, 2023*

(City Seal)

Jim Sandgren

Tom Quackenbush, Mayor

**MINUTES
REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, DECEMBER 20, 2022**

Pursuant to due call and notice thereof, a regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, December 20, 2022, at 5:00 p.m.

Roll call indicated Mayor Tom Quackenbush and Council Members Matt Smith, Denise Kerkhoff, Larry Arentson, and John T. Buckley were present, constituting a quorum. Council Member Sandgren was absent.

Also present were Finance Director Kari Klages, City Attorney Trenton Dammann, Public Works Project Coordinator Jim Doering, and Deputy City Clerk Caitlin Kodet. City Administrator Keith Muetzel was absent.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the agenda. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the December 6, 2022, minutes as presented. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the following items on the Consent Agenda.

1. KLGR Advertising Exchange
2. Ratify Purchase and Funding of Police Body Worn Camera System
3. 2023 Business License Renewal Applications

Motion passed by unanimous vote.

Deputy City Clerk Kodet introduced Ordinance No. 83, Fourth Series – An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the City of Redwood Falls.

Ms. Kodet stated the proposed Ordinance was introduced at the December 6, 2022 Council meeting. As part of the Supplement Service Plan with American Legal Publishing Corporation for the City's Codification Services Agreement, staff received the Twelfth Supplement to the Code of Ordinances. Ordinances No. 72-81, Fourth Series, and other amendments have now been incorporated into the code and are ready for adoption.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve Ordinance No. 83, Fourth Series – An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the City of Redwood Falls. Motion passed by the following roll call vote:

AYE: Council Members Arentson, Buckley, Kerkhoff, and Smith
NO: None
ABSENT: Council Member Sandgren

Public Works Project Coordinator Jim Doering introduced Resolution No. 73 of 2022 – Authorizing An Agency Delegated Contract Process Agreement with the Minnesota Department of Transportation MnDOT Contract Number 1052152.

Mr. Doering stated Resolution No.73 of 2022 delegates the Commissioner of Transportation and MnDOT to act as the City's agent in accepting federal aid. This agreement, MnDOT Contract No. 1052152, covers all federally funded projects that the City is awarded funds for until revisions are needed to the agreement. The proposed agreement supersedes the previous agreement No. 102994 from 2017. Staff recommends approval of this Resolution, as it pertains to anticipated federal funding for the reconstruction of 4th Street and the Redwood Falls Municipal Airport.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 73 of 2022 – Authorizing An Agency Delegated Contract Process Agreement with the Minnesota Department of Transportation MnDOT Contract Number 1052152. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 73 of 2022 – Authorizing An Agency Delegated Contract Process Agreement with the Minnesota Department of Transportation MnDOT Contract Number 1052152. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 74 of 2022 – Authorization to Execute Master Agreement for Professional Services 2023 City of Redwood Falls and Bolton and Menk, Inc.

Mr. Doering stated Resolution No. 74 executes the Master Service Agreement for 2023. The Master Service Agreement lists responsibilities for both parties and outlines basic services to be provided by Bolton & Menk Inc. as assigned by the City of Redwood Falls. This will be done on a project by project basis that is to be outlined by individual “Task Orders” presented to Council for subsequent approval throughout the year.

Mr. Doering stated the term for this Master Agreement will have a start date of January 1, 2023 and is slated to terminate December 31, 2023 but will roll over annually if both parties agree. This does not supersede the Council from formerly appointing Bolton & Menk Inc. Owen Todd P.E. as our City Engineer at their first business meeting of the new year. This Agreement has been reviewed by Bolton & Menk Inc. with no changes suggested and Staff also recommends its approval.

Mr. Doering stated after Council received the Agenda Packet a change was made to the Resolution and Agreement. The date was changed from 2022 to 2023 as the term date on the Resolution and “Interim” was removed from the agreement title and opening paragraph.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to waive the reading of Resolution No. 74 of 2022 – Authorization to Execute Master Agreement for Professional Services 2023 City of Redwood Falls and Bolton and Menk, Inc. with noted changes. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve Resolution No. 74 of 2022 – Authorization to Execute Master Agreement for Professional Services 2023 City of Redwood Falls and Bolton and Menk, Inc. with noted changes. Motion passed by unanimous vote.

Mayor Quackenbush called a recess to the Regular City Council meeting at 5:10.

Mayor Quackenbush reconvened the regular City Council meeting at 6:00 p.m.

Mayor Quackenbush opened the Truth-in-Taxation public hearing at 6:01 p.m.

Finance Director Klages presented an overview of Resolution No. 75 of 2022 – Resolution Levying Ad Valorem Taxes for the Year 2023 for the City of Redwood Falls, Resolution No. 76 of 2022 – Resolution Approving 2023 Payments in Lieu of Taxes, and Resolution No. 77 of 2022 – Resolution Approving 2023 Final Budgets.

Ms. Klages stated the 2023 Total City Budget receives 92% of the total budget, \$38,082,359, from non-tax revenue sources. Property taxes fund 8% of the total budget, \$3,295,962. The total 2023 Levy increased by 7.5%.

No public comments were received at the hearing.

Mayor Quackenbush closed the Truth-in-Taxation hearing at 6:13 p.m.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 75 of 2022 – A Resolution Levying Ad Valorem Taxes for the Year 2023 for the City of Redwood Falls. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 75 of 2022 – A Resolution Levying Ad Valorem Taxes for the Year 2023 for the City of Redwood Falls. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 76 of 2022 – A Resolution Approving 2023 Payments in Lieu of Taxes. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 76 of 2022 – A Resolution Approving 2023 Payments in Lieu of Taxes. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to waive the reading of Resolution No. 77 of 2022 – A Resolution Approving 2023 Final Budgets. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to approve Resolution No. 77 of 2022 – A Resolution Approving 2023 Final Budgets. Motion passed by unanimous vote.

Bills and Claims were presented to Council for informational purposes. No questions, comments, or concerns were raised.

There being no further business, a motion was made by Council Member Smith and seconded by Council Member Buckley to adjourn the meeting at 6:16 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

2023 CITY COUNCIL AND COMMISSIONS

- City Council & Mayor – 4 year terms with no limit on number of terms.
- Commissioners - 3 year terms for Commissioners unless otherwise noted, not to exceed 3 consecutive full terms.
- Housing & Redevelopment Authority – 5 year terms; 5 to 7 Board Members, not to exceed 3 consecutive full terms.
- Port Authority – 6 year terms and not to exceed 12 consecutive years except for Planning Commission and City Council which coincides with their Planning Commission and City Council terms.

	<u>CURRENT TERM</u>	<u>EXPIRES</u>
<u>MAYOR</u>		
Tom Quackenbush	2 nd	January 2027

<u>CITY COUNCIL</u>		
Larry Arentson	Third Ward	2 nd January 2027
Jim Sandgren	At-Large	5 th January 2027
Matt Smith	Second Ward	2 nd January 2025
John T. Buckley	At-Large	6 th January 2025
Denise Kerkhoff	First Ward	1 st January 2025

<u>AIRPORT COMMISSION</u>		
Pete U'Ren		1 st January 2026
Jim Hildebrandt		3 rd January 2025
Alan Olson		2 nd January 2025
Jim Tersteeg		2 nd January 2024
Ernie Fiala		2 nd January 2024

CHARTER COMMISSION
15 positions = ALL VACANT

<u>HOUSING & REDEVELOPMENT AUTHORITY</u>		
Phil Johanneck		3 rd January 2028
Lowell Peterson		3 rd January 2027
Tammy Enge (*Resident)	Partial Term	January 2026
Jeannette Mertens		1 st January 2025
Stephen Plaetz		1 st January 2024

<u>LIBRARY COMMISSION</u>		
Royce Heffelfinger		2 nd January 2026
Jeff Gunderson		3 rd January 2025
Sandra Swartz		1 st January 2024
Robin Stegner		2 nd January 2024
VACANT	VACANT	VACANT

PARKS & RECREATION COMMISSION

Larry Swann	2 nd	January 2026
Stephen Vannelli	2 nd	January 2025
Jeannette Mertens	3 rd	January 2025
Travis Fluck	2 nd	January 2024
Bob Kaupang	2 nd	January 2024

PLANNING COMMISSION

Brad Franklin	2 nd	January 2026
Valerie Stephens	2 nd	January 2025
Dave Steinkraus	1 st	January 2025
Anne Johnson	1 st	January 2024
Mike Kaufenberg	3 rd	January 2024

POLICE COMMISSION

Holly Larsen	2 nd	January 2025
James Darr	1 st	January 2024
Mike Mohr	2 nd	January 2024
VACANT	VACANT	VACANT
VACANT	VACANT	VACANT

PORT AUTHORITY

Jeanne Limoges	2 nd	January 2029
Jim Sandgren (Council Rep)	5 th (coincides with Council term)	January 2027
Doug Prins (Finish Jackson Koster term)	Partial Term	January 2027
Craig LaBrie	2 nd	January 2026
Denise Kerkhoff (Council Rep)	1 st (coincides with Council term)	January 2025
Ben Swanson (Finish Alex Petersen term)	Partial Term	January 2024
Anne Johnson	1 st (coincides with Planning Commission term)	January 2024

PUBLIC UTILITIES COMMISSION

Tony Madsen	3 rd	January 2026
David Klabunde	2 nd	January 2025
Mike Neudecker	3 rd	January 2025
Jody Radel	1 st	January 2024
Mike Davis	2 nd	January 2024

Reappoint**Vacant**



2023 City Council Committee Assignments

Standing Committees:

Budget:	John Buckley, Matt Smith, and Tom Quackenbush
Personnel:	John Buckley, Matt Smith, and Tom Quackenbush
Public Works:	Larry Arentson and Jim Sandgren
Port Authority:	Denise Kerkhoff and Jim Sandgren

Issues:

Environmental (garbage, compost, wetlands):	Jim Sandgren and Denise Kerkhoff
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Individual Assignments:

Joint Powers/School:	Larry Arentson
Airport Commission Liaison	Jim Sandgren
Library Commission Liaison	Denise Kerkhoff
Parks & Recreation Commission Liaison	Larry Arentson
Police Commission Liaison	Denise Kerkhoff
Public Utilities Commission Liaison:	John Buckley
Housing & Redevelopment Authority Liaison:	Matt Smith

(By Council Member)

Larry Arentson:	Public Works, Joint Powers/School, and Parks & Recreation Commission Liaison
John Buckley:	Budget, Personnel, and Public Utilities Commission Liaison
Denise Kerkhoff	Port Authority, Environmental, Library Commission Liaison, and Police Commission Liaison
Jim Sandgren:	Public Works, Port Authority, Environmental, and Airport Commission Liaison
Matt Smith:	Budget, Personnel, and Housing & Redevelopment Authority Commission Liaison



Keith Muetzel
City Administrator
Phone: 507-616-7400
Fax: 507-637-2417

kmuettel@ci.redwood-falls.mn.us

Meeting Date: January 3, 2023

AGENDA RECOMMENDATION

Agenda Item: Appointments to Fire Relief Association Board of Trustees

Recommendation/Action Requested: Approve the following appointments for a term ending December 31, 2023.

Elected Official:

John T. Buckley

Appointed Official:

Kari Klages

CITY COUNCIL MEETING DATES

City Council Chambers - 1st and 3rd Tuesday at 5:00 p.m.

January 3, 2023
January 17, 2023
January 31, 2023 City Council Work Session

February 7, 2023
February 21, 2023

March 7, 2023
March 21, 2023

April 4, 2023
April 18, 2023

May 2, 2023
May 16, 2023
May 30, 2023 City Council Work Session

June 6, 2023
June 20, 2023

July 4, 2023 – Cancel or Reschedule due to Independence Day
July 18, 2023

August 1, 2023
August 15, 2023
August 29, 2023 City Council Work Session

September 5, 2023
September 19, 2023

October 3, 2023
October 17, 2023
October 31, 2023 City Council Work Session

November 7, 2023
November 21, 2023

December 5, 2023
December 19, 2023 – Start at 6:00 p.m.



Kari Klages
 Finance Director
 Phone: 507-616-7400
 Fax: 507-637-2417
kklages@ci.redwood-falls.mn.us

Memo

To: City Council
From: Kari Klages, Finance Director
Date: December 28, 2022
Re: **Designation of Official Depositories in 2023**

As per MN Statute 118A.02 and the City Investment Policy in place (excerpts follow), the City Council has authorized the City Finance Director the ability to designate all institutions and financial dealers for all City checking and investment deposits. Staff requests that the City Council reaffirm authorization to continue with past practice.

118A.02 DEPOSITORIES; INVESTING; SALES, PROCEEDS, IMMUNITY.

§

Subdivision 1. Designation; delegation.

- (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.
- (b) The governing body may authorize the treasurer or chief financial officer to:
- (1) designate depositories of the funds;
 - (2) make investments of funds under sections [118A.01](#) to [118A.06](#) or other applicable law; or
 - (3) both designate depositories and make investments as provided in this subdivision.

Subd. 2. Sale; proceeds; immunity, if loss.

- (a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.
- (b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections [118A.04](#) and [118A.05](#).

History:

[1996 c 399 art 1 s 3](#)

Excerpt from Investment Policy:

DESIGNATED DEPOSITORIES

In accordance with Minnesota Statutes, Section 118.A02 and 427.02, it shall be the policy of the City to authorize the Investment Official the ability to designate all institutions and financial dealers for all City checking and investment deposits. The Investment Official shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. In addition, a list of approved security broker/dealers will be maintained selected by credit worthiness, who maintain an office in the State of Minnesota. A broker includes anyone who transfers, purchases, sells, or obtains securities for or on behalf of a government entity. No public deposit shall be made except in a qualified public depository as established by Minnesota laws. At the Investment Official's discretion the number of depositories shall be limited as needed to eliminate inefficiencies in dealing with multiple representatives while still being able to tap into the best markets for maximizing the rate of return on investments. Depositories must have the following as applicable:

- *have FDIC or SIPC insurance;*
- *have been organized for a minimum of five years;*
- *have its prior year's audited financial report, the most relevant to financial condition available to City staff for the purpose of analyzing financial condition.*
- *Capital of no less than \$10,000,000*
- *Registered as a dealer under the Security Exchange Act of 1934*
- *A member of the National Association of Securities Dealers (NASD)*
- *Registered to sell in Minnesota*
- *The firm and assigned broker have been engaged in business of effecting transactions in U. S. government and agency obligations for at least five (5) consecutive years*

All brokers, dealers and financial institutions deemed to be Authorized Institutions shall be provided with current copies of this Investment Policy and shall provide in return to the City, certification of having read, understood and agreement to comply with the Investment Policy.



Kari Klages
 Finance Director
 Phone: 507-616-7400
 Fax: 507-637-2417

kklages@ci.redwood-falls.mn.us

Memo

To: City Council
From: Kari Klages, Finance Director
Date: December 28, 2022
Re: **Designation of Electronic Funds Transfers in 2023**

As per MN Statute 471.38, Subd. 3 and the City Electronic Funds Transfer Policy in place, the City Council has authorized the City Finance Director the ability to authorize electronic funds transfers for various types of claims, including payment of contributions to pension or retirement funds and vendor payments. Staff requests that the City Council approve this annual authorization.

471.38 CLAIMS.

§

Subdivision 1. Itemization; declaration.

Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section [471.391, subdivision 2](#). For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

Subd. 2. Application.

The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

Subd. 3. Electronic funds transfer.

Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Subd. 3a. Eligibility.

The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;
- (f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

History:

(766) [RL s 438](#); [1949 c 416 s 1](#); [1951 c 350 s 1](#); [1953 c 50 s 1](#); [1955 c 312 s 1](#); [1959 c 56 s 1](#); [1961 c 5 s 1](#); [1976 c 44 s 68](#); [1979 c 334 art 6 s 25](#); [1986 c 444](#); [1989 c 329 art 9 s 29](#); [1994 c 631 s 31](#); [2001 c 13 s 1](#); [2017 c 52 s 1](#)



Sheila Stage
Human Resources Coordinator
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AGENDA RECOMMENDATION

Meeting Date: January 3, 2023

Agenda Item: Consider 2023 Pay Equity Implementation Report

Recommendation/Action Requested: Staff recommends approval to submit the 2023 Pay Equity Implementation Form and Compliance Reports to the Minnesota Department of Employee Relations/MMB.

Summary/Overview: Every three years the City must submit a Pay Equity Implementation Report to the Minnesota Department of Employee Relations/MMB. Approval of the report and signature of the City Administrator is required prior to submission.

This reporting is required under the Local Government Pay Equity Act which requires public jurisdictions such as cities, counties, and school districts to eliminate any sex-based wage inequities in compensation. The deadline for submission is January 31, 2023. The actual notification of compliance will likely not be received for 6-9 months but our underpayment ratio is above the 80% needed for compliance.

Attachments: Implementation Form, Compliance Report and updated Internal, Pay Grades, Positions, and Point Ranges.

Compliance Report

Jurisdiction: Redwood Falls
 333 S. Washington Street

 P.O. Box 526
 Redwood Falls, MN 56283

Report Year: 2023
 Case: 1 - 2023 DATA (Private (Jur Only))

Contact: Sheila Stage

Phone: (507) 616-7400

E-Mail: sstage@ci.redwood-falls.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	29	16	3	48
# Employees	48	30	8	86
Avg. Max Monthly Pay per employee	6047.90	4057.07		5134.63

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 84.88063 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	9	3
b. # Below Predicted Pay	20	13
c. TOTAL	29	16
d. % Below Predicted Pay (b divided by c = d)	68.97	81.25

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 76	Value of T = 3.047
------------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = -20
- b. Avg. diff. in pay from predicted pay for female jobs = -305

III. SALARY RANGE TEST = 104.26 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 8.67
- B. Avg. # of years to max salary for female jobs = 8.31

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 0.00 *
 - B. % of female classes receiving ESP = 0.00
- *(If 20% or less, test result will be 0.00)

Minnesota Pay Equity Management System - Redwood Falls(23-No Submission)

[Home](#)

[Utilities](#)

[Go To](#)

[Log Out](#)

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Redwood Falls

333 S. Washington Street
Redwood Falls

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Keith Muetzel	City Administrator	507-616-7400	kmuetzel@ci.redwood-falls.mn.us
	Sheila Stage	HR Coordinator	507-616-7400	sstage@ci.redwood-falls.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:

The City of Redwood Falls-City Hall
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Redwood Falls City Council and Mayor
(governing body) (*less than 60 characters)

City Council
(chief elected official)(*less than 60 characters)

Mayor Tom Quackenbush
(title) (*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

4760816.84 is the annual payroll for the calendar year just ended December 31.

**INTERNAL STRUCTURE
PAY GRADES, POSITIONS, AND POINT RANGES**

Presented to Council: January 2023
USING STATE JOB MATCH, SUBMITTED TO PAY EQUITY - JANUARY 2023

12/31/2022

Pay Grade	Full-time Position Title (Point Rating)	Full-time (Point Rating)	Part-time Title (Point Rating)	Point Range
1			Cust Serv Specialist/Bldg Sup (PT) P&R Maint Worker (103) Liquor Store Clerk (PT) (117) Library Clerk PT (117) PT Police Officer (244)	102-244
2	Library Clerk (117)			117
3	Police Admin Assistant (141) Liquor Store Clerk (153) Customer Service Specialist (162)			141-162
4	Park & Recreation Maintenance Worker (163) Lead Park & Rec Maint. Worker (166) Asst/Children's Lib. (166) Lead Customer Service Specialist (169) Police Lead Admin Assistant (169) Street Maint. Worker (183) Lead Street Maint. Worker (187) Shop Assistant (188)			163-188
5	Accounting Clerk (187) P&R Operations Coordinator (187) W/WW Operator (171) Lead W/WW Operator (183) P&R Program Coordinator (187)			187-208
6	Airport Manager (209) Deputy City Clerk (222) Acct Rec/Cust Serv Coordinator (222) Power Plant Operator (224)			209-224
7	Human Resource Coordinator (233) Accountant – General (238) Park Superintendent (244) Liquor Store Manager (282)	Police Officer (244) Longevity		238-282
8	Utility Line Worker (238) Payroll/AP/IT Coordinator (245) Financial Analyst (252) Library Director (282) Building Official (289) Parks & Recreation Director (291) Street Superintendent (301) W/WW Superintendent (291)			238-291
9	Power Plant Lead Manager (291)	Police Serg. (291) Longevity		244-289
10	Assistant Police Chief (289) Utility Line Foreman (289)			268-301
11	City Attorney (342) Police Chief (314) Utility Superintendent (314) Public Works Proj Coordinator (314)			314-342
12	Finance Director (385)			385
13	City Administrator (555)			555

Positions Identified are included in City Pay Equity Report.

**City of Redwood Falls
AWAIR Program
Safety Statement and
Risk Management Policy**



**AIM FOR SAFETY
THINK SAFETY**

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AWAIR Program Annual Review

The City of Redwood Falls' AWAIR (A Workplace Accident and Injury Reduction) Program is reviewed on an annual basis.

Year in Review	Date Reviewed	Reviewed By:	Approved Document Sent to City Council or General Manager	Chapter Updated/Changed
2008	Jan 2008	Safety Committee	Yes	
2009	April 2009	Staff and Safety Committee	Yes	
2010	February 2010	Staff and Safety Committee	Yes	
2011	April 2011	Safety Committee	Yes	
2012	August 2012	City Council & Safety Committee	Yes	Chapter III, Section 10, Items F & G Foot Protection & Safety Shoe Reimbursement
2012	September 2012	Safety Committee	Yes	Annual Review & Updates pgs 3,4,5,6,15,33
2013	April 2013	Safety Committee	Yes	Reviewed & Update pg 4
2014	November 2014	Safety Committee	Yes	Reviewed & Updated the following Pages: 4,6,31,42.
2015	February 2015	Safety Committee	Yes	Reviewed & Updated Pg 4 to include job titles not names.
2016	March 2016	Safety Committee	Yes	Reviewed & Updated Page 4 to update titles as needed. Page 5 Update date. Page 6 Update Wellness Goals. Page 42 updated how MSDS Sheets are accessed. Page 47 updated Approval Date.

2017	February 2017	Safety Committee	Yes	Page 6 Update Wellness Goals. Pages 11, 15, 30, 31 grammar changes. Pages 30, 34 Title Changes. Page 47 updated date reviewed.
2018	June 2018	Safety Committee	Yes	Page 5 took out Golf Dept. Page 6 update Wellness Goal. Various pages throughout the Policy updated title of Safety Director to correct title of Safety Coordinator. Page 30 updated Deputy City Clerk title to HR Coordinator. Page 34 update Executive Asst and Deputy City Clerk in Section B #1 to HR Coordinator. Page 35 Public Works Depts: #1. Meet at the Sign Storage Shed. Instead of the confusing west and east info it had before. Removed Park and gave it's own line Library Update #2 to say move into entry of Homestead. Page 36 fix type on #1 Liquor3333 Lodge. Parks – Meet @ Duck Pond. Page 41 Change Manager to Coordinator under R. Page 47 update date Council Approval.

AWAIR Program Annual Review

The City of Redwood Falls' AWAIR (A Workplace Accident and Injury Reduction) Program is reviewed on an annual basis.

Year in Review	Date Reviewed	Reviewed By:	Approved Document Sent to City Council or General Manager	Chapter Updated/Changed
2019	March, 2019	Safety Committee	Yes	<p>Update Page 5: Changed the order of the Redwood Area Community Center Employees who are in charge of the City of Redwood Falls' Safety and Health Programs: Redwood Area Community Center: #1 Park & Recreation Director #3 Park & Recreation Lead Maintenance Worker: #2 Park & Recreation Maintenance Superintendent:</p>
2019	March, 2019	Safety Committee	Yes	<p>Update Page 7, Section 2: Goal 3. Update the 2019 Wellness Goal. The Safety Committee decided as a group to leave the goal for 2019 at 55%. 2019 = 55% participation in Wellness Program.</p>

2019	March, 2019	Safety Committee	Yes		<p>Update Page 32, Section 7: Update New Hire Training on the AWAIR Program to include training on how to access through the Employee Portal instead of handing out a copy of the Program.</p> <p>Section 7. <u>NEW EMPLOYEE TRAINING</u> All new employees will be shown how to log-in to the Employee Portal to access the most recent copy of the AWAIR Program. They will be instructed on the requirements the City expects of all employees in the area of safety and the guidelines that have been developed to promote accident prevention.</p> <p>Update Page 47: Council Approved Date: March 19, 2019</p>
2020	September 1, 2020	Safety Committee	Yes	<p>Annual Review of the AWAIR Program by the Safety Committee for 2020 no major changes just reviewed and made minor changes for grammatical errors. Any changes are shown in red.</p> <p>Update-AWAIR Index and Page numbers.</p> <p>Update – Revised Date of AWAIR Policy: Section 1: Page 10: 8/2020.</p> <p>Update - Section 2: Goal 3 Page 11. Update the 2020 Wellness Goal. The Safety Committee decided as a group to leave the goal for 2020 at 55% participation in the Wellness Program.</p>	

2020	September 1, 2020	Safety Committee	Yes	<p>Update: Section 9. Safety Equipment: #3: Page 36. Delete the following statement which is not necessary: White socks will eliminate athlete’s foot problems along with proper foot care.</p> <p>Update Page 41, Section 10: Company Safety Procedures – G: Safety Shoe Reimbursement: Page 41: Added the table below to help specify details per union and non-union group for safety shoe reimbursement. Only grammatical changes made to the policy to make it clearer those changes are in red. <u>No</u> changes were made in reimbursement amounts.</p> <p>In an effort to defray costs to regular full-time, part-time and seasonal employees for safety equipment the City of Redwood Falls will reimburse to employees the cost or portion thereof incurred for the purchase of safety steel-toed shoes. Limits and terms of reimbursement will be as stated in the applicable collective bargaining unit agreements. For those employees who are not part of a collective bargaining unit and do not receive a clothing allowance, the following reimbursements will be made as listed below.</p> <p>Reimbursement to full-time regular or part-time employees shall be up to \$150.00 per year (set in 2012). Reimbursement to seasonal/temporary employees shall be \$75.00 (set in 2010). All employees will be required to submit documentation receipt and proof of F2412-05 Standard Test Methods of Foot Protection for Performance Requirements. See table below for specific information for each group of employee reimbursement which is helpful to Staff.</p>
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SAFETY SHOE REIMBURSEMENT INFORMATION

<u>GROUP</u>	<u>STATUS</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>COMMENTS:</u>
Non-Union P&R, Building Official and Public Works Coordinator	Full-Time	\$150.00	
Non-Union P&R	Part-Time	\$75.00	
Non-Union P&R	Seasonal	\$75.00	
Non-Union Streets	Seasonal	\$75.00	
IBEW Employees	Full-time	Per IBEW Union Agreement Clothing Allowance	Includes all Safety Equipment & Clothing
<u>GROUP</u>	<u>STATUS</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>COMMENTS:</u>
Electric Superintendent	Full-time	Per IBEW Union Clothing Allowance	Includes all Safety Equipment & Clothing
RFPEA – Streets and Water Departments	Full-time	N/A- Already included in Salary Per RFPEA Agreement	No reimbursement needed uniform allowance included in salary.
Water/Waste Water Superintendent	Full-time	N/A – Already included in Salary	No reimbursement needed uniform allowance included in salary.
Street Superintendent	Full-time	\$150.00	
Airport Manager	Full-time	N/A – Already included in Salary	No reimbursement needed uniform allowance included in salary.
LELS Employees	Full-time	Per LELS Union Agreement Clothing Allowance	Includes all Clothing & Safety Equipment
LELS Leadership – Police Chief & Assistant Police Chief	Full-time	Per LELS Union Agreement Clothing Allowance	Includes all Clothing & Safety Equipment
<u>GROUP</u>	<u>STATUS</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>COMMENTS:</u>

2020	September 1, 2020	Safety Committee	Update Page 49: Council Approved Date: September 1, 2020	
2023	January 1, 2023	Safety Committee	Updated cover page: Took out the duplicate Policy wording in title.	City of Redwood Falls AWAIR Program Safety Statement and Policy Risk Management Policy.

The following city personnel are in charge of the City of Redwood Falls' Safety and Health Programs.

City Administrator:

(Overall Safety and Health Responsibilities)

Public Utilities:

Public Utilities Superintendent

Line Foreman

Power Plant – Lead Diesel Mechanic/Operator

Public Work Project Coordinator:

Airport Manager

Street Department Superintendent:

Water/Waste Water Superintendent:

Chief of Police:

Assistant Police Chief:

Library Director:

Liquor Store Manager:

Redwood Area Community Center:

#1 Park & Recreation Director

#2 Park & Recreation Maintenance Superintendent:

#3 Park & Recreation Lead Maintenance Worker:

I. AWAIR (A Workplace Accident and Injury Reduction Program) Revised 8/2020

Section 1: Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182.653, subd.8 requires employers in certain industries to develop written, comprehensive workplace safety and health programs which are based on the NAICS (North American Industry Classification System) system. This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the act are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced.

We, the employer, shall conduct and document a review of the workplace accident and injury reduction program at least annually and document how procedures set forth in the program are met.

MN OSHA has adopted a list of NAICS codes that we have determined to exist within our jurisdiction as a public entity. These departments are under our blanket AWAIR program. The NAICS codes for the departments under our AWAIR Program are as follows:

- | | |
|--|--------|
| • City/Utility Administration | 9211xx |
| • Police Department | 922120 |
| • Fire Department | 922160 |
| • Electric Department (including Generation, Transmission, and Distribution) | 2211xx |
| • Parks Department | 924120 |
| • Street Department | 237310 |
| • Wastewater Department | 221320 |
| • Water Department | 221310 |
| • Airport | 488190 |
| • Maintenance Shop | 811111 |
| • Liquor Store | 445310 |
| • Library | 514120 |
| • Community Center | 713940 |

Section 2: Goals and Objectives

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete, but are also possible to achieve. The goals are specific to the City of Redwood Falls. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

Goal 1: To have fewer lost time accidents than we had in the previous year. Information on this will be based on OSHA 300 log.

Goal 2: Employees will attend 75% of the mandatory trainings for their departments.

Goal 3: 2020 = 55% participation in Wellness Program.

Section 3: Roles and Responsibilities

For Everyone in the Organization:

All employees, including supervisors and managers, must follow all safety rules at all times.

For Employees:

1. Employees must promptly report any safety and health hazards they observe to their supervisor or Safety Committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear personal protective equipment, as required for their protection, and maintain the equipment in a sanitary manner.
4. Employees must report all accidents and near misses to their supervisor immediately upon occurrence.

For Supervisors:

1. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at the tailgate/toolbox meetings.
2. Supervisors will address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the Safety Coordinator, the Safety Committee or upper management.
3. Immediately upon learning of an accident or near miss, the supervisor must initiate an investigation and submit the completed accident investigation report to the Safety Coordinator.
4. Supervisors will actively and positively participate in all Safety Committee inspections of their assigned areas.

For Safety Coordinators:

1. The Safety Coordinator will serve as the lead person in the organization for safety and health issues and will serve as an ex-officio member of the Safety Committee.
2. The Safety Coordinator must review all First Reports of Injury and Accident Investigation Reports with the Safety Committee and take appropriate action to prevent recurrence.
3. The Safety Coordinator will conduct all safety training required by regulation or identified by management, supervision or the Safety Committee, as a need to assure a safe workplace.
4. The Safety Coordinator will recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision and the Safety Committee.

For Safety Committees:

1. The Safety Committee will conduct monthly meetings and conduct area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the Safety Coordinator.
2. The Safety Committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the Safety Coordinator.
3. Safety Committee members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the Safety Coordinator or the full Safety Committee.

For Management:

1. Managers will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by the Safety Coordinator, the Safety Committee or first-line supervision and take appropriate action.
3. Top management shall review the AWAIR program and any recommended revisions from the Safety Committee at least annually, make the appropriate revisions and work with the Safety Coordinator, the Safety Committee and first-line supervision to communicate the revisions throughout the organization.
4. Management will provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to continually improve performance, customer service, competitiveness, organizational culture, etc.

Section 4: Hazard Identification, Analysis and Control

The City of Redwood Falls will use the following steps to identify hazards:

- Walk-around inspections by first-line supervisors, management or the Safety Committee
- Job or safety hazard analyses of different parts of the operation
- Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed
- Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat
- Job hazard identification checklists
- Employee reporting of workplace safety and health hazards
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Engineering controls
- Administrative controls
- Personal protective equipment

HAZARDOUS CHEMICALS INVENTORY

Contractor: _____

Department: _____

Location/Work Area: _____

Contact Person/Phone Number: _____

Chemical Identity Product Name	Operation / Use of Product	MSDS	
		Y	N

If additional inventory sheets are needed, just make a copy of the blank form.

Section 5: Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our program
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

Section 6: Contractors' Duties

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policy, programs and work practices in connection with the performance of contractual work.

Duties to Subcontractors

Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related polices, programs and work practices while performing subcontracted work.

Imminent Danger

In the event of an imminent danger situation, the City of Redwood Falls and Redwood Falls Public Utilities reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

Imminent Danger Definition per MN OSHA:

Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MN OSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.

If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.

Confined Space Entry Permit

The completion of this form for all permit required confined spaces that personnel must enter in the course of their duties. The permit is to be completed and signed by the authorizing person prior to entry into the confined space.

Identity of Work Location and Personnel Involved:

Date/Time Issued:		Expiration Date:	
Location of Confined Space:			
Purpose of Entry:			
Supervisor In charge:		Phone:	
Authorized Entrants:			
1.		3.	
2.		4.	
Attendants:			
1.		3.	
2.		4.	
<input type="checkbox"/> Check if entrants and attendants will rotate duties.			
Authorization of Permit:			
Print:		Signature:	
Cancellation of Permit:			
<input type="checkbox"/> Work completed; Space returned to service.			
<input type="checkbox"/> Work Interrupted. Space secured and posted. Re-entry permit required.			
Reason for Work Interruption:			
Authorized Person's Initials:		Date Cancelled:	
Emergency Telephone Numbers:			
Name:		Job Title:	Phone Number:
Emergency Services:			911

Complete each section as applicable. Mark the item (x) and the specified action as necessary. Make a record of the results if applicable.

<input type="checkbox"/>	Oxygen Deficiency	<input type="checkbox"/>	Toxic Contaminants	<input type="checkbox"/>	Fire/Explosion
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Hazardous Chemical	<input type="checkbox"/>	Engulfment
<input type="checkbox"/>	IDLH Atmosphere	<input type="checkbox"/>	Entry / Exit	<input type="checkbox"/>	Heat / Cold
<input type="checkbox"/>	Noise	<input type="checkbox"/>	Slips / Falls	<input type="checkbox"/>	Other:
Specific Actions:					
Results:					

Isolation Procedures:

<input type="checkbox"/>	LOTO Block Equip	<input type="checkbox"/>	Drain/Purge Lines	<input type="checkbox"/>	Blank Pipes
<input type="checkbox"/>	Disconnect Energy	<input type="checkbox"/>	Disengage Equip	<input type="checkbox"/>	Redirect Traffic
Other:					
Specific Actions:					
Results:					

Hazard Control Measures:

<input type="checkbox"/>	Ventilate	<input type="checkbox"/>	Monitor Air:	Continuous	Periodic:	<input type="checkbox"/>	Minutes
Test Contaminants:							
Specific Actions:							
Results:							

Pre-Entry Air Monitor Readings:

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Periodic Air Monitor Readings. (If unit ALARMS, GET OUT IMMEDIATELY)

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Keep a copy of this report for 1 year.

CHECKLIST FOR ESTABLISHING A TEMPORARY TRAFFIC CONTROL ZONE

COMPLETED ITEM

- Obtain permit from governing road authority.
- Determine the type of roadway
- Determine the type of work space
- Determine the duration of work.
- Select hours of work to avoid peak periods.
- Select the appropriate layout(s) using type of roadway, duration, volume, and speed.
(appropriate at the start of each section)
- Determine any modifications to typical layout(s).
- Check decision sight distance.
- Advance signing distance.
- Intersection/driveways
- Allow for buffer space free of obstructions.
- Contact the proper road authority.
- Check the condition of devices.
- Install devices beginning with the first device the driver will see.
- Conduct a drive thru to check for problems.
- Document temporary traffic control zone problems and major modifications to the layouts.
- Traffic should be observed to see if the taper is working correctly.
Complete the work.
- Remove the devices as soon as work is completed, beginning with the last device seen by the motorist.

Based on the most recent Traffic Control Zone Layouts

Minnesota Administrative Rules

5205.0030 HIGH VISIBILITY PERSONAL PROTECTIVE EQUIPMENT.

Subpart 1. **General requirement.** Each employee, other than police and fire protection personnel covered by subpart 3, exposed to or working adjacent to moving motor vehicle traffic as part of the employee's assigned job shall be provided with and required to wear a high visibility warning vest or other high visibility garment. A high visibility garment is defined as being a Performance Class 2 garment or greater as specified by ANSI/ISEA Standard 107-2004. Some smaller garments may not meet the background material specifications for Performance Class 2 as defined in ANSI/ISEA 107-2004. In these cases, the garment must be rated by the manufacturer as greater than or exceeding Performance Class 1 requirements.

Subp. 1a. **Maintenance of garments.** If the high visibility personal protective equipment becomes faded, torn, dirty, worn, or defaced, reducing the equipment's performance below manufacturer's recommendations, the high visibility personal protective equipment shall be immediately removed from service and replaced.

Subp. 2. **Exception.** Where permanent or semi-permanent barricades designed to stop or deflect vehicle traffic upon impact are in place to protect employees from moving motor vehicles, employees are not required to wear high visibility personal protective equipment while working inside these protected areas.

Subp. 3. **Law enforcement, emergency medical technician, and fire protection personnel.** Law enforcement and emergency medical technician personnel shall be provided with, and be required to wear a high visibility outer garment any time the personnel are engaged in vehicular traffic control. For fire protection personnel, compliance with NFPA No. 1971 is acceptable.

Subp. 4. **Electrical work.** For work within the flash protection boundary as defined by NFPA 70E Part II 2-1.3.3.2, high visibility garments constructed of material that complies with NFPA 70E shall be worn.

Minnesota Administrative Rules

5207.1000 OPERATION OF MOBILE EARTH-MOVING EQUIPMENT.

Subpart 1. **Scope.**

This part identifies minimum safety requirements for the safe operation of mobile earth-moving equipment used for earth moving, building, or road construction or demolition, including, but not limited to, bulldozers, motor graders, scrapers, loaders, skid-steer loaders, compaction equipment, backhoes, end dumps, side dumps, and dump trucks. This part pertains to operators of the equipment and exposed employees, including, but not limited to, grade checkers, grade persons, rod persons, stake hops, stake jumpers, and blue toppers working in the area.

Subp. 2. **Training requirements.**

A. Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

B. Training programs shall be developed and instructed by competent individuals who have knowledge, training, experience, and the demonstrated ability to identify existing and predictable hazards related to the subject matter.

C. Training programs must include the following elements:

- (1). safe work procedures on how to approach mobile earth-moving equipment, whether in use or idling, including:
 - (a) visual, voice, or signal communication that shall be made with the operator prior to approaching earth-moving equipment;
 - (b) maintaining one's visibility to the operator while approaching the equipment; and
 - (c) operator responsibilities, such as placing the transmission in neutral, setting the parking brake, and indicating that it is safe to approach the equipment;
- (2) identification of the operator's blind spots on various earth-moving equipment used;
- (3) instruction for mobile earth-moving equipment operators in conducting daily equipment inspections according to the manufacturer's recommendations, and checking the area around the equipment for a clear path prior to beginning operation;
- (4) safe operating procedures of equipment, including traveling, backing, parking, loading for transport, maintenance, and operation;
- (5) safe work procedures when working around or adjacent to overhead or underground utilities, as described in Code of Federal Regulations, title 29, parts 1926.600(a)(6) and

1926.651(b); and

(6) additional hazards that could be created by changing conditions.

Subp. 3. Training frequency.

Employees shall be trained initially before beginning work that exposes them to mobile earth-moving equipment. Employee training records shall be retained by the employer for the duration of the project.

Subp. 4. High visibility personal protective equipment.

A. Each employee working on the ground who is exposed to mobile earth-moving equipment shall be provided with and required to wear a high visibility warning vest or other high visibility garments. A high visibility garment is defined as being a Performance Class 2 garment or greater as specified by ANSI/ISEA Standard 107-2004.

B. High visibility apparel, as described in item A, shall comply with the specifications in part [5207.0100](#).

Subp. 5. Equipment requirements.

A. All mobile earth-moving equipment shall comply with Code of Federal Regulations, title 29, part 1926.602(a)(9)(ii) for back-up alarms or signal persons if applicable.

B. When mobile earth-moving equipment is operated during times of darkness or low light conditions, the equipment, if designed to function equally in both forward and reverse directions, such as compaction equipment, bulldozers, motor graders, loaders, and skid-steer loaders, shall be equipped with at least two headlights for forward travel and adequate rear lights for reverse travel unless other adequate lighting is provided.

Subp. 6. Contractor responsibility.

A. If the mobile earth-moving equipment contractor exposes other contractor's employees to the hazard of mobile earth-moving equipment, the controlling employer, such as general contractor or construction manager, for the project shall coordinate a joint contractor-employee safety awareness meeting between contractors and employees on site. Discussion elements for employee awareness training can be found in subparts 2, item C; and 4.

B. The employee safety awareness meeting shall be documented, identifying when the meeting was held and who attended, including a brief summary of what was reviewed. Documentation shall be retained for the duration of the project.

Subp. 7. Electrical work.

For work within the flash protection boundary as defined by NFPA 70E Part II 2-1.3.3.2, high visibility garments constructed of material that complies with NFPA 70E may be worn.

MNOSHA EXCAVATION WORKSHEET

Employer:
Site Address:

GOPHER STATE ONE-CALL [(651) 454-0002/1-800-252-1166] NOTIFIED/LOCATION MARKINGS: Y/N_____

IF NO, CALLED OFFICE OF PIPELINE SAFETY [(651) 296-9636]: DATE: _____ TIME: _____

* Type A soil only: (½:1) Allowed if 12 ft. in depth or less, and open 24 hours or less. < tsf = tons per square foot>

	Excavations – 4 feet to 5 feet Deep		Excavations – 5 feet Deep or Deeper
Check if present on site			
	Competent Person		Competent Person
	Egress		Soil Analysis (Visual and Manual)
	Trench Inspection		Sloping required (If no testing is done, the width of the excavation will be the bottom width plus 3 times the depth)
	Confined Space (O ₂ testing)		

Soils – Reference 1926.652, Appendix A (Check if present on site)

	Type C (1½ :1)		Type B (1:1)		Type A (¾:1)*
	Fissures		Previously Disturbed Type A or B		Undisturbed
	Porous Soil		Fissured Type A		Type of Soil (Circle One) Rocky Clay Silty Clay Sandy Clay Clay Loam
	Vibration		Subject to vibration Type A		
	Water (Rain, Seepage)		Type A rock not stable		
	Submerged Soil		Type of Soil (Circle One) Silt Silty Loam Sandy Loam Crushed Rock		
	Previously Disturbed Soil				
	Type of Soil (Circle One) Gravel Sand Loamy Sand				
				Test Method(s) Used by Investigator	
				Pocket Pentrometer	
				Slope Torvane	
				Manual Method:	

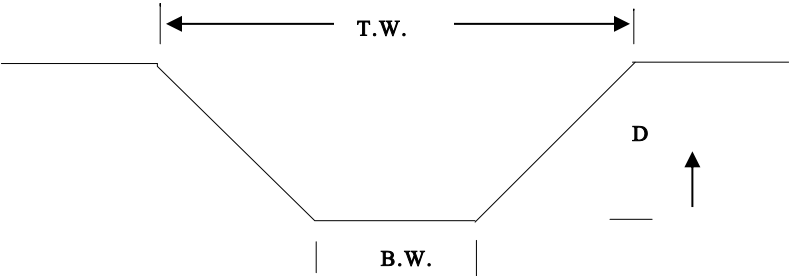
Additional Factors (Check if present on site)

	Utilities identified, located, and supported (1926.651(b))		Spoil pile two feet back (1926.651(j)(2))
	Egress from excavation (1926.651(c)(2))		Competent person inspections (1926.651(k)(1))
	High Visibility Vests		Fall Protection (1926.651(l)(1))
	Exposure to falling loads (1926.651(d))		Use of protective system (1926.652(a))
	Water accumulation (1926.651(h))		Use of guardrails, fences, barricades, or covers (1926.501(b)(7))
	Stability of adjacent structures (undercutting) (1926.651(i)(1))		

Excavation Inspection (continued)

Protective Systems					
Sloping and Benching Systems					
Option (1)					
Option (2)					
Option (3)					
	Parameters		Limits		On Site
Registered Professional Engineer – Name:				License #:	
Support Systems, Shield Systems, and Other Protective Systems					
Option (1)					
Option (2)					
Option (3)					
	Parameters		Limits		On Site
Registered Professional Engineer – Name:				License #:	
Option (4) – Designed by Professional Engineer (1926.(c)(4))					
Plan indicating sizes, types, and configurations					
Registered Professional Engineer – Name:				License #:	

Specify dimensions of excavation on drawing below. Use the space provide for calculations or to add any additional information.



T.W. = Top Width D = Depth B.W. = Bottom Width

Section 7: Accident Investigation

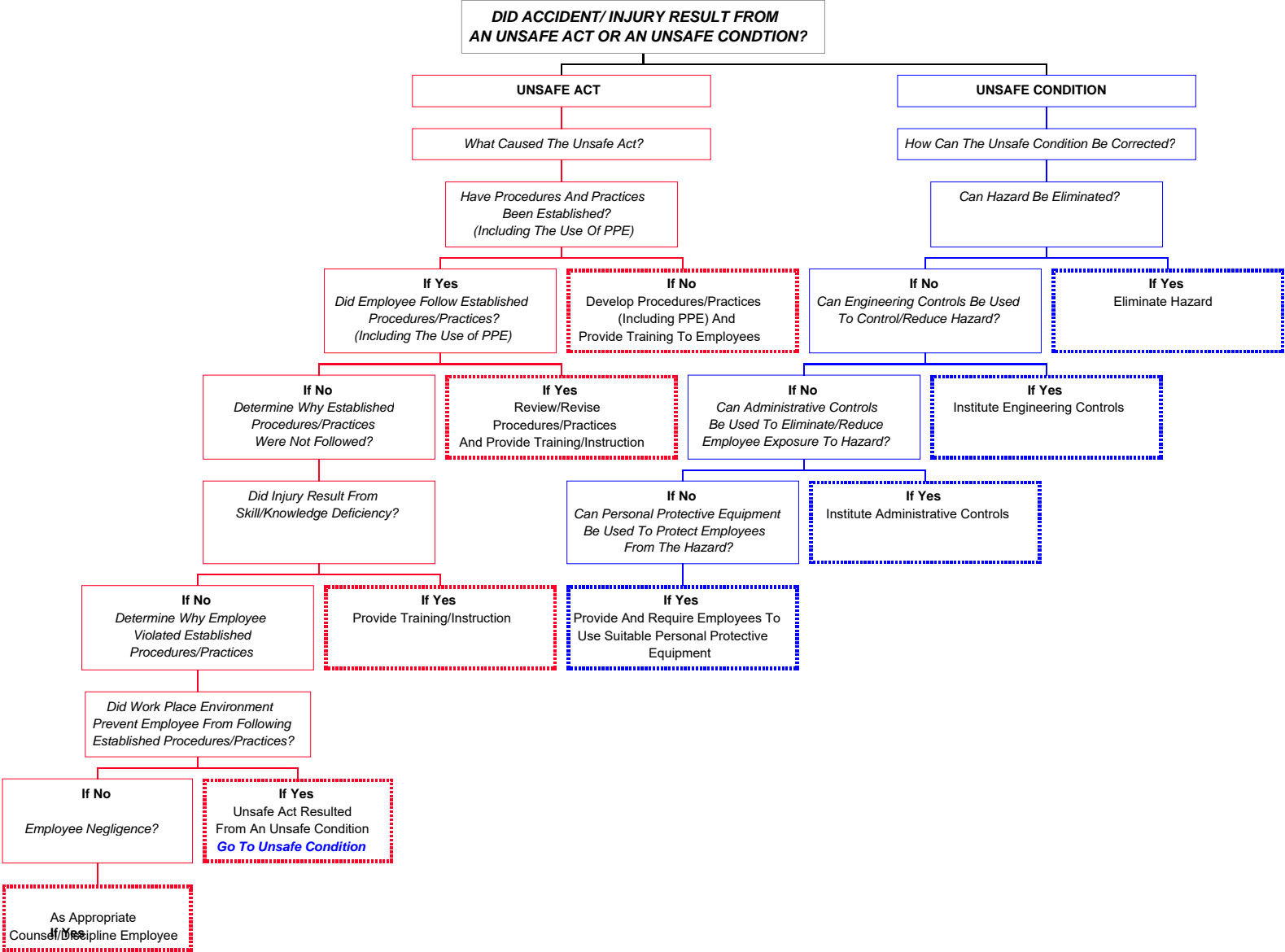
Procedures for investigating workplace accidents, hazardous substance exposures, and near misses include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from re-occurring; and
5. Recording the findings and actions taken. It should not be to affix blame.

Each contributing factor should be traced back to its root cause. A written report that describes the accident, its causes and recommendations for corrective action and prevention will be prepared and presented to management.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to "employee error," without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.

Figure 1: Accident and Injury Flowchart



Section 8: Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the organization, and based on established policy which can be found in our Employee Handbook. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Verbal reprimand
2. Written reprimand
3. Suspension without pay
4. Demotion
5. Discharge

Disciplinary action will follow the above sequences according to our personnel policy unless the situation warrants more severe immediate action.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

Section 9: Program Review

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital, because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.

Section 10: Safety Committee

The Safety Committee will hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement.

Employee Safety Committee members must be selected by employees. Duties that Safety Committee members can assume include:

- Participating in regular walk around inspections;
- Training new employees about safe working procedures;
- Performing job hazard analyses (JHAs);
- Providing input for the creation of workplace safety and health rules;
- Presenting safety and health information at regularly scheduled staff safety meetings;
- Assisting in accident investigations and bringing employee safety and health concerns and complaints to supervision and management for correction.

Safety Committee members will be able to perform their duties without fear of discrimination or retaliation by management.

II. SAFETY STATEMENT

CITY OF REDWOOD FALLS
MINNESOTA

The City Council, management and staff of the City of Redwood Falls, jointly as a team, are sincerely concerned for the safety of each other and the citizens whom we serve. Therefore, we believe that it is unacceptable that injury or property damage occur on public property due to foreseeable and correctable hazards. We acknowledge our responsibility to provide safe working conditions for our employees and a safe environment for the public.

Accidents cause suffering and financial loss to the victim and the victim's family. Accidents also cause unnecessary expenditure of public funds. Worker's compensation losses result in direct expenditures of tax dollars for medical expenses, compensation and time lost from work. Indirect costs include, but are not limited to employee time lost for accident investigation, damage to tools and equipment, and overtime of temporary personnel to cover the time missed by the injured employee.

We recognize the importance of safety to the health, welfare and quality of life of citizens and employees. To this end, we endorse and agree to support the Safety Policy of the City of Redwood Falls.

I. SAFETY POLICY

Introduction

The Redwood Falls City Council has recognized the importance of safety to the health and welfare of its citizens and employees by adopting a Risk Management and Safety Policy. A preventive safety program decreases the likelihood of injuries to citizens and employees and reflects positively on the cost of the City's insurance coverage. Likewise, a safety program also reduces injuries which may result in pain, financial loss and employee time lost. Continual emphasis will be placed on the refinement of operational procedures and healthful working conditions to eliminate causes of municipal losses. New procedures and facilities will be reviewed for exposures.

Purpose

The purpose of this policy is to establish the basic guidelines for a safety program and to assert the Council's and management's support of the program.

Section 1. RESPONSIBILITIES

- A. The City Council has charged the City Administrator with the creation and implementation of a broad risk control program.
- B. The City Administrator shall designate a Safety Coordinator who will report directly to the City Administrator and whose responsibilities will include:
 - 1. Creation and operation of a safety program, policies and procedures.
 - 2. Assistance to department supervisors with the creation of departmental policies and procedures which are in accordance with the values of the City's Safety Statement.
 - 3. Investigation.
 - 4. Maintenance of records and preparation of reports of accidents/injuries, experience and costs.
 - 5. Formulation of safety recommendations.
- C. The City Administrator will hold each department supervisor responsible for the safe and healthful working conditions and governmental operations under his/her control.
- D. Department supervisors will be responsible for the safe and healthful working conditions and governmental operations under his/her control.
- E. All employees are responsible to work in a safe manner and to recognize risks and dangers, immediately reporting them to their supervisors. This includes conditions in the workplace and throughout the City such as defective sidewalks, broken curbs, missing signs, potholes, defective equipment, etc. All employees will make safety a matter of continuing concern and will give it equal importance to all other operational concerns. An employee who reasonably believes that an assigned task poses an imminent danger of death or serious physical harm may refuse to work if there is no reasonable alternative.
- F. All employees will cooperate with and assist the Safety Coordinator with the creation and

implementation of safety policies and procedures. Department supervisors will support the participation of their department members in the Safety Committee and allow sufficient time for their attendance at meetings and completion of research and assignments.

Section 2. EMPLOYEE RESPONSIBILITIES

Safety is self-rewarding; therefore, each employee should be the person most concerned about his/her own safety. In addition, each employee has certain duties and obligations to the organization. They are:

1. Knowing his/her job and always applying safe work practices
2. Recognizing the hazards of the job and taking precautions to assure the safety of others as well as himself/herself.
3. Informing his/her supervisor of hazards and recommending ideas for elimination of these hazards or improving the condition so work is made safer.
4. Actively participating and cooperation with the overall Safety Program.
5. Reporting all injuries immediately; minor first aid injuries, as well as major problems.
6. His/her ability to work is dependent on good personal health habits.

It will be the responsibility of all employees to acquire the degree of knowledge, safe work procedures and standards of performance that are necessary to perform their jobs without injury. Assistance and instructions are constantly available.

Employee suggestions for maintaining a safe working environment are important.

Section 3. SAFETY COMMITTEE

- A. A Safety Committee will be created to:
 1. Review worker's compensation losses to avoid future recurrences by determining necessary corrections to operations, equipment and/or facilities and making recommendations to the City Administrator for creation of new, or amendments to existing policies and procedures.
 2. Assist with creation of policies, procedures, and recommendations.
 3. Identify areas of risk which require examination and action.
- B. The Safety Committee shall meet as required.
- C. The substance of each meeting will be documented with minutes. The minutes will be circulated to all members, the City Administrator and will also be distributed to the City Council in Communication Notes will be available for review through the Deputy City Clerk.

D. Safety Committee will be created from representatives of the following departments:

1. Police	4. Liquor Lodge	7. Airport
2. Electric Utilities	5. Park & Recreation	8. Street
3. Library	6. City Hall	9. Water/Wastewater Dept.

In addition, the following people will be included in the committee: City Administrator and Safety Coordinator to deal with City-wide matters. The Safety Coordinator shall address needs which are not met by the formal Safety Committee.

- E. A person representing another City department may be added to meet with the Safety Committee on an as needed basis to discuss safety items related to that group.
- F. Occasionally, employees with special area of expertise and department supervisors may be asked to attend Safety Committee meetings.

Section 4. ATTITUDE

- A. Management and supervisors will be aware at all times that their attitudes directly reflect on their staff's response to programs. Management and supervisors will provide leadership to encourage and support their employees in safety considerations and compliance with safety policies and procedures.
- B. An employee who causes accidents to happen to him/herself or others, may have specific performance deficiencies which need to be recognized, evaluated and corrected. Management and supervisors will recognize this need and include the employee's safety deficiencies in performance evaluations. Likewise, an employee's aggressive pursuit of safety improvements and loss control shall be recognized in performance evaluations.

Section 5. POLICIES AND PROCEDURES

- A. Policies and procedures applicable solely to a specific department may be drafted by department supervisors with the assistance, as necessary, of the Safety Coordinator and Safety Committee. They will be approved by the City Administrator.
- B. Administrative policies and procedures applicable to City wide operations or services to the public will be approved by the City Administrator.
- C. Employees who violate safety policies and procedures will be disciplined.

Section 6. SAFETY TALKS

Safety talks will be given on a minimum of a yearly basis by all departments. They will be a minimum of five minutes in length (approximately) and will consist of presentation of a new idea or problem in that department. Safety talks are valuable tools in keeping all employees current on matters of importance and allowing safety matters to be discussed and taken care of when they cannot wait for the monthly safety meeting.

Because safety, housekeeping, quality and productivity are all related, these meetings may be used to discuss problems affecting any one of these areas.

Section 7. NEW EMPLOYEE TRAINING

All new employees will be shown how to log-in to the Employee portal to access the most recent copy of the City's AWAIR Program, Safety Statement & Policy and Risk Management Policy. They will be instructed on the requirements the City expects of all employees in the area of safety and the guidelines that have been developed to promote accident prevention.

New employees will be informed of management's attitude on safety and the existence of a formalized safety program that addresses conditions in the work environment, both physical conditions and unsafe acts that expose employees to accidents. New employees will be told the necessary personal protective equipment to wear or purchase as required by OSHA and City policy. Emphasis will be placed on using these guards and personal protective equipment to prevent employee injury. Special emphasis should be placed on the fact that safety practices and personal protective equipment is not a debatable or a negotiable item.

Supervisors will explain to new employees that it is their obligation to acquire the necessary safety skills and the proper attitude toward loss control, as sponsored and promoted by the City. Supervisors will explain employees' involvement in safety meetings and expected contributions in improving the overall program.

The supervisor in charge of the employee will give him a tour of the area he/she will be working in. The supervisor should point out specific hazards and conditions of exposure, also emphasizing guards and other safety devices used to neutralize potential exposures.

The supervisors will be very specific and train the new employee on heavy equipment they will operate. Documentation of training will be completed on the applicable form and returned to the Executive Assistant.

The supervisor will emphasize to new employees that Standards of Safe Operating Procedures will be enforced. Safety rules are not to be broken. Until the new employee is thoroughly familiar with his/her new job, the supervisor will visit frequently to discuss any problems or questions that arise.

Section 8. SAFETY RULES

All employees are expected to observe the following safety rules:

1. All injuries, no matter how slight, will be reported immediately to your supervisor, and an accident report will be filled out and submitted to the Human Resource Manager.
2. No one shall operate any machine or other piece of equipment unless he has been properly trained and authorized by the supervisors.
3. Good housekeeping practices will be observed at all times. Work areas are to be kept clean, neat and swept at all times.
4. Proper personal protective equipment will be worn as prescribed by the supervisor in that area and the Safety Committee. This includes safety glasses, ear plugs, steel-toed safety shoes in good repair, dust masks, respirators, etc.
5. Horseplay of any kind will not be tolerated.
6. Compressed air over 30 PSI will not be used for cleaning machines, equipment, or floors.

7. All main aisles and exits will be kept clear and accessible at all times.
8. All defects or malfunctions of machines or equipment will be reported immediately to your supervisor.
9. No machine or other piece of equipment will be operated unless the guards or other protective devices are in place and properly adjusted.
10. Avoid back injuries and straining by using proper lifting methods and by getting help when moving heavy or awkward material. Power equipment should be used for moving heavy objects whenever possible.
11. All electrical work will be done by qualified personnel only. Lockout procedures must be used.
12. Be alert to any unsafe condition that could result in injury to you or another person. Report all such conditions to your supervisor immediately.

Section 9. SAFETY EQUIPMENT

The following considerations will be made in everyday safety equipment:

1. Safety glasses will be worn by all those persons doing business in or working directly in the shop area, and in the yard area when conditions dictate.
2. Steel-toed work shoes or boots, in good repair, will be worn by those persons working in the following departments Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. Employees should keep shoe soles free of grease and oil, laces tied short, and replace when worn.
3. Clothing should be appropriate for the job and temperature of the areas. Shirts should be tucked in so as to eliminate hazards of catching or being dragged into machinery or tools. Clothing should be free of large holes.

Clothing should be changed daily, as sweat will reactivate the bacteria left on clothing.
4. Gloves should be worn (when dexterity permits) when the job requires the handling of sharp, greasy, or ragged edged materials. Gloves should always be worn when the label on a product requires their use (chemical solvents).
5. Hearing protection will be worn by all persons using a grinding tool or when working in an area where the decibel level is known to be greater than 80. Persons are always welcome to use hearing protectors in areas where noise is a nuisance but less than 80 decibels.
6. Hair that is long should be pulled back or up to eliminate the possibility of being caught up in machinery. Long neck chains should never be worn in shop area. Rings need special attention if you work in an area where hand hazards are present.
7. Never carry tools or sharp objects in your pockets, where they may cause injury if you forget that they are there.

8. Butane lighters pose special safety hazards and should never be used in shop areas where heat or heat related products are used or required for repair.
9. NEVER smoke, eat or drink with any type of chemical residue left on your hands. This includes paints, solvents, degreasers and any other shop chemical.
10. Respirators, dust masks and the like will be worn by all persons painting or working in an area where exposure to chemical fumes or dust is possible.

Section 10. COMPANY SAFETY PROCEDURES

A. Air Hoses

Air hoses will not be used to spray off persons or clothing. Doing so is an OSHA and City violation. This practice can and does lead to excessive foreign particles flying in the air which can directly cause an eye injury to self or others.

B. Emergency Evacuation

In the event of fire, tornado, bomb threat or other threat:

1. Alert

Authorization to evacuate other authorized personnel will be given by the City Administrator. This alert will be given to the HR Coordinator who will then contact the person in charge of each department.

In the event of threatening weather, the HR Coordinator will have a radio for further information.

2. Evacuation and Support Procedures

a. In the event of injury to any employees due to an incident causing evacuation or during evacuation, first aid trained members should respond until proper authorities have arrived to assume care.

b. Office: Each division/department manager is responsible for identifying files and materials which should be removed from the building during an evacuation (done only if possible without risk to human life). A member or members of his/her staff should be designated to have the responsibility for this removal.

c. Shop: Gas and electricity will be shut off by the supervisors responsible for that area. (220 and above)

Vehicles in the area of the propane tanks will be removed if it is safe to do so.

If the problem is fire (contained) or threat, have a person outside to alert emergency crews to the closest entrance to the problem.

d. Exits: In any situation, the nearest exit should be used.

- e. Severe Weather: In the event that work areas need to be evacuated due to severe weather, all employees are to go to the center most portion of the building on the ground floor, away from electrical supply sources and other potentially hazardous areas. They are to remain there until instructed otherwise by the City Administrator or other authorized personnel.
- f. Bomb Threat, Fire, or Other Emergency: In the event that the building needs to be evacuated due to one of these types of conditions, all employees are to meet in the following areas:

Public Works Depts: Streets Shop Water/Wastewater	1. Meet at the sign storage shed
City Hall:	1. Meet at Minnwest Parking Lot.
	2. Once all are accounted for, all should move to Lower Level of Courthouse by meeting room.
Library:	1. Meet at Homestead's south parking lot (5 th Street).
	2. Once all are accounted for, all should move into the entryway of the Homestead.
Parks	1. Meet by the Duck Pond.
RACC:	1. If you exit the building to the North, please go across the parking lot and meet at the furthest parking lot light. 2. If you exit the building to the West, please go across the road and meet at the streetlight. 3. If you exit the building to the East, please go out to the Softball Fields.*If indoor shelter is needed, go to Wal-Mart.
Electric Utilities Line Workers	1. Meet at west parking lot of Generation Building.
	2. Once are all accounted for, all should move to Generation Building or Truck Garage.
Power Plant:	1. Meet at base of driveway going up the hill.
	2. Once all are accounted for, all should move to Generation Building or Truck Garage.
Police:	1. As emergency personnel, all officers will be dispatched to emergency as needed.
	2. Office staff should meet in LEC parking lot.

	<ol style="list-style-type: none"> 3. Once all staff are accounted for, they should go to lower level of Courthouse by the meeting room.
	<ol style="list-style-type: none"> 1. Once all are accounted for, all should move into Pavilion building. 2. Proceed to Tersteeg's Grocery Store.

g. All Clear: The all clear will be given by the City Administrator or other authorized personnel.

Head counts should be taken to assure that all employees are present and uninjured.

C. Equipment Lockout

When any piece of equipment is being inspected or repaired, in order to prevent possible personal injury or equipment damage, the following lockout procedure is required:

1. Every power source that can produce a machine member movement shall be locked off at the closest possible power source.
2. The mechanical energy of all portions of the machine will be at its lowest practical value so the opening of any pipe, tubing, hose, or actuation of any valve will not produce a movement which could cause injury.
3. Holding a machine member against gravity or a spring force by blocking, by suspension, or by brackets or pins designed specifically for that purpose is permissible as long as energy of the machine member is at its lowest practical value, and all loose or moveable machine members are secured against accidental movement.
4. A work piece or material supported, retained, or controlled by the machine shall be considered as part of the machine if the work piece or material can move or cause machine movement.
5. Each power source that can produce a machine member movement will be locked and identified by each individual working on the equipment.
6. Each employee responsible for locking out equipment will have his/her own individual locks.
7. When power sources have been locked out, test for movement by operating start procedure as a last check.

D. Lockout Procedure

1. Each employee responsible for locking out equipment will have an adequate number of locks for this.
2. Before proceeding with work (repair) or inspection:
 - a. Disconnect all electrical power to the machine or equipment being locked out.

- b. Close all valves off for air, hydraulic gear, gas or steam and bleed off any pressure that would cause machine or equipment member movement.
- c. Secure all machine or equipment members against gravity or spring tension.
- d. Test for power by operating start switch or valve.
- e. Install their personal lock with identifying markings on the electrical or disconnect valve.
- f. Upon completion of the repair or inspection, remove locks and restore power to normal conditions.

VIOLATIONS OF THE LOCKOUT POLICY MAY RESULT IN SERIOUS INJURY TO SELF OR OTHERS. NEVER ASSUME SOMEONE KNOWS YOU HAVE POWER ON OR OFF - BE SURE – LET THEM KNOW PERSONALLY.

E. Eye Protection

All employees who work in the following departments should wear safety glasses: Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. §1910.133 Eye and face protection.

- (1) The employer shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- (2) The employer shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.
- (2) The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

F. Foot Protection

Steel-toed work shoes/boots that are sturdy in construction and offer good protection for the feet are required for all employees. Shoes and soles of shoes must be in good repair at all times.

All employees who work in the following departments should wear steel-toed footwear: Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. Steel toed boots must meet the requirements of F2412-05 Standard Test Methods for Foot Protection and F-2413-05 Standard Specification for Performance Requirement for Foot Protection. Steel toed boots will have a label on them indicating their manufacturing requirements. Seasonal employees that work in one of the above departments shall abide by the same requirements.

G. Safety Shoe Reimbursement

In an effort to defray costs to regular full-time and part-time employees for safety equipment, the City of Redwood Falls will reimburse employees the cost or portion thereof incurred for the purchase of safety steel-toed shoes. Limits and terms of reimbursement will be as stated in applicable collective bargaining unit agreements. For those employees who are not part of a collective bargaining unit and do not receive a clothing allowance, the following reimbursements will be made as listed below:

Reimbursement to full-time regular or part time regular employees shall be up to \$150.00 per year. Reimbursement to seasonal/temporary employees shall be up to \$75. All Employees will be required to submit documentation receipt and proof of F2412-05 Standard Test Methods for Foot Protection and F-2413-05 Standard Specification for Performance Requirement for Foot Protection. **See table below for specific information for each group of employee reimbursement.**

SAFETY SHOE REIMBURSEMENT INFORMATION

<u>GROUP</u>	<u>STATUS</u>	<u>REIMBURSEMENT AMOUNT</u>	<u>COMMENTS:</u>
Non-Union P&R, Building Official and Public Works Coordinator	Full-Time	\$150.00	
Non-Union P&R	Part-Time	\$75.00	
Non-Union P&R	Seasonal	\$75.00	
Non-Union Streets	Seasonal	\$75.00	
IBEW Employees	Full-time	Per IBEW Union Agreement Clothing Allowance	Includes all Safety Equipment & Clothing
Electric Superintendent	Full-time	Per IBEW Union Clothing Allowance	Includes all Safety Equipment & Clothing
RFPEA – Streets and Water Departments	Full-time	N/A- Already included in Salary Per RFPEA Agreement	No reimbursement needed uniform allowance included in salary.
Water/Waste Water Superintendent	Full-time	N/A – Already included in Salary	No reimbursement needed uniform allowance included in salary.
Street Superintendent	Full-time	\$150.00	
Airport Manager	Full-time	N/A – Already included in Salary	No reimbursement needed uniform allowance included in salary.
LELS Employees	Full-time	Per LELS Union Agreement Clothing Allowance	Includes all Clothing & Safety Equipment
LELS Leadership – Police Chief & Assistant Police Chief	Full-time	Per LELS Union Agreement Clothing Allowance	Includes all Clothing & Safety Equipment

Hearing Protection

Hearing protection is required for all employees while working on any grinding or sawing tool, and when working with any piece of equipment that emits greater than 80 decibels of noise. Good judgment should be used while working in areas that produce constant noise, even at lower levels than 80 decibels. Good judgment should be used when radios are played in the shop areas.

Hearing protection is strongly recommended for any employee who has a hearing or ear problem.

H. Protective Clothing

General work clothing should be in good repair, no holes; shirts should be tucked in. Jewelry should be avoided in shop situations; the danger of the item becoming caught is very high. Long hair should be pulled back out of the way of moving parts, etc.

Special equipment for use with chemicals or any other type of potentially harmful material should include aprons, gloves, goggles, face shields, and respirators.

Be alert to special clothing needs, and see your supervisor for these needs.

H.1. High Visibility Personal Protective Equipment

Any City employee that is exposed to or working adjacent to moving vehicles or earth moving equipment are required to wear high visibility garments. See pages 16 & 17 of the AWAIR Manual for actual rules that pertain.

J. General Health Concerns

Good health is important to all of us. Never eat, drink or smoke with any type of chemical or material residue on your hands. Always wash your hands before eating, drinking or smoking.

Be sure your clothing is clean each day; water and sweat may reactivate chemical residue and bacteria left on clothing.

Be sure to read the labels and warnings associated with the materials that you are using on a daily basis. If you have difficulty in understanding the material or it appears it is incomplete, please check with your supervisor for further information. Please be sure to follow the recommendations listed on the labels for these products.

K. First Aid: In the event of a minor injury, notify your supervisor immediately. Although the injury itself may not require much care, it may be part of a pattern that shows a problem with a job or a machine.

First aid cabinets are supplied in the shop area. Never abuse the materials in the cabinet. Use only what is necessary for the particular problem.

If items appear to be missing or if a new item is necessary, please notify your supervisor or a member of the Safety Committee.

L. Smoking

Smoking is prohibited in all City buildings and City vehicles.

M. Flammable Liquid Handling

All flammable liquids must be stored in OSHA approved containers. Grounding and bonding of flammable liquid containers is necessary to prevent static electricity from causing a spark. A wire bond is provided between the storage container and the container being filled. Use these bonds at all times.

NO SMOKING EVER IN AREAS WHERE FLAMMABLES ARE IN USE OR BEING FILLED.

N. Machine Operation

The following general rules should be followed to assure safe operation of any machine or tool:

1. Machines are never to be left running unattended.
2. Operators of machinery with moving parts should never wear loose fitting clothing or jewelry. Long hair is to be pulled back.
3. All operators should wear eye protection. Persons observing the machine operation should also wear eye protection.
4. Manual adjusting and gauging of the work is not permitted while the machine is operational.
5. Operators should use brushes, vacuums, etc., for cleaning machines and machine parts rather than air hoses.
6. Operators should use proper tools.
7. Safety devices such as lockouts, guards, air nozzles, etc., will not be removed or altered in any way except for maintenance reasons and will be replaced immediately.

O. Grinding Safety

1. If grinder is large enough to be attached to a dust collector, the dust collector must be on before starting the machine.
2. Do not start the grinder without checking either the belts or blades for wear.
3. Do not start the grinder while standing in front of the blade or belt.
4. Hand protection is recommended when working with a grinder.
5. Hearing protection is required for any employee using a grinder.
6. Never force the material to be ground against the blade.

P. Welding Safety

1. Curtain must be drawn before welding is started.
2. All welders must wear approved personal protective equipment. This includes safety glasses or full face shields as dictated by job.
3. All welding tanks must be secured at all times other than when transporting to or from storage.
4. Welding area must be well ventilated.

Q. Respirator Usage

Respirators will be provided and used in those areas where:

1. Nuisance dust or odors become unpleasant for the employee to work.
2. Fumes or dust emitted from materials that are worked with show levels that would indicate potential health or environmental problems.

Employees will be instructed in the proper use and care of respirators, as well as the ability to choose the correct respirator for the job.

R. Pre-employment Physical

Successful completion of a pre-employment physical may be a condition of employment at the City of Redwood Falls. This precaution is required just as much for your health and well-being as it is for the City's protection. Not all persons are suited for all types of work. A physical helps to determine this.

EMPLOYER: This physical examination form is available from the Human Resource Coordinator.

This examination can be obtained for a nominal fee in most areas and should not require more than 20 or 30 minutes of the doctor's time.

S. Recordkeeping

Employees are required to report all work-related accidents immediately. An accident report form must be completed for all accidents with the Human Resource Manager. All occupational injuries and illnesses, except minor injuries requiring first aid, are recorded on OSHA Form 300, and on the Worker's Compensation First Report of Injury.

Reports are to be completed within 24 hours of notification of injury.

The summary, OSHA Form 300, is compiled at year end and posted on employee bulletin boards as required by law.

The OSHA Safety and Health poster will be on display in a designated area in the shop or office.

All OSHA records are maintained for five (5) years, excluding the current year.

T. Visitors in the Shop Area

1. Visitors are not allowed in the repair areas unless they are accompanied by a supervisor or an employee.
2. Visitors will be furnished with safety glasses.
3. Visitors will be advised of other hazards in the areas that they are visiting.
4. Outside contractors or agencies, who have employees working at the City of Redwood Falls, will abide by the shop safety rules at all times.

U. Right to Know Program

The City of Redwood Falls makes every effort to comply with the Minnesota "Right to Know" Law.

Training in materials used, as well as labeling of these materials, are part of the employee training program.

If at any time you have a question about the contents of a material/chemicals that you are using, please contact your supervisor who will either provide you with the information or get an answer to you as quickly as it becomes available. All employees have access to the MSDS information online. Links to these documents are available on computers in each department. Shortcuts to this site has been put on those computers and employees can also use the HR Portal to access the MSDS Sheets located on the MSDS Online System for the City of Redwood Falls.

Employees are expected to participate in the program by reading labels and warnings posted and by complying with the recommendations on the labeling or the suggestions given in discussion or classes on these materials.

Every effort will be made to use the least toxic substance for the job required.

The City will maintain at the Power Plant, Utilities Garage, Community Center, City Shop, New Water Plant and old Water Plant the Material Safety Data Sheets (MSDS) of all chemicals used by the City. Employees should familiarize themselves with the location, content, and use of this information.

V. Loading of Trucks

To ensure the safety of employees loading equipment onto trucks by forklift, all trailers being loaded must be stabilized by having the dollies lowered while loading procedures are taking place.

W. Employee Safety Complaint Procedures

Any employee of the City of Redwood Falls who has a complaint or concern relative to unsafe or potentially unsafe working conditions may follow this procedure to seek resolution to this concern.

1. The employee shall discuss the safety complaint or concern with their immediate supervisor in an attempt for resolution.

2. If the employee is not satisfied with the resolution through the informal process, the employee may file a formal complaint.
3. In filing a formal complaint, the employee shall reduce the concern to writing and forward copies of the written complaint to:
 - Immediate Supervisor
 - Department Head
 - Safety Coordinator
4. Upon receipt of a formal safety complaint, the department head, or their designee, shall meet with the employee to hear and consider the employee's safety complaint. The department head shall take steps to investigate the employee's complaint and take any necessary actions, such as:
 - a. Issue advisories or directives to employees, supervisors, or directors, to enforce compliance with existing safety procedures, rules and regulations; and/or
 - b. Take action appropriate to the authority of the department head/designee to resolve the employee complaint; and/or
 - c. Refer the employee complaint to the Safety Coordinator for review and consideration; and/or
 - d. Inform the complainant that it is the conclusion of the department head/designee that the complaint provides no basis for City action.

The department head/designee shall issue, in a timely manner, a formal response to the employee with a copy to the Safety Coordinator.

5. If the employee is not satisfied with the complaint resolution at the department head level or with the progress of the complaint process, the employee may submit the complaint to the Safety Coordinator for review by the Safety Committee. The Committee as a whole shall review, as necessary, and issue a written statement of disposition of the complaint.
6. If the employee is not satisfied with the disposition of the complaint by the Safety Committee, the employee may request a review with the City Administrator. The decision of the City Administrator shall be final.

X. Personal Injury and/or Vehicle Accident Reporting Procedure

. All work-related injuries and accidents involving a City-owned vehicle or personal vehicle used while attending to City business should be reported immediately to the appropriate supervisor and the Human Resource Manager.

2. In the event of a vehicle accident the police should be contacted and a report generated for all accidents involving City vehicles or personal vehicles used while attending to City business. If the accident is a multi-vehicle accident, a complete report should be obtained from the other party(s) involved in the accident and submitted to the police and Human Resource Manager.
3. In the event of a work-related injury, the Human Resource Manager should be contacted within 24 hours of the injury and provided with a verbal report, at a minimum, of the incident until such time the supervisor and employee can complete the necessary forms.

Y. Safety Inspections

Safety inspection of buildings, equipment, park and recreation facilities and playground equipment, etc., shall be performed on a regular basis in an established inspections list. Records of such inspections shall be maintained by the appropriate department. The Safety Coordinator and/or Safety Committee member responsible for the coordination of the City's safety inspections program, may at any time review the inspection records and participate in inspections of facilities.

Z. Motor Vehicle Operation

All drivers of City owned vehicles and those using personal vehicles while attending to City business shall comply with all applicable laws of the State, as well as any additional regulations of the City. Emergency vehicles operating under emergency situations are exempted from the usual motor vehicle laws and rules but are required to exercise due caution and care in travel.

Proper driver care includes, but is not limited to:

1. All employees of the City of Redwood Falls are required to comply with the Minnesota Seat Belt Law while operating or riding in a City owned, motor operated vehicle, or operating a personal vehicle while attending to City business.
2. Employees shall not drive a City vehicle unless they possess a valid driver's license as designated for that vehicle.
3. No employee shall operate a vehicle or other equipment unless properly trained and qualified in its operation.
4. Drivers shall be alert, careful and courteous toward pedestrians and other drivers and comply with all applicable motor vehicle laws and regulations.
5. Vehicles or equipment shall not be used in a manner for which they are not designed.
6. Motor vehicles or accessory equipment shall not knowingly be operated in a dangerous or defective condition. If problems cannot be corrected immediately, notify the supervisor in charge.
7. When refueling vehicles, the engine must be turned off and no lighted smoking materials are to be within the refueling area.
8. Vehicles left unattended must be properly secured against accidental movement, theft, and unauthorized use (for example, motor off, power take-off equipment inoperable, power buckets and shovels "grounded").
9. Before initial daily use of a vehicle, the driver shall inspect the vehicle for visible damage, inoperable lights, loose hardware, under-inflated tires, or any other noticeable condition which may create an unsafe situation.
10. Each driver shall be responsible for the proper securing of loads and observing appropriate weight limitations for the vehicle.

11. All accidents and injuries must be reported to your supervisor immediately.
12. Consumption of alcoholic beverages or narcotics immediately prior to the operation of a City-owned vehicle is prohibited.
13. Cell phones should not be used while driving. The driver should be parked to place or answer a call on a cell phone.

AA. Driver Eligibility

Drivers of City owned vehicles operated on the public roadways shall have a valid driver's license appropriate for the vehicle being driven. If a City employee has his/her driver's license suspended/revoked/canceled or restricted, the employee must immediately notify the appropriate supervisor and the Human Resource Manager. The Human Resource Manager and the appropriate supervisor(s) shall review the driving record and provide a determination an eligibility to operate a City owned vehicle. If the Human Resource Manager learns an employee has not complied with the above reporting requirement, appropriate disciplinary action may be taken.

A driving record may be obtained and reviewed on each City employee as follows:

1. Prior to an employee beginning employment.
2. Whenever an employee is involved in an accident involving a City owned vehicle.
3. Whenever an employee reports he/she is operating on a restricted driver's license or has had his/her driver's license suspended, revoked or canceled.

IV. RISK MANAGEMENT POLICY

Introduction

The Redwood Falls City Council, trustee of the City's funds and assets, recognizes the continuing exposure to risk of loss from occurrences involving damage to property, injury to employees and others, and unforeseen liabilities imposed by law or assumed by contract. A Risk Management Policy is needed to protect the integrity of the City from perils beyond the City's control and to determine the appropriate method for handling each risk exposure.

Purpose

The purpose of this policy is to establish the City Council's commitment to:

1. Protect Redwood Falls from the financial consequences of accidental losses which are catastrophic in nature.
2. Preserve Redwood Falls' assets and public service capabilities from loss, destruction or depletion.
3. Minimize the total long term cost to Redwood Falls of all activities related to the identification, prevention and control of accidental losses and their consequences.
4. Create a system of internal procedures to provide a constant reassessment of fluctuating exposure to loss, loss bearing capacity and available financial resources, including insurance.
5. Establish to the extent possible and consistent with the City's role as a service provider, an exposure-free work and service environment in which municipal personnel, as well as members of the public, can enjoy safety and security in the course of their daily pursuits through creation of a

preventive safety program.

Policy

To achieve the goals established above, the City Council hereby charges the City Administrator with the creation and implementation of a Risk Management Program. The basic function of this program shall be to:

1. Identify risks of accidental loss.
2. Identify the appropriate risk management technique for dealing with each exposure through one, or a combination of the following methods:
 - a. Avoidance. Examination of the risk exposure from proposed services, facilities and programs prior to implementation.
 - b. Reduction. Examination of the hazards in the environment which may be controlled in order to reduce the occurrence of a peril or to reduce the amount of a loss should it occur.
 - c. Transfer. Examination of ways to transfer the risk exposure to others through insurance, hold harmless agreements, contracts, leases and purchasing methods.
 - d. Retention. Examination of the frequency and severity of losses to determine what exposures the City can bear. This involves making an active, conscious decision to non-insure, fund by reserve, or reduce exposure through deductibles.
3. Make recommendations to the City Council regarding identified risks and risk management techniques.

* * * All employees are required to follow the rules and regulations contained in this manual. Failure to do so will result in progressive disciplinary action up to and including discharge.

First revision of: AWAIR Program
Safety Statement & Policy
Risk Management Policy

Council Approved, September 1, 2020



Amy Kerkhoff
Accounts Receivable/Customer Service Coordinator
Phone: 507-616-7400
Fax: 507-637-2417
akerkhoff@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

Meeting Date: January 3, 2023

Agenda Item: Resolution No. 1 of 2023 – Resolution Adopting Assessments for Delinquent Utility Accounts

Recommendation/Action Requested: Open public hearing to discuss the proposed resolution. After discussions are held, close the public hearing. Read the resolution or make a motion to waive the reading of the resolution. If there are no concerns, adopt the proposed resolution by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: Attached for your consideration is one resolution handling delinquent utility account charges 30 days past due. Similar resolutions are brought to the Council on a quarterly basis in order to improve the time between the delinquent utility bill and our ability to disclose the information to new owners. The delinquent account resolutions will be presented at the first meeting in January, April, July, and October. Staff recommends approval of the resolution as mentioned above.

Delinquent Process:

- Delinquent letters are mailed to the utility account holders.
- Delinquent letters are then mailed to the property owners if not collected from account holders.
- Pending assessments are published two-weeks prior to the Public Hearing.
- Any unpaid balance is then brought to the Council to be approved by resolution.
- Pending assessments passed by resolution and still outstanding as of November 1 will be charged a \$50 fee and then are transferred to Redwood County to be assessed on the tax rolls.

Attachments: Resolution No. 1 of 2023

**RESOLUTION NO. 1 OF 2023
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

WHEREAS, Section 9.02 of the Home Rule Charter of the City of Redwood Falls provides that the City Council may provide by Ordinance that the costs of any utility services provided to a property located within the City of Redwood Falls may be assessed against the property benefited and collected in a like manner as are special assessments; and

WHEREAS, Section 3.04, Subd. 8D of the Redwood Falls City Code of Ordinances provides that each utility account which is more than thirty (30) days delinquent may, when authorized by Resolution of the City Council, be certified by the City Administrator of the City of Redwood Falls to the County Auditor for payment in a single installment; and

WHEREAS, certain accounts, as listed on this resolution, have been established with the Redwood Falls Public Utilities Department for the purpose of providing utility services to the premises specified for each account listed therein, said premises being located in the City of Redwood Falls, Redwood County, Minnesota; and

WHEREAS, there is an outstanding balance that is more than thirty (30) days delinquent on the customer accounts listed below in the amount as set forth therein; and

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment of delinquent utility accounts listed below.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA:

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. Before certification of the assessment to the County Auditor, the City Administrator or other authorized official, is authorized and directed to accept partial prepayment of the assessment, but not less than 50% of the total amount of any assessment, and reduce the amount certified to the County Auditor accordingly. Partial prepayment may be accepted only during the 30-day period following approval of the assessment.
5. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ACCOUNT	LEGAL DESCRIPTION	PARCEL	AMOUNT
01-03920-97	ORIGINAL SECOND, NORTH 24' LOTS 11 & 12, BLOCK 15	88-200-2620	\$181.34
01-05510-97	HITCHCOCK SECOND, NORTH ½ LOT 1 & EAST ½ LOT 2, BLOCK 4	88-423-0620	\$170.66
02-01550-96	HITCHCOCK, LOT 8, BLOCK 11	88-422-2280	\$170.66
02-07130-97	EASTERN, LOT 5, BLOCK 6	88-323-1100	\$170.66
02-03810-97	HYLLANDS, LOT 6 & AUDITORS SUBDIVISION 11-112-36, NORTH 60' X 153' LOT 76, BLOCK 3	88-438-0460	\$512.10
03-04320-97	WATSON THIRD, LOTS 5 & 6 EX COM 17' EAST OF SW COR; TH WEST 17' NORTH TO NW COR, EAST 50', SWLY TO POB OF LOT 6, BLOCK 10	88-867-1740	\$170.66
04-02190-97	K-V, LOT 7, BLOCK 2	88-505-0320	\$170.66
06-02140-97	AUDITOR SUBDIVISION ONE, COM NW LOT 21, TH EAST 40', SOUTH 240', WEST 40', NORTH 240' TO POB, 01-112-36	88-001-2031	\$170.66

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota, this 3rd day of January 3, 2023.

ATTEST:

Keith T. Muetzel
City Administrator

(City Seal)

Tom Quackenbush
Mayor

Subscribed and sworn to before me

This 3rd day of January 2023.

AGENDA RECOMMENDATION

Meeting Date: January 3, 2023

Agenda Item: Approval for predesign plan and budget estimate from Engan Associates for Library Expansion

Recommendation/Action Requested: The Redwood Falls Public Library requests approval of the predesign plan and cost estimate for Library Expansion.

Summary/Overview: The Redwood Falls Public Library, with support and approval from the Redwood Falls Library Commission and Redwood Area Library Foundation, requests approval of the predesign architectural plan provided by Engan Associates to expand the current library space. In addition, a budget/cost estimate was provided and defined by Engan Associates as an educated estimate. These were the agreed upon services for the initial expense and the start of the expansion project.

Staff, our Commission, and the Redwood Area Library Foundation members have reviewed the design plan. We will be adding several more “stacks” (bookshelves) in both the adult and the children’s area to expand our collections. After many reviews, and several changes and updates, we feel this design plan serves our community best and accommodates our goal of providing space for all ages. In addition, the new children’s area will be located a distance from the adult areas and have its own story time/activity room.

Attachment: Bubble drawing, notes, Budget estimate, Floor design plan



Additional
Parking Lot
34 spaces

OPTION #1

- 6,240 SQ. FT. ADDITION (104' X 60')
- 640 SQ. FT. ADDITION AT MEETING ROOM (20' X 32')
- DRIVE-THRU ON NORTH SIDE OF ADDITION
- SEPERATE PARKING SPOT FOR DELIVERIES/PATRON DROP OFF
- RELOCATED BARNYARD AND PICNIC AREA
- ADDITION/ALTERATIONS TO MEETING ROOM AREA
- MINOR ALTERATIONS TO STAFF AREA
- SHUFFLING OF ADULT AND TEEN SPACES
- CHILDREN'S AREA LOCATED IN ADDITION WITH ADDITIONAL ENTRY
- EXISTING ENTRY POINTS REMAIN

OPTION #1

6,240 SQ. FT. ADDITION (104' X 60')

640 SQ. FT. ADDITION AT MEETING ROOM (20' X 32')

DRIVE-THRU ON NORTH SIDE OF ADDITION

SEPERATE PARKING SPOT FOR DELIVERIES/PATRON DROP OFF

RELOCATED BARNYARD AND PICNIC AREA

ADDITION/ALTERATIONS TO MEETING ROOM AREA

MINOR ALTERATIONS TO STAFF AREA

SHUFFLING OF ADULT AND TEEN SPACES

CHILDREN'S AREA LOCATED IN ADDITION WITH ADDITIONAL ENTRY

EXISTING ENTRY POINTS REMAIN

- Notes with bubble drawing

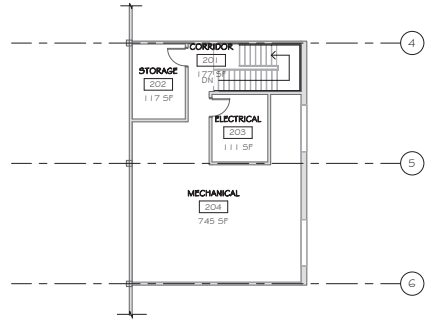
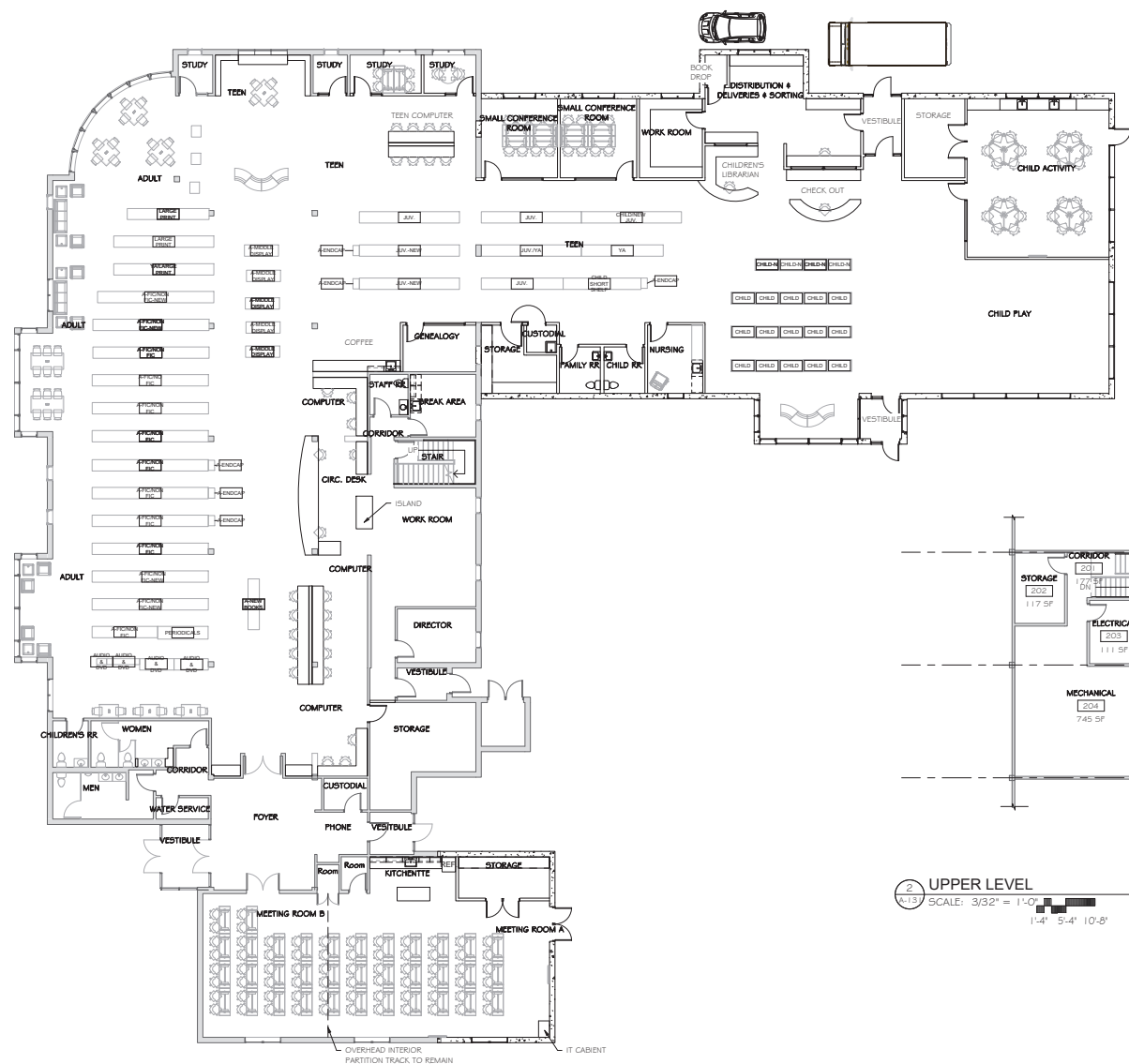
Consultation # Seat:

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT # 855.01 DATE: _____
 DRAWN BY: ??? CHECKED BY: ???
 OWNER: CLIENT NAME
 Revision: _____ Date: _____

REDWOOD FALLS
 PUBLIC LIBRARY
 REDWOOD FALLS,
 MN
 MAIN LEVEL

A-131



2 UPPER LEVEL
 SCALE: 3/32" = 1'-0"
 1'-4" 5'-4" 10'-8"

NORTH
 1 MAIN LEVEL
 SCALE: 3/32" = 1'-0"
 1'-4" 5'-4" 10'-8"

SEE SHEET A-131 FOR GENERAL NOTES

REDWOOD FALLS, MN

Connie Lechner

From: Dawn Engstrom <Dawn.Engstrom@engan.com>
Sent: Wednesday, December 21, 2022 4:30 PM
To: Connie Lechner
Subject: 855.01 Redwood Falls Library Cost Summary
Attachments: 855.01-Cost Summary-20221221.pdf

[EXTERNAL E-MAIL]

Happy Snow Day Connie!

Attached is the predesign cost summary.

Please note that the summary is very preliminary at this stage. We have a concept for the floor plan, and we know we want to build with similar construction type and materials. But there are so many more details that we have not even begun to think about. Which is why, at this stage of the project, we have a 20% contingency line item. Should you chose to partner with us to continue in the building design and construction process, we will continue to refine this estimate as we know more about the details of the project. But for now, this is an educated starting point.

I will be working from home tomorrow so if you have any questions please call my cell at 320-894-1798.

If I do not talk to you beforehand, I wish you, the library staff, and all your families a very Merry Christmas!

Dawn

Dawn Engstrom, CID
Interior Designer

Engan Associates Architects

311 4th Street SW
Willmar, MN 56201
320.214.7146
www.engan.com

To assure response past our spam filter a full name of sender should be used. The subject line should have project name and number if it exists.
Confidentiality Notice: This e-mail communication and any attachments may contain confidential and privileged information for the use of the designated recipients named above. If you have received this communication in error please notify me immediately by replying to this message and deleting it from your computer. Thank you



COST SUMMARY

PREPARED ON DECEMBER 21, 2022 FOR:

Redwood Falls Public Library
Connie Lechner, Director
509 S. Lincoln St.
Redwood Falls, MN 56283

RE: Redwood Falls Public Library - **Redwood Falls, MN** (855.01)

Engan Associates presents the following estimate of probable construction cost for the above-referenced project.

I. Renovation - Assumption: Renovation of the existing 13,077 Sq. Ft. Library. Materials and workmanship similar to existing. New flooring, painted walls, patching of acoustical ceiling tile. Sprinkled.

Construction	\$ 425,000.00
Non-Construction	\$ 42,500.00
Contingency	\$ 85,000.00
Subtotal	\$ 552,500.00

II. Addition - Assumption: 7,000 Sq. Ft. of new construction. Steel frame, brick veneer, hip roof with asphalt shingles (clearstory windows not included). Materials and workmanship similar to existing. Sprinkled

Construction	\$ 1,215,000.00
Non-Construction	\$ 121,500.00
Contingency	\$ 243,000.00
Subtotal	\$ 1,579,500.00

III. Addition Alternate - Assumption: 800 Sq. Ft. of new construction. Steel frame, brick veneer, hip roof with asphalt shingles. Materials and workmanship similar to existing. Sprinkled.

Construction	\$ 221,000.00
Non-Construction	\$ 22,100.00
Contingency	\$ 44,200.00
Subtotal	\$ 287,300.00

IV. Site Work - Assumption: addition of new 34 space parking lot, delivery drive, and sidewalks. No improvements to base of existing parking lot.

Construction	\$ 450,000.00
Non-Construction	\$ 45,000.00
Contingency	\$ 90,000.00
Subtotal	\$ 585,000.00

V. Furniture

Furniture Items	\$ 150,000.00
Non-Construction	\$ 15,000.00
Contingency	\$ 30,000.00
Subtotal	\$ 195,000.00

TOTAL **\$ 3,199,300.00**

COST ESTIMATE NOTES

A. This estimate of probable construction cost does not include the following:

1. Costs related to financing
2. Renovation and refinishing of areas not listed in the scope of work.
3. Costs related to hazardous materials (i.e., Fuel, Asbestos, Lead Paint, Etc.)
4. Moveable equipment including IT, AV, book stacks and furniture.
5. Public address systems or wiring in addition to the wire way
6. Phone systems of wiring in addition to the wire way
7. Computer system or wiring in addition to wire way
8. Specific cost to move the existing barnyard/playground and picnic shelter

B. This estimate of probable construction cost does include:

1. Architectural and engineering costs
2. 20% Contingency

C. Comments:

1. We reserve the right to revise this cost estimate at each phase; schematic design, design development and when construction documents are complete
2. Non-construction includes architectural and engineering fees, reimbursable expenses, soil borings, surveys, and construction testing
3. If completed in phases, then an updated cost increase based upon inflation data should be included
4. Estimate assumes that prevailing wages are not required
5. This is based on 2023 construction cost data. Consult financial advisor for inflation information if anticipated construction is at a later date.
6. Soil borings have not been completed on this site, thus we are not able to accurately determine the scope of work that will be required for soil correction. Unknown subterrain conditions such as buried structures, fuel tanks, former wetlands, etc. may be discovered.

IN CLOSING

For any questions regarding this Project Cost Summary for Redwood Falls Public Library please contact Dawn Engstrom at 320-214-7146 or by email at dawn.engstrom@engan.com. Thank you for your time and attention to this proposal, we look forward to working with you to achieve a successful outcome for your project.

Meeting Date: January 3, 2023

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 2 of 2023

Recommendation/Action Requested: Read the proposed Resolution or make a motion to waive the reading of the Resolution. Discuss the proposed Resolution. If no concerns, adopt proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: Resolution No. 2 Authorizes Task Order No. 2023-1 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services for East 4th Street Reconstruction Project in the amount not to exceed \$755,000.00 without further Council approval.

Project Scope: The Task Order project scope is listed in the attached task order. Completion of the project scope is anticipated for July 20, 2024.

The project by utility is included in the proposed 2023 budget with a project estimate of \$4,990,566.00. Expected Revenues of \$1,540,910.00 up to \$1,968,296.00 in Federal STIP funding and up to \$1,156,374.00 in State MSAS funding with a local utility match of \$1,865,896.00. The estimated project expenses consist of the anticipated construction costs, contingency, engineering, and legal/administrative costs.

Attachments: Resolution No. 2 of 2023
Task Order No. 2023-1

**RESOLUTION NO. 2 OF 2023
AUTHORIZATION TO EXECUTE
TASK ORDER NO. 2023-1
FOR ENGINEERING SERVICES FOR
EAST 4TH STREET RECONSTRUCTION PROJECT**

WHEREAS, the City of Redwood Falls (“City”) is authorized to enter into a contract with Bolton & Menk Inc, pursuant to Minnesota Statutes Section 412.221, subd. 2 for the benefit of its citizens; and

WHEREAS, Bolton & Menk, Inc. of Mankato, MN is the designated Redwood Falls Municipal Civil Engineer under a Professional Service Contract also known as the “Master Agreement”; and

WHEREAS, Task Order No. 2023-1 outlines the specific professional tasks to be completed by Bolton & Menk, Inc.; and

WHEREAS, the cost for the professional services in Task Order No. 2023-1 is estimated to be \$755,000.00 and not to be exceeded without prior authorization; and

FURTHERMORE, the Public Works Project Coordinator shall be listed as the Project Representative on behalf of the City of Redwood Falls, and;

FURTHERMORE, the Mayor and/or City Administrator are authorized to execute this contract, pre-applications, grant applications, subsequent federal and state grant agreements and amendments and negotiate in good faith, as are necessary to implement the project pursuant to the Redwood Falls Procurement Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA, AS FOLLOWS:

1. The task order described above is approved and shall be executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The task order described above shall be maintained and insured as allowed by law.

BE IT FURTHER RESOLVED that the City Council of the City of Redwood Falls, Minnesota, approves the request contingent upon compliance with all the requirements of the Minnesota State Statutes.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 3rd day of January 2023.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
3rd day of January 2023.

Notary Public

**CITY OF REDWOOD FALLS AND BOLTON & MENK, INC.
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES**

TASK ORDER NO: 2023-1

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: January 3, 2023

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: January 1, 2023

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services (“Master Agreement”) as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

1.0 Scope of Services:

CONSULTANT shall perform the Services listed below or in the attached Scope. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

2.0 Fees:

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows or as described in the attached Scope. Total cost of services provided by CONSULTANT for this Task Order shall not exceed **\$755,000** without prior approval of CLIENT.

3.0 Schedule:

Schedule for performance of Services will be as follows or as set forth in attached Scope, such that all services will be completed by July 20, 2024 depending on schedule of the construction contractor.

4.0 Deliverables

Deliverables will be as follows or as set forth in the attached Scope.

5.0 Term

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT’S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

6.0 Other Matters

7.0 Project Managers

Project managers and contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CITY OF REDWOOD FALLS
Attn: Jim Doering
333 S. Washington St.
P.O. Box 526
Redwood Falls, MN 56283
Office Phone: 507-616-7400
Email: jdoering@ci.redwood-falls.mn.us

BOLTON & MENK, INC.
Attn: Owen J. Todd, P.E.
1243 Cedar Street NE
Sleepy Eye, MN 56085
Office Phone: 507-794-5541
Email: Owen.Todd@Bolton-Menk.com

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

ATTACHMENTS TO THIS TASK ORDER:
PROJECT SCOPE

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2023 East 4th Street Improvement Project - SAP 207-119-001

Professional services for improvements related to the complete reconstruction of East 4th Street (MSAS 119) surfaces and public utilities from South Mill Street (TH 71) to South Gould Street (MSAS 105) include the following:

Provide preliminary engineering planning and study.

Perform an engineering survey of the project sites to obtain existing topographic information for the design of the work.

Coordinate required geotechnical testing and pavement recommendations report.

Prepare and submit the required Federal Project Memorandum (PM) and any required additional documentation required after State Aid and Federal Aid review of the PM .

Assist City with tree removal requirements prior to spring of 2023.

Attending open houses for public education and outreach.

Conduct utility meetings to coordinate work with public and private utilities.

Prepare the bid documents including plans and specifications for the work. The bid documents will conform to MnDOT State Aid requirements and Federal Delegated Contract Process.

Submit plans to State Aid and Federal Aid for review and approval.

Prepare permit applications for execution by the CLIENT.

Assist with the bidding process and provide contract award recommendation letter.

Provide construction staking and construction project representative services during construction.

Provide construction contract administration as required by the State Aid process and Federal Delegated Contract Process.

Prepare record drawings of the as-constructed work based on the as-built information provided by the contractor.

Update the City GIS system to reflect changes to utilities made during construction.

Provide State and Federal labor compliance monitoring during construction.

Assist City with State Aid reimbursements and MSA advance funding requests.

Provide project closeout documentation as required by the State Aid process and Federal Delegated Contract Process.

The above scope assumes there will be no work in the driving lanes of Mill Street (TH 71) and no traffic control or MnDOT approved detour plan is required for TH 71. If those items are required, they can be completed as additional work.

Any work related to the discovery and mediation of contaminated soils or underground storage tanks is not included in this scope and can be completed at additional costs.