



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, JANUARY 17, 2023 – 5:00 P.M.**

1. **Pledge of Allegiance**
2. **Call to Order**
 - Roll Call and Establishment of Quorum
3. **Approval of Agenda**
 - Council Changes
 - Staff Changes
4. **Approval of Minutes**
 - A. January 3, 2023
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
 - A. Approve Purchase of Police Department Radios
 - B. Approve Purchase of Community Center Network Video Recorder
 - C. Approve City Assistance with Celebrate Redwood Falls – Fire & Ice Festival
 - D. Approve Temporary Liquor License Application – Redwood Area Chamber & Tourism
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Spec Home Development Proposal – 516 E. Elm Street
 - B. 2022 Archery Deer Hunt Report
 - C. Municipal State Aid Street Funds Advance for the 4th St. Reconstruction Project – Res. #3
 - D. Memorandum of Understanding for Regional Fire Fighters Grant Program
 - E. Establish City Council Work Session Agenda
10. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
11. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
12. **Adjournment**

MINUTES
ORGANIZATIONAL/REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, JANUARY 3, 2023

Pursuant to due call and notice thereof, an organizational/regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, January 3, 2023, at 5:00 p.m.

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

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

Council President Kerkhoff administered the oath of office to Mayor Tom Quackenbush.

Mayor Quackenbush administered the oath of office to Council Member – Third Ward, Larry Arentson.

Mayor Quackenbush administered the oath of office to Council Member At-Large, Jim Sandgren.

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

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve the December 20, 2022, minutes as presented. Motion passed by unanimous vote.

Mayor Quackenbush called for nominations for Council President for 2023.

Council Member Smith nominated Council Member Sandgren.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to elect Council Member Sandgren as Council President. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to approve the following 2023 Commission Appointments. Motion passed by unanimous vote.

Airport Commission

Reappoint Pete U'Ren to 1st full term.

Housing & Redevelopment Authority

Reappoint Phil Johanneck to 3rd full term.

Library Commission

Reappoint Royce Heffelfinger to 2nd full term.

Parks & Recreation Commission

Reappoint Larry Swann to 2nd full term.

Planning Commission

Reappoint Brad Franklin to 2nd full term.

Port Authority

Reappoint Jeanne Limoges to 2nd full term.

Public Utilities Commission

Reappoint Tony Madsen to 3rd full term.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the following 2023 Council Committee Appointments. Motion passed by unanimous vote.

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

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to appoint John T. Buckley and Kari Klages to the Redwood Falls Firefighter's Relief Association Board of Trustees for 2023. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Buckley to continue meeting on the 1st and 3rd Tuesday of each month at 5:00 p.m. for the City Council Meetings in 2023, cancel the meeting scheduled on Tuesday, July 4th due to the Independence Day holiday, and change the start time to 6:00 p.m. for the City Council Meeting on Tuesday, December 19, 2023. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to designate the City's official newspaper to be the Redwood Gazette for 2023. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to designate the City's official depositories pursuant to MN Statutes 118A.02 and the City Investment Policy for 2023. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to designate the City's official electronic funds transfers policy pursuant to MN Statutes 471.38, subdivision 3 for 2023. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to designate Bolton & Menk as Consulting City Engineer for 2023. Motion passed by unanimous vote.

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

1. 2023 Pay Equity Implementation Report
2. AWAIR (A Workplace Accident and Injury Reduction) Program Annual Review

Council Member Kerkhoff requested a change in the AWAIR Program Safety Statement and Risk Management Policy. The current policy lists the lower level of the Courthouse as the emergency meeting location. Since the Courthouse has been demolished, a new meeting location needs to be established.

Motion passed by unanimous vote.

Mayor Quackenbush opened a public hearing at 5:21 p.m. to discuss delinquent utility accounts.

City Administrator Muetzel introduced Resolution No. 1 of 2023 – Resolution Adopting Assessments for Delinquent Accounts.

Mr. Muetzel stated the proposed Resolution is to adopt assessments for delinquent utility accounts that are more than 30 days past due. Similar resolutions are brought to the City Council on a quarterly basis in order to improve the time between the delinquent billing and the ability to disclose the information to new property owners. The delinquent account resolutions will be presented each year at the first meeting in January, April, July, and October.

Mr. Muetzel further explained the delinquent process. Delinquent letters are first mailed to the utility account holders. Delinquent letters are then mailed to the property owners if not collected from the account holders. Notice was published two weeks prior to the public hearing on December 15, 2022. Electricity consumed by a tenant is not assessable to the property. Any unpaid balance is then brought to Council to be approved by resolution. Any pending assessments passed by resolution and still outstanding as of November 1st will be charged a \$50.00 fee and are then transferred to Redwood County to be assessed on the tax rolls.

Mr. Muetzel further stated account #02-03810-97 in the amount of \$512.10 was removed from Resolution No. 1 of 2023 after the resolution was distributed because the account was paid in full.

No one was present to voice any concerns.

Mayor Quackenbush closed the public hearing at 5:23 p.m.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 1 of 2023 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to approve Resolution No. 1 of 2023 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

Library Director Connie Lechner was present to introduce the Preliminary Library Expansion Plan and Cost Summary.

Ms. Lechner stated 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.

Ms. Lechner stated Library staff, the Library Commission, and the Redwood Area Library Foundation members have reviewed the design plan. After many reviews, and several changes and updates, Staff agrees this design plan serves the community best and accommodates the goal of providing space for all ages. With approval of the preliminary design and cost summary, Staff can begin to develop a fundraising plan and explore grant opportunities in order to fund the expansion without utilizing taxpayer funds.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve the Preliminary Library Expansion Plan and Cost Summary. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 2 of 2023 – Authorization to Execute Task Order No. 2023-1 For Engineering Services For East 4th Street Reconstruction Project.

Mr. Doering stated 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. 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.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 2 of 2023 – Authorization to Execute Task Order No. 2023-1 For Engineering Services For East 4th Street Reconstruction Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve Resolution No. 2 of 2023 – Authorization to Execute Task Order No. 2023-1 For Engineering Services For East 4th Street Reconstruction Project. Motion passed by unanimous vote.

Council Member Smith and Kerkhoff stated they had received inquiries regarding snow removal from private business owners.

City Administrator Muetzel stated the City has removed excess snow from public rights-of-way and implemented parking restrictions but does not remove snow from private properties.

City Administrator Muetzel stated based on forecasts for heavy snow accumulation, a snow emergency was declared beginning at 1:00 a.m. on Wednesday, January 4, 2023. During a snow emergency, it is unlawful to park any vehicle on a City street until the snowfall has ended and the street has been completely plowed from curb to curb. Vehicles parked in violation of these restrictions will be ticketed.

Public Works Project Coordinator Doering stated the 2022 City Archery Deer Hunt has ended with 19 deer harvested during the season.

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

There being no further business, a motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to adjourn the meeting at 6:09 p.m. Motion was carried by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

Meeting Date: January 17, 2023

Agenda Recommendation

Agenda Item: Retroactively Approve Purchase of Two Portable Radios

Recommendation/Action Requested: Staff Recommends approval

Summary/Overview:

In 2022, RFPD's budget had funds allocated to purchase two Motorola portable radios. These radios were requested to replace two of the department's old units which are no longer serviceable. The cost of each unit and the required programming came to \$6,628.87, with a total cost for both radios at \$13,257.75. Although each unit was under the \$10,000 limit, the total cost of the purchase was over \$10,000 and should have been approved by city council. Finance Director Kari Klages discovered this oversight and requested Police Chief Cotner bring the item to city council for review.

Attachments:

2022 Motorola Invoice for two portable radios



Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
 Federal Tax ID: 36-1115800

ORIGINAL INVOICE

Transaction Number 8281408005	Transaction Date 29-JUN-2022	Transaction Total 13,257.75 USD
P.O. Number RF PD	P.O. Date 03-JAN-2022	Customer Account No 1036894021
Payment Terms Net Due in 30 Days		Payment Due Date 29-JUL-2022

Visit our website at www.motorolasolutions.com

Bill To Address REDWOOD FALLS, CITY OF ATTN: Accounts Payable 333 S WASHINGTON REDWOOD FALLS MN 56283 United States	Ship To Address REDWOOD FALLS, CITY OF 333 S WASHINGTON REDWOOD FALLS MN 56283 United States
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IMPORTANT INFORMATION Ultimate Destination United States	Freight Terms: FREIGHT PREPAID Inco Term: CIF REDWOOD FALLS,MN,US,INCOTERMS@ 2010 Forwarder 0002	For all invoice payment inquiries contact SLT5CTRD@motorolasolutions.com Telephone: 800-247-2346 Fax: +1(631)883-4238
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Sales Order(s): 3202430960
Delivery Number(s): 9106997194

*2 Portable radios
- Budgeted item -*

SPECIAL INSTRUCTIONS / COMMENTS

101-42100-2242

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE SO Line #: 1.1 Ship Date: 29-JUN-2022 SERIAL NUMBERS 481CYD0446 481CYD0447	2	1,853.50	3,707.00
1.1	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	2	82.50	165.00
1.2	H869BZ	ENH: MULTIKEY	2	272.25	544.50
1.3	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	2	449.25	898.50
1.4	QA05100AA	ENH: STD 1 YR WARRANTY APPLIES NO SFS	2	0.00	0.00

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 8281408005	Customer Account No 1036894021	Payment Due Date 29-JUL-2022	Transaction Total 13,257.75 USD	Amount Paid
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Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

REDWOOD FALLS, CITY OF
 ATTN: Accounts Payable
 333 S WASHINGTON
 REDWOOD FALLS MN 56283
 United States

Payment Transfer Details

CHICAGO
 WIRE Routing Transit Number: 026009593
 ACH/EFT Routing Transit Number: 111000012
 SWIFT: BOFAUS3N
 Bank Account No: 3756319819

Send Payments To:



Motorola Solutions, Inc.
 13104 Collections Center Drive
 Chicago IL 60693
 United States

Please provide your remittance details to:
US.remittance@motorolasolutions.com

DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED



Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
 Federal Tax ID: 36-1115800

ORIGINAL INVOICE

Transaction Number 8281408005	Transaction Date 29-JUN-2022	Transaction Total 13,257.75 USD	
P.O. Number RF PD		P.O. Date 03-JAN-2022	Customer Account No 1036894021
Payment Terms Net Due in 30 Days			Payment Due Date 29-JUL-2022

Visit our website at www.motorolasolutions.com

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1.5	Q361AR	ADD: P25 9600 BAUD TRUNKING	2	247.50	495.00
1.6	H38BT	ADD: SMARTZONE OPERATION	2	990.00	1,980.00
1.7	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	2	386.25	772.50
2	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE SO Line #: 4.1 Ship Date: 29-JUN-2022 SERIAL NUMBERS 527CYM3356	1	1,408.00	1,408.00
2.1	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	0.00	0.00
2.2	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	1	11.25	11.25
2.3	W22BA	ADD: STD PALM MICROPHONE APX	1	59.25	59.25
2.4	GA01670AA	ADD: APX E5 CONTROL HEAD	1	537.75	537.75
2.5	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	0.00	0.00
2.6	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	49.50	49.50
2.7	G51AU	ENH: SMARTZONE OPERATION APX6500	1	990.00	990.00
2.8	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	247.50	247.50
2.9	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	425.25	425.25
2.10	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	1	0.00	0.00
2.11	W969BG	ADD: MULTIKEY OPERATION	1	272.25	272.25
2.12	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYPT APX AND ADP	1	449.25	449.25
2.13	G67DT	ADD: REMOTE MOUNT E5 APXM	1	245.25	245.25
				USD Subtotal	13,257.75
				USD Total Tax	0.00
				USD Total	13,257.75
				USD Amount Due	13,257.75

AGENDA RECOMMENDATION

Council Meeting Date: January 17th, 2023

Agenda Item: RACC NVR (Network Video Recorder) Replacement

Recommendation/Action Requested: Approve Replacement of RACC NVR

Summary/Overview:

Back in mid-June 2022 the RACC was experiencing security camera issues as well as data/images being viewed and saved. It was discovered that our NVR (Network Video Recorder) was failing. The NVR is a computer system that records video footage and stores it on a hard disk, a mass storage device, or cloud storage. This NVR is paired with our video surveillance cameras.

A review of the purchasing process revealed the council was never presented a specific request to approve the purchase of the NVR as required by the City's Procurement Policy for purchases over \$10,000. Attached you will find a quote and invoice from Alpha Wireless, our camera

This agenda item is being presented to satisfy the requirement that city council approve the NVR replacement.

Attachments:

NVR Replacement Quote
NVR Replacement Invoice

ALPHA *Wireless*

"People Powered, Customer Driven"

Phone:

Email:

donnier@alpha-wireless.com

Web:

www.alpha-wireless.com



We have prepared a quote for you

RACC - Replacement NVR

Quote # 004242

Version 1

Prepared for:

Redwood Falls City Of

Rachel Viergutz

rviergutz@ci.redwood-falls.mn.us



Phone:
Email: donnier@alpha-wireless.com
Web: www.alpha-wireless.com

Products

Description	Price	Qty	Ext. Price
Avigilon NVR4X Standard 32TB 2U Rack Mnt; Windows 10, 3 year factory warranty.	\$16,749.00	1	\$16,749.00
Installation/Setup/Configuration of new NVR	\$985.00	1	\$985.00
Alpha Wireless Instant Rebate	(\$2,000.00)	1	(\$2,000.00)
Subtotal:			\$15,734.00



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

RACC - Replacement NVR



Prepared by:

Mankato

Donnie Rooney
800-967-1778
donnier@alpha-wireless.com

Prepared for:

Redwood Falls City Of

333 S. Washington Street
PO Box 526
Redwood Falls, MN 56283-0526
Rachel Viergutz
(507) 616-7403
rviergutz@ci.redwood-falls.mn.us

Quote Information:

Quote #: 004242

Version: 1
Delivery Date: 06/30/2022
Expiration Date: 07/08/2022

Quote Summary

Description	Amount
Products	\$15,734.00
Total:	\$15,734.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Mankato

Signature:

Name:

Donnie Rooney

Title:

Sales

Date:

06/30/2022

Redwood Falls City Of

Signature:

Name:

Rachel Viergutz

Date:



Alpha Wireless Communications Co.
 1115 Cross Street
 North Mankato, MN 56003
 (800) 967-1778



Bill To:
Redwood Falls City Of Attn: Accounts Payable 333 S. Washington Street PO Box 526 Redwood Falls, MN 56283-0526

Date	Invoice
10/13/2022	18051
Account	
RedwoodFallsCity	

Terms	PO Number	Reference
Net 10 Days		Order #707141

Products & Other Charges	Quantity	Price	Amount
Billable Products & Other Charges			
Avigilon Standard 32TB Rack mount service, 3 year factory warranty Serial Number(s): 53792N3	1.00	\$16,749.00	\$16,749.00
Installation/Setup/Configuration of new NVR	1.00	\$985.00	\$985.00
Alpha Wireless Instant Rebate	1.00	-\$2,000.00	-\$2,000.00
Total Products & Other Charges:			\$15,734.00
Accounts not paid within 30 days of the due date of the invoice are subject to a 1.5% monthly finance charge. For all credit card payments a 4% fee will be added to the invoice total.	Invoice Subtotal:		\$15,734.00
	Tax Exempt:		\$0.00
	Invoice Total:		\$15,734.00
	Payments:		\$0.00
	Credits:		\$0.00
Balance Due:		\$15,734.00	

Thank you for your business!

Please remit payment to:

Alpha Wireless Communications Co.
 1115 Cross St
 North Mankato, MN 56003

405-41580-5540

410.5544



Ross Nachreiner
 Redwood Falls Parks & Rec Director
 Phone: 507-616-7444
 Fax: 507-644-2199
 rnachreiner@ci.redwood-falls.mn.us

Council Meeting: Tuesday, January 17th, 2023

Agenda Item: Celebrate Redwood Falls – Fire & Ice Festival

Date: Friday, January 6th, 2023

Summary/Overview:

The Celebrate Redwood Falls Committee will be hosting the annual Fire on Ice Event Saturday, February 4th, 2023, at Perks Park and on Lake Redwood.

Staff is recommending to the City Council the following assistance and waiving of rental fees for the Celebrate Redwood Falls events:

Fire & Ice Festival: February 4th, 2023, 5:00-8:00pm

- Use of Perks Park and Lake Redwood
 - Fireworks will be held on the ice if it is thick enough and access is made. Westside Softball field will only be used if unable to get onto the ice.
- Use of city owned picnic tables (8), and garbage cans (2).
- Boat Ramp – Make sure gaps/holes are filled with sand or gravel so event attendees can access the lake safely.
- Make sure Park Drive and road through Perks Park is plowed.

City of Redwood Falls staff have met and will continue to meet with the Celebrate Redwood Falls board as they plan for these community events.

cc: Paul Hagert, Park Superintendent
 Darrell Bowers, Street Superintendent

AGENDA RECOMMENDATION

Meeting Date: January 17, 2023

Agenda Item: Redwood Area Chamber & Tourism Temporary On-Sale Liquor License Application

Recommendation/Action Requested:

Approve the Redwood Area Chamber & Tourism's Temporary On-Sale Liquor On-Sale Liquor Application.

Summary/Overview:

The Redwood Area Chamber & Tourism has completed the necessary application process for a temporary on-sale liquor license. The Chamber After Hours event will be held at Functional Fitness 24 located at 621 E. Bridge Street on Tuesday, January 31, 2023. Staff recommends approval of the 1-day temporary liquor license.

Meeting Date: January 17, 2023

AGENDA RECOMMENDATION

Agenda Item: Spec Home Development Proposal – 516 E. Elm Street

Recommendation/Action Requested: The Port Authority recommends approval of the spec home development proposal from William Scott.

Summary/Overview:

In July of 2022, the Port Authority issued a Request for Proposals (RFP) for a developer to construct a single-family spec home on the lot located at 516 E. Elm Street. Under the proposed terms of the RFP, the lot will be sold to the developer for \$1.00 and up to \$250,000 in construction financing will be provided for up to 18 months at 0% interest. The construction financing will be recorded as a lien against the property and will be repaid when the home sells or the loan term expires, whichever comes first.

William Scott submitted the only response to the RFP. Mr. Scott is proposing to construct a 2-story, 2-bedroom, 1.5 bath home constructed by Northstar Systembuilt with an attached garage. The estimated construction cost of the home is \$236,000 - \$240,000.

In addition to utilizing the financing outlined in the RFP, Mr. Scott is requesting the City waive the local building permit fee which is estimated to be \$1,700. The Port Authority has reviewed the RFP and recommends approval of all RFP terms including waiving the building permit fee.

Attachments:

Proposal for Single Family Spec Home Development – William Scott

Single Family Spec Home Development Proposal

9/8/22 – 516 Elm Street

Contact Information:

Contact: **William Scott**

Address: **124 Cedar Point Road, Redwood Falls**

Email: william.scott@northstarsb.com

Cell Number: **507 587 8240**

Sub-Contractors:

Modular Home: **Northstar Systembuilt**

Electrical: **Klabunde Electric**

Plumbing: **TBC**

HVAC: **Northstar (modular installed part)/ TBC for site completed part**

Groundwork: **Schmidt's or TNT**

Lender Information:

Bank: **Minnwest Bank - Sherri Schueller - (507) 637-4314**

Other: **Redwood Falls Port Authority (\$250k for 18 months)**

Project Information:

This proposal is for a 1,168 Sq ft Single family 2 story home on a 608 sq ft unfinished Basement with a 352 sq ft single car attached garage.

This home would be a 2-bedroom, 1.5 bathroom house with the potential for another bedroom and bathroom in the basement. (Basement will be prepped for a future bathroom)

Completed Cost Price will be around \$236,000-\$240,000 meaning that this house will need to be sold for over \$250,000 to break even by the time you have taken agents fees out of the sale price.

Targeted demographic would be younger families that would like to own their own home, potentially someone that is trying to get out of an apartment or get away from renting. Unfortunately, with the bedrooms being on the 2nd floor of this house, it will probably not be attractive to older couples.

Financial Information:

Funding source for the construction period (or the initial 18 months) would be through the City's proposed interest free loan. If the property isn't sold by the time the 18 months is up, then I would fund it privately by refinancing our house or taking out a loan on this property

Estimated Cost Breakdown:

Elm Street	
Item	Cost
Land	\$ 1.00
Modular House	\$ 170,005.56
Basement Slab	\$ 5,532.80
House foundation	\$ 12,420.00
Garage Foudation	\$ 4,080.00
Garage Floor	\$ 2,640.00
Garage door	\$ 930.00
HVAC (site completed portion)	\$ 3,500.00
Landscaping	\$ 4,000.00
Driveway	\$ 5,220.00
Crane Set	\$ 5,000.00
Ground Work	\$ 6,500.00
Close up	\$ 1,500.00
Plumbing (onsite)	\$ 6,000.00
Electrical (onsite)	\$ 3,200.00
Building Application	\$ 1,665.00
Insurance	\$ 1,200.00
Basement Stairs	\$ 1,000.00
Rain Gutters	\$ 1,460.00
Total	\$ 235,854.36

Experience and References:

Completed projects:

Single Family homes: **Mountain Valley Homes – Brad Hagedorn – 570 269 3690**

Commercial Project: **Oneschool Global – Tonja Cantu – 320 905 2578**

Lender: **Minnwest Bank - Sherri Schueller - (507) 637-4314**

Timeline:

An exact timeline hasn't been finalized yet, if we can get contractors this fall yet, we could get the groundwork and basement walls in before winter. This would allow for Modular home portion to be set over Winter with yard work being completed in Spring.

If we can't get groundwork (if contractors aren't available) done this Fall, then the project would only start in Spring as soon as we could get the basement dug. It would then be mid-Summer 2023 before the project is complete.

Questions for the Redwood Falls Port Authority:

- When would the \$250,000 construction loan be effective from? As in when would the clock start ticking on the 18 months? (thinking that if construction can't start until Spring time, could the 18 months start closer to that time?)
- With the projected costs being so close (or arguably higher – hopefully not) to the projected sale price, would the City consider reducing or removing the Building Permit Fee?
- Would the City be able to mark the 4 corners of the site so we know where we are working from for the setbacks?

Meeting Date: January 17, 2023

AGENDA RECOMMENDATION

Agenda Item: 2022 Archery Deer Hunt Report.

Recommendation/Action Requested: Paul Parson's will be presenting the final 2022 Archery Deer Hunt Report. Staff is recommending a committee meeting be scheduled to review and determine future hunts.

Summary/Overview: Enclosed for Council review is the final 2022 Archery Deer Hunt Report. Paul Parsons, the contracted Deer Hunt Coordinator will be presenting the final report. A total of 19 deer were harvested (48%) with 282 deer being spotted. Last year, hunters spent a total of 802.5 hours on stand or a 40-hour(s) per hunter average. This year, hunters spent a total of 506.25 hours on stand.

This year parameters were as follows: 20 Hunters-Double Earn a Buck, with maximum bag limit of 40. The season coincided with the full MNDNR archery season of September 17-December 31.

Staff is recommending the deer hunt committee reconvene to further review the results of the hunt, what was learned and what to change and determine if future hunts are warranted. The recommendation also includes using the same committee members from last year for consistency. The members are as follows: Keith Muetzel, City Administrator; Jim Sandgren, Council Member; John Buckley, Council Member; Paul Parsons 2015-22 Hunt Coordinator; Jim Doering, Public Works Project Coordinator; Dr. Steve Medrud, adjacent landowner; Jerry Ludwig, 2021-hunt participant; and Chief of Police Jason Cotner.

The application to conduct a 2023 Archery Deer Hunt is due the end of March. Results of the committee meeting along with a 2023 recommendation will be presented to the Council prior to submission.

Attachments: 2022 Archery Deer Hunt Report



To qualify, archers have to put 5 arrows in the areas outlined in black at 20 yards.

City of Redwood Falls 2022 Archery Deer Hunt Final Report

City of Redwood Falls had its eighth City archery hunt this year. The City's website was the target place for hunters to download and fill out the application along with a \$20 fee. A total of 32 applications were accepted, and that number was up by 10 from last year's 22 applicants. Friday August 26th, Saturday August 27th and Sunday August 28th were the dates for potential hunters to show up at the Redwood Sportsman's Club to take a proficiency test. This year was different as the applicants had to shoot five arrows at a Glendale Buck (3D target) in the heart and lung vitals at 20 yards in order for their name to be put in for a blind draw. We also offered a second chance, if applicant was not successful the first time they could pay an additional \$20 to try again. There was only one applicant that did the second chance this year. Out of the 32 applicants two failed (one utilized the second change and passed) and we had two no shows. Successful applicants then were to be entered into a blind draw for stand locations and the ability to hunt. I went to the Redwood Falls Police Department and had Abby Larsen, and PD Officer assist with the random draw for the 20 random hunters, and the hunters will be assigned a random draw stand location. As previous years, successful drawn hunters were then to pay a \$40 hunt fee to the City of Redwood Falls

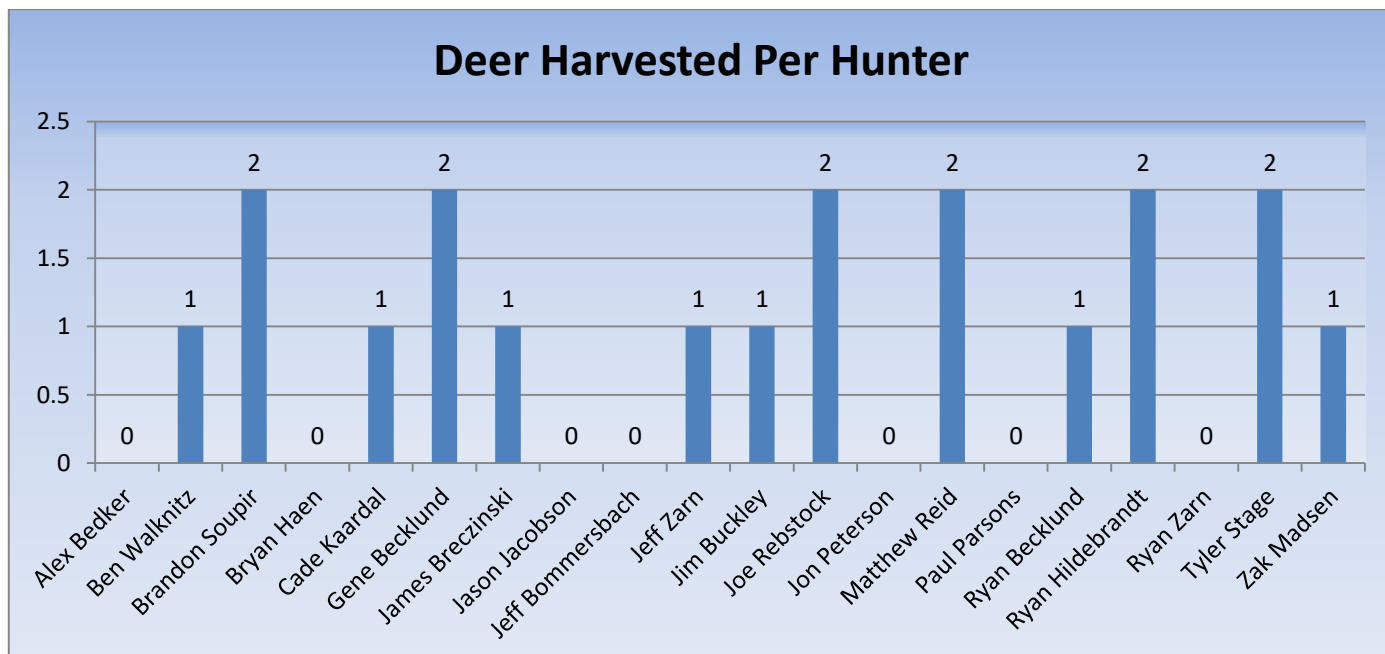
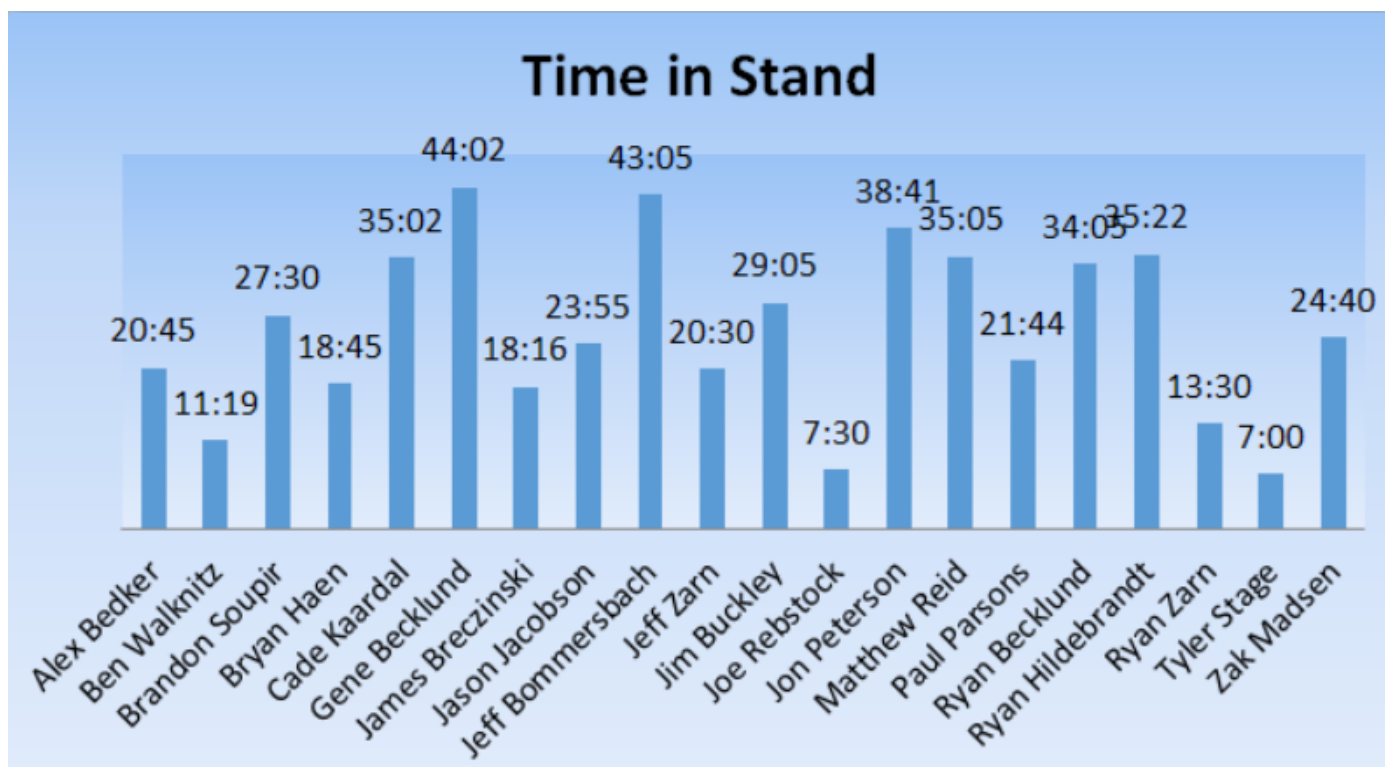
Stand showings to the successful qualifying hunters took a few evenings throughout the weeks leading to the start of the season due to schedules of the hunters. This was to familiarize the hunters with their stand location and bordering land boundaries. Most of the Hunters have done this several years, so I just had to tell them their stand number and they were already familiar with the location of their stand. That made the stand showings much easier. Hunters were also provided information on web sites that can show them boundaries and land owner information in case there was a wounded deer that went onto private property. Hunters at this point were able to put up their stand, but were informed to leave them at their own risk. Hunters at this time were handed an orange permit that they need to have in their vehicle while hunting and a sheet with rules for this hunt.

Maps, hunter assignment, and hunter phone numbers were all documented and were made available to the City of Redwood Falls PD in case of emergency or, if any issues were arise. The hunters were to sign in at the sign in sheet located in the front lobby of the Law Enforcement Center before each hunt and sign out after the hunt, in addition, the hunters were asked to document deer seen, deer harvested and a space was left for each hunter to enter their comments for the hunt. The main reason for the sign in/out sheet was to make sure that each hunter returned from their hunt safely and if a hunter did not sign out RF PD would check who did not sign out, look at their map in squad room, call the hunter, call myself, or go to their stand location to check on the hunter's safety. I only had one or maybe two hunters this year forget to sign out or sign in. they texted me their information. This year's opening day was a little different as I forgot to put out the sign in/out sheet at the LEC, however one of the PD Officers gave them a piece of paper and pen to start the log and then I transferred it to the official sign in/out sheet. I was in Sioux Falls for the weekend and had this gut feeling I was forgetting something. OOPS my bad.

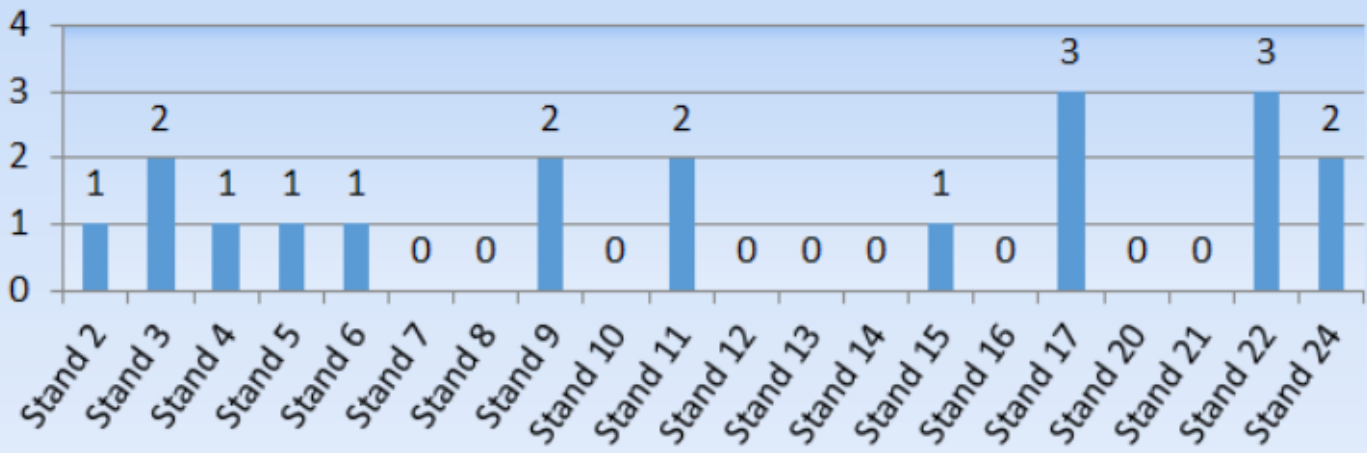
Hunters were required to purchase their MN DNR State Archery tag and a MN DNR Bonus Archery tag at half price. They had the option to purchase two Bonus tags separately or together. Each hunter had to "double earn a buck" in order to harvest a buck. This meant that they were required to harvest two does first with their Bonus tags, and then had the option to either use their State tag on a buck, or antlerless deer. Again, the bonus permits were for antlerless deer only. Several hunters had bucks under their stand on multiple occasions, and not able to harvest those due to their double earn a buck. This has happened several years now.

Overall the hunt went real well. The hunters' harvested 19 deer total which was down from last year's 20 deer harvested. We were still capped at 40 deer to be harvested as per the MN DNR. A total of 506 hours and 21 minutes were spent by hunters in pursuit of harvesting a deer. This was down only 34 hours from last year.

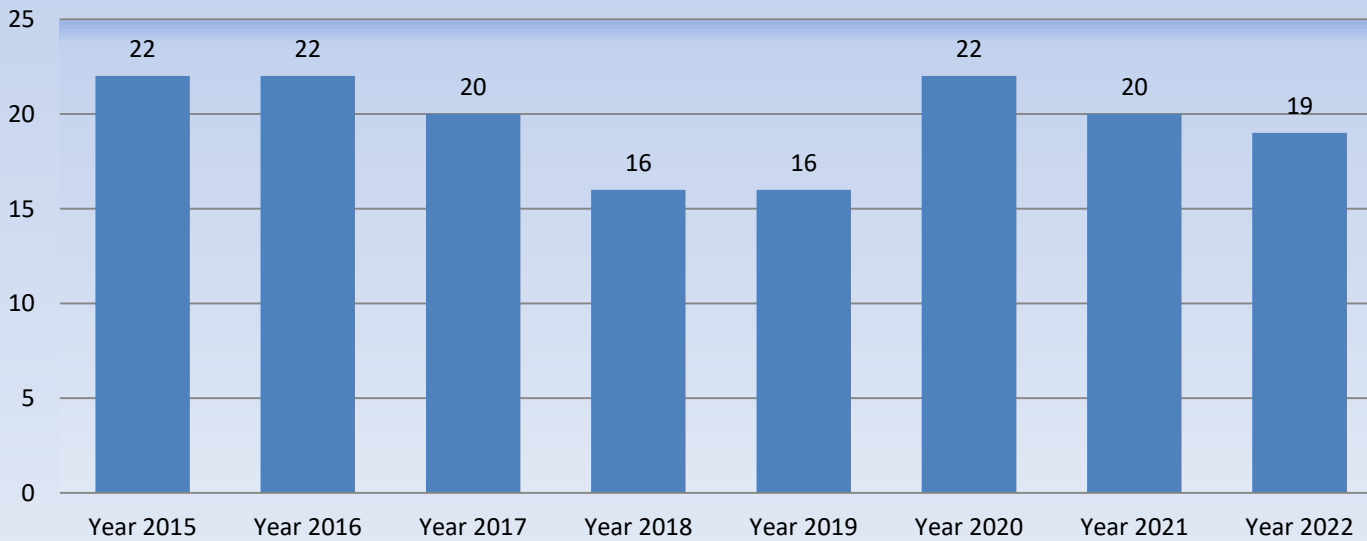
During the hunt, hunters saw; 38 bucks, 154 does, and 90 fawns (yearlings) totaling 282 deer, which is 32 more deer seen than last year. Just so there is no mis-understanding, I am sure most of these are the same deer day after day, but these statistics will show the number of deer being seen while in the stand.



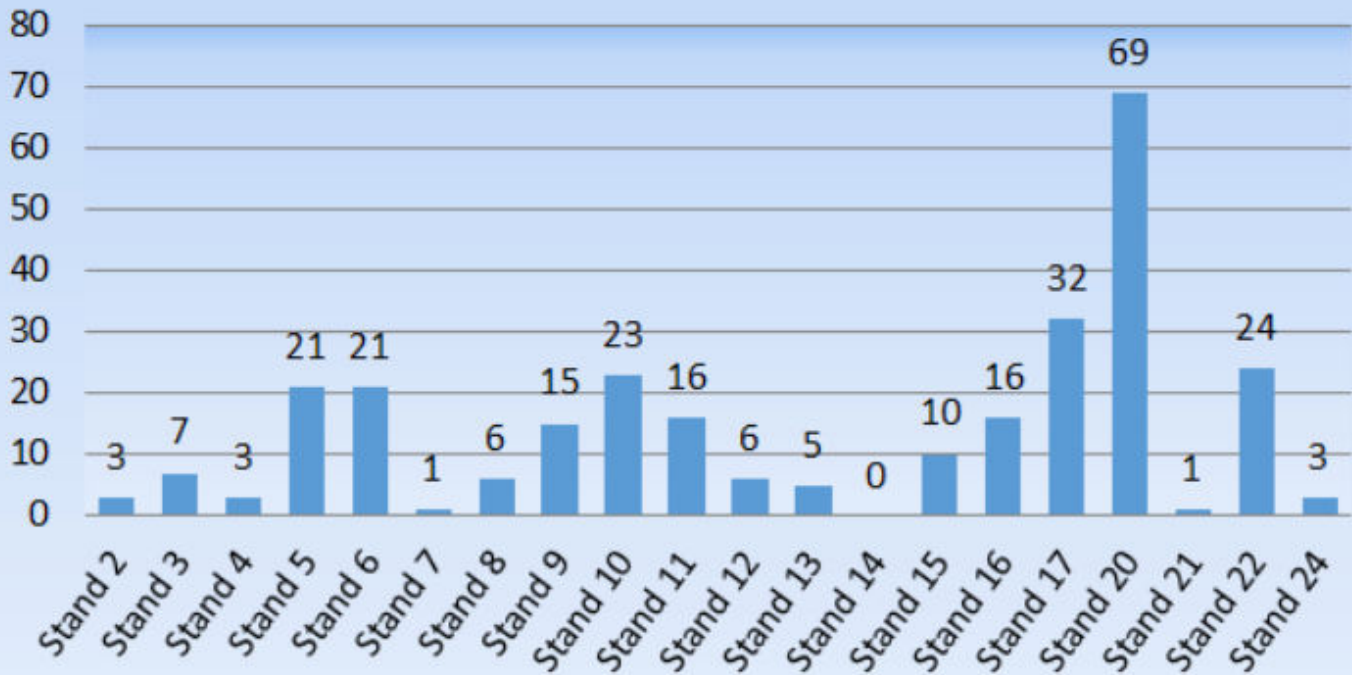
Deer Harvested by stand location



Deer Harvested Per Year

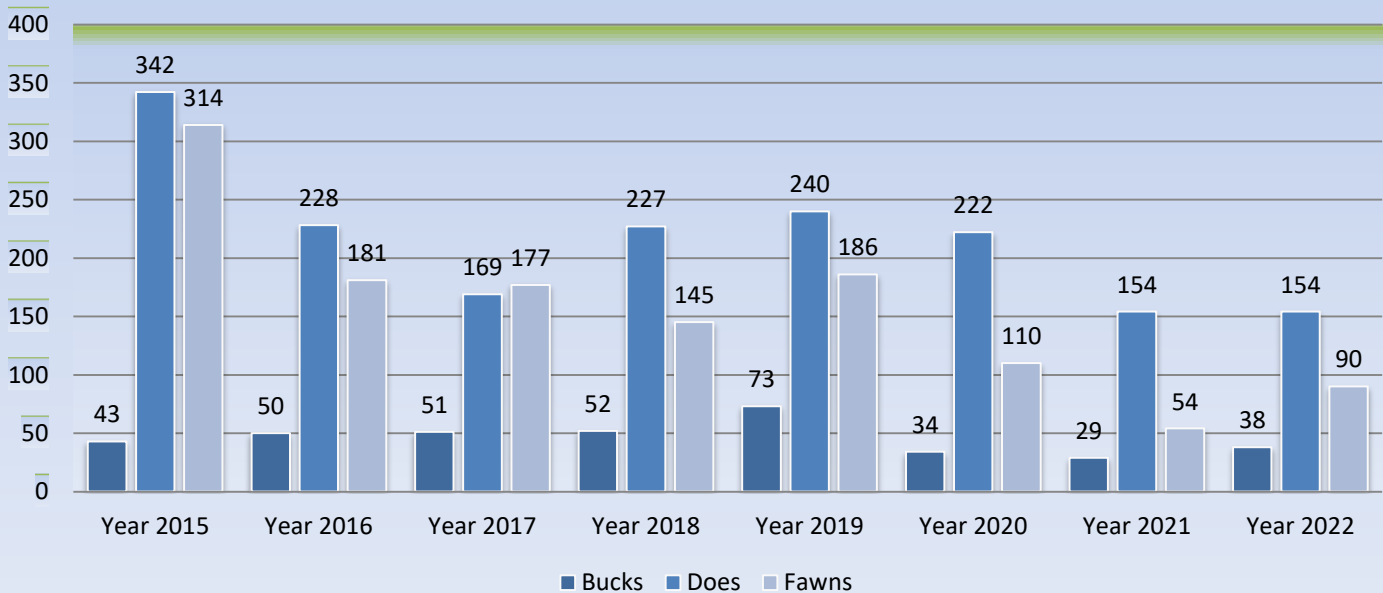


Deer Seen Per Stand Location

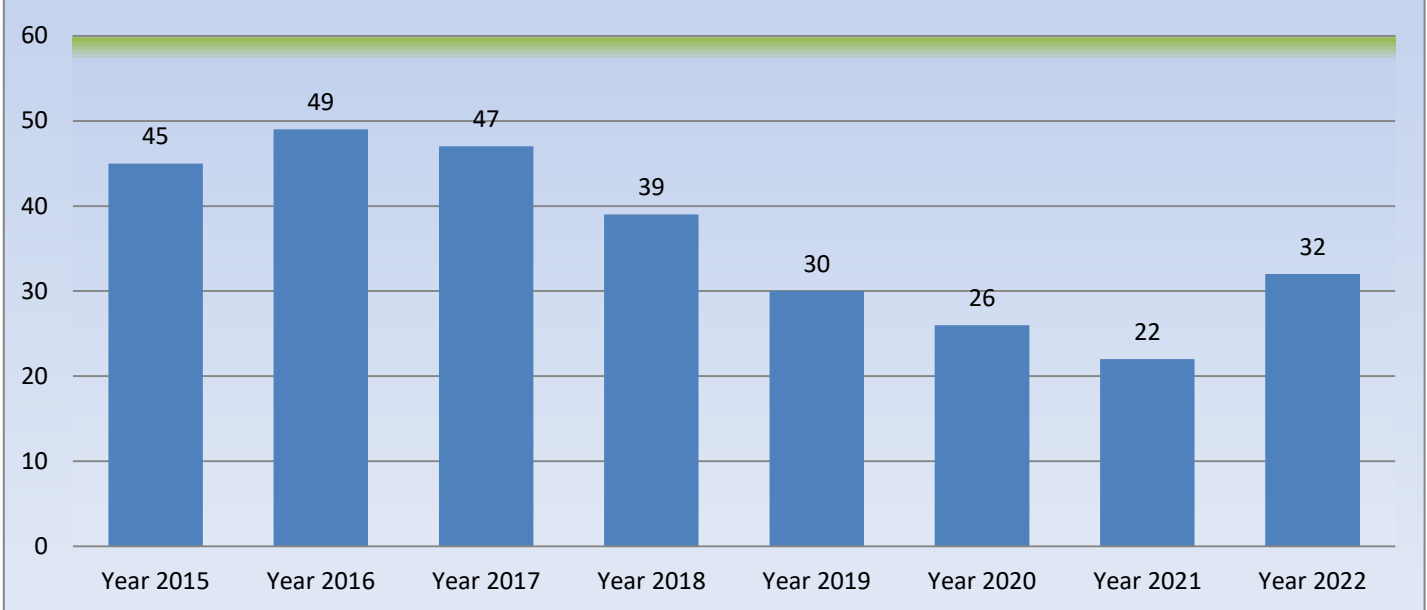


The chart above indicated total combination of Bucks, Does, and Fawns

Deer Seen Per Year



Applications Per Year



Notes left by hunters on the sign in/out sheet:

doe shot
saw walking out
lot of late walking traffic
too far out
too far moved stand
adult
on neighbors
Rain
stand out
Double
too far too dark
in grass too far
on way out
does too far
to dark too far
lots of people
yearling small
too far in trees
unknown sex barreled
through
turkeys
Doe
nice nite farming on field by
me
still too far
notta

button buck harvested
small 6 point
too far
too far
too far
buck chasing doe no shot
too far
saw big possom
too little
fawn
dredging in front of stand
Doe

Thank you for allowing me to do this again this year. Seemed like a slow year however the deer harvested was par. Overall it was a quiet year. I heard of no issues this year which was nice.

Again, thank you City of Redwood Falls, Redwood Falls City Counsel, and City of Redwood Falls Staff.

I hope to serve you in the future.

Paul Parsons

507.401.0469



Jim Doering
Public Works Project Coordinator
Phone: 507-616-7400
Fax: 507-637-2417
jdoering@ci.redwood-falls.mn.us

Meeting Date: January 17, 2023

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 3 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: The City of Redwood Falls has been allotted \$269,051.25 in construction funds in 2023 for upgrading the MSAS routes in the City limits. The 2023 reimbursement requests for East 4th Street Reconstruction Project will exceed our MSAS allotment for 2023. This year's balance is projected to be \$911,775.11 after receiving the 2023 allotment from the State. A carry over balance of \$642,723.86 currently resides in the City's MSAS account.

MNDOT allows advancement requests that do not exceed 4 years of allotments. The East 4th Street Reconstruction Project will require an additional \$244,598.00 in MSAS funds. The current estimate of eligible MSAS expenses for the entire project is \$1,156,373.00.

Staff is recommending the advancement request of \$244,598.00 to meet reimbursement needs to complete the East 4th Street Reconstruction Project.

Attachments: Resolution No. 3 of 2023
SAAS Status Report 1/09/2023

RESOLUTION NO. 3 OF 2023

**MNDOT STATE AID FOR LOCAL TRANSPORTATION
MUNICIPAL STATE AID STREET FUNDS ADVANCE RESOLUTION**

WHEREAS, the Municipality of Redwood Falls is planning to implement Municipal State Aid Street Project(s) in 2023 which will require State Aid funds in excess of those available in its State Aid Construction Account; and

WHEREAS, said Municipality is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account; and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 1/31/2023	\$911,775.00
Less estimated disbursements:	
Project # SAP 207-119-001	\$ 1,156,373.00
Project #	\$ 0 _____
Project #	\$ 0 _____
Project #	\$ 0 _____
Bond Principle (if any)	\$ 0 _____
Project Finals (overruns-if any)	\$ 0 _____
Other:	
Total Estimated Disbursements	\$1,156,373.00
Advance Amount (amount in excess of acct balance)	\$244,598.00

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes §162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b; and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this Resolution does not guarantee the availability of funds.

NOW, THEREFORE BE IT RESOLVED, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Redwood Falls in an amount up to \$244,598.00. The City of Redwood Falls hereby authorizes repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 17th day of January 2023.

I HEREBY CERTIFY that the above is a true and correct copy of a Resolution presented to and adopted by the Municipality of Redwood Falls, County of Redwood, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of Redwood Falls, Minnesota on the 17th day of January 2023, as disclosed by the records of said Municipality on file and of record in the office.

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
17th day of January 2023.

Notary Public

Minnesota Department of Transportation - Office of Finance
Status Report
Municipality: 207-REDWOOD FALLS
as of 01/09/2023

Municipality: 207-REDWOOD FALLS

Account: 90 - MUNI CONST

Beg Yr Bal	Allocation	Total	Deposits	Transfers	Disb	Unexp Bal	Enc	B/L Rsrv	Bal Avail	Outstanding Overpymts	State Aid Avail to Adv	Acct to Acct Advances
642,723.86	0.00	642,723.86	0.00	0.00	0.00	642,723.86	0.00	0.00	642,723.86	0.00	0.00	0.00
									642,723.86			

Total Municipality: 207-REDWOOD FALLS

642,723.86	0.00	642,723.86	0.00	0.00	0.00	642,723.86	0.00	0.00	642,723.86	0.00	0.00	0.00
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This report uses tables: CM_ACCT_ADV_FROM_SUMM, CM_ACCT_ENC_SUMM, CM_ACCT_OVERPAYMT_SUM, CO_MUNI_ACCT_BALS, CO_MUNI_INFORMATION, GEN_FUND_ADV_ALL_YEARS, MASTER_ACCTS_EXCL_FUNDS, PROJ_ACCT_ALLOC_TRANS_MERGE,



Keith Muetzel
City Administrator
Phone: 507-616-7400
Fax: 507-637-2417
kmuetzl@ci.redwood-falls.mn.us

Meeting Date: January 17, 2023

AGENDA RECOMMENDATION

Agenda Item: Memorandum of Understanding for Regional Fire Fighters Grant Program

Recommendation/Action Requested: Staff recommends approval of the Memorandum of Understanding.

Summary/Overview:

Ten area fire departments have expressed an interest in collaborating on a Regional Fire Grant application to fund radio replacements. If awarded, the grant will fund 95% of the cost of the radios and each municipality will be required to make a 5% match. Redwood Falls is requesting 20 radios at an estimated cost of \$5,000 per radio. Therefore, the grant could fund up to \$95,000 with a \$5,000 local match.

The City of Lamberton will serve as the host agency for submittal of the grant application. The grant application will be prepared by a contract grant writer, and it is estimated that each agency will be responsible for about \$300 in grant preparation fees.

Each agency has been asked to approve the attached Memorandum of understanding related to the grant application and staff recommends approval.

Attachments:

Memorandum of Understanding

**FY 2022 ASSISTANCE TO FIRE FIGHTERS GRANT PROGRAM
REGIONAL GRANT APPLICATION
MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of Understanding (MOU) is made and entered into by and between:

The City of **Milroy, Lucan, Wabasso, Vesta, Redwood Falls, Morgan, Seaforth, Sanborn, Lamberton & Walnut Grove**, by and through their respective City Councils; collectively referred to as the "Parties."

WHEREAS, the Parties to this agreement are political subdivisions of the State of Minnesota with authority to provide fire suppression services and which maintain eligible fire departments and/or nonaffiliated EMS organizations;

WHEREAS, the Parties have been identified as eligible jurisdictions able to collectively implement the objectives and goals of the AFG grant program; and

WHEREAS, the City of **Lamberton** is willing to serve as the host agency for purposes of (1) submitting a regional AFG application (the "Application") on behalf of the Parties, (2) **administering** the grant, including asset accountability and reporting requirements for those assets acquired under the AFG in the event of approval; and (3) **procuring and disbursing** all equipment received under the AFG in the event of approval; and

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants hereinafter set forth, the Parties agree as follows:

PURPOSE

The purpose of this Agreement is to establish the relationship between the Parties for participation in the FY 2022 AFG program and to provide for the administration of the grant in the event of approval of the Application.

TERMS

This MOU shall be effective on the date of last signature of the Parties herein and shall continue in full force and effect for a period of five years after official closeout of the grant agreement.

GENERAL PROVISIONS

1. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement.

In performing its duties, responsibilities and obligations pursuant to this Agreement, each Party agrees to adhere to the requirement standards set forth in the AFG program guidance and Federal OMB Circular A-133 as applicable.

2. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort

Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.

3. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the agreement shall be subject to the Minnesota Government Data Practices Act.

At the time this agreement expires, all records will be turned over to the City of Lambertton for continued retention.

4. **Amendments:** No modification, amendment, or alteration of this agreement shall be effective unless contained in a written document prepared with the same or similar formality as this MOU and executed by each party hereto.
5. **Timeliness:** The Parties agree to perform their obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.

GRANT ADMINISTRATION

1. The City of **Lamberton** will serve as the host agency to submit a FY 2022 regional AFG application and serve as grant administrator for the Parties in the event of approval.
2. Pursuant to the AFG program guidelines, if the application is approved, then all items approved under the Application will be procured and administered through the City of **Lamberton**.
3. The City of **Lamberton** agrees, as host agency, to be accountable for the assets acquired under the regional AFG grant award and provide reporting requirement deliverables. As such, the Parties agree to provide the City of **Lamberton** with this information on a timely basis, so as to remain in compliance with the requirements of the grant.
4. In the event of approval, the Parties agree to accept the FY 2022 regional AFG and accept their respective equipment as listed in the Application.
5. As required under the regional AFG Program guidelines, the Parties agree to provide the required cash match of 5% of the total cost of their requested items as detailed in the grant application. The required match shall be paid by the Parties in advance of equipment procurement upon receipt of an invoice from the City of **Lamberton**.
6. In the event of a reduced award, the Parties agree to accept this reduced amount and provide a cash match of 5% of the reduced award amount for their approved items.
7. Any expenditure beyond the grant award for an agency's approved item(s) is the sole responsibility of that agency.

8. If the Application is approved, the Parties agree to allow the City of **Lamberton** to procure and distribute their allotted equipment.
9. The Parties agree to participate in cooperative training on all equipment procured under this grant award as appropriate. As host agency, training will be coordinated through the City of **Lamberton**.
10. The Parties agree, for a period of three years after official closeout of the grant agreement, to maintain/repair all equipment awarded to them under the Application in accordance with the manufacturer's warranty and to replace the equipment if it becomes inoperable.
11. The Parties agree to promptly provide any additional documentation that may be necessary for the administration of the grant to the City of **Lamberton** when requested.
12. The Parties agree to promptly return any equipment or deliverables that are received in error to the City of **Lamberton**.
13. The grant award to each agency is as follows:

Organization	Base Station	Mobile Radios	Portable Radios
Lamberton Fire	0	3	14
Lucan Fire	0	4	12
Milroy Fire	1	7	21
Morgan Fire	0	4	7
Redwood Falls Fire	0	0	20
Sanborn Fire	1	5	18
Seaforth Fire	0	3	9
Vesta Fire	0	6	20
Wabasso Fire	0	6	20
Walnut Grove Fire	0	5	16
Total	2	43	157

EXECUTION

This agreement may be executed in counterparts each of which shall be deemed an original and all of which together shall be considered one and the same agreement.

IN TESTIMONY WHEREOF, the Parties have duly executed this agreement by their duly authorized officers.


City of Milroy



Authorized Representative

Date: _____

City of Lucan



Authorized Representative

Date: _____

City of Wabasso



Authorized Representative

Date: _____

City of Vesta

Authorized Representative

Date: _____

City of Seaforth

Authorized Representative

Date: _____

City of Redwood Falls

Authorized Representative

Date: _____

City of Lamberton

Authorized Representative

Date: _____

City of Walnut Grove




Date: _____

City of Sanborn

Authorized Representative

Date _____

City of Morgan


Authorized Representative

Date _____



Meeting Date: January 17, 2023

AGENDA RECOMMENDATION

Agenda Item: Establish City Council Work Session Agenda

Recommendation/Action Requested: Staff requests the City Council formally establish the agenda for the January 31, 2023, work session.

Summary/Overview: The next City Council work session is scheduled for January 31, 2023. In order to prepare for the meeting, and ensure adequate time is allowed for each agenda item, staff is requesting the City Council formally establish the work session agenda.

Attachments: None