



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, MARCH 7, 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. February 21, 2023
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. 2023 Joint City-School Projects
 - B. Drew Street Tree Replacement – Resolution #14
 - C. Archeological Survey for Ramsey Park Bathroom Improvements – Resolution #15
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
REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, FEBRUARY 21, 2023**

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, February 21, 2023, at 5:00 p.m.

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

Also present were City Administrator Keith Muetzel, City Attorney Trenton Dammann, Public Works Project Coordinator Jim Doering, and Deputy City Clerk Caitlin Kodet.

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

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve the February 7, 2023, minutes as presented. Motion passed by unanimous vote.

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

1. 2022 Fixed Asset Disposal List
2. Therapeutic Massage License Application
3. Security Camera Upgrades at RACC and Aquatic Center

Motion passed by unanimous vote.

Library Director Connie Lechner was present to introduce the Establishment of a Library Expansion Committee.

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 from Council for the formation of an Expansion Committee so a project may be started to expand the library space. The pre-design plan and cost estimate were previously approved by Council. The goal for the group and all involved is to raise the funds and begin construction of the library expansion in 2024. The Library Commission and the Redwood Area Library Foundation members have met to determine how many members, what other committees may need to be formed, and who is willing to serve on the main Expansion committee. Teri Smith and Pamela Prouty have agreed to be Co-Chairs of the Expansion Committee. The other members that have agreed to serve are Anna Vannelli, Steven Vannelli, Mary Easley, Dean Reiman, Pat Boggess, and Denise Kerkhoff.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the Establishment of a Library Expansion Committee. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 11 of 2023 – Authorization to Execute Task Order No. 2023-2 For Engineering Services for the 2023 Seal Coat Project.

Mr. Doering stated Resolution No. 11 authorizes Task Order No. 2023-2 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services for 2023 in the amount not to exceed \$9,850.00 without further Council approval. This resolution also approves the solicitation of bids once the bid documents and specifications are ready for publishing. The 2023 Seal Coat Improvement Project has a budget of \$200,000.00 for streets, alley ways, and parking lots. Due to the continued rising costs of oil and aggregate, the task order includes splitting the previous area into a base bid and alternate to remain within budget. Also, because of the rising costs, parking lots, trails, and park parking lots will be pushed out into the future. Completion of the project scope is anticipated for August 2023.

Mr. Doering stated best practice is to complete a seal coat rotation every five years with no more than seven years apart. For years, the City has been on a five-year rotation with five distinct seal coat areas. To compensate for the rising costs of inflation, cost saving measures like resizing to six (six-year rotation) or seven (seven-year rotation) areas may be needed to bring quantities back into budget range. These decisions will need to be weighed against increased patching and repair costs. The seal coat project area will include all streets, alley ways, and parking lots north of Broadway and everything on the west side of CSAH 101.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 11 of 2023 – Authorization to Execute Task Order No. 2023-2 For Engineering Services for the 2023 Seal Coat Project. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 11 of 2023 – Authorization to Execute Task Order No. 2023-2 For Engineering Services for the 2023 Seal Coat Project. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 12 of 2023 – Application to the Public Facilities Authority Clean Water Revolving Fund.

Mr. Doering stated Resolution No. 12 authorizes the loan application to the Clean Water Revolving Fund administered by the Minnesota Public Facilities Authority for \$9,960,000.00. Currently a Council approved facility plan has been submitted to the MPCA and the PFA for a new filter plant and municipal wastewater upgrade. Pursuant to Resolution No. 50 of 2022, Council also approved the application for grant funding of up to seven million to offset project costs. The purpose of this application is to have the opportunity to consider two funding sources and the possible combination of the grant with the option of a low interest loan to fund the remaining balance.

Mr. Doering stated the loan application needs to be packaged as part of the certification process of the project by PFA. Council will have additional reviews in which to act upon, which include approval of the PFA loan award, anticipated grant approval, and subsequent contracts with the State. Staff recommends the approval of the loan application to finance the project as listed in the 2023 Budget and approved by Council.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to waive the reading of Resolution No. 12 of 2023 – Application to the Public Facilities Authority Clean Water Revolving Fund. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve Resolution No. 12 of 2023 – Application to the Public Facilities Authority Clean Water Revolving Fund. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 13 of 2023 – Joint Resolution In the Matter of the Orderly Annexation Between the City of Redwood Falls and Paxton Township Pursuant to Minnesota Statutes §414.0325.

Mr. Dammann stated Howard and Eleanor Scott, the owners of 140 Woodhill Road, located in the Ponderosa Addition, have filed a petition requesting annexation into the City of Redwood Falls in order to be connected to City water upon completion of new residential construction on the parcel. The total area to be annexed is approximately 3.2 acres and the lump sum payment due to Paxton Township for the lost property taxes is estimated to be \$184.93. The property to be annexed is contiguous with another parcel within the Ponderosa Addition that has already been annexed into the City.

Mr. Dammann stated pursuant to Minn. Stat. §414.0325, annexing the property can occur without notice of a public hearing so long as all the property owners file a petition requesting the annexation and the respective township agrees with the annexation. Keith Muetzel, City Administrator, had conversations with Tammy Houle, Clerk of Paxton Township, regarding the request from the property owners to be annexed into the City limits. Paxton Township addressed the proposed annexation at their last board meeting, and they are not opposing the annexation.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to waive the reading of Resolution No. 13 of 2023 – Joint Resolution In the Matter of the Orderly Annexation Between the City of Redwood Falls and Paxton Township Pursuant to Minnesota Statutes §414.0325. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve Resolution No. 13 of 2023 – Joint Resolution In the Matter of the Orderly Annexation Between the City of Redwood Falls and Paxton Township Pursuant to Minnesota Statutes §414.0325. Motion passed by unanimous vote.

City Attorney Dammann introduced the City of Redwood Falls Criminal History Background Check Policy for Employment and License Applicants.

Mr. Dammann stated following a BCA Audit that began in June of 2022 it was determined that the City Attorney does not have statutory authority to access data maintained in the Minnesota Bureau of Criminal Apprehension's (BCA) criminal history information data base for employment background checks. City Code Sections 2.84, 2.85, 5.02, and 6.32 purport to give this authority to the City Attorney. Current guidance from the League of Minnesota Cities advises that a City ordinance is not required, however the league recommends that a city adopt a policy with similar provisions. Through Staff research and discussion, a policy was formulated to not only fulfill the League's advice but to also clarify the roles and responsibilities of the City Attorney, the HR Department, the Police Department, and the Fire Chief in the background check process as well as to clarify the background check processes for the different types of applicants for city employment and city licensure.

Council Member Kerkhoff requested City Staff consider researching additional options to conduct background checks for potential employees that are under the age of 18 and working with children. The policy being presented does not include background checks for potential employees that are under the age of 18 because criminal history data is not typically discovered with the types of background checks being run on these candidates because they are juveniles.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve the City of Redwood Falls Criminal History Background Check Policy for Employment and License Applicants as presented. Motion passed by unanimous vote.

Mr. Doering stated due to the weather, the 4th Street Reconstruction Open House has been rescheduled to Tuesday, February 28, 2023, from 5:00 – 6:00 p.m. at the Redwood Area Community Center.

City Administrator Muetzel stated due to the impending winter storm, a snow emergency has been declared beginning at 5:00 a.m. Wednesday, February 22 and ending at 12:00 p.m. (noon) on Friday, February 24, 2023. During a snow emergency, it is unlawful to park any vehicle on a city street or alley. Vehicles parked in violation of these restrictions will be ticketed.

City Administrator Muetzel stated Governor Tim Walz has declared a Peacetime Emergency Executive Order to allow access to resources, such as the National Guard, if needed during the winter storm.

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 Sandgren and seconded by Council Member Buckley to adjourn the meeting at 5:47 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor



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

City Council Meeting Date: Tuesday, March 7th, 2023

Agenda Item: 2023 Joint City-School Projects

Date: 2/27/2023

Recommendation/Action Requested: Community Center Board requesting approval of 2023 joint city-school projects and Request to disperse 2023 joint city-school funds

Summary/Overview:

The Community Center Board met on Monday, February 27th, 2023 to review a list of project requests. The meeting included: Ross Nachreiner, Keith Muetzel, Andy Ourada, Tom Anderson, and Becky Cselovszki.

Following discussion, recommendations are:

- A. The City Council and School Board to authorize the projects and purchases shown as approved in Exhibit #1 (attached) at their respective February or March 2023 meetings.
- B. The City Council to authorize disbursement of the 2023 joint-city school funds in the amount of \$10,000 to ISD #2897.
- C. The City Council to declare surplus and authorize the trade or sell the following pieces of equipment: (2) Recumbent Bikes.

Cc: Keith Muetzel
 Becky Cselovszki
 Ross Nachreiner
 Tom Anderson
 Andy Ourada

EXHIBIT #1

City-School Joint Powers Projects 2023

Updated: 2/27/2023

<u>Priority (5 High - 1 Low)</u>	<u>Requested Projects</u>	<u>Descriptions</u>	<u>Requested Amount</u>	<u>Total Project Costs</u>	<u>Committee Action</u>
5	Yearly Inspection of Scissor Lift	Yearly Inspection	\$900.00		Approved
4	Half Rack Long Base	Additional half rack in fitness room	\$3,982.41		Approved
4	Bumper Plates	Additional Plates	\$745.00		Approved
4	Table Trainer	Trainer to be used by youth and MS/HS	\$1,200.00		Approved
4	Re-Cover Beam	Cover an older beam	\$1,400.00		Approved
5	(3) Bike Replacement	CIP - Replacement	\$7,100.00	\$10,426.92	Approved to replace 2 Bikes (leave balance for a 3rd if needed)
5	VB Net	Additional Net to go with poles	\$600.00		Approved
4	SB Outfield Fence	Do not currently have a fence on North Field	\$1,000.00		Approved
3	2 - 4" Landing Mats	Replacement		\$1168 x 2 +Shipping	Denied
1	Evolution Olympic Barbell	Replacement		\$438.00	Denied
1	Monster Bands	Would like more for groups and classes		\$252.00	Denied
			\$16,927.41	Total Approved Requests	

\$5,803.81	Current Joint City-School Account Balance (2022)
\$20,000.00	2023 Contributions
\$25,803.81	Total Amount Available for 2023
minus \$	2023 Total Expenses of Approved Projects
plus	Any credits (trades or Sales)
	Remaining 2023 Balance

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

Meeting Date: March 7, 2023

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 14 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. 14 approves quote and tree plan from the Redwood Falls Nursery for the replacement of boulevard trees that were removed with the Drew Street project. Given Council Member Buckley's interest in the Redwood Falls Nursery, Resolution No. 14 is one that is required by Minnesota Statute for the City to contract with a City official and requires a unanimous vote from all remaining members of the Council for passage.

A replacement plan has been created to replace boulevard trees that were removed to facilitate the Drew Street Reconstruction Project. Thirty-nine tree replacement locations have been identified and type and species are indicated on the provided sketch plan. They will be purchased from and installed by the Redwood Falls Nursery for a quoted cost of \$12,260.00. The quote is considered sole source meeting the quote requirements of site plan development, installation and 12-month replacement guarantee which includes labor.

Under the City of Redwood Falls Boulevard Tree Policy, the City has the authority to plant, remove, maintain, and protect all public trees and shrubs or cause such work to be done, as may be necessary to preserve the beauty of public areas and protect life and property. Specie selection and spacing are in accordance with this policy. Staff will inform and interact with all adjacent lot owners throughout the installation.

The trees are #10 size pots or 1.5" diameter trees. Adjacent parcel owners do have the option to upsize the tree and pay the difference in cost for the larger tree. They are to contact the vendor for this option.

Attachments:

- Resolution No. 14 of 2023
- Draft-Affidavit of Official Interest in Claim
- Supplied quote and tree exhibits
- Inventory Sketch Plan (Available at the meeting)

RESOLUTION NO. 14 OF 2023

A RESOLUTION TO CONTRACT WITH A CITY OFFICIAL

WHEREAS, the City of Redwood Falls (“City”) is authorized to enter into such contracts as may be deemed necessary or desirable to make effective any power possessed by the council, pursuant to Minnesota Statutes Section 412.221, subd. 2 for the benefit of its citizens; and

WHEREAS, the City desires to purchase from Redwood Falls Nursery, Inc., the following goods and services: Thirty-nine (39) replacement trees and mulch with installation labor (quantity, size, variety, and per tree cost are provided for in attached quote incorporated by reference to this Resolution), for the Drew Street Reconstruction Project, for a total quoted cost of \$12,260.00; and

WHEREAS, John Buckley is a Council Member of the City and will be financially interested in the contract as he is part owner of Redwood Falls Nursery, Inc.; and

WHEREAS, it is determined that the contract price of \$12,260.00 is as low as, or lower than, the price at which the goods and services can be obtained elsewhere at this time; and

WHEREAS, the contract is not one that is required to be competitively bid; and

WHEREAS, this resolution is passed to comply with the provisions of Minn. Stat. §§ 471.87-.89.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA, that the City Administrator is directed to make the above-mentioned purchase on behalf of the City from Redwood Falls Nursery, Inc., for a price of \$12,260.00.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are directed to issue an order-check to pay the claim on the filing of an affidavit of official interest by the interested official, John Buckley, as required under Minn. Stat. § 471.89.

PASSED AND ADOPTED by unanimous vote of the City Council of the City of Redwood Falls, Minnesota this 7th day of March 2023.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
_____ day of _____, 2023.

Notary Public

Affidavit of Official Interest in Claim

STATE OF MINNESOTA)

COUNTY OF REDWOOD)

I, John Buckley, being duly sworn state the following:

- 1) I am a Council Member of the City of Redwood Falls, Minnesota.
- 2) On _____, 2023, the following goods and services were furnished by Redwood Falls Nursery, Inc. to the City of Redwood Falls:
- 3) The contract price for such goods and services was \$12,260.00 and their reasonable value was \$12,260.00.
- 4) At the time, such goods and services were furnished to the City, I had the following personal financial interest in this contract: I am part owner of Redwood Falls Nursery, Inc.

To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the goods and services could be obtained from other sources.

I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.

John Buckley

Subscribed and sworn to before me this ____ day of _____, 2023.

Notary Public

Drew Street Project

Date _____

Name City of Redwood Falls Street _____

Post Office _____ State _____ Zip _____ Telephone _____

I have this day bought of the

REDWOOD FALLS NURSERY, INC.

PO BOX 304, REDWOOD FALLS, MINNESOTA 56283 • PHONE 507-637-8615 • FAX 507-637-5868

when goods are: delivered planted called for

All nursery stock sold by the Redwood Falls Nursery, Inc. is guaranteed to grow for 12 months from date of purchase. Plants which fail to grow will be replaced free of charge provided they have been given proper care, and in the absence of other agreement, the account is paid in full. Requests for replacements must be accompanied by a sales slip. Guarantee does not apply to annuals, perennials, or tender roses. Under no circumstances can the Redwood Falls Nursery, Inc. be held liable for more than the purchase price of the affected plants. A finance charge is computed on the balance due at a periodic rate of 1 ½ % (annual percentage rate of 18%) and is added to the amount over 30 days.

Redwood Falls Nursery will call Gopher-One utility locate service and have all public utilities located and marked when necessary.

Customer's private utilities (sprinkler systems, dog fences, outdoor lighting cables, etc.) is the customer's responsibility.

Redwood Falls Nursery IS NOT responsible/liable for damages to these lines, wires and components.

Quantity	Size or Grade	Variety	Unit Price	Total Price
8	#10	Fall Fiesta Maple	235.00	1880.00
5	#10	Royal Red Maple	245.00	1225.00
4	#10	Hackberry	210.00	840.00
2	#10	Northern H. Oak	245.00	490.00
5	#10	Prairie Stature Oak	270.00	1350.00
6	#10	Green Spire Linden	220.00	1320.00
5	#10	ELM	155.00	775.00
4	#10 6'	Skylar locust	220.00	880.00
8	yds	Mulch		400.00

PLANTING	675.55 Tax	MATERIALS	916.00
EDGING INSTALLATION		SALES TAX	
ROCK & FABRIC INSTALLATION		LABOR	310.00
		TOTAL	17,260.00
		DOWN PAYMENT	
		TOTAL DUE	

Seller _____

Purchaser's Signature _____



**PRAIRIE STATURE
OAK**



GREENSPIRE LINDEN



ELM



SKYLINE LOCUST



**FALL FIESTA
MAPLE**



**ROYAL RED
MAPLE**



HACKBERRY



**NORTHERN PIN
OAK**

Meeting Date: March 7, 2023

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 15 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. 15 Authorizes Task Order No. 2023-3 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services for an Archaeological Reconnaissance Survey for the Ramsey Park Bathroom Improvements in the amount not to exceed \$13,791.00 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 June 2023. The City was awarded \$137,000.00 in grant funds from the Greater Minnesota Parks and Trails fund to improve the Falls bathroom and install a new bathroom at the Zeb Gray Shelter play area. As a requirement with state grant funds a State History Preservation Office (SHPO) review of the project is mandated. The formal SHPO project review solicitation was sent in 9/8/2022 and their review came back requiring a full archeological investigation of the project areas. Task Order 2023-3 will fulfill the required parameters requested.

The grant funds need to be expended by 6/30/2025. However, they do not cover the cost for this review. This is an unbudgeted item and Staff recommends sourcing funds from the Capital Project Fund which requires Council approval. Once the archeological review is completed and approved by SHPO we will receive a notice to proceed. This will allow the DNR to issue the grant award and contract which will be brought to Council again for approval.

Attachments: Resolution No. 15 of 2023
Task Order No. 2023-3

**RESOLUTION NO. 15 OF 2023
AUTHORIZATION TO EXECUTE TASK ORDER NO. 2023-3
FOR ARCHAEOLOGICAL RECONNAISSANCE SURVEY**

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. 2023-3 outlines the specific professional tasks to be completed by Bolton & Menk, Inc. and is estimated to be \$13,791.00 which is not to be exceeded without prior authorization; and

WHEREAS, with approval, the Council authorizes the use of the Capital Project Fund to cover the expense of Task Order 2023-3 and submission of its findings to the State Historical Preservation Office for final review; 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 7th day of March 2023.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
7th day of March 2023.

Notary Public

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

TASK ORDER NO: 2023-3

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: March 7th, 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 \$13,791 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 31, 2023.

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

PROJECT SCOPE:

Phase 1 Archaeological Reconnaissance Survey – Ramsey Park Utility Improvements

Professional services for this task include the following:

The Phase I will begin with a background and literature review that seeks information regarding previously conducted surveys and recorded sites. Existing information for the area within one mile of the survey area will be reviewed to inform the development of a preliminary archaeological probability model. Subsurface testing will be completed in accordance with the SHPO and OSA Manual for Archaeological Projects in Minnesota; a preliminary review of available data shows that the project area has high potential to contain cultural materials. The ground must be thawed to at least one meter in depth and be snow free in order for the survey to take place. Background research will begin following notice to proceed. Fieldwork is anticipated to begin sometime in late Spring to Summer 2023, dependent on ground conditions and scheduling. A report meeting SHPO standards will be prepared summarizing the results of investigations above. The report will include recommendations as to whether any additional work is needed. The report will be submitted to the client for its coordination with pertinent cultural resource consulting parties within 6 weeks of fieldwork completion. Ahead of the survey, a Gopher State One Call (GSOC) utility locate request will be submitted by Bolton & Menk to ensure worker safety and to ensure no damage to underground utilities.

Given prior stated interest in projects involving ground disturbance within the City of Redwood Falls, and Redwood County more generally, it is strongly recommended that the City of Redwood Falls inform the Lower Sioux Indian Community (LSIC) Tribal Historic Preservation Officer (THPO) of the proposed project and anticipated archaeological investigations. It is recommended that the City state that Tribal presence, if desired, is invited at the time archaeological fieldwork is conducted. Following completion of the associated report it is recommended that the report is submitted to LSIC for its records.

Should archaeological or potentially significant historic artifacts be identified in the course of the Phase I survey, additional fees associated with curation and additional analyses typically range between \$1,000 to \$3,500 per site at the Phase I level; these fees would be in addition to the fees for basic services. If potential significance of archaeological sites cannot be determined at the Phase I level and resources cannot be avoided, then an additional Phase II evaluation may be needed; a new scope of work, schedule, and associated fees can be negotiated for additional Phase II tasks should this be required.