



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, MARCH 21, 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. March 7, 2023
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve Quote for Fire Hall Door Openers
  - B. Approve Appointment to Library Expansion Committee
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
  - A. Joint Powers Agreement with Bureau of Criminal Apprehension – Resolution #16
  - B. 2023 Electric Distribution Improvement Materials – Change Order #1
  - C. Application for Congressionally Directed Funding for Airport Runway Improvements – Resolution #17
  - D. Recommendation to Install Stop Sign – 5<sup>th</sup> Street/Drew Street
  - E. 2023 Electric Mainline Circuit Development Contract – Resolution #18
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, MARCH 7, 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, March 7, 2023, at 5:00 p.m.

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

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

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

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the February 21, 2023, minutes as presented. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner was present to introduce the 2023 Joint City-School Projects.

Mr. Nachreiner stated the Community Center Board met on Monday, February 27, 2023, to review a list of project requests. The Board recommends approval of the 2023 Joint City-School Projects as presented and requests to disperse the 2023 Joint City-School funds to the Independent School District #2897. The Board is also requesting to declare surplus and authorize the trade or sale of two Recumbent Bikes.

Mr. Nachreiner stated the Joint City-School account money that is not spent each year will carry over to the next year allowing for larger purchases to align with the Community Center Board's Capital Improvement Plan. The School District holds the funds and is responsible for the purchases.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve the Community Center Board's project requests and purchases as presented. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the disbursement of the 2023 Joint City-School Funds in the amount of \$10,000 to ISD #2897. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve the Community Center Board's request to declare surplus and authorize the trade or sale of two Recumbent Bikes. Motion passed by unanimous vote.

Public Works Project Coordinator Doering introduced Resolution No. 14 of 2023 – A Resolution to Contract with a City Official.

Council Member Buckley stated a conflict of interest regarding Resolution No. 14 of 2023. Due to the conflict of interest, Mr. Buckley can neither vote nor participate in the discussion regarding the agenda item. Mr. Buckley excused himself from the Council desk and sat in the audience.

Mr. Doering stated Resolution No. 14 approves the quote and tree plan from the Redwood Falls Nursery for the replacement of boulevard trees that were removed during 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.

Mr. Doering stated the replacement plan includes 39 trees. The replacement locations have been identified as well as tree type and species as indicated on the replacement plan. The trees 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. The trees are #10 size pots or 1.5" diameter trees. Adjacent parcel owners have the option to upsize the tree and pay the difference in cost for the larger tree. Property owners can contact the vendor for this option.

Mr. Doering further stated 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. Species selection and spacing are in accordance with this policy. Staff will inform and interact with all adjacent lot owners throughout the installation.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 14 of 2023 – A Resolution to Contract with a City Official. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 14 of 2023 – A Resolution to Contract with a City Official. Motion passed by unanimous vote.

Council Member Buckley returned to the Council desk

Public Works Project Coordinator Doering introduced Resolution No. 15 of 2023 – Authorization to Execute Task Order 2023-3 for Archaeological Reconnaissance Survey.

Mr. Doering stated 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. Completion of the project scope is anticipated for June 2023.

Mr. Doering stated 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 on September 8, 2022 and the 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 June 30, 2025. However, they do not cover the cost for this review. This is an unbudgeted item and Staff recommends utilizing funds from the Capital Project Fund to cover the cost, which requires Council approval. Once the archeological review is completed and approved by SHPO, Staff 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.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 15 of 2023 – Authorization to Execute Task Order 2023-3 for Archaeological Reconnaissance Survey. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve Resolution No. 15 of 2023 – Authorization to Execute Task Order 2023-3 for Archaeological Reconnaissance Survey. Motion passed by unanimous vote.

Mayor Quackenbush stated he will be unavailable for the next two Council meetings, March 21 and April 4, 2023.

Council Member Kerkhoff stated she attended the 4<sup>th</sup> Street Reconstruction Project Open House that took place on Tuesday, February 28, 2023.

Public Works Project Coordinator Doering stated 12 residents attended the open house on February 28. City Staff and Project Engineers from Bolton & Menk were on site to answer resident's questions. The next phase of the project will begin by removing boulevard trees along East 4<sup>th</sup> Street prior to March 30.

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 Kerkhoff to adjourn the meeting at 5:21 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor



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

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**Meeting Date: March 21, 2023**

**AGENDA RECOMMENDATION**

**Agenda Item:** Approve Quote for Fire Hall Door Openers

**Recommendation/Action Requested:** The 2023 Operating Budget includes \$9,800 for the replacement of seven garage door openers at the fire hall. Staff requests approval of the quote from Door Men in the amount of \$10,850.00.

**Attachment:**  
Quote from Door Men



P.O. Box 71 Lucan, MN 56255

**Tom Zeug ~ Matt Zeug**

507-829-7500

507-828-2591

**PROPOSAL AND ACCEPTANCE**

PROPOSAL SUBMITTED TO <b>Redwood Falls Fire Department</b>		PHONE <b>612-716-9520</b>	DATE <b>3-1-2023</b>
STREET <b>900 S Gould St.</b>		JOB NAME <b>Joe Probst</b>	
CITY, STATE AND ZIP CODE <b>Redwood Falls, MN 56283</b>		JOB LOCATION <b>rffire@ci.redwood-falls.mn.us</b>	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

7- Liftmaster T50-1/2HP openers with one two button remote each, \$10,850.00

All prices include removal of old openers and installation of new.

Haul away and dispose of old openers

Opener travel limits will be set and remotes programmed

Wiring of power, controls and safty lights not included  
Needs to be done by electrician

**We Propose** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

**Total due within 30 days of completion** \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Thomas Zeug

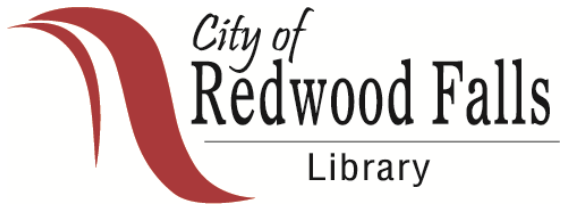
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



Redwood Falls Public Library  
509 South Lincoln Street  
Redwood Falls, MN 56283-1645  
Phone: 507-616-7420  
Fax: 507-627-5004  
rwf@ci.redwood-falls.mn.us

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**Council Meeting Date:** March 21, 2023

**Consent Agenda Item:** Request to add Sandi Swartz, Redwood Falls Library commission member, to the Expansion Committee for the Redwood Falls Public Library Expansion Plans.

**Recommendation/Action Requested:** It was agreed by parties involved and Co-Chairs Teri Smith and Pamela Prouty, to add Sandi Swartz to the Expansion Committee. It will be helpful to have a library commission member part of this committee.

Staff is requesting approval to accept Sandy Swartz as an Expansion Committee member.

March 21, 2023

### **Agenda Recommendation**

**Agenda Item:** Approval of Joint Powers Agreement with Bureau of Criminal Apprehension

**Recommendation/Action Requested:** Staff recommends approval of the agreement

### **Summary/Overview:**

Redwood Falls Police Department (RFPD) investigates complaints of internet crimes against children. These crimes usually involve the possession and distribution of pornographic images depicting juveniles. RFPD investigations are often started as a result of leads obtained by the Bureau of Criminal Apprehension (BCA) Internet Crimes Against Children (ICAC) Task Force and are then worked in coordination with BCA and the ICAC Task Force.

BCA and the ICAC Task Force approached RFPD to seek a formal relationship whereby BCA would provide RFPD with funding for equipment, training, and expenses in exchange for assistance with investigations in Southwest Minnesota. This assistance primarily takes the form of staff time for downloading and analysis of electronic devices involved in internet crimes against children. The BCA has established these agreements with various law enforcement agencies throughout the State of Minnesota and is in need of an agency in our region.

If approved, this agreement would be used to provide training to an existing staff member whose primary job is investigations. This training would be useful for investigations not directly related to internet crimes against children. In addition, the BCA's funding could be used to purchase and maintain computer equipment RFPD already has purchased and which requires city funds to maintain and replace on a regular basis. Lastly, should requests for assistance require additional staff time over their normal work week the agreement allows for reimbursement of overtime expenditures.

### **Attachments:**

1. Resolution No. 16 of 2023
2. Joint Powers Agreement



**RESOLUTION NO. 16 of 2023**

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF REDWOOD FALLS ON BEHALF OF ITS POLICE DEPARTMENT REGARDING THE MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)**

**WHEREAS**, the City of Redwood Falls, on behalf of its Police Department, desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Redwood Falls, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Redwood Falls on behalf of its Police Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Chief of Police, Jason Cotner, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.
3. That Tom Quackenbush, the Mayor for the City of Redwood Falls, and Keith Muetzel, the City Administrator of Redwood Falls, together, are authorized by Section 4.08 of the Redwood Falls City Charter to sign the Joint Powers Agreements.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 21st 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



# STATE OF MINNESOTA

## JOINT POWERS AGREEMENT MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the "City of Redwood Falls on behalf of the Redwood Falls Police Department, located at 303 E. 3<sup>rd</sup> St., Redwood Falls, MN 56283" ("Governmental Unit").

### Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in these activities. The Governmental Unit wants to participate in the Minnesota Internet Crimes Against Children (ICAC) Task Force and be provided reimbursement of the following: equipment, training, and expenses (including travel and overtime) as are incurred by law enforcement as a result of ongoing investigations.

### Agreement

#### 1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes, § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective unless terminated earlier pursuant to clause 12.

#### 2. Purpose

The Governmental Unit and BCA enter into this Agreement to implement a three-pronged approach of prevention, education and enforcement to combat internet crimes against children. This Agreement provides the mechanism to reimburse the Governmental Unit for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

#### 3. Standards

The Governmental Unit will adhere to the ICAC Program standards identified below.

- 3.1 Investigate activities related to internet crimes and the exploitation of children through the use of computers.
- 3.2 Investigate organizations to disrupt and dismantle crimes committed against children.
- 3.3 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.4 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.5 Investigators will use, as appropriate, the most current investigative technologies and techniques.

- 3.6 Investigators must be licensed Minnesota peace officers.
- 3.7 Investigators will comply with the guidelines of the Department of Justice Internet Crimes Against Children Program Operational and Investigative Standards.

**4. Responsibilities of the Governmental Unit and the BCA**

**4.1 The Governmental Unit will:**

- 4.1.1 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project Commander to assist in reimbursement deadlines.
- 4.1.2 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement and an explanation of how it qualifies under the required criteria in Clauses 3.1 and 3.2 and an operational plan.
- 4.1.3 Conduct investigations in accordance with provisions of the ICAC Operational and Investigative Standards, identified in Clause 3.7 above, and conclude the investigations in a timely manner.
- 4.1.4 Allow BCA to inform participating agencies of potential case connections based on data submitted to BCA through the ICAC Program.
- 4.1.5 Not commingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

**4.2 The BCA will:**

- 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
- 4.2.2 Review and approve or decline reimbursement requests under clause 4.1.2 within seven (7) business days of the reimbursement request.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a Governmental Unit acting through its employees.

**5. Payment**

- 5.1 To receive reimbursement for an expense, Governmental Unit must make a request for reimbursement to the BCA Authorized Representative under the required criteria for operational and investigative standards.
- 5.2 To receive approved reimbursement, Governmental Unit must submit an expense form no later than 15 business days after the end of the month during which the expense is incurred.
- 5.3 The BCA will pay the Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 5.4 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive reimbursement for any expenses.

**6. Authorized Representatives**

The BCA's Authorized Representative is the following person or his successor:

Name: Joshua Florell, Commander of MN ICAC  
Address: Department of Public Safety; Bureau of Criminal Apprehension  
1430 Maryland Street East  
Saint Paul, MN 55106  
Telephone: 651.793.7000  
E-mail Address: Joshua.florell@state.mn.us

The Governmental Unit's Authorized Representative is the following person or his/her successor:

Name: Jason Cotner, Chief  
Address: 303 East 3<sup>rd</sup> Street  
Redwood Falls, MN 56283  
Telephone: 507-637-4005  
E-mail Address: jcotner@ci.redwood-falls.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA.

**7. Assignment, Amendments, Waiver, and Agreement Complete**

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**8. Liability**

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

**9. Audits**

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

**10. Government Data Practices**

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

**11. Venue**

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**12. Expiration and Termination**

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** In the event that federal funding is no longer available, the BCA will email the Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to the Governmental Unit; and the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

**13. Continuing Obligations**

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

***The parties indicate their agreement and authority to execute this Agreement by signing below.***

**1. STATE ENCUMBRANCE VERIFICATION**  
*Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.*

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

Date: \_\_\_\_\_

SWIFT PO Number: 3000074442

**3. DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GOVERNMENTAL UNIT**  
*Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**4. COMMISSIONER OF ADMINISTRATION**  
*As delegated to the Office of State Procurement*

By: \_\_\_\_\_

Date: \_\_\_\_\_



*Chuck Heins*  
*Public Utilities Superintendent*  
*Phone: 507-616-7490*  
*Cell: 507-430-2681*  
*cheins@ci-redwood-falls.mn.us*

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## **AGENDA RECOMMENDATION**

**Meeting Date:** March 21, 2023

**Agenda Item:** Irby Utilities Change Order No. 1

**Recommendation/Action Requested:** Public Utilities staff is recommending approval of “Change Order No.1” for reduced quantities, change in delivery times and change in pricing.

**Summary/Overview:** DGR has worked with the Irby Utilities to change the quantities, pricing and delivery times so we can complete our 2023 Distribution Improvements in a timely manner. The cost of doing this will increase the project by \$35,292.45.

**Attachments:** Change Order No. 1

Date of Issuance: March 7, 2023 Effective Date: March 7, 2023

Project: Furnishing Electrical Materials – Bid No. 3 15 kV Primary Power Cable  
 Owner: City of Redwood Falls/Public Utilities Owner's Contract No.: NA  
 Engineer: DGR Engineering Date of Contract: February 13, 2023  
 Contractor: Irby Utilities Engineer's Project No.: 421125

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: Due to long lead times on original bid, Irby quoted their stock cable with shorter lead times. This change allows the project to be completed in 2023 as planned.

Attachments (list documents supporting change): Irby Utilities Quotations

**CHANGE IN CONTRACT PRICE:**

Original Contract Price:  
\$ 277,262.55

~~Increase~~ ~~Decrease~~ from Previously Approved Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:

\$ NA

Contract Price Prior to this Change Order:

\$ 277,262.55

~~Increase~~ ~~Decrease~~ of this Change Order:

\$ 35,292.45

Contract Price Incorporating this Change Order:

\$ 312,555.00

**CHANGE IN CONTRACT TIMES:**

Original Contract Times:  Working Days  Calendar Days  
 Substantial Completion (days or date): Spring 2024  
 Ready for Final Payment (days or date): NA

~~Increase~~ ~~Decrease~~ from Previously Approved Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial Completion (days or date): NA  
 Ready for Final Payment (days or date): NA

Contract Times Prior to this Change Order:

Substantial Completion (days or date): Spring 2024  
 Ready for Final Payment (days or date): NA


~~Increase~~ ~~Decrease~~ of this Change Order:

Substantial Completion (days or date): June 2023  
 Ready for Final Payment (days or date): NA

Contract Times with all Approved Change Orders:

Substantial Completion (days or date): June 2023  
 Ready for Final Payment (days or date): NA

**RECOMMENDED:**

By:   
 Engineer (Authorized Signature)

Print: Chad Rasmussen, P.E.  
 Title: Project Manager  
 Date: 3/7/2023

**ACCEPTED:**

By: \_\_\_\_\_  
 Owner (Authorized Signature)

Print: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ACCEPTED:**

By: \_\_\_\_\_  
 Contractor (Authorized Signature)

Print: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved by Funding Agency (if applicable):

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print: \_\_\_\_\_ Title: \_\_\_\_\_

# Quotation

STUART C IRBY BR673 EAGAN  
 980 LONE OAK ROAD  
 SUITE 145  
 EAGAN MN 55121-2508  
 763-588-0545

QUOTE DATE	ORDER NUMBER
02/02/23	S013394344
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384-1001	PAGE NO.  1

SOLD TO:  
 REDWOOD FALLS PUBLIC UTILITIES COMM  
 PO BOX 526  
 REDWOOD FALLS, MN 56283-0526

SHIP TO:  
 REDWOOD FALLS PUBLIC UTILITIES CO  
 500 EAST TIN STREET  
 REDWOOD FALLS, MN 56283-2234

ORDERED BY: CHUCK

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON		
115719			Troy E Deal		
INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA		
Brian D John	05/01/23	Yes	BW BEST-WAY		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOM	Ext Amt
13750FT		1	*OKON 162-23-3081 4/0-19X AL F/S 220M EPR 15KV 11X14 2750' (+/-) PRICING SUBJECT TO ESCALATION DE-ESCALATION AT TIME OF SHIPMENT BASE METALS CU\$4.2115 AL\$1.47410 ESTIMATED AVAIL MAY 2023	4980.000M	68475.00
13500FT		2	*OKON 162-23-3096 750MCM-61X AL F/ 220M EPR 15KV 15X10 1500' (+/-) PRICING SUBJECT TO ESCALATION DE-ESCALATION AT TIME OF SHIPMENT BASE METALS CU \$4.2115 AL\$1.47410 ESTIMATED AVAIL JUNE 2023	13150.000M	177525.00

**\* This is a quotation \***

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

OUR PRODUCT AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT [www.irby.com/terms](http://www.irby.com/terms). ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID AND OF NO FORCE OR EFFECT.

Subtotal	246000.00
S&H CHGS	0.00
Sales Tax	18142.50
<b>TOTAL</b>	<b>264142.50</b>

\*\* Reprint \*\* Reprint \*\* Reprint \*\*



# Quotation

**STUART C IRBY BR973 MADISON WI  
26 TRANSPORT COURT  
MADISON WI 53704-3235**

QUOTE DATE	ORDER NUMBER
02/02/23	S013394344
REMIT TO:	
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384-1001	
PAGE NO.	
1	

SOLD TO:  
REDWOOD FALLS PUBLIC UTILITIES COMM  
PO BOX 526  
REDWOOD FALLS, MN 56283-0526

SHIP TO:  
REDWOOD FALLS PUBLIC UTILITIES CO  
500 EAST TIN STREET  
REDWOOD FALLS, MN 56283-2234

ORDERED BY: CHUCK

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON		
115719			Troy E Deal		
INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA		
Brian D John	02/02/23	Yes	BW BEST-WAY		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOM	Ext Amt
17000EA		1	*OKON 163-23-3072 1/0-19X AL F/S 220M EPR 15KV 16X14 2500' (+/-) WE HAVE THE FOLLOWING REELS IN STOCK READY TO SHIP STOCK SUBJECT TO PRIOR SALE 4 REELS @ 2820' 2 REELS @ 2860'	3915.000M	66555.00

**\* This is a quotation \***

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

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<b>Subtotal</b>	<b>66555.00</b>
<b>S&amp;H CHGS</b>	<b>0.00</b>
<b>Sales Tax</b>	<b>4908.43</b>
<b>TOTAL</b>	<b>71463.43</b>

\*\* Reprint \*\* Reprint \*\* Reprint \*\*



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

---

**Meeting Date: March 21, 2023**

## AGENDA RECOMMENDATION

**Agenda Item:** Resolution No. 17 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. 17 affirms the application for Congressionally Directed Funding for Airport Runways 12 and 30 full depth reclamation & lighting system upgrade to LED; Including parallel taxiway and apron reclamation with taxiway A2 relocation in the full amount of \$4,500,000.00.

Working with US Senator Amy Klobuchar's Staff in review of our current airport safety critical pavement and lighting projects in regard to the Federal Aviation Administration's (FAA's) direction to reduce our runway length and width from 4,000'x100' to 3,400'x75' without proper justification through the Airport Master Plan Update process; the FAA requested that we submit the projects for Federal Fiscal Year 2024 Congressionally Directed Funding. A short application period and due date of March 10, 2023, prevented this from making the March 7<sup>th</sup> agenda.

Funds will be used to develop FAA approved engineered plans and specifications, bid documents, bidding, letting, costs of construction and post project close out. Project funds requested include all expected costs at 100%.

Staff recommends the approval of the grant application and affirmation of its submittal for Congressionally Directed funding. The funding request was submitted to US Senator Amy Klobuchar's office and by their direction an identical request was made to US Senator Tina Smith's office.

**Attachments:** Resolution No. 17 of 2023  
Congressionally Directed Spending Request Form-FY24

**RESOLUTION NO. 17 of 2023**

**APPLICATION FOR CONGRESSIONALLY DIRECTED FUNDING  
FOR RUNWAY PAVEMENT AND LIGHTING UPGRADES  
AT THE REDWOOD FALLS MUNICIPAL AIRPORT**

**WHEREAS**, the City of Redwood Falls affirms and approves the applications for Congressionally Directed Funding to the offices of US Senator’s Amy Klobuchar and Tina Smith for the maintenance and improvement of runways 12 and 30, their lighting and associated taxiways and aprons; and

**WHEREAS**, the City of Redwood Falls estimates the planning, engineering, construction and project close out costs to be \$4,500,000.00; and

**WHEREAS**, the City of Redwood Falls has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to manage and ensure proper construction, operation, and maintenance of the project for its design life; and

**BE IT FURTHER RESOLVED**, that upon approval of its application, the City of Redwood Falls may enter into an agreement with the Federal Aviation Administration (FAA) and Minnesota Department of Transportation (MNDOT) for the above referenced project, and that the City of Redwood Falls certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application; and

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

1. The Mayor or City Administrator or their successors in office, are hereby authorized to execute such grant/loan applications, grant/loan awards, grant/loan agreements and subsequent contracts, amendments and negotiate changes in the scope of thereto, as are necessary to implement the above project on behalf of the City of Redwood Falls.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls this 21st 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



# Senator Klobuchar Congressionally Directed Spending Request Form - FY24

(Redwood Falls Municipal Airport, Redwood Falls, MN)

Name & Contact Info	Mailing Address	Permanent Address
James Doering 6167400 Work: 5076167400 Mobile: 5074305904 jdoering@ci.redwood-falls.mn.us	PO Box 526; 333 South Washington Street Redwood Falls MN 56283	PO Box 526; 333 South Washington Street Redwood Falls MN 56283

\* indicates a required field.

## Section 1. Funding Request

### 1. Proposal Name \*

What is the name of the project proposal?

Runway 12/30 full depth reclamation & lighting system upgrade to LED; Including parallel taxiway and apron reclamation with taxiway A2 relocation.

### 2. Organization \*

What is the name of the submitting organization?

City of Redwood Falls, MN

### 3. Taxpayer Identification Number (TIN) \*

Please enter your organization's [Taxpayer Identification Number](#).

41-6005484

### 4. Nonprofit Entity \*

Is your organization a nonprofit entity? If not, please do not continue this application; for-profit organizations are not eligible for CDS.

Yes

### 5. Spending in FY24 \*

If your organization is awarded CDS, will your project use grant funds during the fiscal year 2024 (10/1/23 - 9/30/24)?

Yes

### 6. Request Amount \*

What is the dollar amount of this directed spending request?

4500000

### 7. Project Cost \*

What is the total cost of this project?

4500000

### 8. Project City \*

In which city is this project being completed? If you are submitting a proposal as a township select Other and list your township.

Redwood Falls

### 9. Project County \*

In which county is this project being completed?

Redwood

### 10. Congressional District \*

In which congressional district is this project being completed? For help identifying your district, [click here](#).


7

### 11. Subcommittee \*

Please select the relevant appropriations subcommittee that best fits your project. [Download subcommittee and account guidance.](#)

Transportation, Housing and Urban Development

**12.Account \***

Please select the relevant appropriations subcommittee account that best fits your project. [Download subcommittee and account guidance](#) .

Grants-in-Aid for Airports (Airport Improvement Program or AIP)

**13.Other Minnesota Delegation \***

Please check the other offices where this request was submitted. We highly encourage you to submit identical projects to Senator Smith and, if possible, the relevant House member(s).

Senator Smith,

**14.Multiple Proposals \***

Is your organization submitting multiple proposals for congressionally directed spending?

No

**14.1 Rank/Number**

Please list the priority rank of this project and the number of total proposals (e.g., 1/4).

No answer.

## Section 2. Project Description

---

**1. Construction Project \***

Is the primary intended use of funding for a construction project?

Yes

**1.1 Estimated Start and End Date**

What are the estimated start and end dates for the project?

11/01/23 to 10/31/2024

**2. Transportation Project \***

Is the primary intended use of funding for a transportation project?

Yes

**2.1 Transportation Planning Document**

Projects proposals for the **Highway Infrastructure Programs (HIP)** for highway capital projects account and **Transit Infrastructure Grants (TIG)** for transit capital projects account in the **Transportation, Housing and Urban Development (THUD)** subcommittee should include the STIP or TIP ID number. Include a link to the relevant transportation planning document that lists your project. If the project is not on the STIP or TIP, please attach a letter of support from MnDOT to the "Complete Checklist" section of the application.

N/A

### 3. Project Description and Justification \*

*Please provide a detailed description of the project. Along with the project description please include its purpose, justification on why it should receive funding, and local benefit.*

The project is to improve runway, taxi lane/apron safety and our intention is to maintain our current runway length of 4000' and 100' width with a lighting upgrade from incandescent lighting to LED- all safety critical projects.

**Need** – The existing Runway's 12/30 pavement, taxiway and apron has reached the end of its useful life. The pavement is exhibiting severe signs of distress with major longitudinal and transverse cracking, rutting, and raveling. Each of these distresses causes a safety issue for pilots operating at the airport. The most economical method of repair is to **full depth reclamation (FDR)** of the pavement . The lighting system is old inefficient incandescent bulbs.

FAA has recently changed its position on maintenance i.e. mill/overlay and full reconstruction. Maintenance designation does not affect the current width and length where a reconstruction label requires evaluation and justification to keep what is currently on base. ***Our proposed FDR was considered a maintenance operation until recently in Minnesota. Now FAA considers that a full reconstruct of the runway.*** The only difference is with a mill/overlay you haul away the millings and then pave. **With a FDR you, mill, shape and compact the millings and then pave over which promotes a cost savings without the added hauling expense.**

For safety critical and major runway reconstruction projects, FAA can appropriate federal discretionary funding. Federal discretionary funds are competed for by all airports nationwide and allocated to the highest priority projects. RWF has requested \$3.75 million of federal discretionary funding in 2024 to complete the Runway 12/30, and lighting system replacement only. FAA cannot guarantee these funds and RWF will not be certain of receiving a grant until after bids are opened and the grant requested submitted in Spring 2024.

**This request includes reclamation of runways 12/30 with lighting system upgrades with the addition of the taxiway and apron to allow for one project and realized cost savings rather to bid 3 projects over multiple federal fiscal years and costs rising due to inflation.**

**FAA in 1996 contributed Federal 90% funding to widen our runway from 75' to 100'. In 2009 using American Reclamation and Recovery Act (ARRA) Funding our airport qualified for full depth mill and overlay the runway- with neither project jeopardizing length and width.**

**In order to grow RWF airport operations in 2018, FAA with Senator Klobuchar's help, provided federal funding of \$1,239,401.00 of a \$1,377,112.40- seven bay hangar project to help meet current hangar needs and attract "Critical Aircraft" to be based here. All hangars are full and "Critical Aircraft" are on base.**

Considering our FDR proposal, that FAA is now defining it as a full reconstruct of the runway that throws us into identifying "Critical Aircraft" and insuring 500 operations are being conducted to keep our 4,000' length and 100' width **or be reduced to 3,400' x 75'**.

Safety is the primary reason why current users operate at RWF with the current runway dimensions. Any reduction will cause us to lose the Critical Aircraft (King Air 250G) we have recently attracted to another airport and local businesses such as Clayton Homes will have to divert to other airports (Embraer' Challenger and Citation Jets).

**Semantics and interpretation of maintenance vs.. reconstruction will unravel current investments and derail the underlying local objective of increasing operations.**

Currently the City is investing -over two phases, \$26 million in a new 100 acre business park and 200 acre multi family and single residential housing development. We haven't begun to realize the aviation needs of the future industry that will reside in the industrial park and subsequent use of the airport.

### 4. Use of Funds \*

*Please tell us, specifically, how funds will be used for the project.*

Funds will be used to develop FAA approved engineered plans and specifications, bid documents, bidding, letting, costs of construction and post project close out. Project funds requested include all of these costs at 100%. If FAA AIP parameters of 90-95% funding and 5-10% local funding, then we would like permission to use currently allocated Bipartisan Infrastructure Law (BIL) funds as to meet the local match requirements or will have to seek MN State bonding funds to meet match requirements in State Fiscal Year 2024.



**5. Eligibility \***

Please tell us how this project meets the eligibility requirements of the subcommittee. [Download subcommittee and account eligibility guidance.](#)

Grants-in-Aid for Airports (Airport Improvement Program or AIP) for airport projects are eligible under chapter 471 of title 49, Unites states Code.

**6. Project Website \***

If submitting a project under the **Economic Development Initiatives (EDI) account in the Transportation, Housing and Urban Development subcommittee**, please add a link to your project's website or a link to an existing CDBG grantee's Consolidated Plan or Annual Action plan if available. Otherwise, type NA.

NA

**7. Supplemental Materials \***

The accounts below require supplemental application materials. Please answer yes if your proposal is in any of the accounts below.

- **Interior, Environment, and Related Agencies Subcommittee**

- EPA, State and Tribal Assistance Grants, Clean Water and Drinking Water State Revolving Funds
- Indian Health Service, Sanitation Facilities Construction
- National Park Service, Historic Preservation Fund (HPF)
- U.S. Forest Service, State and Private Forestry, Forest Resource Information and Analysis
- Land Management Agencies, Local Projects and Research
- Bureau of Indian Affairs, Operation of Indian Programs, Special Initiatives
- EPA, Science and Technology, Research: National Priorities
- EPA, State and Tribal Assistance Grants (STAG), STAG Infrastructure Grants

- **Transportation, Housing and Urban Development, and Related Agencies Subcommittee**

- Housing and Urban Development (HUD) Economic Development Initiatives (EDI) for economic development projects

No

**7.1 Required Information**

[Please click here to download information on required supplemental information](#), and use this space to provide the appropriate information. Please keep answers as succinct as possible.

No answer.

**Section 3. Funding Background****1. Federal Funding Received \***

Please list sources and amounts of federal funding this project has received, including congressionally directed spending. If the project has not received any federal funding, type none.

None

**2. Previous CDS Application \***

Was this project submitted for consideration for congressionally directed spending in Fiscal Year 2023 and/or 2022?

No

**3. Other Funding \***

Please list sources and amounts of federal, state, local, or private funding sought or received for this project.

Bipartisan Infrastructure Law funds have been allocated at \$145K per year over the next 5 years, Local funds currently are at \$60K and FAA AIP funding in the amount of \$3.75 million has been requested for FY 2024 but will not be needed if this CDS is awarded.

**4. Funding Status \***

If you receive congressionally directed spending, will any further funding be needed for this project that is not yet secured?

No

**4.1 Amount**

Please list the amount still needed to complete the project.

No answer.

## Section 4. Contact Information

---

**1. Project Contact Name \***

*Who should our office communicate with about this proposal? This must be a local, direct contact.*

James Doering

**2. Title \***

Public Works Project Coordinator

**3. Organization \***

City of Redwood Falls/ Redwood Falls Municipal Airport

**4. Address Line 1 \***

PO Box 526

**5. Address Line 2**

333 South Washington Street

**6. City \***

Redwood Falls

**7. State \***

MN

**8. ZIP Code \***

56283

**9. Phone Number \***

5076167400

**10. Email Address \***

jdoering@ci.redwood-falls.mn.us

**11. Head of Organization Name \***

*Please list the head of your organization (i.e., mayor, county board chair, CEO).*

Tom Quackenbush

**12. Title \***

Mayor

**13. Mobile Phone Number \***

*The Senator or senior leadership will use this number to notify the head of the organization of the funding award.*

507-430-5105

This a reminder that if you plan to submit letters of support, you must go to the "**Complete Checklist**" section of the application. This will appear either on the application's main page or after you submit the questionnaire.





303 East 3<sup>rd</sup> Street  
PO Box 526  
Redwood Falls, MN 56283-0526  
Phone: 507-637-4005  
Fax: 507-637-1347

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Meeting Date: March 21, 2023

### **Agenda Recommendation**

**Agenda Item:** Installation of Stop Sign on 5<sup>th</sup> Street at Drew Street

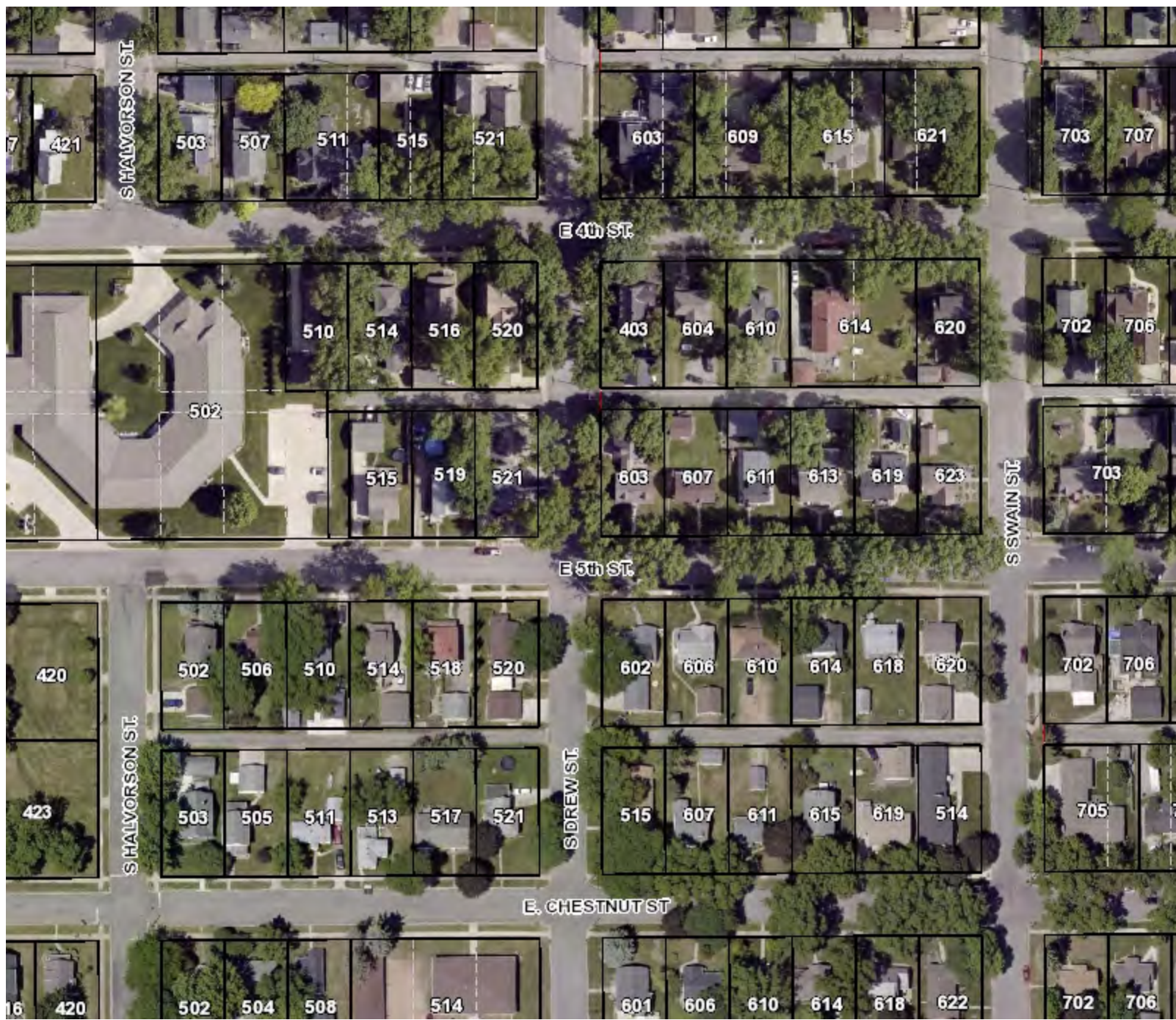
**Recommendation/Action Requested:** Staff recommends installation of the stop signs

### **Summary/Overview:**

The issue of uncontrolled intersections within the City of Redwood Falls has been under review for several years and Council has approved the installation of signage in several locations. Recently a citizen requested a review of the uncontrolled intersection on 5<sup>th</sup> Street at Drew Street. This intersection was the location of a car crash on January 21, 2023 in which both cars deployed airbags and were towed from the scene.

A committee made up of City Administrator Keith Muetzel, Police Chief Jason Cotner, Street Superintendent Darrell Bowers, and Public Works Project Coordinator Jim Doering reviewed this intersection as well as the locations of stop signs at nearby intersections and overall traffic flow. After considering traffic flow and past practices for stop sign installation the committee agreed stop signs should be installed to stop eastbound and westbound traffic on 5<sup>th</sup> Street at the Drew Street intersection.

Attachments: Map of the area under consideration



**Legend**

- City Limits
- Parcels (10/28/2022)
- Road ROW
- Lot Lines
- Redw\_cty20.sid
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

5th St/Drew St



**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Redwood Falls is not responsible for any inaccuracies herein contained.

0 132 Feet



*Chuck Heins*  
*Public Utilities Superintendent*  
*Phone: 507-616-7490*  
*Cell: 507-430-2681*  
*cheins@ci-redwood-falls.mn.us*

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## AGENDA RECOMMENDATION

**Meeting Date:** March 21, 2023

**Agenda Item:** Resolution No. 18 of 2023, 2023 Distribution Improvements DGR Project #421125

**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:** This project is being completed to bury the overhead distribution system and to enhance reliability to provide power to the existing sections of the city. Two bids for the project were received, opened and publicly read on Thursday, March 16, 2023 at 1:15 pm. The attached bid summary is a result of the opening.

Both bidders are very qualified to complete this project. DGR had provided a budget estimate of \$530,000 which was in the 2023 capital budget.

DGR reviewed the bids for completeness and mathematical errors. In the end they have sent a letter of recommendation that the bid be awarded to Castrejon Incorporated of Blaine Minnesota in the amount of \$443,840.00.

**Attachments:** Resolution 18 of 2023  
Bid Summary  
DGR Letter of Recommendation

**RESOLUTION NO. 18 of 2023**

**AUTHORIZATION TO EXECUTE AWARD OF CONTRACT FOR THE  
MAINLINE CIRCUIT DEVELOPMENT DGR PROJECT #421125  
WITH CASTREJON INCORPORATED**

**WHEREAS**, the City of Redwood Falls is authorized to enter into a contract with Castrejon Incorporated pursuant to Minnesota Statutes Section §412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, the City is continuing to bury the overhead distribution lines to insure reliability to its customers; and

**WHEREAS**, bids for the Mainline Circuit Development DGR Project #421125 were advertised on March 2, 2023; and

**WHEREAS**, on Thursday, March 16, 2023, at 1:15 p.m., two bids were received and opened at City Hall; and

**WHEREAS**, Castrejon Incorporated of Blaine, Minnesota is the responsive, responsible, competent, low apparent bidder for the Mainline Circuit Development DGR Project #421125 in the amount of \$443,540.00; and

**WHEREAS**, award of the bid to Castrejon Incorporated has been recommended by DGR Engineering.

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

1. The bid and subsequent contract described above is awarded, approved, and executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The Mayor and/or City Administrator are authorized to execute this contract and any amendments on behalf of the City of Redwood Falls pursuant to the Redwood Falls Procurement Policy.
3. The Public Utilities Superintendent shall be listed as the Project Representative on behalf of the City of Redwood Falls.
4. The awarded contract described above shall be maintained and insured by the City as allowed by law.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 21<sup>st</sup> 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



**BID SUMMARY**

**2023 DISTRIBUTION IMPROVEMENTS  
CITY OF REDWOOD FALLS/PUBLIC UTILITIES  
REDWOOD FALLS, MINNESOTA**



DGR Project No. 421125  
Bid Letting: March 16, 2023 - 1:15 p.m.  
City Hall  
Page 1 of 1

Bidder and Address	Bid Security	Total Base Bid	Comments
<b>Castrejon, Inc.</b> 9201 Isanti Street N Blaine, MN 55449	10% Bid Bond	<b>\$443,840.00</b>	
<b>MP Nexlevel, LLC</b> 500 County Road 37E Maple Lake, MN 55358	10% Bid Bond	\$909,622.26	

**BID TABULATION**

2023 DISTRIBUTION IMPROVEMENTS  
 CITY OF REDWOOD FALLS/PUBLIC UTILITIES  
 REDWOOD FALLS, MINNESOTA  
 DGR Project No. 421125  
 Bid Letting: March 16, 2023 - 1:15 p.m.



Unit No.	Name and Description of Construction Unit	No. of Units	Castrejon, Inc. Blaine, MN				MP Nexlevel, LLC Maple Lake, MN			
			Bid Security: 10% Bid Bond			Ext. Price L & M	Bid Security: 10% Bid Bond			Ext. Price L & M
			Labor	Material	L & M		Labor	Material	L & M	
UD-1/0	Primary cable, 15 kV, 1/0 Str. Al. (Mft.)	13.480	\$2,000.00		\$2,000.00	\$26,960.00	\$7,000.00		\$7,000.00	\$94,360.00
UD-4/0	Primary cable, 15 kV, 4/0 Str. Al. (Mft.)	11.070	2,000.00		2,000.00	22,140.00	8,000.00		8,000.00	88,560.00
UD-750	Primary cable, 15 kV, 750 MCM Str. Al. (Mft.)	11.130	3,000.00		3,000.00	33,390.00	10,000.00		10,000.00	111,300.00
UD-4/0 TPLX	Secondary cable, 600 V, 2-#4/0, 1-#2/0 Str. Al. (Mft.)	0.240	5,000.00		5,000.00	1,200.00	8,000.00		8,000.00	1,920.00
UG-BP	1Ø transformer box pad (ea.)	4	650.00		650.00	2,600.00	1,200.00	35.88	1,235.88	4,943.52
UG3-BP	3Ø transformer box pad (ea.)	2	750.00		750.00	1,500.00	2,000.00	35.88	2,035.88	4,071.76
UPS-BP	Padmount switch box pad (ea.)	4	500.00		500.00	2,000.00	4,500.00	35.88	4,535.88	18,143.52
UM3-30GS	1Ø sectionalizing enclosure ground sleeve (ea.)	4	500.00		500.00	2,000.00	1,200.00	35.88	1,235.88	4,943.52
UM33-60GS	3Ø sectionalizing enclosure ground sleeve (ea.)	1	1,000.00		1,000.00	1,000.00	1,500.00	35.88	1,535.88	1,535.88
UM33-PB ( )	Pull box, 36"W x 60"L x 36"H (ea.)	5	1,200.00		1,200.00	6,000.00	4,500.00	35.88	4,535.88	22,679.40
UR3-(42)	Trenching-special backfill, 42" Deep (Mft.)	0.050	70,000.00		70,000.00	3,500.00	26,000.00		26,000.00	1,300.00
UR3R-(42)	Trenching-rock, shale or limestone, 42" deep (Mft.)	0.050	85,000.00		85,000.00	4,250.00	55,000.00		55,000.00	2,750.00
UR4-(1)1.25P	Conduit in trench/bore, (1)1.25" (Mft.)	0.110	10,000.00		10,000.00	1,100.00	2,000.00	771.65	2,771.65	304.88
UR4-(1)3P	Conduit in trench/bore, (1)3" (Mft.)	0.120	12,000.00		12,000.00	1,440.00	4,000.00	2,836.48	6,836.48	820.38
UR5-(1)1.25P	Bore with conduit, (1)1.25" (Mft.)	0.200	12,000.00		12,000.00	2,400.00	24,000.00	771.65	24,771.65	4,954.33
UR5-(1)2P	Bore with conduit, (1)2" (Mft.)	2.490	12,000.00		12,000.00	29,880.00	27,000.00	1,302.95	28,302.95	70,474.35
UR5-(2)2P	Bore with conduit, (2)2" (Mft.)	0.010	16,000.00		16,000.00	160.00	28,000.00	2,605.90	30,605.90	306.06
UR5-(3)2P	Bore with conduit, (3)2" (Mft.)	4.340	23,000.00		23,000.00	99,820.00	31,000.00	3,908.85	34,908.85	151,504.41
UR5-(4)2P	Bore with conduit, (4)2" (Mft.)	0.450	27,000.00		27,000.00	12,150.00	33,000.00	5,211.80	38,211.80	17,195.31
UR5-(6)2P	Bore with conduit, (6)2" (Mft.)	0.730	32,000.00		32,000.00	23,360.00	42,000.00	7,817.70	49,817.70	36,366.92
UR5-(1)3P	Bore with conduit, (1)3" (Mft.)	0.160	20,000.00		20,000.00	3,200.00	31,000.00	2,836.48	33,836.48	5,413.84
UR5-(3)3P	Bore with conduit, (3)3" (Mft.)	2.570	28,000.00		28,000.00	71,960.00	39,000.00	8,509.43	47,509.43	122,099.24
UR5-(1)2P, (3)3P	Bore with conduit, (1)2", (3)3" (Mft.)	0.510	32,000.00		32,000.00	16,320.00	43,000.00	9,743.38	52,743.38	26,899.12
UR5-(3)2P, (3)3P	Bore with conduit, (3)2", (3)3" (Mft.)	0.530	38,000.00		38,000.00	20,140.00	75,000.00	12,349.28	87,349.28	46,295.12
UR5-(4)2P, (3)3P	Bore with conduit, (4)2", (3)3" (Mft.)	0.100	42,000.00		42,000.00	4,200.00	88,000.00	13,652.23	101,652.23	10,165.22
UR9-S	Shallow crossing (Mft.)	0.050	100,000.00		100,000.00	5,000.00	26,000.00	2,679.50	28,679.50	1,433.98
UR-LDS	Lawn damage seeding (Mft.)	0.540	3,000.00		3,000.00	1,620.00	12,000.00	10,350.00	22,350.00	12,069.00
ASP-REM	Asphalt pavement removal (sq. yd.)	10.0	60.00		60.00	600.00	500.00		500.00	5,000.00
ASP-REP	Asphalt replacement (ton)	5.0	320.00		320.00	1,600.00	600.00	345.00	945.00	4,725.00
PCC-REM	Concrete pavement removal (sq. yd.)	10.0	75.00		75.00	750.00	500.00		500.00	5,000.00
PCC-REP	Portland cement concrete replacement (cu. yd.)	5.0	320.00		320.00	1,600.00	900.00	517.50	1,417.50	7,087.50
MOB	Mobilization (as req'd)	1	40,000.00		40,000.00	40,000.00	25,000.00		25,000.00	25,000.00
<b>TOTAL - CONSTRUCTION BASE BID</b>			<b>TOTAL BASE BID: \$443,840.00</b>				<b>TOTAL BASE BID: \$909,622.26</b>			



March 16, 2023

City of Redwood Falls/Public Utilities  
Attn: Chuck Heins  
333 South Washington Street, PO Box 526  
Redwood Falls, MN 56283

RE: **Recommendation of Award of Contract**  
**2023 Distribution Improvements**  
DGR Project No. 421125

Dear Chuck:

We have reviewed the bids received on March 16, 2023 for the above-referenced project. A bid summary form and detailed tabulation of the bid results is enclosed. We have checked the bids for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendation.

There were two (2) responsive bids received ranging in price from \$443,840.00 to \$909,622.26. The low bid was received from Castrejon, Inc. of Blaine, MN, who submitted a total price of \$443,840.00. Castrejon has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. We recommend that you award the contract to Castrejon in the amount of \$443,840.00.

Please feel free to contact us with any questions you or the Council/PUC may have. Please let us know when an award has been made, and we will proceed with preparing the Contract Documents for signatures. We will be sending a copy of the bid summary to all bidders and plan holders.

Best Regards,

DGR Engineering

A handwritten signature in black ink that reads 'Chad Rasmussen'.

Chad Rasmussen, P.E.  
Enclosure: Bid Summary and Tabulation  
CAR:ste