



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, MAY 2, 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. April 18, 2023
 - B. April 18, 2023 – Board of Equalization and Review
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
 - A. Approve Administrative Hearing Officer Appointment
 - B. Approve Parade Permit Application – MMIR Prayer and Honor Walk
 - C. Approve Thriveon 2023 Quarter Two PC Refresh
 - D. Approve Community Center Floor Scrubber Replacement
 - E. Approve Tobacco License – The Market at Redwood
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Plat Corrections for Reflection Ridge and Reflection Prairie
 - B. Public Utilities Superintendent Position
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, APRIL 18, 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, April 18, 2023, at 5:00 p.m.

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

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

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

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve the April 4, 2023, minutes as presented. Motion passed by unanimous vote.

Tara Anderson, General Manager of KLGR Radio Station, was present to request an advertising trade with the City for parking lot repairs at the station. Council Member Buckley suggested the Public Works committee meet and discuss the request. The Public Works Committee will follow up with Ms. Anderson regarding the request.

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

1. 2022 Drinking Water Report
2. Street Closure for Block Party – 300 Block of S. Washington St.
3. Temporary On-Sale Liquor License – Redwood Area Chamber & Tourism

Motion passed by unanimous vote.

City Attorney Dammann introduced Ordinance No. 84, Fourth Series – An Ordinance Amending Redwood Falls City Code of Ordinances §10.46 Pertaining to Animal Licensing and Regulation.

Mr. Dammann stated the proposed Ordinance was introduced at the April 4, 2023 Council meeting. City Staff met and discussed the current conditional lifetime licensing process for dogs found in §10.46 of the Redwood Falls City Code. Upon reviewing §10.46 in conjunction with the dog kennel licensing regulations found in §6.28 of the Redwood Falls City Code, Staff have identified and made several changes to both ordinances to more logically identify and regulate land use for dog kennels as well as to better locate the license limitation for dogs within §10.46 instead of §6.28.

Mr. Dammann stated proposed changes to §10.46 include a limitation of five (5) conditional lifetime licenses for dogs per “household;” adding a definition of “household;” better identifying the “Shelter,” as defined in §10.46; adding a provision to make it a petty misdemeanor violation for owners of dangerous or potentially dangerous dogs to allow those dogs to use the Redwood Falls City Dog Park; and a change to the dangerous dog hearing procedure to provide for two council members, at large, to serve on a dangerous dog review panel.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve Ordinance No. 84, Fourth Series – An Ordinance Amending Redwood Falls City Code of Ordinances §10.46 Pertaining to Animal Licensing and Regulation. Motion passed by the following roll call vote:

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

City Attorney Dammann introduced Ordinance No. 85, Fourth Series – An Ordinance Amending Redwood Falls City Code of Ordinances §6.28 Relating to Dog Kennels.

Mr. Dammann stated the proposed Ordinance was introduced at the April 4, 2023 Council meeting. City Staff met and discussed the current dog kennel licensing ordinance, §6.28. Upon reviewing the dog kennel licensing ordinance in conjunction with the conditional lifetime licensing process for dogs provided in §10.46, Staff have identified and made several changes to both ordinances to more logically identify and regulate land use for dog kennels as well as to better locate the license limitation for dogs within §10.46 instead of §6.28.

Mr. Dammann stated following the first reading, the stricken language from the current version of §6.28 has been added to the proposed ordinance so that the proposed changes to §6.28 are easily viewable. This change was included with the posted Ordinance No. 85 on April 6, 2023. Staff recommends adoption of these proposed changes.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve Ordinance No. 85, Fourth Series – An Ordinance Amending Redwood Falls City Code of Ordinances §6.28 Relating to Dog Kennels. Motion passed by the following roll call vote:

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

City Attorney Dammann introduced Resolution No. 21 of 2023 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 84, Fourth Series, An Ordinance Amending Redwood Falls Code of Ordinances § 10.46 Pertaining to Animal Licensing and Regulation.

Mr. Dammann stated State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 84, Fourth Series is somewhat lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff prepared Resolution No. 21 of 2023 and Exhibit A which contains the summary of Ordinance No. 84 for publication.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 21 of 2023 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 84, Fourth Series, An Ordinance Amending Redwood Falls Code of Ordinances § 10.46 Pertaining to Animal Licensing and Regulation. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 21 of 2023 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 84, Fourth Series, An Ordinance Amending Redwood Falls Code of Ordinances § 10.46 Pertaining to Animal Licensing and Regulation. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 22 of 2023 – Authorization to Execute Quote for Repair and Maintenance of the Exterior Stucco of the Redwood Area Community Center.

Mr. Nachreiner stated Resolution No. 22 of 2023 is to approve a quote and enter into a contract with BM Stucco, Inc. to do repair work on the exterior stucco of the RACC. To maintain the integrity of the RACC facility, Park and Rec Staff would like to reskim any exterior portion of the facility covered with stucco. We are currently seeing discoloration in the stucco and portions of the flashing are rusting away. This repair process will include a basecoat skim, installation of standard mesh (where needed), a primer, and a finish coat.

Mr. Nachreiner stated due to the unique work that needs to be completed, Staff was only able to acquire one quote from BM Stucco, Inc. The Redwood Area School District has done multiple projects with BM Stucco, Inc. and recommends their work. Staff made attempts to acquire additional quotes from Jim's Stucco and Northwest Drywall. Jim's Stucco denied the project and Northwest Drywall didn't submit a quote after multiple communications with the business. Staff requests approval of Resolution No. 22 of 2023 and accept the bid from BM Stucco, Inc in the amount of \$49,870.00. Additional costs may arise once the contractor is on site and starts the work. The 2023 capital improvement budget included \$59,990.00 for this project.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to waive the reading of Resolution No. 22 of 2023 – Authorization to Execute Quote for Repair and Maintenance of the Exterior Stucco of the Redwood Area Community Center. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 22 of 2023 – Authorization to Execute Quote for Repair and Maintenance of the Exterior Stucco of the Redwood Area Community Center. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 23 of 2023 – Authorization Approving Sale of Real Property Located at 516 East Elm Street.

Council Member Sandgren declared a conflict of interest due to being related to the former property owners of 516 East Elm Street. Council Member Sandgren did not participate in the discussion nor vote on the sale.

Mr. Dammann stated on June 7, 2022, City Council adopted Resolution No. 43 of 2022, authorizing the Redwood Falls Port Authority to purchase certain real property from Floyd & Martha Sandgren, a vacant lot located at 516 East Elm Street. The Port Authority subsequently closed on the property and has owned the property since June 8, 2022. On October 10, 2022, the Port Authority held a public hearing on the sale of the property to William and Anna Scott, whose proposal included plans and specifications to construct a single family "spec home," on the property. After the hearing, the Port Authority found that the proposal was in the best interests of the district and its people, and that the transaction furthered the general plan of Port Authority improvement and entered into a purchase agreement with the Scotts on December 13, 2022. The Port Authority now wishes to execute and close on the signed purchase agreement.

Mr. Dammann stated pursuant to Minn. Stat. § 462.356, subd. 2, because the City has a comprehensive municipal plan and a planning commission, the statute requires that no publicly owned interest in real property within the municipality be disposed of, until after the planning commission has reviewed the proposed disposal and reported in writing to the City Council its findings as to compliance of the proposed disposal with the comprehensive municipal plan. However, the City Council may, by resolution adopted by two-thirds vote dispense with the requirements of that subdivision when in its judgment it finds that the proposed disposal of real property has no relationship to the comprehensive municipal plan. Given the need to close on the purchase agreement in a timely manner and the Port Authority's prior approval of the plans and specifications, Staff is recommending that Council adopt the proposed resolution to approve the sale and dispense with the requirements found in Minn. Stat. § 462.356, subd. 2.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 23 of 2023 – Authorization Approving Sale of Real Property Located at 516 East Elm Street. Motion passed by the following vote:

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

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve Resolution No. 23 of 2023 – Authorization Approving Sale of Real Property Located at 516 East Elm Street. Motion passed by the following vote:

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

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 24 of 2023 – A Resolution Accepting A Donation To The City.

Anne Pryor, daughter of Paul & Marvel Pryor, was present.

Mr. Nachreiner stated Resolution No. 24 of 2023 is to accept a financial donation of the actual project costs up to \$150,000. The donation will be used to build and furnish the Paul & Marvel Pryor Pavilion at Memorial Park.

Mr. Nachreiner stated during the fall of 2021, Anne Pryor approached Staff stating the family wanted to fully fund a pavilion at Memorial Park. Due to the lack of interested contractors as well as the high cost of building materials, the family was encouraged to delay the construction of the shelter. This past fall, the family and Mr. Nachreiner reconvened and started putting plans together for the project. Mr. Nachreiner had numerous meetings with the Pryor family as well as perspective contractors.

Mr. Nachreiner stated the pavilion will be built on City property and therefore the City will be the owners of the pavilion. The City will make payments to the contractor per the terms of the agreement. The Pryor Family has agreed to pay the City 50% of the total cost of the project once the project starts or when the first payment is due to the contractor. The family will then pay the City the remainder of the invoice at conclusion of the project.

Mr. Nachreiner further stated the Park and Recreation Commission's master plan lists a shelter at Memorial Park as a high priority. Staff will be able to make this a reality by constructing the Pryor Pavilion. The pavilion is planned to be built to the south of the Aquatic Center (in between the pool and baseball field). Ample parking and ease of access encouraged us to select this site at Memorial Park. The Parks and Recreation Department will be able to add this pavilion to the list of shelters available to be rented out during the summer months.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 24 of 2023 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 24 of 2023 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 25 of 2023 – Authorization to Execute Quote for Construction of the Pryor Pavilion at Memorial Park.

Mr. Nachreiner stated Resolution No. 25 of 2023 is to approve the quote and enter into a contract with Salonek, Inc. to construct the Pryor Pavilion at Memorial Park. Park and Rec staff have worked with the Pryor Family to determine a site and design for the Pryor Pavilion. The pavilion will be located just to the south of the Aquatic Center (in between the left field fence of the baseball field and the pool parking lot). It will be built of cedar lumber and asphalt shingles. The pavilion will include a serving counter with adequate electricity for your summer gatherings.

Mr. Nachreiner stated Staff received two quotes for the project. Salonek, Inc.'s quote was \$137,580.00 and Everstrong Construction's quote was \$166,071.00. The City will own the pavilion thus will be responsible for hiring the contractor for this project. Staff requests approval of Resolution 25 of 2023 to accept the quote from Salonek, Inc. in the amount of \$137,580.00.

A motion was made by Council Member Buckley and seconded by Council Member Smith to waive the reading of Resolution No. 25 of 2023 – Authorization to Execute Quote for Construction of the Pryor Pavilion at Memorial Park. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 25 of 2023 – Authorization to Execute Quote for Construction of the Pryor Pavilion at Memorial Park. Motion passed by unanimous vote.

City Administrator Keith Muetzel introduced Resolution No. 26 of 2023 – Authorization to Execute Award of Contract for the 2023 Seal Coat Improvements.

Mr. Muetzel stated in response to the Advertisement for Bids, the City received three proposals for construction of the 2023 Seal Coat Improvements. The proposals were opened and publicly read at 10:00 a.m. on March 30, 2023. The low responsible bidder was Allied Blacktop Company of Maple Grove, MN for the 2023 Seal Coat Improvements per bid unit prices for CRS2P bituminous oil, FA-2, Class A Aggregate, and flexible chip seal markers. The resulting base bid was \$181,830.00 and base bid with alternate totaled \$286,000.00. The engineer's estimate was \$301,461.50.

Mr. Muetzel stated the 2023 Seal Coat Improvement Project has a budget of \$200,000.00 for streets and alleyways. Due to the continued rising costs of oil and aggregate, the bid advertisement included splitting the previous area into a base bid and alternate to provide budget options. Staff reviewed the bids and assessed costing scenarios which included the budget need for next year's seal coat area. In addition to this year's \$200,000.00 base budget, Staff is recommending the use of the Capital Projects Fund to cover the expenses of the remaining \$86,000.00 overage and not to push the unfinished area on to next year's seal coat budget.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 26 of 2023 – Authorization to Execute Award of Contract for the 2023 Seal Coat Improvements. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 26 of 2023 – Authorization to Execute Award of Contract for the 2023 Seal Coat Improvements. Motion passed by unanimous vote.

City Administrator Muetzel stated the Port Authority met on Monday, April 17 to discuss two proposals for the Reflection Prairie Development. On March 31, two proposals were received from Redwood Design and Contracting, Inc. and the Southwest Minnesota Housing Partnership. The Port Authority reviewed the proposals and requested further discussion with both parties to reach a development agreement for the property.

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 Arentson to adjourn the meeting at 5:50 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

MINUTES
LOCAL BOARD OF EQUALIZATION AND REVIEW
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, APRIL 18, 2023

Pursuant to due call and notice thereof, the Local Board of Equalization and Review Meeting of the City of Redwood Falls was held in the Municipal Building Council Chambers on Tuesday, April 18, 2023, at 6:00 p.m.

Roll call indicated Council Members Matt Smith, Larry Arentson, John Buckley, and Jim Sandgren were present. Council Member Denise Kerkhoff was absent. Also present were City Administrator Keith Muetzel, City Attorney Trenton Dammann, Deputy City Clerk Caitlin Kodet, County Assessor Jesse Jacobson, and City Property Appraiser Steve Elzenga.

County Assessor Jacobson certified there was a quorum with a trained member present.

Council President Sandgren called the Local Board of Equalization and Review Meeting to order.

County Assessor Jacobson briefly explained the estimated market values are determined by using the sales that were included in the sales study dates of October 1, 2021, through September 30, 2022. The state's acceptable level is 90-105 percent. Redwood County uses a Computer-Aided Mass Appraisal (CAMA) system.

Mr. Jacobson stated the City of Redwood Falls is on a 5-year quintile rotation. In the 2022 sales study, there were 91 residential sales. There has been an overall property increase for Redwood Falls in 2022 of 12.55%. Currently, there have been 21 residential sales in 2023. The 2022 Estimated Market Value changes were determined by the time trend, house grades, residential schedule change county wide, house schedules, land values, sales of properties, and direction from Department of Revenue. New construction costs totaled \$3,756,900 in 2022.

County Assessor Jacobson received an inquiry from the property owner at 116 Baker Drive regarding the property valuation. After further review, Redwood County staff is recommending to reduce the 2023 Estimated Market Value from \$500,100 to \$464,700 to reflect the correction made to the property records from 2/B to 1/B.

Clayton & Shannon Haley
116 Baker Dr
88-717-0100

Valuation: 2023 = \$18,800 for land value (no change)
2023 = \$445,900 for building value

Clayton & Shannon Haley were not present to discuss the request.

After board discussion, a motion was made by Council Member Buckley and seconded by Council Member Smith to adjust the 2023 Estimated Market Value to \$464,700, per the recommendation of the County Assessor. Motion passed by unanimous vote.

County Assessor Jacobson received an inquiry from the property owner at 401 East Oak Street regarding the property valuation. After further review, Redwood County staff is recommending to reduce the 2023 Estimated Market Value from \$251,000 to \$243,000 to reflect the change to the property grade and condition.

Joseph VanDam
401 E. Oak St.
88-131-3190

Valuation: 2023 = \$38,300 for land value (no change)
2023 = \$204,700 for building value

Joseph VanDam was not present to discuss the request.

After board discussion, a motion was made by Council Member Smith and seconded by Council Member Arentson to adjust the 2023 Estimated Market Value to \$243,000, per the recommendation of the County Assessor. Motion passed by unanimous vote.

County Assessor Jacobson received an inquiry from the property owner at 502 North Swain Street regarding the property valuation. After further review, Redwood County staff is recommending to reduce the 2023 Estimated Market Value from \$136,100 to \$126,600 to reflect the change to the effective age year.

Brianna Bellig
502 N. Swain St.
88-775-0080

Valuation: 2023 = \$25,000 for land value (no change)
2023 = \$101,600 for building value

Brianna Bellig was not present to discuss the request.

After board discussion, a motion was made by Council Member Buckley and seconded by Council Member Smith to adjust the 2023 Estimated Market Value to \$126,600, per the recommendation of the County Assessor. Motion passed by unanimous vote.

County Assessor Jacobson received an inquiry from the property owner at 403 East Flynn Street regarding the property valuation. After further review, Redwood County staff is recommending to reduce the 2023 Estimated Market Value from \$87,900 to \$79,100 to reflect the change to the effective age year.

Travis Hopman
403 E. Flynn St.
88-423-1320

Valuation: 2023 = \$10,000 for land value (no change)
2023 = \$69,100 for building value

Travis Hopman was not present to discuss the request.

After board discussion, a motion was made by Council Member Smith and seconded by Council Member Buckley to adjust the 2023 Estimated Market Value to \$79,100, per the recommendation of the County Assessor. Motion passed by unanimous vote.

County Assessor Jacobson received an inquiry from the property owner at 853 North Swain Street regarding the property valuation. After further review, Redwood County staff is recommending to reduce the 2023 Estimated Market Value from \$251,000 to \$243,000 to reflect the change to the property grade and condition.

Michael & Julia Salmon
853 N. Swain St.
88-029-3025

Michael & Julia Salmon were not present to discuss the request.

County Assessor Jacobson was not able to view the interior of the property because the owners were out of state.

After board discussion, a motion was made by Council Member Buckley and seconded by Council Member Smith to make no adjustment to the 2023 Estimated Market Value because the Redwood County Assessor was not given access to view the interior condition of the property. Motion passed by unanimous vote.

County Assessor Jacobson received an inquiry from the property owner at 509 Northwood Drive regarding the property valuation. After further review, Redwood County staff recommended no change to the property valuation.

Steve Hammerschmidt
509 Northwood Dr.
88-131-4330

Mr. Hammerschmidt was not present to discuss the request.

After board discussion, a motion was made by Council Member Buckley and seconded by Council Member Smith to make no changes to the 2023 Estimated Market Value, per the recommendation of the County Assessor. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Buckley to adjourn the meeting at 6:32 p.m. Motion passed unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Jim Sandgren
Council President



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

Meeting Date: May 2, 2023

AGENDA RECOMMENDATION

Agenda Item: Appoint Administrative Hearing Officer – Lisa Weckwerth

Recommendation/Action Requested: Staff recommends appointing Lisa Weckwerth as the Administrative Hearing Officer.

AGENDA RECOMMENDATION

Meeting Date: May 2, 2023

Agenda Item: Parade Permit for the Dakota Wicohan MMIR Prayer and Honor Walk

Recommendation/Action Requested:

Priscilla Gruendemann and Mariah Heffner with Dakota Wicohan have completed the necessary application process and submitted an approved route. The MMIR Prayer and Honor Walk will take place on Friday, May 5, 2023 from 4:00 to 7:00 p.m. The walk will begin at 1881 E. Bridge St. (Clements Lumber) and end at the M&L Parking lot. Traffic will not be detoured. Staff recommends approval.

Attachment: Application and Route



Deputy City Clerk's Office
 333 S. Washington Street, PO Box 526
 Redwood Falls, MN 56283
 507-637-5755
 Email: akerkhoff@ci.redwood-falls.mn.us

Application for Parade Permit

Parade Permit = \$25/event

APPLICANT INFORMATION:	
Name:	Maniah Heffner
Address:	230 W. 2 nd St.
City, State, Zip:	Morton, MN 56270
Telephone:	(507) 626-4974
Email:	maniah.heffner@dakotawicohan.com

BUSINESS/SPONSORING ORGANIZATION:	
Business/Sponsor Name:	Dakota Wicohan
Address:	230 W. 2 nd St.
City State, Zip:	Morton, MN 56270
Mailing Address (if different from above):	
Phone:	(507) 697-6272
Alternate Number:	(507) 626-4974

PARADE CHAIR PERSON:	
Name:	Priscilla Gruendemann
Address:	230 W. 2 nd St.
City, State, Zip:	Morton, MN 56270
Telephone:	(507) 430-6696
Email:	priscilla.dee@dakotawicohan.com

PARADE INFORMATION:	
Event:	MMIR Prayer and Honor Walk
Date and Hours of Event:	May 5 th , 2023 4:00pm - 7:00pm
Route to be Traveled (attach map of route):	
Starting at Clements Lumber, ending at Farmer's Market parking lot.	
Length of the Parade:	2.5 miles
General Composition of Units:	
Location of Assembly Area:	Clements Lumber Dead End

The City of Redwood Falls reserves the right to request additional information to assist in the evaluation of this application. The City Council shall have at least 14 days from and after receipt of the complete application for review prior to granting or denying issuance of a license.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Redwood Falls, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant:  Date: 4-25-23

Print Name: Mariah Rose Heffner
First Middle Last

FOR CITY USE ONLY:	
<input type="checkbox"/> Completed Application and Permit Fee received	<input type="checkbox"/> Route Map Attached to Application
<input type="checkbox"/> Route approved by Police Chief	<input type="checkbox"/> City Council approved Application
<input type="checkbox"/> Permit mailed to Applicant	<input type="checkbox"/> Copy of Permit to Police Department
<input type="checkbox"/> Application, Supporting Documents and Permit scanned to Business License; BL Binder Index updated	

Google Maps MMIR Prayer and Honor walk



Map data ©2023 1000 ft

Measure distance
 Total distance: 2.47 mi (3.97 km)

1. Start at dead end near Clements Lumber.
2. Take frontage road to Swain, cross Hwy 19.
3. Take sidewalk to Lincoln St., take left ← on Lincoln.
4. Take Lincoln to E. 3rd St., take right → on E. 3rd St.
5. Circle Redwood Courthouse, exiting on S. Jefferson St.
6. Take S. Jefferson to Hwy 19, take left, ← ending in Farmer's Market parking lot.



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

AGENDA RECOMMENDATION

Meeting Date: May 2, 2023

Agenda Item: Thriveon 2023 Quarter Two PC Refresh

Recommendation/Action Requested: Staff recommends approval.

Summary/Overview: Each year, Thriveon, our managed IT services provider, works closely with staff to determine necessary computer updates and replacements. The PC refresh for quarter two is a total of \$13,134.03.

There will be additional PC refresh agenda items for 2023 in future quarters. A total of \$42,500 has been budgeted in 2023 for annual computer updates and replacements.

Attachments: Thriveon PC Refresh Estimate #013878 v2

PC Refresh - 2023 Q2

Estimate #013878 v2

Prepared For:
City Of Redwood Falls (CORF)
 Rachel Viergutz
 333 S Washington St
 Redwood Falls, MN 56283
 (507) 616-7400
 rviergutz@ci.redwood-falls.mn.us

Prepared By:
Thriveon
 Jesse Zahrt, Design Desk,
 New Ulm
 15075917967
 jesse.zahrt@thriveon.net

Expires 15 Days After Delivery:
Pricing and availability are reviewed 15 days after presentation and are subject to change at that point.

Computer Hardware	Qty
HP Mini PC - i5 - 16GB RAM (1x16 DDR42666) - 256GB SSD	2
16GB DDR4 2666 SDRAM SODIMM Memory Module	2
HP ZBook Firefly 16 G9 16" - i7-1260P - 32GB RAM - 512 SSD	3
Desktop UPS - 550VA/300W	2
HP 23" LED LCD Monitor - 3yr warranty	3
HP USB-C Dock	3
Wireless Keyboard/Mouse	3
Shipping Fee (5 computers, 3 monitors, 3 docks, 2 UPS)	1
Subtotal	\$11,012.78

Implementation Labor	Qty
Recycle Device (0.15 hr / device) (x5 devices)	0.75
Setup Computer for Amy Kerkhoff	1
Setup Computer for Angie McDougal	1
Setup Computer for Jill Deinken	1
Setup Computer for Connie Lechtner	1
Setup Computer for Matthew Johnson	1
Subtotal	\$2,121.25

Quote Summary	Amount
Computer Hardware	\$11,012.78
Implementation Labor	\$2,121.25
Total:	\$13,134.03

The acceptance and authorization of this Statement of Work will authorize Thriveon to proceed with invoicing for any needed product or service hours to complete the SOW. Thank you for the opportunity to work with you on these projects. We are excited to be working with you and look forward to helping you meet your objectives.

The terms and conditions of the current Managed Services Agreement apply in full to the services and products provided under this Statement of Work. Projects under \$2,000 will be invoiced once the work is complete. For projects of \$2,000 or more, Thriveon will invoice all the product and 30% of the implementation upon estimate approval. Invoices for the remainder of the implementation will be billed as completed. Agreements will be invoiced ahead of the month of service. Taxes, shipping, handling and other fees may apply.

Due to volatile price fluctuations, pricing valid for 10 days. We reserve the right to cancel orders arising from pricing or other errors.

The information that is contained in this document is the property of Thriveon, Inc. The contents of the document must not be reproduced or disclosed wholly or in

part or used for purposes other than that for which it is supplied without prior written permission of Thriveon, Inc. The terms and conditions of the current Managed Services Agreement apply in full to the services and products provided under this Statement of Work.

Acceptance	
Thriveon	City Of Redwood Falls (CORF)
Jesse Zahrt	
_____ Name	_____ Signature / Name
04/17/2023	
_____ Date	_____ Date
	Initials

User	Login	Old PC Name	Old PC Type	New PC Nam	New PC Type	Peripherals	Apps (base apps+specific adds)	Encrypt	Recycle	Site	Deploy	Site POCs
Amy Kerkhoff	akerkhoff	COR-ADM-AMYK	Surface	COR-ADM-AMYKER	Std Laptop	dock	Aviglon, FileZilla	yes	yes	City Hall	onsite	Rachel V.
Angie McDougal	amcdougall	COR-LIB-ANGIE	EliteDesk	COR-LIB-ANGIEM	Mini Desktop	UPS, single monitor, keyboard/mouse	Aviglon, Plum Creek, VLC Player	yes	yes	Library	onsite	Rachel V.
Jill Deinken	jdeinken	COR-LIB-JILL	EliteDesk	COR-LIB-JILLD	Mini Desktop	UPS, single monitor, keyboard/mouse	Plum Creek, VLC Player	yes	yes	Library	onsite	Rachel V.
Connie Lechner	clechner	COR-LIB-TERI	EliteDesk	COR-LIB-CONNIE	Std Laptop	UPS, single monitor, keyboard/mouse	Plum Creek, VLC Player	yes	yes	Library	onsite	Rachel V.
Matthew Johnson	mjohnson	COR-BZ-TIM	Surface	COR-BZ-MATTHEW	Std Laptop	dock	Bluebeam Revu	yes	yes	City Hall	onsite	Rachel V.

Base apps for all users:
M365 Apps
Attendance on Demand
Incode



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

AGENDA RECOMMENDATION

Council Meeting Date: Tuesday, May 2nd, 2023

Agenda Item: Tennant T350-22002D Scrubber to include Nano Technology

Recommendation/Action Requested: Approve the purchase of a Tennant T350 Rider Scrubber for the Redwood Area Community Center, declare a Tennant T7 Rider Scrubber surplus, and authorize to post it for sale.

Summary/Overview:

The Redwood Falls Parks & Recreation Department is requesting the approval to purchase a Tennant T350 Rider Scrubber with Nano technology through Dalco at state bid pricing. The total cost of the scrubber is \$17,131.01. The nano technology upgrade will allow us to use little to no soap on all our floors. Current machines tend to leave residue on tile as well as fieldhouse flooring.

Park and Rec staff are also requesting the council to declare our current 2013 Tennant T7 rider scrubber (620 hours) surplus property and to authorize the sale of the scrubber outright versus a trade in. Staff would post the scrubber for sale online through an email blast, Facebook, as well as on our website. The asking price for the scrubber will be \$5,000 as is and no warranty.

The 2023 Parks & Recreation Department capital budget included \$15,000 to make the purchase for the scrubber.

I would ask that you approve the quote from Dalco in the amount of \$17,131.01 for the rider scrubber.

Attachments:

Quote from Dalco (state bid pricing)



Quote # **225536.1**
 Date **04/19/2023**

Reference **Quote 225536.1 - CITY OF REDWOOD FALLS**

PO#
 Sales Rep **Paul Mohs**
paul.mohs@dalcoonline.com

Quotation

Customer **CITY OF REDWOOD FALLS**
 Account # **1021839**

Expire **05/19/2023**

Bill To **ROSS NACHREINER**
ATTN: ACCOUNTS PAYABLE
PO BOX 526
REDWOOD FALLS, MN 56283-0526
507-637-5755

Ship To **ROSS NACHREINER**
CITY OF REDWOOD FALLS
ATTN: ACCOUNTS PAYABLE
PO BOX 526
REDWOOD FALLS, MN 56283-0526
507-637-5755

Line #	Product	Qty	Unit	Price	Net Amt
1	041711 TNT T350-2002D T350 24" PMCP NANO 240B&C SF BUA QM IC PD	1.00	EA	17,131.01	17,131.01
TOTAL:					\$17,131.01

Dalco Enterprises Inc. | 300 5th Avenue Northwest, New Brighton, MN 55112 | (800) 950-1975

New Brighton, MN Duluth, MN Rochester, MN La Crosse, WI Marshfield, WI Marquette, MI Hibbing, MN

www.dalcoonline.com



Caitlin Kodet
Deputy City Clerk
Phone: 507-616-7400
Fax: 507-637-2417
ckodet@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

Meeting Date: May 2, 2023

Agenda Item: 2023 Tobacco License Application

Recommendation/Action Requested: Approve The Market at Redwood, LLC. Tobacco License Application.

Summary/Overview: Darin and Valerie Hill with The Market at Redwood, LLC located at 1111 E. Bridge St. (formerly Tersteeg's) have completed the necessary application process with successful background checks for a Cigarette and Other Tobacco Products license effective 5-2-2023. Staff recommends approval.



Trenton Dammann
City Attorney
Phone: (507)616-7400
Fax: (507)637-2417
tdammann@ci.redwood-falls.mn.us

AGENDA MEMO

Meeting Date: May 2, 2023

Agenda Item: Approval of Plat Correction Pursuant to Minn. Stat. § 505.174.

Recommendation/Action Requested: Discuss the proposed plat correction. If there are no concerns, staff recommend approval of the proposed plat correction by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: On April 19, 2022, Council approved the preliminary plats and final plats for the parcels described as the Reflection Prairie Addition (Parcel #62-008-2020) and Reflection Ridge Business Park Addition (Parcel #62-005-4020). The approved final plats were filed with the office of the Redwood County Recorder on July 7, 2022.

Pursuant to Minn. Stat. § 505.174, when a land plat has been executed and filed in the office of the county recorder of the county where the land is situated, and the plat fails to correctly describe the land to be platted, the registered surveyor who prepared such plat or subdivision may execute a certificate stating the nature of the error, omission or defect and stating the correct information to correct such error. Bolton & Menk Inc., has identified errors in the listed acreage of certain tracts of land in both final plats and have prepared Land Surveyors Certificates to correct those errors, listing the correct amount of acreage for each lot and/or block. Once approved, these certificates will be filed with the Redwood County Recorder's Office.

Attachment: - Land Surveyors Certificate of Correction to Plat – Reflection Ridge Business Park Addition
- Land Surveyors Certificate of Correction to Plat – Reflection Prairie Addition

LAND SURVEYORS CERTIFICATE OF CORRECTION TO PLAT

Name of Plat: REFLECTION PRAIRIE ADDITION

Pursuant to the provisions of Chapter 505.174, I, Jesse D. Zeig, a duly Licensed Land Surveyor in and for the State of Minnesota, declares as follows:

That I prepared the plat of REFLECTION PRAIRIE ADDITION dated May 10, 2022 and filed on July 7, 2022 in the office of the County Recorder, Redwood County, Minnesota, as Document No. 373344.

1. That said plat contains errors, omissions, or defects in the following particulars, to wit:

The areas of the following lots are in error:

Lot 1, Block 1
Lot 1, Block 3
Block 14
Block 16

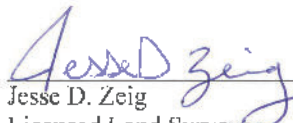
2. That said plat is hereby corrected in the following particulars, to wit:

The areas of the following lots should read as follows:

Lot 1, Block 1 = 12.06 Acres
Lot 1, Block 3 = 6.43 Acres
Block 14 = 4.49 Acres
Block 16 = 4.49 Acres

I hereby certify that this Surveyor's Certificate of Plat Correction was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor in and for the State of Minnesota.

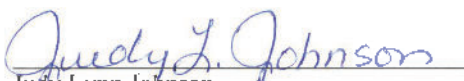
Dated this 31st day of March, 2023.



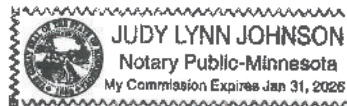
Jesse D. Zeig
Licensed Land Surveyor
Minnesota License No. 44996

State of Minnesota
County of Brown

The foregoing Certificate was acknowledged before me this 31st day of March, 2023,
by Jesse D. Zeig, Land Surveyor, Minnesota License No. 44996.



Judy Lynn Johnson,
Brown County, Minnesota
My Commission Expires 1-31-2026



The above Certificate of Correction to the plat REFLECTION PRAIRIE ADDITION has been approved by the City of Redwood Falls at a regular meeting of the City Council of Redwood Falls, Minnesota held on this _____ day of _____, 2023.

Mayor

City Clerk

This Document was drafted by Bolton & Menk, Inc.

LAND SURVEYORS CERTIFICATE OF CORRECTION TO PLAT

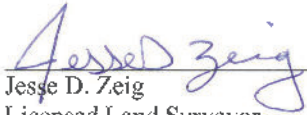
Name of Plat: REFLECTION RIDGE BUSINESS PARK ADDITION
Pursuant to the provisions of Chapter 505.174, I, Jesse D. Zeig, a duly Licensed Land Surveyor in and for the State of Minnesota, declares as follows:

That I prepared the plat of REFLECTION RIDGE BUSINESS PARK ADDITION dated May 10, 2022, and filed on July 7, 2022, in the office of the County Recorder, Redwood County, Minnesota, as Document No. 373345.

1. That said plat contains errors, omissions, or defects in the following particulars, to wit:
The areas of the following lots are in error:
Outlot A
2. That said plat is hereby corrected in the following particulars, to wit:
The areas of the following lots should read as follows:
Outlot A = 77.45 Acres

I hereby certify that this Surveyor's Certificate of Plat Correction was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor in and for the State of Minnesota.


Dated this 31st day of March, 2023.



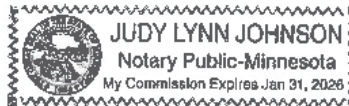
Jesse D. Zeig
Licensed Land Surveyor
Minnesota License No. 44996

State of Minnesota
County of Brown

The foregoing Certificate was acknowledged before me this 31st day of March, 2023, by Jesse D. Zeig, Land Surveyor, Minnesota License No. 44996.



Judy Lynn Johnson,
Brown County, Minnesota
My Commission Expires 1-31-2026



The above Certificate of Correction to the plat REFLECTION RIDGE BUSINESS PARK ADDITION has been approved by the City of Redwood Falls at a regular meeting of the City Council of Redwood Falls, Minnesota held on this _____ day of _____, 2023.

Mayor

City Clerk



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

kmuettel@ci.redwood-falls.mn.us

Meeting Date: May 2, 2023

AGENDA RECOMMENDATION

Agenda Item: Public Utilities Superintendent Position

Recommendation/Action Requested: Staff recommends approval of an employment offer to Jason Halvorson.

Summary/Overview: The current Public Utilities Superintendent will retire on August 31 and the hiring committee has completed the selection process for the next Superintendent. The position was posted internally, and an application was received from Jason Halvorson. Jason has worked for the City of Redwood Falls for 11 years and currently serves as the Electric Line Foreman.

City administration is supportive of transitioning Jason into the Public Utilities Superintendent position. This transition will occur over the next several months and become official on September 4. During this time some of the position's administrative responsibilities will be adjusted and may be moved to other administration/finance staff. The attached employment offer outlines the specific terms of employment.

Attachments: Employment Offer



Sheila Stage
Human Resources Coordinator
Phone: 507-616-7400
Fax: 507-637-2417
sstage@ci.redwood-falls.mn.us

April 26, 2023

Mr. Jason Halvorson
613 West River Street
Redwood Falls, MN 56283

Dear Jason,

We are pleased to offer you the full-time position of Public Utilities Superintendent. This offer is contingent upon Council approval on May 2, 2023, and effective on September 4, 2023.

- Your starting salary will be \$3,624.48/bi-weekly or \$94,236.48/year, this is a salaried position, pay grade 11, step 7 and will include a one-year probationary period.
- In January each year you will be eligible for a COLA increase as established by the City Council for all employees.
- On your anniversary date for this position, you will be eligible for a Step Increase with a satisfactory evaluation.
- This position is not represented by a Collective Bargaining Group or Union.
- You will continue to be eligible for all full-time employee benefits.
- You will now be eligible to participate in the HCSP with the Non-Union Group. Your contribution will be \$40.00 per paycheck.
- Vacation and sick leave benefits will remain the same in your new position as Public Utilities Superintendent.
- The Public Utilities Superintendent Position receives the same Clothing Allowance as the IBEW Members.

Congratulations Jason, on your new position.

Sincerely,

Sheila Stage
HR Coordinator

By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits provided in accordance with Minnesota Statutes sec. 181.032. I understand that the City of Redwood Falls employment is not for a specific term and can be terminated by me or by the City of Redwood Falls at any time for any reason, with or without cause.

Name

04-26-2023
Date