



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 5, 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. August 15, 2023
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve Tobacco License – Kwik Trip
  - B. Approve 3.2 Off-Sale Malt Liquor License- Kwik Trip
  - C. Approve Women’s Rural Advocacy Program (WRAP) Display at Ramsey Falls Overlook
  - D. Declare Street Department Equipment as Surplus Property
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
  - A. Resolution Accepting Donation of Trailer from Fire Relief Association – Resolution #43
  - B. Police Department Squad Car Equipment
  - C. Opioid Settlement Grant Funding Application
  - D. Employee Compensation Study – Resolution #44
  - E. Utility Line Worker Position
  - F. Tax Forfeited Land Sale
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, AUGUST 15, 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, August 15, 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 Sandgren 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 Kerkhoff to approve the August 1, 2023, minutes as presented. Motion passed by unanimous vote.

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

1. Solid Waste Collection License – Sweetman Sanitation
2. Appointment of MN Municipal Utilities Association Delegate

Motion passed by unanimous vote.

Finance Director Klages introduced the Updated Public Safety Aid Allocation.

Ms. Klages stated at the Council meeting on August 1<sup>st</sup>, 2023, Council approved the proposed allocation of the one-time Public Safety Aid. This allocation included \$85,000 for police salaries, \$64,000 for a police squad, \$12,727 for Police Squad Camera, and \$60,000 for the Fire Department Cascade System. On Monday, August 7<sup>th</sup>, staff received additional information from the League of MN Cities indicating that the Public Safety Aid funds that will be received on December 26<sup>th</sup>, 2023, cannot be used to reimburse expenses made prior to the date of receiving the funds.

Ms. Klages stated due to this new criteria, staff is recommending to change the allocation of the Public Safety Aid funds to have the full amount of \$221,727 applied to police salaries in 2024. Using this revenue to offset police salaries will streamline the grant tracking process and free up other revenues to be used to cover the remaining items approved in the previous allocation. Staff will work into the 2024 budget the police squad cameras as well as funds to reimburse the fire equipment fund and capital project fund for the cascade system and police squad purchased in 2023.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Updated Public Safety Aid Allocation. Motion passed by unanimous vote.

City Administrator Muetzel introduced Resolution No. 38 of 2023 – A Resolution to Appoint a New Representative to the Southern Minnesota Municipal Power Agency.

Mr. Muetzel stated with the retirement of Mr. Heins on August 31<sup>st</sup>, 2023, a new representative to the Southern Minnesota Municipal Power Agency (SMMPA) needs to be appointed. The member representative to SMMPA has been the Public Utilities Superintendent since Redwood Falls has been a member. Therefore, it is recommended that the City Council appoint Jason Halvorson as the SMMPA member representative as of September 1, 2023.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to waive the reading of Resolution No. 38 of 2023 – A Resolution to Appoint a New Representative to the Southern Minnesota Municipal Power Agency. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 38 of 2023 – A Resolution to Appoint a New Representative to the Southern Minnesota Municipal Power Agency. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner was present to introduce Resolution No. 39 of 2023 – A Resolution Accepting a Donation to the City.

Mr. Nachreiner stated Resolution No. 39 of 2023 is to accept a financial donation in the amount of \$1,688.44 from Ceil Rivard and her family in memory of Steve Rivard. The donation is for a picnic table, plaque, and concrete base for the table located on the north side of Legion Park. Staff is requesting approval to accept the financial donation from Ceil Rivard.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 39 of 2023 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Sandgren to approve Resolution No. 39 of 2023 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

Shannon Sweeney with David Drown and Associates was present to introduce Resolution No. 40 of 2023 – Resolution Accepting Proposal on the Sale of \$1,430,000 General Obligation Utility Revenue Bonds, Series 2023A, Providing for Their Issuance and Pledging for the Security Thereof Net Revenues.

Mr. Sweeney stated Council previously initiated a competitive sale of bonds to fund project costs associated with the Fourth Street Reconstruction Project, 2023A GO Utility Revenue Bonds. The \$1,430,000 bond is structured over a 20-year term. Three bids were received with the lowest bid coming from Northland Securities, Inc. working in conjunction with United Bankers' Bank. The City went through a credit rating and received the same rating as last year, AA-/Stable. Northland Securities, Inc., submitted in the bid an interest rate of 3.8945%. It is recommended to award the sale of the bonds to Northland Securities, Inc. working in conjunction with United Bankers' Bank.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 40 of 2023 – Resolution Accepting Proposal on the Sale of \$1,430,000 General Obligation Utility Revenue Bonds, Series 2023A, Providing for Their Issuance and Pledging for the Security Thereof Net Revenues. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to approve Resolution No. 40 of 2023 – Resolution Accepting Proposal on the Sale of \$1,430,000 General Obligation Utility Revenue Bonds, Series 2023A, Providing for Their Issuance and Pledging for the Security Thereof Net Revenues. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Police Squad Camera and Taser Replacement.

Chief Cotner stated the Redwood Falls Police Department (RFPD) is requesting to enter into two contracts for Axon Tasers and Axon Fleet Cameras. Axon is currently the vendor for the RFPD Body Worn Cameras (BWC) and Taser units. Over the last several years, RFPD has been replacing old versions of the Taser units with newer versions. In the 2024 budget, RFPD submitted a request in the amount of \$6,427.08 for two new units and an additional \$2,400.00 for training cartridges. Under the proposed contract with Axon, for a cost of \$9,260.01 per year, with adjustments for inflation each year, Axon will equip each RFPD officer with the Taser 10 model, holsters, training/duty cartridges, and a training suit.

Chief Cotner stated in addition, duty cartridges that are used while on duty are replaced at no charge and should Axon release a new model before the end of the five-year contract, RFPD would be equipped with the newest model at no additional charge. Due to high demand, Axon reports delivery of the tasers cannot be made to RFPD for approximately nine months. This purchase has been submitted for approval in the RFPD 2024 budget. Staff is requesting approval of the contract and authorization to place the order and take delivery as early as possible in 2024.

Chief Cotner stated the RFPD squad cars are currently equipped with Watchguard squad cameras. These cameras are owned by RFPD at a cost of approximately \$5,000.00 each with an annual maintenance agreement with Watchguard for a cost of approximately \$3,200.00 per year. The data obtained by these cameras is uploaded to a dedicated server, but due to the limitations of the program that manages this video data, RFPD must use a separate program to store and disseminate this video data to prosecutors, defense attorneys, and the court. In 2024, this second program is scheduled to cost RFPD \$3,937.50.

Chief Cotner stated as with the body worn cameras and taser units, Axon offers squad cameras which they call Fleet3. The contract for Fleet3 is similar to the current RFPD contract for Body Worn Cameras and the proposed Taser 10 contract. For a first-year cost of \$11,340.17, Axon will equip all RFPD squad cars with a Fleet3 unit. The annual cost includes IT support, data storage, and no-cost upgrade should a new version of their cameras be released prior to the end of the five-year contract. In addition, the Fleet3 systems are integrated with their BWC systems, and all data can be stored and/or disseminated using the same data storage program.

Chief Cotner stated due to high demand, Axon reports an approximate 9-month delivery window for the Fleet3 system. Funding for this purchase has been submitted in the RFPD 2024 budget. Staff is requesting approval of the five-year contract and authorization to place the order now and take delivery as soon as possible in 2024.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the Police Taser Replacement Contract with Axon. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the Police Squad Camera Replacement Contract with Axon. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Variance Request – 400 Veda Drive.

Mr. Muetzel stated the City received a request for a variance from Bob LeSage on behalf of Redwood Falls Industries to reduce the side yard setback from 25' to 14' on the northwest corner of the parcel to construct a detached garage. The owner has stated he is requesting the variance because of the unique lot shape caused by the curve in Fallwood Road. This property had previously been used as the Seasons Hospice House and the attached garage had been converted into living space. When ownership of the property was transferred from the City to Redwood Falls Industries, the agreement required Redwood Falls Industries to construct a garage on the property as part of the remodel. The proposed garage would not extend beyond the north side of the current home. Also, due to the unique shape and corner side yard along Fallwood Rd., the proposed garage placement would also help provide a more private yard from the roadway.

Mr. Muetzel stated the Planning Commission reviewed the request and determined the variance to reduce the side yard setback from 25' to 14' in order to add a garage is putting the property to use in a reasonable manner. The Planning Commission also felt that the building design is consistent with the neighborhood and would not alter the essential character of the neighborhood. The Planning Commission didn't receive any public comments at the hearing and recommends approval of the variance request.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to approve the Variance Request at 400 Veda Drive to reduce the side yard setback from 25' to 14'. Motion passed by unanimous vote.

Finance Director Klages introduced the Banking Services Proposals.

Ms. Klages stated on June 20, 2023, the Council approved the issuance of a Request for Proposal (RFP) for banking services. As part of ongoing due diligence, this competitive process provided an opportunity to ensure that the City is obtaining market competitive rates. Staff received two responses to the RFP. The first was from Bremer Bank, the City's current banking provider. The second was from Minnwest Bank. Hometown Bank chose not to submit a proposal because they do not currently offer all of the City's required services. After careful review, staff is recommending that the City continue its banking relationship with Bremer Bank. While both Bremer and Minnwest were able to offer all required services, Bremer came in with a very competitive fee schedule at 50% off their standard fees with a three-year lock on any pricing increases. They are also offering a new IntraFi Cash Service Solution with an aggressive interest rate offering of 5.05%.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Banking Services Proposals from Bremer Bank. Motion passed by unanimous vote.

Police Chief Jason Cotner introduced the Police Squad Purchase.

Chief Cotner stated in 2022, the Redwood Falls Police Department (RFPD) withdrew a budget request for the purchase of a squad car in order to hire an officer. Since then, the availability of squad cars has decreased significantly and the maintenance costs of the current RFPD squad cars have steadily increased. As of August 10, 2023, neither Weelborg Ford nor Olson Chevrolet have been able to provide a quote for a 2024 squad nor are they taking orders. This situation is not unique to Redwood Falls. At the August 1, 2023, Council meeting staff had presented the proposed use of the Minnesota Public Safety Aid funds which were scheduled for delivery to the City of Redwood Falls in late December 2023. At that time, one of the proposals was the purchase of a squad car which had been withdrawn in the 2023 budget. However, new information from the League of Minnesota Cities (LMC) revealed the Public Safety Aid funds cannot be used prior to disbursement.

Chief Cotner stated on August 9, 2023, Weelborg Ford reported locating a pre-built squad car on a lot and ready for delivery. The purchase price for the vehicle is \$53,230.00. To satisfy the LMC directive and take advantage of the available squad car, Finance Director Kari Klages has identified available funds in the Capital Project Fund to make the purchase. Staff is requesting authorization to use Capital Project Funds to purchase the squad car from Weelborg Ford.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve the Police Squad Purchase. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Westlake Properties Loan Extension.

Mr. Muetzel stated in March of 2021, Council approved a forgivable loan to Westlake Properties to assist with the redevelopment of the Elm Street Mobile Home Park. In general, Westlake Properties was to receive a \$5,000 forgivable loan for each new housing unit that is developed in the Elm Street Mobile Home Park. The deadline to complete the redevelopment was June 1, 2023. Currently, Westlake Properties is in the process of developing 8 housing units in the Elm Street Mobile Home Park, however, they have incurred delays and are requesting a loan extension. Staff has been in communication with Westlake properties and recommends extending the project completion deadline by an additional ninety (90) days from the date of this meeting, August 15, 2023. Redwood County previously approved a similar loan agreement and approved a loan extension at the County Board meeting earlier today.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to approve the Westlake Properties Loan Extension. Motion passed by unanimous vote.

City Administrator Muetzel introduced Agenda Item 9J - Establish City Council Work Session Agenda.

Mr. Muetzel stated the next City Council work session is scheduled for August 29, 2023. In order to prepare for the meeting and ensure adequate time is allowed for each agenda item, Staff is requesting Council formally establish the work session agenda. The following items have been suggested as agenda items:

1. Cannabis Legislation Review
2. Emerald Ash Borer Management

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to approve the City Council Work Session Agenda as presented. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 41 of 2023 – A Resolution Accepting A Donation to the City.

Ms. Klages stated Minnesota Statute 465.03 gives the City authority to receive donations and requires them to be formally accepted by resolution and adopted by a two-thirds vote of the Council. Resolution No. 41 of 2023 is a resolution accepting two financial donations for a total amount of \$2,000. The donation is to be used towards a trailer that the Fire Relief Association purchased to house grain bin rescue equipment. Because the Fire Relief paid for the trailer, after formal acceptance of this donation, the City will issue a check in the amount of \$2,000 to the Fire Relief Association to offset the cost of the trailer. The Fire Relief Association will then donate the trailer to the City and it will be added to the capital asset listing.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 41 of 2023 – A Resolution Accepting A Donation to the City. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve Resolution No. 41 of 2023 – A Resolution Accepting A Donation to the City. Motion passed by unanimous vote.

City Attorney Dammann introduced the Update to Criminal History Background Check Policy for License Applicants.

Mr. Dammann stated pursuant to Minnesota Statute § 340A.402, the City's background check policy requires that all applicants for a retail liquor license in the City of Redwood Falls submit to a criminal history background investigation conducted by the Redwood Falls Police Department. Upon receiving the applicant's signed, written informed consent, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's criminal history information systems database to conduct the criminal history background investigation. The above-referenced statute allows for, and the currently approved background check policy for the City requires, that if an applicant has lived in Minnesota for less than five years prior to application, a national criminal history record check shall be conducted through the BCA by submitting fingerprint cards for exchange with the FBI.

Mr. Dammann stated as the City of Redwood Falls has a municipal liquor store, the only retail licenses issued for "intoxicating liquor" (beverages containing more than 3.2 percent of alcohol by weight) in the City are "On-sale" licenses, allowing for the sale of alcoholic beverages for consumption on the licensed premises only. Any "Off-sale" licenses issued within the City are for 3.2 percent malt liquor only. Given this distinction and the practical difficulties of obtaining fingerprints from business executives of corporations and chain stores applying for "Off-sale" licenses for 3.2 percent malt liquor, City Staff believes it is necessary to amend the background check policy as currently written to allow for an exception to the national criminal history record check requirement, excluding applicants for "Off-sale" liquor licenses. Those applicants will still be required to submit to a criminal history background investigation through the Redwood Falls Police Department but will not be required to submit fingerprints.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve the Update to Criminal History Background Check Policy for License Applicants. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 42 of 2023 – Authorization to Enter Into Purchase Agreement for Real Property Located at 201 Third Avenue, Redwood Falls, MN.

Mr. Dammann stated in June of 2023, City staff were approached by Richard Blaine Wright, owner of a parcel of real property located in north Redwood Falls at 201 Third Avenue. Mr. Wright inquired if the City would be interested in purchasing the lot which borders the City's flood berm. The property is mostly vacant with a single shed. Mr. Wright wishes to remove personal property from the shed prior to the closing of the sale and the shed will be removed by the City upon taking possession of the property. The acquisition of the property is in accordance with the City's hazard mitigation plan to remove vulnerable structures from the Minnesota River floodplain.

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 acquired, until after the planning commission has reviewed the proposed acquisition and reported in writing to the City Council its findings as to compliance of the proposed acquisition with the comprehensive municipal plan. However, the City Council may, by resolution adopted by a two-thirds vote dispense with the requirements of that subdivision when in its judgment it finds that the proposed acquisition 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 fact that the purchase serves the goals of the City's hazard mitigation plan, Staff is recommending that Council adopt the proposed resolution to approve the purchase 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. 42 of 2023 – Authorization to Enter Into Purchase Agreement for Real Property Located at 201 Third Avenue, Redwood Falls, MN. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 42 of 2023 – Authorization to Enter Into Purchase Agreement for Real Property Located at 201 Third Avenue, Redwood Falls, MN. Motion passed by unanimous vote.

Mayor Quackenbush stated the Minnesota State Veterans Cemetery – Redwood Falls will be hosting a dedication ceremony on Saturday, August 19 at 2:00 p.m. Everyone is encouraged to attend the dedication ceremony and view the newly constructed facility. Governor Tim Walz will be in attendance for the dedication ceremony and has been asked to tour some of the current projects happening around the City, such as the Reflections Developments, new daycare facility, and new elementary school.

City Administrator Muetzel gave an update regarding the former hospital redevelopment, Red Skye Lofts. Redwood Property Holdings LLC, owned by David Schooff and other developers, owns the building at 100 Fallwood Road and are in the process of converting the former hospital into apartments. The rental coordinator for the property indicated the project is still moving forward and they are anticipating being open and accepting renters by late fall.

City Administrator Muetzel stated the Port Authority met on August 14, 2023 to review two proposals submitted by commercial realtors to assist in the marketing of the Reflection Ridge Business Park. Proposals were submitted by Landmark Real Estate in Mankato and Colliers based in Minneapolis. The Port Authority reviewed the proposals and approved entering into a listing agreement with Colliers once the agreement terms have been finalized.

City Administrator Muetzel stated there is a substantial completion date of November 24, 2023 for the construction work at the Reflection Prairie Housing Development and Reflection Ridge Business Park. The contractor is meeting with City Staff bi-weekly for construction meetings. The General Contractor is currently finishing the road base and nearing the final stages for curb and gutter on the Business Park. The curb and gutter will be completed in the residential area following the completion of the business park. The General Contractor is on track to be completed by November 24, 2023. Construction in the residential lots could begin in the spring of 2024.

City Administrator Muetzel stated the Port Authority also discussed the housing proposals that had been received for Block 1 in the Reflection Prairie Housing Development from the Southwest Minnesota Housing Partnership (SWMHP) and Redwood Building Center (RBC). RBC and SWMHP have also considered partnering on a project for the development. The Port Authority will continue discussions with RBC and SWMHP to develop an agreement.

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 Smith to adjourn the meeting at 6:16 p.m. Motion passed by unanimous vote.

ATTEST:

\_\_\_\_\_  
Keith Muetzel  
City Administrator

\_\_\_\_\_  
Tom Quackenbush  
Mayor





**Caitlin Kodet**  
Deputy City Clerk  
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### **AGENDA RECOMMENDATION**

**Meeting Date:** September 5, 2023

**Agenda Item:** 2023 Tobacco License Application

**Recommendation/Action Requested:** Approve Kwik Trip, Inc. Tobacco License Application.

**Summary/Overview:** Kwik Trip, Inc. dba Kwik Trip #1203 has completed the necessary application process with a successful background check for a Cigarette and Other Tobacco Products license effective 9-5-2023. Staff recommends approval.



**Caitlin Kodet**  
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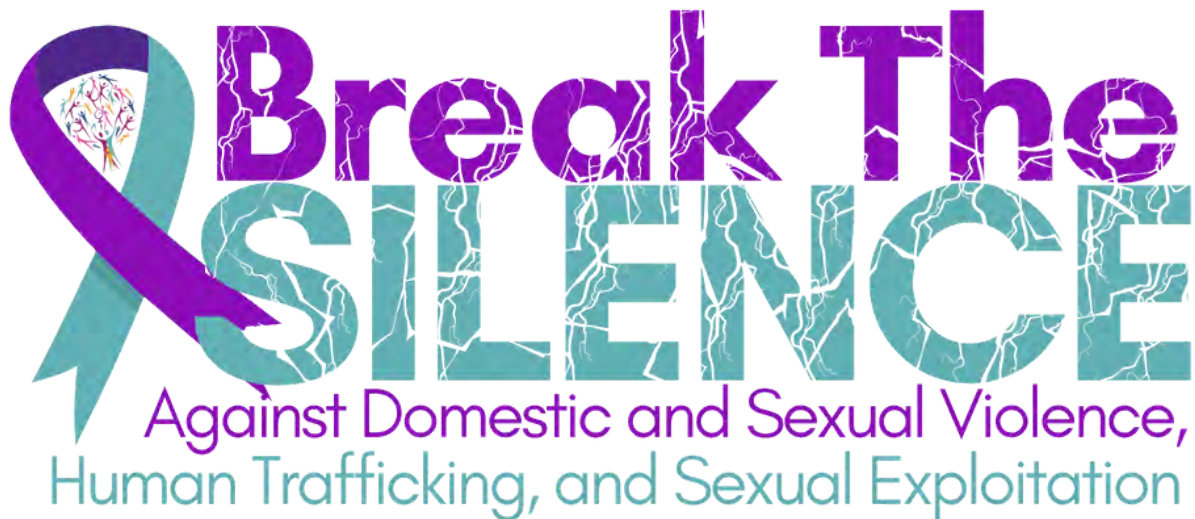
### **AGENDA RECOMMENDATION**

**Meeting Date:** September 5, 2023

**Agenda Item:** 3.2 Off-Sale Malt Liquor License Application for 2023

**Recommendation/Action Requested:** Approve Kwik Trip, Inc. 3.2 Off-Sale Malt Liquor License Application.

**Summary/Overview:** Kwik Trip, Inc. dba Kwik Trip #1203 has completed the necessary application process with a successful background check for a 3.2 Off-Sale Malt Liquor License effective 9-5-2023. Staff recommends approval.



# Break The SILENCE

Against Domestic and Sexual Violence,  
Human Trafficking, and Sexual Exploitation

## OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH

In October of 2022, WRAP invited its supporters and community members to stop by Ramsey Falls in Redwood Falls during the week of October 17th through 21st to view the memorial put up by the WRAP staff from the Redwood Falls office in honor of those who lost their lives due to domestic violence in Minnesota in 2021.



This year, in honor of the 24 victims that lost their lives in 2022, WRAP is hoping to work with the City Councils of Granite Falls, Ivanhoe, Marshall and Redwood Falls to display purple ribbons and the names of the victims to in each of these communities to honor their lives as well as raise awareness of domestic violence.

**REQUESTED DATES OF DISPLAY:**

**10/1/2023-10/9/2023**

**REQUESTED PLACE OF DISPLAY:**

**RAMSEY FALLS IN REDWOOD (SAME PLACE AS LAST YEAR)**



Latiffa Tasha Brown  
Age 31  
St. Paul  
January 22, 2022



Linda Marie Johnson  
Age 66  
St. Paul  
January 24, 2022



Lisa Kathleen Peterson  
Age 41  
Plymouth  
February 7, 2022



Christeen Jo Massey (Farleigh)  
Age 40  
Mora  
February 11, 2022



Christine Kaja Nygard  
Age 66  
March 6, 2022



Kelli Ranning Goodermont  
Age 44  
St. Paul  
March 15, 2022



Issavc Jon Hoff  
Age 13  
Oliva  
March 24, 2022



Peachu Yates  
Age 35  
Champlin  
March 28, 2022



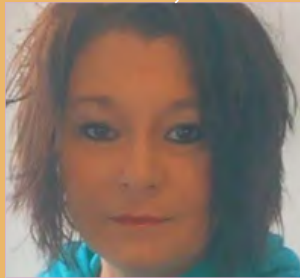
Lynnne Ann Loucks  
Age 43  
Crow Wing County  
April 28, 2022



\*Ariel Christine  
Sakry  
Age 25  
April 29, 2022



Chandra Lanae Pelch  
Age 18  
Medford  
June 3, 2022

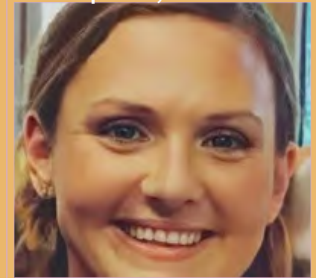


Kari Jo Petrich  
Age 43  
Hibbing  
June 28, 2022

**2022  
Minnesota  
Domestic  
Homicide  
Victims**



Donald T. Davis  
Age 39  
Minneapolis  
July 9, 2022



Katie Ann Fredrickson  
Age 34  
Brooklyn Center  
July 30, 2022



Ka Lor  
Age 30  
St. Paul  
August 17, 2022



Carissa Odegaard  
Age 31  
Warren  
August 23, 2022



Shanna Renae Daniels  
Age 43  
North St. Paul  
August 25, 2022



Alberta Sue Nelson  
Age 65  
Rochester  
September 5, 2022



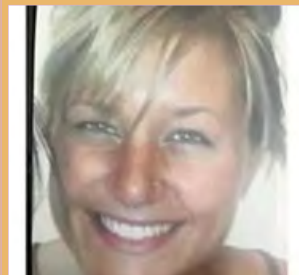
Nicole Michelle Hammond  
Age 28  
St. Cloud  
October 24, 2022



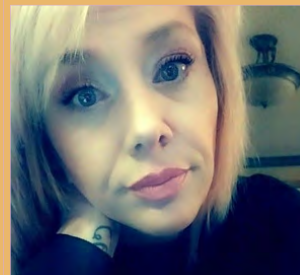
Zaria Rashun Mckeever  
Age 23  
Brooklyn Park  
November 8, 2022



Tu Amh Phan  
Age 49  
Bloomington  
November 23, 2022



Alexandria L. Pennig  
Age 32  
St. Paul  
December 16, 2022



Kimberly Ann Robinson  
Age 41  
Rochester  
December 26, 2022



Jasmine Marie Nelson  
Age 27  
Medina  
December 29, 2022



Keith Muetzel  
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**Meeting Date: September 5, 2023**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Declare Street Department Equipment as Surplus Property and Authorize Sale

**Recommendation/Action Requested:** Staff recommends declaring the following street department equipment as surplus property and authorizing sale:

1997 Ford 1-Ton with box and hoist  
2000 Chevy 2500 with box  
1996 Kwik Way skid loader snowplow  
2015 fifth wheel hitch  
Weatherguard ladder rack with tool box

**Attachments:** None



Kari Klages  
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## AGENDA RECOMMENDATION

**Meeting Date:** September 5, 2023

**Agenda Item:** Resolution No. 43 of 2023 – Resolution Accepting Donation of Trailer from the Fire Relief Association

**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:** Minnesota Statute 465.03 gives the city authority to receive donations and requires them to be formally accepted by resolution, adopted by a two-thirds vote of the Council.

Attached is a resolution accepting the donation of a trailer from the Redwood Falls Fire Relief Association. The donation is to be used by the Redwood Falls Fire Department to house grain bin rescue equipment.

**Attachments:** Resolution No. 43 of 2023  
Picture of Trailer

**RESOLUTION NO. 43 OF 2023**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

**WHEREAS**, the City of Redwood Falls is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts; and

**WHEREAS**, the following persons and entities have offered to contribute property valued at the amounts set forth below to the City:

<u>Name of Donor</u>	<u>Property</u>	<u>Value</u>
Redwood Falls Fire Relief Association	Trailer	\$6,794.99

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions  
Trailer to be used to house grain bin rescue equipment.

**WHEREAS**, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby authorized, if requested, to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 5<sup>th</sup> day of September 2023.

ATTEST:

\_\_\_\_\_  
Keith Muetzel  
City Administrator

\_\_\_\_\_  
Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
5<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Notary Public



RFFD



REDWOOD



Meeting Date: September 5, 2023

### **Agenda Recommendation**

**Agenda Item:** Approve Build of RFPD Squad Car

**Recommendation/Action Requested:** Staff recommends approval of the purchase and installation of the Police Squad Equipment.

### **Summary/Overview:**

At the August 15, 2023, City Council meeting approval was given to purchase a 2023 Ford Explorer squad which had been located by Weelborg Ford. That squad was purchased from Weelborg Ford on August 17, 2023 at a cost of \$53,565.00. Northern Safety Technology (NST) has built RFPD's last four squad cars and they quoted a price of \$16,695.28 to build the 2023 squad.

A total of \$64,000 of Redwood Falls' Public Safety Aid funds was originally allocated for the new squad, however, the League of Minnesota Cities later clarified that Public Safety Aid funds cannot be used to reimburse expenses made prior to the date of receiving the funds. Therefore, the Capital Project Fund will be used to cover the purchase and build of the squad. A transfer from the general fund of \$64,000 will be built into the 2024 budget to reimburse the Capital Project fund with the remaining expense covered by Capital Project Fund reserves.

### **Attachments:**

NST Squad Build Quote



# Northern Safety Technology, Inc.

# Sales Order

5708 Upper 147th Street West  
 Suite 107  
 Apple Valley MN 55124

Date	Sales Order No.
8/17/2023	24235

Phone # 651-460-1293

E-mail [denisedow@nstm.com](mailto:denisedow@nstm.com)

Name / Address: REDWOOD FALLS POLICE DEPT. PO BOX 526 REDWOOD FALLS, MN 56283	Ship To: REDWOOD FALLS POLICE DEPT. 303 E. THIRD ST. REDWOOD FALLS, MN 56283
----------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

P.O. No.	Terms	Rep	Ship Via	FOB
Add to Fleet	Net 30	MD	BEST WAY	

Item	Description	Quantity	Price each	Amount
EB2SP3JT	2023 Addition to the Fleet	1.00	3,247.00	3,247.00
MKAJ105	LEGACY WCX 54" D/E/D/E LIGHTBAR	1.00	0.00	0.00
C399	ADJUSTABLE MOUNT KIT FOR 2020 FORD UTILITY INTERCEPTOR (48'-54' LIGHTBAR)	1.00	0.00	0.00
CCTL7	CENCOM CORE WECANX CONTROL CENTER	1.00	0.00	0.00
C399K4	WeCanX 21 BUTTON/SLIDE CONTROL HEAD	1.00	0.00	0.00
SA315P	OBDD CANPORT CABLE KIT FORD	1.00	0.00	0.00
SAK67D	SIREN SPEAKER, 123dB, NYLON COMPOSITE =	1.00	226.78	226.78
TLI2E	SIREN SPEAKER BRACKET, 2020-21 FORD INTERCEPTOR UTILITY, DRIVER SIDE FRAME MOUNT, BEHIND THE BUMPER ~23	1.00	28.42	28.42
TLI2D	ION T-SERIES LINEAR DUO BLUE/WHITE =	1.00	109.62	109.62
I2E	ION T-SERIES LINEAR DUO RED/WHITE =	1.00	109.62	109.62
I2D	DUO LINEAR ION BLUE/WHITE, UNIVERSAL MT, INDIVIDUAL CONTROL OF EACH COLOR, BLACK HOUSING ~23	1.00	113.10	113.10
WIONB	DUO LINEAR ION RED/WHITE, UNIVERSAL MT, INDIVIDUAL CONTROL OF EACH COLOR, BLACK HOUSING ~23	1.00	113.10	113.10
WIONR	ION, WIDE ANGLE, BLUE, W/BLACK HOUSING =	1.00	97.44	97.44
TLI2D	ION, WIDE ANGLE, RED, W/BLACK HOUSING =	1.00	97.44	97.44
TLI2E	ION T-SERIES LINEAR DUO RED/WHITE =	1.00	109.62	109.62
VTX609R	ION T-SERIES LINEAR DUO BLUE/WHITE =	1.00	109.62	109.62
VTX609B	Taillights	1.00	78.88	78.88
C-VS-1210-INUT	VERTEX SUPER-LED LIGHT RED =	1.00	78.88	78.88
C-EB25-XTL-1P	VERTEX SUPER-LED LIGHT, BLUE =	1.00	78.88	78.88
	Angled console, 22" internal mounting space; 12" front angled, 10" rear horizontal, '20-'21 Ford Interceptor Utility ~23	1.00	409.60	409.60
	1-Piece Mounting Bracket, 2.5", FITS XTL 2500, APX 6500 OR APX 7500 REMOTE RADIOS	1.00	0.00	0.00

**Subtotal**

**Sales Tax (0.0%)**

**Total**



# Northern Safety Technology, Inc.

# Sales Order

5708 Upper 147th Street West  
 Suite 107  
 Apple Valley MN 55124

Date	Sales Order No.
8/17/2023	24235

Phone # 651-460-1293

E-mail [denisedow@nstm.com](mailto:denisedow@nstm.com)

Name / Address: REDWOOD FALLS POLICE DEPT. PO BOX 526 REDWOOD FALLS, MN 56283	Ship To: REDWOOD FALLS POLICE DEPT. 303 E. THIRD ST. REDWOOD FALLS, MN 56283
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P.O. No.	Terms	Rep	Ship Via	FOB
Add to Fleet	Net 30	MD	BEST WAY	

Item	Description	Quantity	Price each	Amount
C-EB40-CCS-1P	1-Piece Mounting Bracket, 4", Whelen CENCOM or CCTL CONTROL HEAD	1.00	0.00	0.00
C-FP-25	HAVIS; 2.5" FILLER PLATE	1.00	0.00	0.00
C-FP-3	HAVIS; 3" FILLER PLATE	2.00	0.00	0.00
C-ARPB-1014	Printer Mount/Arm Rest Combination, Console Mount =	1.00	280.50	280.50
CUP2-1001	Internal mount dual cup holder, 4". Self-adjusts to fit cups up to 3.5" diameter (NOT 4 VSX) =	1.00	56.95	56.95
C-AP-0325-1	HAVIS 3" ACCESSORY POCKET, 2.5" DEEP =	1.00	43.35	43.35
C-HDM-214	TITAN POLE, HEAVY DUTY SIDE MOUNT, TELESCOPING, 8.5-13.25" =	1.00	156.40	156.40
C-MD-119	11" SLIDE OUT, LOCKING, SWING ARM WITH LOW PROFILE MOTION ADAPTER =	1.00	311.95	311.95
OPS-12-40-24-D	Ford Interceptor Drawer Unit; Single drawer configuration 12"H x 40"W x 24"D =	1.00	1,432.50	1,432.50
FIU-2020-100	ALUMINUM FLIP-UP BASE FOR '20 FORD UTILITY, ALLOWS SPARE TIRE ACCESS =	1.00	579.20	579.20
PRPSP4714UINT20A	PRO-GARD SPACE SAVER STD PRISONER TRANSPORT PARTITION FOR FORD UTILITY INTERCEPTOR 2020-21; CENTER SLIDER POLY WINDOW W/ EXPANDED METAL INSERT, ** INCLUDES RECESSED PANEL & LOWER EXTENSION PANELS =	1.00	1,016.60	1,016.60
DPCP47UINT20	PRO-GARD DOOR PANEL COVER PLATES =	1.00	41.65	41.65
B4702UINT20	CARGO BARRIER, POLYCARBONATE WINDOW, AND FILLER PANELS, FOR 2020-21 FORD UTILITY INTERCEPTOR (for use w/side curtain airbags in Police Package only) =	1.00	528.70	528.70

<b>Subtotal</b>	
<b>Sales Tax (0.0%)</b>	
<b>Total</b>	



# Northern Safety Technology, Inc.

# Sales Order

5708 Upper 147th Street West  
 Suite 107  
 Apple Valley MN 55124

Date	Sales Order No.
8/17/2023	24235

Phone # 651-460-1293

E-mail [denisedow@nstm.com](mailto:denisedow@nstm.com)

Name / Address: REDWOOD FALLS POLICE DEPT. PO BOX 526 REDWOOD FALLS, MN 56283	Ship To: REDWOOD FALLS POLICE DEPT. 303 E. THIRD ST. REDWOOD FALLS, MN 56283
----------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

P.O. No.	Terms	Rep	Ship Via	FOB
Add to Fleet	Net 30	MD	BEST WAY	

Item	Description	Quantity	Price each	Amount
WK0514ITU20	SETINA WINDOW BARRIER VS STEEL, VERTICAL, 2020-2023 Ford Utility, Fits all door panels =	1.00	279.65	279.65
G5000	PROGARD SINGLE WEAPON UNIVERSAL GUN MOUNT, (Requires Gunrack order form) = attached to this Sales Order	1.00	388.45	388.45
DS-PAN-436	Cradle and power supply for Panasonic's TOUGHBOOK 54 and 55 rugged laptop (no dock) =	1.00	505.40	505.40
CG-X	CHARGE GUARD UNIVERSAL CONTROL MODULE =	1.00	85.60	85.60
20702	SL-20L; C4 LED FLASHLIGHT, ALUMINUM, NiMH BATTERY, 12v DC CHARGER W/CHARGER SLEEVE =	1.00	145.00	145.00
332565	PCTEL MAXRAD NMO58U-NC VEHICLE ROOF MOUNT ANTENNA INSTALL HARDWARE KIT, INCLUDES 17' OF RG58/U CABLE, 3/4: BRASS MOUNT	1.00	20.15	20.15
43139	CONNECTOR, Mfg #RFU-600-6	1.00	4.99	4.99
91404	Laird Technologies - 806-896 MHz Unity 1/4 Wave Antenna	1.00	12.00	12.00
LB3692-003	BROTHER CAR ADAPTER, (12v), HARD WIRED 14'	1.00	38.59	38.59
5450	15ft USB -- BROTHER USB CABLE FOR POCKETJET 6 PRINTER	1.00	10.00	10.00
153100	AUTOMOTIVE CIRCUIT BREAKER, WATERPROOF, 100 AMP	1.00	16.99	16.99
200-0622-00	STALKER VSS CABLE KIT For Stalker 2X, DSR, DUAL and PATROL. Hardwire kit to run from counting unit to VSS connector.	1.00	126.00	126.00
LB5Z-78047A18-AB	REAR CONSOLE PLATE/BRACKET. 2020 FORD UTILITY	1.00	146.54	146.54
Install Service	Installation Service	1.00	4,995.00	4,995.00
SHOP SUPPLIES -C-	SHOP SUPPLIES USED IN MAJOR BUILD OUTS	1.00	544.00	544.00
FREIGHT CHRGS	Freight charges are additional and added at time of shipment.	1.00		0.00

**Subtotal** \$16,695.28

**Sales Tax (0.0%)** \$0.00

**Total** \$16,695.28

Claims against invoices must be made within 10 days of invoice date, otherwise invoice will be considered accurate and due within terms. 1.5% per month will be charged on overdue invoices. A Return Authorization Number is required prior to returning product. Returns may be subject to a restocking charge. No returns will be accepted beyond 45 days from date of original invoice.

Meeting Date: September 5, 2023

### **Agenda Recommendation**

**Agenda Item:** Authorization to Submit Applications to SWHHS Opioid Settlement Funding Advisory Council

**Recommendation/Action Requested:** Staff recommends approval to submit applications.

### **Summary/Overview:**

Over the last several years the Minnesota Attorney General's Office has been a party to settlement agreements involving multiple opioid distributors and manufacturers. These settlements have resulted in several hundred million dollars being allocated to the State of Minnesota to combat the opioid crisis. The Minnesota Attorney General's office has worked with Minnesota cities and counties to reach agreements on how to allocate and distribute these funds.

Over the next 18 years Southwest Health and Human Services (SWHHS) will receive and distribute approximately \$2.6 million dollars to areas they serve, including Redwood Falls and Redwood County. SWHHS has received the first installment of \$175,000 and is accepting requests for use of these funds. These funds may be utilized for any number of opioid related causes including prevention, harm reduction, criminal justice, and treatment and recovery.

To request funding SWHHS requires agencies to submit a Work Plan outlining how the requested funds are to be used. In accordance with City of Redwood Falls protocol, City Council must review and approve any outside funding requests.

At this time, RFPD is requesting approval to submit a Work Plan for two items:

-First, funds for overtime wages related to any investigative or enforcement activities of RFPD staff. At this time RFPD has one Liaison Officer assigned to the Brown/Lyon/Redwood/Renville Drug Task Force (BLRR/DTF) who has, and continues to, initiate drug cases in the City of Redwood Falls. These cases have, and will likely continue, to have a nexus to opioid related distribution and use.

-Second, funds to assist in the development of a K-9 program at RFPD. The start-up costs of a law enforcement K-9 program are estimated to be over \$50,000. These costs include the purchase of the dog, training for the dog and officer (to include hotel, meals, mileage, etc.), requisite specialized equipment for a squad car, and first year care and maintenance of the dog.

Staff is requesting authorization to submit a work plan to SWHHS for funding to initiate a K-9 program. The funds would off-set the start up costs with RFPD's contribution being retrofit of an existing squad car to K-9 use, officer wages during the three month training period, and the care and maintenance of the dog. The requested funds would be used to purchase the dog along with the officer's travel and training costs for the three months of training (ie; hotel, food, mileage, etc.).

It is important to note, if SWHHS declines RFPD's request for funds in the submitted work plan the K-9 program will not be initiated.

**Attachments:**

Notice of Funding Opportunity  
Opioid Settlement Funding Application  
SWHHS Opioid Settlement Round 1 Work Plan

## Notice of Funding Opportunity-Opioid Settlement Funds

The SWHHS Opioid Settlement Funding Advisory Council is accepting applications for grant funding. Opioid settlement funds received by Lyon, Murray, Pipestone, Redwood and Rock Counties will support local efforts to impact the effects of the opioid epidemic. The first round of funds through the SWHHS Opioid Advisory Council will be \$175,000.

All counties in Minnesota received funding from lawsuits related to the over-prescribing of opioid medications. More information is available on the [Fighting the Opioid Epidemic in Minnesota \(state.mn.us\)](http://state.mn.us) website.

Applications will be reviewed by a Funding Subcommittee, made up of representatives from five counties; including county commissioners, healthcare, mental health, law enforcement, social services and pharmacy. Applications must support services/programs related to the effects of opioids in one of the following categories: Prevention, treatment and recovery, harm reduction, law enforcement, or criminal justice. Final decisions will be made by SWHHS Community Health Board.

The application can be found at [Southwest Health and Human Services](#). Completed applications are due by September 29<sup>th</sup>, 2023 at 4:30pm.

Attachments include:

- \*Application
- \*Work Plan Attachment
- \*Budget Attachment



**Ann Orren**

*Community Public Health Supervisor*  
Southwest Health and Human Services  
607 West Main Street., Suite 200  
Marshall, MN 56258

[ann.orren@swmhhs.com](mailto:ann.orren@swmhhs.com)

**Office:** 507-532-1317 **Mobile:** 507-706-2188

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# SWHHS Opioid Settlement Funding Application

## Round 1

### Summary Information

Awarding Agency Name	Southwest Health and Human Services
Agency Contact	Ann Orren, Community Public Health Supervisor 607 West Main Street Suite 200 Marshall, MN 56258 <a href="mailto:ann.orren@swmhhs.com">ann.orren@swmhhs.com</a> 507-532-1317
Funding Title	Opioid Settlement Funding – Round 1
Estimated Total Funding	\$175,000
Indirect Costs	It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget (10% or less)
Due Date	September 29, 2023 @ 4:30pm

Lyon, Murray, Pipestone, Redwood and Rock Counties, collectively, will receive around \$2.6 million dollars over the next 18 years from a multi-state settlement with opioid distributors and manufacturers. Participating counties have agreed to allocate their opioid settlement funding to SWHHS Public Health Department, who will lead a collaborative process with community partners to decide where funding will be spent. A Funding Subcommittee has been established to make recommendations to the SWHHS Community Health Board (CHB), who will make final funding decisions.

For information regarding the State of Minnesota’s settlements with opioid companies, [The Office of the Minnesota Attorney General: Fighting the Opioid Epidemic in Minnesota](#)

Funding will be awarded for projects aimed at helping individuals and communities harmed most by opioids and to prevent further harm. To be considered, proposals should target populations in the community that have been most impacted by addressing one of the following priorities:

1. Prevention
2. Harm Reduction
3. Criminal Justice
4. Treatment and Recovery
5. Other strategies; including training professionals to prevent burnout, improve wellness and expand knowledge, etc.

For more information on overarching principles that should be adopted to ensure funds are spent effectively [Johns Hopkins Principles for the Use of Funds from the Opioid Litigation](#)





Additional funding rounds are anticipated throughout the next several years. Applicants are encouraged to apply for short and long term projects. Funding eligibility criteria, information and requirements are as follows:

## Eligibility Criteria

1. Service Area – Organization must be located in and serve people from Lyon, Murray, Pipestone, Redwood or Rock Counties in Minnesota.
2. Eligibility Requirements - Who may apply?
  - a. Applicants who provide services related to opioid (mis)use including addressing prevention, harm reduction, criminal justice, treatment and recovery or other strategies related to opioid use.
  - b. Business Structure -
    - i. Businesses may include: For profit Corporations; Not for profit Corporations; An Individual; Governmental Entities and Departments (city, county); Schools
    - ii. Operate sound business practices for a minimum of two years before being eligible to apply for funding, exceptions to be preapproved by SWHHS Community Health Board.
    - iii. Exhibit financial accountability, reliability, stability, and appropriate service of value to persons served.
    - iv. Capable of service, fiscal and administrative needs of project.
    - v. Demonstrate capacity of professional staff with appropriate licensure and experience.

## Funding Information and Requirements

1. This funding is available through Opioid Settlement funds.
2. All funding is subject to approval by SWHHS' Community Health Board.
3. Based on proposals received, awarded amounts may be less than requested. Funding levels are at the sole discretion of SWHHS CHB.
4. This round of funding includes approximately \$175,000.
5. The grant period for this funding is tentatively November 1, 2023 to December 31, 2024.
6. Awardees must adhere to all compliance and reporting timelines as required.
7. Successful applicants may be eligible to receive subsequent awards.

## Opioid Settlement Funding Application

1. Executive Summary (**1 page**)

Provide a brief one-page overview of the proposal. This summary should provide a clear and concise description of how you or your organization will address prevention, harm



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reduction, criminal justice, treatment and recovery or other strategies related to opioid use. At a minimum, the summary must include the following:

- Name of applicant and overview of agency
  - Identify the strategy/strategies and describe how it/they will impact opioid (mis)use
  - State the proposed program model and evidence-based, evidence-informed programs or strategies to be implemented
  - Name the key project staff and collaborating partners
  - Identify intended outcomes and evaluation measures
  - Proposed total budget for the program implementation
2. Agency Qualifications/Organizational Capacity **(1/2 page)**
- Discuss your organization’s knowledge and experience in the services you are providing.
  - Describe your organization’s experience with implementation, management, evaluation and reporting of grants.
3. Description of Project and Services **(1 page)**
- Identify the strategy category (ies) to be addressed.
    - Prevention
    - Harm Reduction
    - Criminal Justice
    - Treatment and Recovery
    - Other
  - Discuss the evidence-based, evidence-informed programs, or strategies to be implemented.
  - Describe the proposed program design and projected number of individuals to be served/impacted. Is this a new initiative or is the request for continuation of services currently being provided?
  - List titles and credentials of project staff only.
  - Briefly describe collaborating partners and their role in ensuring the success of the project. If applicable, attach letter of support from collaborating partners.
  - Describe any other funding or in-kind sources for this project.
  - How will this project be sustained?



4. Project Work Plan

Complete the project work plan and timeline by completing the table below. If more than one strategy/project is identified, add additional project tables. See Work Plan Attachment for Word version of this table.

**Work Plan 1**

<b>Project Category: (Choose at least 1)</b>	<input type="checkbox"/> Prevention <input type="checkbox"/> Harm Reduction <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Treatment and Recovery <input type="checkbox"/> Other
<b>Project Goal:</b>	
<b>Timeframe:</b>	
<b>Objective(s):</b>	
<b>Community(ies) Served:</b>	
<b>Geographic Area(s):</b>	

<b>Implementation Activities</b> Activities, steps or processes to achieve objectives	<b>Milestones</b> How will you know you have accomplished the activity	<b>Start Date</b>	<b>End Date</b>	<b>Lead</b> Name of person or group responsible for the activity	<b>Key Partners</b> Individuals or organizations helping to implement the activity.

5. Budget – Complete SWHHS Opioid Settlement Funding Budget and Justification form.

- It is the applicant’s responsibility to keep clear and detailed records that demonstrate the Opioid Settlement dollars requested were used for the amount and purpose(s) outlined in the initial application. SWHHS and/or the Minnesota Attorney General’s Office reserves the right to audit the applicant’s records at any time without prior notice.

6. Anticipated Project Outcomes and Evaluation **(1/2 page)**

- Identify the anticipated project outcomes.
- Describe how the project’s success will be measured. How will you know if the project has had impact?
- Who will perform the evaluation? What experience do they have in project evaluation?



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## 7. Reporting (**one statement**)

- Provide a statement that the organization will adhere to all compliance and reporting timelines as required.
  - Anticipated reporting includes semi-annual and final progress reports.

8. Questions can be sent to [opioidsettlementfunding@swmhhs.com](mailto:opioidsettlementfunding@swmhhs.com). Questions and answers will be posted to the SWHHS website. Closing date for all questions will be September 22, 2023 at 4:30pm. All questions and answers will be posted by September 25, 2023 at 4:30pm.

## 9. Submission of Funding Application Requests

Complete applications will include:

- Narrative:
  - Executive Summary, Agency Qualifications/Organizational Capacity, Description of Project and Services, Anticipated Project Outcomes and Evaluation, and Reporting
- Round 1 Budget Attachment
- Round 1 Work Plan Attachment

Upon completion, Opioid Settlement Funding applications are to be submitted to Southwest Health and Human Services by September 29, 2023 at 4:30pm (Central Time). Applications received after 4:30pm Central Time on September 29, 2023 will not be reviewed for funding. Funding applications can be mailed or emailed to:

Ann Orren, Community Public Health Supervisor

Mailing Address:

Southwest Health and Human Services  
607 West Main Street Suite 200  
Marshall, MN 56258

Email:

[opioidsettlementfunding@swmhhs.com](mailto:opioidsettlementfunding@swmhhs.com)

Please use: Opioid Application submission as subject of email.

## 10. Notification

Opioid Settlement Funding requests will be reviewed and approved by the Opioid Settlement Funding Sub-Committee. Supporting proposals will be forwarded on to the SWHHS CHB for final approval. Proposals selected will be notified.



# SWHHS Opioid Settlement Funding Application

## Round 1 Work Plan Attachment

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### Project Work Plan

Complete the project work plan and timeline by completing the table below. If more than one strategy/project is identified, add additional project tables.

#### Work Plan 1

<b>Project Category:</b>  (Choose at least 1)	<input type="checkbox"/> Prevention  <input type="checkbox"/> Harm Reduction  <input type="checkbox"/> Criminal Justice  <input type="checkbox"/> Treatment and Recovery  <input type="checkbox"/> Other
<b>Project Goal:</b>	
<b>Timeframe:</b>	
<b>Objective(s):</b>	
<b>Community(ies) Served:</b>	
<b>Geographic Area(s):</b>	

Implementation Activities	Milestones	Start Date	End Date	Lead	Key Partners
Activities, steps or processes to achieve objectives	How will you know you have accomplished the activity			Name of person or group responsible for the activity	Individuals or organizations helping to implement the activity.



Sheila Stage  
HR Coordinator  
Phone: 507-616-7400  
sstage@ci.redwood-falls.mn.us

## AGENDA MEMO

**Meeting Date:** September 5, 2023

**Agenda Item:** Resolution No. 44 of 2023 – Authorization to Execute Agreement for Professional Services

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

**Summary/Overview:** Resolution No. 44 of 2023 is presented to the Council to approve the agreement for professional services provided by David Drown & Associates for the Compensation Study in 2024. On July 11, 2023, City Staff sought quotes for a Compensation Study in which costs will be built into the 2024 budget. It has been at least eighteen years since a Compensation Study has been done for the City. Staff feels a Compensation Study is necessary to remain competitive in the marketplace to ensure we can retain employees and to continue to hire skilled employees. The study will help to analyze the market value of each job, benchmark salary ranges, and ensure internal equity between positions.

Staff received three proposals for a Classification and Compensation Study for the City. The first to submit their proposal was from Abdo Services, a total cost of \$27,100. The second was from David Drown & Associates, total cost of \$25,425 and the third was from Bjorklund Compensation Consulting, total cost of \$5,000.

After careful review, staff is recommending that the City select David Drown & Associates to perform the Compensation Study in 2024. While Abdo was able to offer all required services, David Drown & Associates came in with a slightly more competitive fee schedule and Staff feels they also have the most experience working with public sector clients and will be able to give us the expertise we are looking for in this project. Abdo's proposal was more expensive and had more costs associated with items that were included in the DDA proposal. Staff ended up disqualifying Bjorklund Compensation Consulting's proposal since their proposal did not meet our minimum needs of the project.

**Attachments:** David Drown & Associates Classification Study Proposal  
Abdo Service Proposal  
Resolution No. 44 of 2023

**RESOLUTION NO. 44 OF 2023**

**AUTHORIZATION TO EXECUTE  
AGREEMENT FOR PROFESSIONAL SERVICES**

**WHEREAS**, the City of Redwood Falls is authorized to enter into an agreement for services with David Drown & Associates of Minneapolis, MN pursuant to Minnesota Statutes Section 412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, given that the last compensation study that was performed for the City was approximately eighteen years ago, City staff recommends the City undertake a compensation study in 2024 to remain competitive in the marketplace and to ensure the City continues to retain and hire skilled employees; and

**WHEREAS**, on July 11, 2023, City Staff sought quotes for a compensation study. Staff received three proposals for a Classification and Compensation Study for the City; and

**WHEREAS**, proposals were received from David Drown & Associates, Abdo Solutions, and Bjorklund Compensation Consulting; and

**WHEREAS**, staff recommends acceptance of the proposal and the award of the contract to David Drown & Associates in the amount of \$25,425; and

**FURTHERMORE**, the Mayor and/or City Administrator are authorized to execute the agreement, any amendments, and negotiate changes in scope on behalf of the City of Redwood Falls.

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

1. The proposal and corresponding contract described above are approved and executed in the form submitted to the City Council and made a part of this resolution by reference.
2. The awarded contract described above shall be maintained and insured as allowed by law.

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 5<sup>th</sup> day of September 2023.

ATTEST:

\_\_\_\_\_  
Keith Muetzel  
City Administrator

\_\_\_\_\_  
Tom Quackenbush  
Mayor

(City Seal)

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

\_\_\_\_\_  
Notary Public



## CITY OF REDWOOD FALLS

Classification and Compensation Study Proposal  
Submitted by DDA Human Resources, Inc.



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

Minneapolis Office:  
5029 Upton Avenue South  
Minneapolis, MN 55410  
612-920-3320  
[www.ddahumanresources.com](http://www.ddahumanresources.com)



July 2023

Kari Klages  
Finance Director  
333 S. Washington Street | P.O. Box 526  
Redwood Falls, MN 56283

**RE: Proposal for Classification and Compensation Study**

Dear Ms. Klages,

We are pleased to be invited to submit a proposal to complete classification and compensation services for the City of Redwood Falls. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, a detailed description of services to be provided and various levels of project scope. We have included cost for each option for 44 positions as follows:

- Option 1: Market Analysis: \$11,175
- Option 2: Market Analysis with Pay Grid Calibration: \$16,175
- Option 3: Full Classification and Compensation Study, with NO job description writing: \$25,425
- Option 4: Ongoing Maintenance: \$11,475 annually

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our best to earn your trust, your respect, and your future business.

Sincerely,



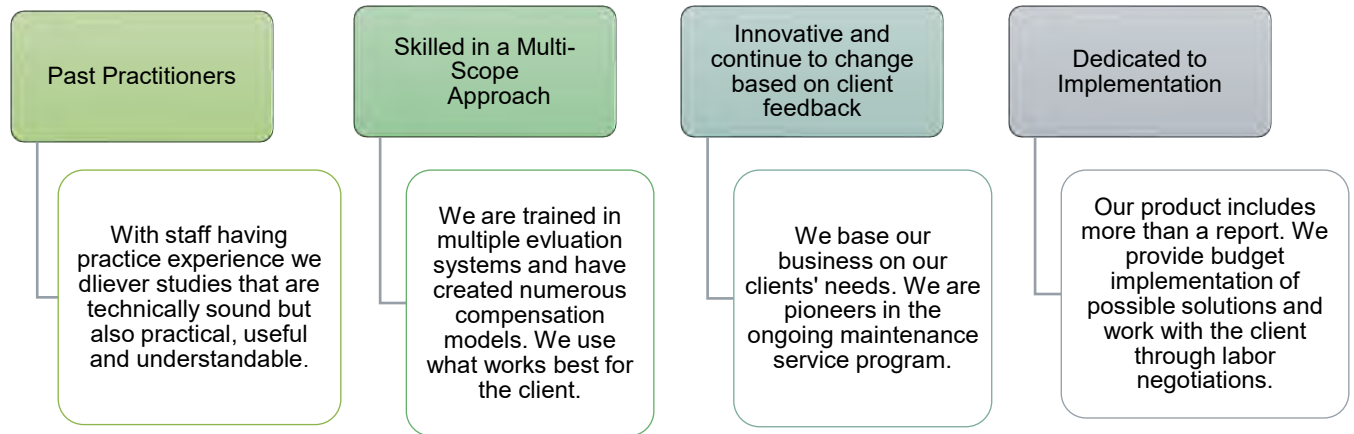
Mark Goldberg, Principal Consultant

## CONTENTS OF THIS PROPOSAL

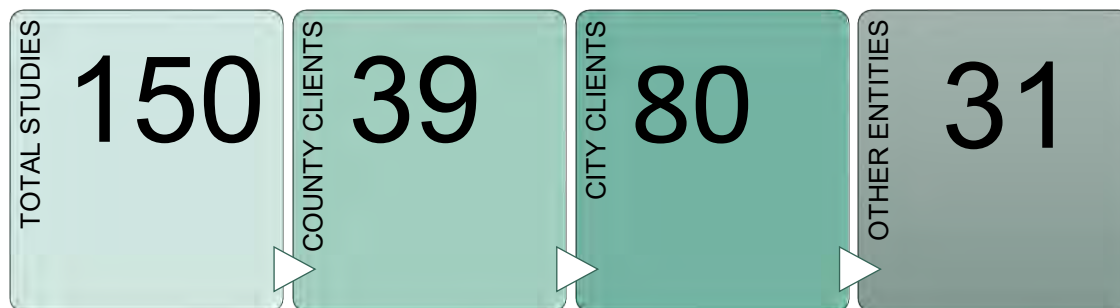
- Experience (including references)
- Project Outline
- Proposed Services
- Fees

## OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as 4 employees to as large as 1,500 employees. Our completed studies include:



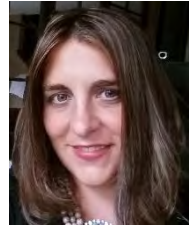
## OUR SERVICE TEAM

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DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

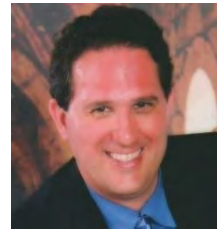
### **Dr. Tessia Melvin –Department Head**

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



### **Mark Goldberg, MA-HRR – Principal Consultant**

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a Master's Degree in Industrial and Labor Relations from Cornell University and a Bachelor's Degree in Human Resource Administration from Muhlenberg College. **Mr. Goldberg will be the lead for this project**



### **David Drown – Technical Support**

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

### **Kelly Jones – Technical Support**

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

### **Tom Blakesley – Technical Support**

Tom is the newest member of the DDA team. Prior to joining DDA, Tom worked extensively in client/customer relations. He also brings experience in working with and analyzing business data in the

private sector. He will be primarily working on data collection and analysis and providing a great deal of the initial groundwork and research for classification and compensation studies.

## **SUPPORTING TEAM MEMBERS (OUR BENCH)**

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### **Melanie Ault**

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

### **George Gmach**

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

## REFERENCES

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- Reference #1:** **City of Victoria, Minnesota** (project budget of \$17,000)
- Contact: Gwen Campbell, Communications and HR Manager  
952-443-4230  
[gcampbell@ci.victoria.mn.us](mailto:gcampbell@ci.victoria.mn.us)
- Contract dated: May 15, 2019 – completed October 2019, we continue to provide ongoing maintenance
- Scope of Services: *This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA's JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 "spotlight communities", evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA's ongoing service program.*
- Reference #2:** **City of Fridley, MN** (project budget of \$13,000)
- Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507,  
[Becca.Hellegers@FridleyMN.gov](mailto:Becca.Hellegers@FridleyMN.gov)
- Contract Dated: February 2020 – December 2020, they have entered an ongoing maintenance contract with us
- Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*
- Reference #3:** **City of Golden Valley, MN** (ongoing maintenance \$7,500)
- Contact: Kirsten Santelices, HR Director  
763-593-3989  
[ksantelices@goldenvalleymn.gov](mailto:ksantelices@goldenvalleymn.gov)
- Contract Dated: January 2020 – completed December 2020, we continue to provide ongoing maintenance
- Scope of Services: *All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about 5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City's limited budget.*
- Reference #4:** **Rochester, MN**

Contact: Linda Hillenbrand, HR Director  
507-328-2561  
lhillenbrand@rochestermn.gov

Contract Dated: October 2021 for ongoing maintenance

Scope of Services: *This is an example of a client engagement with a scope of services looking to maintain their current classification system. We learned a new classification system, their job positions and are able to maintain their pay philosophy, job descriptions and maintain competitive pay without having to complete an entire study.*

## **OUR PHILOSOPHY FOR COMPENSATION STUDIES**

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Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

### Compensation and Benefits

- Competitive to hire, retain, and motivate qualified employees

### Internal Equity

- Satisfy MN Pay Equity Requirements

### Positive and Transparent

- Be open and fair to employees, managers and unions

### Customized

- Establish a pay philosophy based on your organization

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**. We do this through customizing your competitive pay philosophy.

## WE CUSTOMIZE YOUR COMPETITIVE PAY BY:

- Approved benchmarks
  - We will help create a list that matches your demographics, service level, tax capacity, employee numbers and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

## PROPOSED SERVICES

### Introduction and Project Orientation *(included in all options)*

- Project Initiation Meeting: Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system and (3) to identify possible barriers to implementing and maintaining change.
- Information Collection: Organization & salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- Project Administration: Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- Define Communication Strategy: Partner with the City to design a communication strategy that combines best practices in the industry with practical applications and tools.
- Employee Orientation Sessions (optional): Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- Job Description Review: We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA FLSA and other State and Federal Requirements

### Rewrite Job Descriptions *(included with option 4 but we can do jobs as needed for \$150/each)*

- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- Position Analysis Questionnaire (PAQ)- DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions.
- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.
- Final job descriptions will be submitted for final approval by department heads, the Project Team and governing board.
- Job Description Appeal Process: Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- DDA will review appeals and work with Project Team and employees to create consistent results.



## **Job Evaluation** *(included with Options 3 & 4 or additional charge per position)*

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

DDAHR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in Minnesota to classify and score your jobs. If you are committed and satisfied with the system you have, we will work with you using your system. If not, we have several options that are described below for the City to consider,

- We will assign each position a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.
- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions
  - Experience and Education needed for the position. This includes licenses and certifications.
  - Decision Making and its impact on the job, division, department, and organization.
  - Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
  - Mental and Physical Effort of the Job
  - Relationships and Communications
  - Conditions and Hazards of the job
- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
  - This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
  - DAR then examines the complexity of the duties performed compared to other substantially similar positions.
  - Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation.
- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- Job Evaluation: DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs.
- Appeal of Assigned Grade: DDA HR will partner with the City to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the City to

use for these appeals with all appeal decisions reviewed by Council.

- Recommend Changes to Current System: DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

#### **Market Analysis (included in all options)**

- MN Data: DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees and others as directed by the Project Team.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- For the benefits information, we will either contact the organizations directly or go through publicly available data to gather information on such areas as holidays, annual vacation leave, sick leave, retirement, medical insurance, life insurance, and deferred compensation,
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees

#### **Pay Grid Calibration (Included in options 2, 3 & 4)**

- Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures.
- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.

- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

#### **Predict Payroll Cost Implementation (Included in options 2, 3 & 4)**

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

#### **Final Report (Included in all options)**

- Draft Report and Communications Plan: DDA HR develops draft report and communications plan and discusses report elements with the Project Team
- Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the City for review and feedback.
- Final Report: DDA HR discusses consolidated feedback from the City and finalizes the report and communications plan.
- Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- Final Presentation: DDA HR presents study findings and recommendations to officials.

## ONGOING MAINTENANCE

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This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

## PROPOSED FEE FOR SERVICES

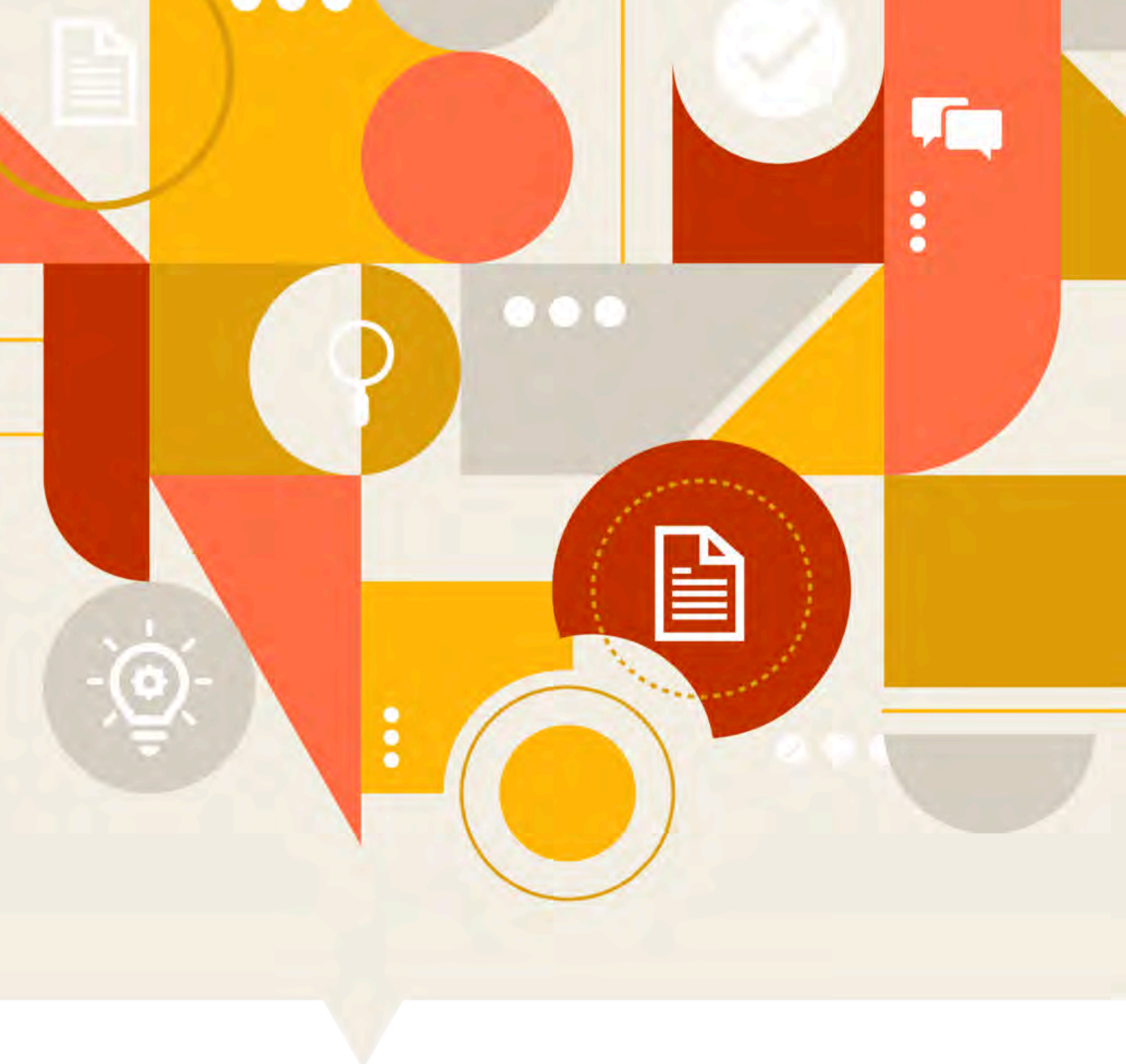
<b>OPTION 1: MARKET ANALYSIS</b>	<b>TOTAL: \$11,175</b>
<b>OPTION 2: MARKET ANALYSIS AND PAY GRID CALIBRATION</b>	<b>TOTAL: \$16,175</b>
<b>OPTION 3: FULL CLASSIFICATION AND COMPENSATION STUDY, WITH NO JOB DESCRIPTION WRITING</b>	<b>TOTAL: \$25,425</b>
<b>OPTION 4: ONGOING MAINTENANCE</b>	<b>TOTAL: \$11,475 EACH YEAR for 3 YEARS</b>

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write or update a job description \$225 per position
- Classify a job description provided by client \$175 per position
- Market Wage Analysis \$125 base fee plus \$175 per position

Hourly rates:

- Professional \$250 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour



Proposed by

**Leah Davis, CPA**

Partner | Abdo

leah.davis@abdosolutions.com

**P** 507.524.2347

July 28, 2023

**SERVICE PROPOSAL FOR**

# City of Redwood Falls

238 S. Washington Street, Redwood Falls, Minnesota 56283

[abdosolutions.com](http://abdosolutions.com) | Mankato, MN - Edina, MN - Scottsdale, AZ

# Executive Summary



Kari Klages, Finance Director  
City of Redwood Falls  
333 S. Washington Street  
Redwood Falls, Minnesota 56283

Dear Kari,

Thank you for the opportunity to submit this proposal to the City of Redwood Falls (the City) for partnering with your team on a Position Classification and Compensation Study. Based on our experience with the type of work outlined in the proposal, we're confident our experience and expertise will allow us to address your needs and goals and exceed your expectations.

We also understand that the City of Redwood Falls is experiencing a high level of market competition for most positions, especially those in the police department, and this study is intended to provide relevant market information to be used in future recruiting and retention efforts.

Abdo's success has been driven by utilizing staff that is experienced and well trained in governmental planning, human resources, payroll, compensation systems, and operations. We understand that there are certain factors that are most important to the City in the selection of a consultant. Factors like our attention to detail, overall project approach, collaboration with City Staff and the quality of work and outcomes are just a few of the ways we set ourselves apart in our abilities and value to your city.

Our approach to this project is to engage with City staff to ensure we have an exceptional understanding of the project, each individual's role in the project, overall expectations and needs, as well as exceptions to standard operations. Throughout the project, there will be periodic meetings with City staff to share information, solicit input and provide updates. Based on our experience, we will structure each phase of the project to emphasize efficiencies and streamline processes. By spending time on the front-end evaluating positions, goals, objectives and needed deliverables, the end product for the City will be one that provides analysis and recommendations for a marketable, consistent, compliant, and forward-thinking compensation structure.

**INVOLVEMENT OF CITY PERSONNEL** - No matter the experience of our Abdo team, we recognize that the most critical goals and deliverables of any project relies on collaborating with the right people at the right time. Your internal staff and leadership are key to truly understanding your organization and developing solutions that work in "real life."

**ABILITY TO SUCCESSFULLY COMPLETE ALL REQUIREMENTS** - A component of our mission statement is a philosophy that we will assist clients in reaching their maximum potential by open communications and teamwork. This means we will do the following for you:

- Present to you a clear project plan
- Use portal technology to share and collaborate documents
- Provide an environment that solicits and welcomes ideas and strategies from the city team
- Present recommendations in clear, concise and non-technical terms to all members of the city team
- Collaborate with city team and software vendor to ensure alignment
- Return phone calls and emails promptly

**EXPERIENCE WITH SIMILAR PROJECTS** - We believe our experience with similar projects and our expertise in governmental planning, human resources, payroll, compensation systems, and process and planning is greater than any other CPA or advisory Firm in Minnesota, making Abdo uniquely qualified to provide you with the insights and recommendations that you expect.

**UNDERSTANDING OF THE PROJECT AND ABILITY OF THE FIRM TO COMPLETE THE EXPECTED SCOPE OR WORK ON SCHEDULE AND WITHIN BUDGET** - Abdo is committed to a team environment that gives us the ability to complete projects on time and on budget. We leverage our staff to ensure the work is being completed by the appropriate individuals and reviewed by a partner of Abdo. We understand the parameters and expectations of this project and will complete the expected scope of work on schedule and within budget.

**ACCOMPLISHING PROJECT OBJECTIVES** - Our approach to a project is heavily dependent on communication and technology. We believe that listening to your needs, concerns and challenges is of the utmost importance for a successful project. Our experience and knowledge of City government operations allows us to provide independent assessment and recommendations, lighting a clear path forward for City leadership. We use portal technology to securely share and collaborate on documents. This allows us to expedite our work, provide answers to staff questions quickly and communicate instantaneously with City staff.

We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present Abdo for your consideration.

**Abdo**



**Leah Davis, CPA**

Partner | Abdo





# Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we firmly believe we would be a great partner for the City of Redwood Falls. We have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix D.



**LEAH DAVIS, CPA**

**Partner**  
*leah.davis@abdosolutions.com*  
**P** 507.524.2347



**MICHAEL MOONEY, PHR**

**Senior Associate**  
*michael.mooney@abdosolutions.com*  
**P** 952.715.3043





# Project Plan and Timeline

A clear implementation process coupled with frequent and consistent updates is critical to any successful project. The project scope and timeline below includes update meetings with the City leadership and other staff, designed to provide project updates, solicit comments, review progress, and address any challenges.

Timeline assumes a project start date in late 2023.

PROJECT PHASE	TIMELINE
<b>Introduction and Project Orientation</b> <p>The first step to this project is to review and analyze data provided by the City. This includes the existing job descriptions and current compensation model, and any other data the City has available. After this review, we will meet with the City and Department leadership to discuss overall project expectations, define strategic goals and outcomes, identify current compensation challenges, and discuss project timeline. This is also an opportunity for the City and Department leadership to ask for clarification on the project and address any questions or concerns they may have.</p>	<b>DAY 1 - 15</b> <i>depending on City availability</i>
<b>Comprehensive Job Description Review</b> <p>Beginning with the existing City job descriptions, we will engage with City staff to ensure that all position descriptions are current and accurately reflect current job duties, experience requirements, cognitive requirements and physical requirements for each position.</p> <p>All job descriptions will be reviewed for compliance with the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA/ADAA) and formatted to ensure consistency. Final drafts will be presented to City leadership for final review and approval.</p>	<b>DAY 16 - 45</b>
<b>Position Classification Evaluation</b> <p>Using the City's job descriptions and our Abdo Position Scoring Methodolgy (see Appendix A for more information on the Abdo Methodology), which we have utilized for over 10 years, and in collaborating with City leadership, we will evaluate and assign position point values for each City position and organize positions into hierarchical order, based on point assignment.</p>	<b>DAY 46 - 55</b>
<b>Labor Market Employers Criteria and Selection</b> <p>Our team will solicit input from City and Department leadership to develop a list of highly market comparable organizations, based on factors, including but not limited to, population, size, geography, City services, City budget, and complexity of operations to be used in the wage analysis.</p>	<b>DAY 56 - 70</b>
<b>Market Benefit &amp; Compensation Analysis</b> <p>Abdo will complete a full wage/compensation market survey, utilizing Minnesota Local Government Salary and Benefit Survey put out by the League of Minnesota Cities as well as direct wage data surveys and private sector compensation resources, if applicable. This analysis will include recommendations for maintaining marketable wage scales into future years as well as evaluating approaches to merit and longevity recognition.</p>	

PROJECT PHASE	TIMELINE
<p><b>Classification &amp; Compensation System Development and Compliance Testing</b></p> <p>The overall structure of the compensation study and system structure will be reviewed and updated according to the compensation and performance management philosophies of the City and will include identification of current or potential pay compression, pay equity, and collective bargaining issues, if applicable. Once the proposed structure is completed, all data will be tested for compliance with Federal and State regulations, including Minnesota Local Government Pay Equity reporting for all municipal entities.</p>	<p><b>DAY 71 - 90</b></p>
<p><b>Final Documents and System Presentation</b></p> <p>All documents will be reviewed with the City Management team in draft format before finalization and distribution. Final reporting (2 draft revisions included) will include comprehensive project findings, recommendations, description of overall methodology utilized in the project, data analysis, and estimated implementation costs and recommended implementation process. The City will be provided with all tools and resources to administer and maintain the proposed compensation model into the future.</p> <p>Once approved by the City Management team, report findings and recommendations will be presented, in person or virtually, to the City Council (up to 2 separate meetings included in pricing, additional meetings will incur fees) for review and discussion.</p>	<p><b>DAY 91 - 120</b> <i>depending on City availability</i></p>
<p><b>Implementation and System Administration Training/Support</b></p> <p>Our team will develop and lead a customized compensation system implementation and maintenance program for leadership and applicable staff. Training will include suggestions for appropriately awarding step increases and documented plan administration best practices.</p>	
<p><b>Develop Position Reclassification and Review Policy</b></p> <p>We are also available to work with internal leadership to develop a formal position review and reclassification request policy to consistently evaluate future requests for position scoring or compensation changes.</p>	
<p><b>Post Contract Support Services</b></p> <p>On an as needed basis, Abdo will be available to review new or significantly altered job descriptions, including determination of points and salary ranges for the position, as well as provide documentation support for future pay equity reporting to the Minnesota Department of Management.</p>	<p><i>Optional &amp; as directed by the City</i></p>

# Value

## SERVICE GUARANTEE

Our work is guaranteed to the complete satisfaction of the client. If you are not completely satisfied with the services performed by Abdo, we will, at your discretion, either refund the price or accept a portion of said price that reflects the level of value received. Upon payment of each of your scheduled payments, we will judge you have been satisfied.

## PRICE GUARANTEE

Furthermore, if you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for the unauthorized service. Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of
- yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, can be found below.

## ADDITIONAL SERVICES

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

## PAYMENT TERMS

Initial invoice will be sent within 10 days of the execution of this agreement.

Project Kick-Off - 30% of Contract due

Delivery of 1st Draft Report - 40% of Contract due

Delivery of Final Report to Council - Remaining Balance due

**This quote is valid for ninety (90) days following the proposal submission deadline.**



## POST CONTRACT SUPPORT SERVICES OPTIONS

### ***Annual Market Study Updates***

In the future, should you wish to conduct annual updates of relevant position market data, Abdo provides options for clients to perform a full market wage analysis, provide recommendations for updates to your existing compensation structure to ensure ongoing alignment with your compensation philosophy, and provide a cost analysis of any suggested changes.

### ***Individual Position Reclassification/Scoring***

As you change or add new positions within your organization, Abdo is always available to assist with job description development and review, position reclassification and scoring, and to provide documentation support for future Minnesota pay equity reporting.

### ***Formal Position Reclassification and Review Policy Development***

Since positions change over time and employees may occasionally request classification/scoring reviews, make sure your City has a clear, consistent and manageable process and policy in place to handle changes and requests. Abdo will help you draft a customized policy to ensure that you're proactively addressing and administering your position classification maintenance as you move forward.

ABDO CONTRACT TASK	TOTAL COSTS NOT TO EXCEED
<p><b>Job Description Updates &amp; Review:</b> assumes 44 individual positions</p> <p><b>OPTION #1:</b> Assuming Abdo performs all job analysis questionnaires, description updates, and regulatory review</p> <p><b>OPTION #2:</b> Assumes the City performs all job analysis questionnaires and updates using Abdo provided tools and templates, and provides Abdo with current and updated job descriptions for regulatory review.</p>	<p><b>Option #1:</b> \$15,200</p> <p>- OR -</p> <p><b>Option #2:</b> \$4,900</p>
<p><b>Position Classification Evaluation:</b> assumes 44 individual positions</p>	5,800
<p><b>Market Compensation Analysis:</b> assumes 44 individual positions</p>	3,900
<p><b>Classification &amp; Compensation System Development and Recommendations</b></p>	4,700
<p><b>Minnesota Pay Equity Testing:</b> current and proposed pay systems</p>	1,000
<p><b>Final Documents &amp; Report of Findings and Recommendations:</b> includes up to 2 report draft revisions, up to two meetings with City leadership and in-person presentation to Council and related travel time/mileage</p>	6,800
<p><b>TOTAL PROJECT INVESTMENT (LUMP SUM NOT TO EXCEED)</b></p>	<p><b>\$37,400 or \$27,100</b> (depending on job description option selected)</p>
OPTIONAL ADDITIONAL SERVICES:	INVESTMENT
Annual Market Study Updates	\$4,700
Individual Position Reclassification/Scoring Updates	\$250/position with current job description
Develop Formal Position Reclassification and Review Policy	\$2,200

# Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our HR and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote HR and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the consulting services to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

## IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

# What Our Clients Say

## CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their position classification and compensation analysis services. Additional references are available upon request.



### CITY OF FAIRMONT

**Cathy Reynolds**  
City Administrator  
P 507.238.3936

100 Downtown Plaza  
Fairmont, MN 56031

### CITY OF BELLE PLAINE

**Dawn Meyer**  
City Administrator  
P 952.873.5553

218 N Meridian St  
Belle Plaine, MN 56011

### CITY OF LE SUEUR

**Joe Roby**  
City Administrator  
P 507.593.8315

203 S Second St  
Le Sueur, MN 56058



# Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at [www.abdosolutions.com](http://www.abdosolutions.com).

## **HR & PAYROLL SERVICES**

**We help employers better support their most valuable resource...their people.** Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

## **TECHNOLOGY & DATA SOLUTIONS**

**Empowering you with advanced data analytics & insights.** Data is one of your city's most powerful assets. Using it to your advantage, however, can be a challenge. Our technology and data solutions are designed to give you the information you need - how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We can help your city with:

- Strategic data analytics
- Software solutions: evaluation, selection & implementation
- Financial reporting solutions
- Automation solutions



# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For nearly 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 180 professionals and nearly six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

– **Steve McDonald, CPA** | *Managing Partner*



# *An ongoing quest to be better, together*

## **OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION**

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



**61%**

*of our employees  
are female*



**51%**

*of our  
management level  
employees are  
female*



**23%**

*of our interns this  
year were people  
of color*

## ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



## DEI Initiatives



### PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



### GREATER MANKATO GROWTH DEI COLLABORATIVE



Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

### CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



### YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



### COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.



# Appendix A

ABDO POSITION SCORING  
METHODOLOGY

# Abdo Position Scoring Methodology



As part of our position analysis and classification, positions will be scored using a plan adapted from the method used by the State of Minnesota. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions. The following information provides a summary of factors and considerations used to apply this classification method.

**Know-How** represents the knowledge, skills and abilities an employee needs to be successful in a particular job. The Hay evaluation method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

- **Job-Specific Knowledge** includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial KSAs, when appropriate. This aspect of Know-How does not make distinctions among differently-sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.
- **Integrating Know-How** considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breadth categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.
- **Human Relation Skills** is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

**Problem Solving** is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

- **Context** includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.
- **Thinking Challenge** includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

**Accountability** does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

- **Freedom to Act/Empowerment** involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?
- **Magnitude** is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget the employee is responsible for, what degree of influence is held and is this person a decision maker.
- **Job Impact** is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

**Special Conditions** consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e. heat or extreme cold) would receive additional points for these factors.



# Appendix B

AGREEMENT FOR SERVICES



# Agreement for Services

THIS AGREEMENT, is made and entered into on July 28, 2023, by and between the City of Redwood Falls, Minnesota (hereinafter referred to as the “Client”), and Abdo LLP (hereinafter referred to as “Abdo” or the “Contractor”).

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor’s activities;

The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;

The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.

The Contractor may make recommendations and/or perform services on behalf of the Client but the Client is responsible for all final management decisions and for setting and administering any organizational policies, procedures, or other guidance that result in the services being performed. Further, with respect to the payroll services that are being provided, the Client is responsible for all originating documents (i.e. salary or hourly wage amounts, hours worked, benefits, premium pay policies, etc.) that affect payroll processing, and the Client will review and approve the payroll before or after its processed. The Contractor will not hold or have access to any Client funds as part of the services being provided.

The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

## ARTICLE I

### INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and shall remain in effect for the duration of the consulting engagement, unless earlier terminated as provided in Subsections 2 or 3.

**Section 2 Client's Termination Rights:** Client may terminate this Agreement for its convenience by providing written notice of termination to Contractor. Upon any termination by Client for convenience, Client shall be obligated to pay for all services provided by Contractor through the date of termination set forth in the written notice. In addition, Client may terminate this Agreement for Contractor's failure to perform its services in accordance with the terms of this Agreement (termination for "cause") by providing Contractor written notice of intent to terminate that sets forth in detail the reasons for cause to terminate, which written notice shall afford Contractor a reasonable period of time of not less than ten (10) business days to cure the stated grounds for termination to the reasonable satisfaction of Client. In the event of Client's termination of the Agreement for cause, Client shall be obligated to pay for all services provided by Contractor through the date of termination.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

### ARTICLE IV

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the Client Operations Manager. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable, but the Client's rights and obligations may be assigned to any successor entity upon ten (10) days notice.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement conditioned upon Client's payment of all fees and expenses due to Contractor pursuant to this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

**Section 5 Data Accuracy and Prompt Delivery:** Client understands, acknowledges and agrees that Contractor's performance of services under this Agreement is dependent on Client promptly providing Contractor with accurate data, documents, and other information pertinent to the subject consulting engagement. Client shall provide Contractor access to data, documents and other information requested by Contractor in accordance with the project schedule mutually agreed to by Client and Contractor. Contractor also represents and warrants that said data, documents and information shall be reliable and accurate to the best of Client's knowledge and agrees that Contractor shall be entitled to rely on the accuracy of the same in the performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising out of or relating to any errors, inaccuracies, or omissions in the data, documents and other information provided by Client to Contractor pursuant to this Agreement. Further, in the event of any delay on the part of Client to provide to Contractor required data, documents or other information or the identification of any errors, inaccuracies, or omissions in the data, documents or other information provided by Client, Contractor shall be entitled to an equitable adjustment of the schedule and compensation for the performance of its services resulting from said delay or need to address any errors, inaccuracies, or omissions in the data, documents or other information provided by Client.

**Section 6 No Legal Advice:** Client understands, acknowledges and agrees that the consulting services provided by Contractor under this Agreement do not include or constitute legal advice and that Contractor is not undertaking to provide Client legal advice in connection with the consulting engagement hereunder. Client further understands, acknowledges and agrees that the subject matter of this engagement, including regulatory compliance, implicates complex legal issues requiring assessment and advice from competent legal counsel. Client shall be responsible for engaging and/or consulting with legal counsel of its choosing to assess and advise Client regarding the propriety and legality of any recommendations, guidance or advice of Contractor arising from or relating to Contractor's performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising from or relating to Client's payroll or other human resources policies and/or practices both prior to, during and following Contractor's provision of services under this Agreement, including, but not limited to, any claims by current or former employees of Client challenging the propriety or legality of said practices.

**ARTICLE IV (CONTINUED)****GENERAL (CONTINUED)**

**Section 7 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 8 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 9 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate human resource recommendations and information that allows the Client the ability to make final human resource decisions. Contractor will provide final human resource recommendations, but Contractor is not responsible for the final decisions made regarding human resource matters and Client shall indemnify and hold Contractor harmless from the same.

**Section 10 Client Employment of Contractor's Employees:** The Client acknowledges and agrees that Contractor's workforce, including employees assigned to staff the engagement provided for under this Agreement, constitutes an important and vital aspect of Contractor's business. In recognition of the foregoing and the harm that Contractor will suffer in the event of the loss of one or more of its employees, the Client agrees that during the Term of this Agreement and for a period of six (6) months following the termination of this Agreement for any reason (the "Restrictive Time Period") the Client shall not, directly or indirectly, on behalf of itself or any person, firm, corporation, association or other entity, (a) recruit, solicit, or assist anyone else in the recruitment or solicitation of, any of Contractor's employees to terminate their employment with Contractor and to become employed by or otherwise engaged with or by the Client in any capacity independent of Contractor; (b) hire or engage any Contractor employee; or (c) otherwise encourage or induce any of Contractor's employees to terminate their employment with Contractor.

Notwithstanding the foregoing, Contractor may (but shall not be obligated to) consent to the Client's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph provided that (a) the Client discloses to Contractor in writing its desire to recruit, solicit, employ or otherwise engage the Contractor employee independent of Contractor before engaging with the Contractor employee regarding any such potential relationship; (b) the Client agrees to pay Contractor a Restrictive Covenant Exception Fee (as hereafter defined) in the event the Contractor employee becomes employed by or otherwise engaged with the Client independent of Contractor; and (c) Contractor provides written consent to the Client to engage with the Contractor employee regarding any such relationship. For purposes of this Agreement, the Restrictive Covenant Exception Fee shall be the greater of: (i) 200% of the annual contracted cost of Contractor's services under this Agreement in addition to the annual contracted cost paid or due Contractor hereunder; or (ii) 200% of the fees paid or due Contractor for services provided under this Agreement during the twelve (12) month period immediately prior to the termination of this Agreement or, in the event the Agreement has not been terminated, during the twelve (12) month period immediately prior to Contractor's provision of written consent to the Client to engage in the recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph.

**Section 11 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this Agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

## ARTICLE IV (CONTINUED)

### GENERAL (CONTINUED)

**Section 12 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 13 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

### LIMITATION OF LIABILITY

**Section 1 Disputes:** If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

**Section 2 Limitation of Liability:** Abdo's entire liability, and the Client's exclusive remedy, for Abdo's performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. ABDO WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF ABDO'S FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.



# Appendix C

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES



# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

**City of Redwood Falls**

333 S. Washington Street

Redwood Falls, Minnesota 56283



SIGNATURE

Kari Klages

**Abdo, LLP**

100 Warren Street, Suite 600

Mankato, Minnesota 56001

A handwritten signature in cursive script that reads "Leah Davis".

**Leah Davis, CPA**

Partner | Abdo

July 28, 2023



# Appendix D

PROFESSIONAL BIOS







# Leah Davis

CPA

Partner, HR and Payroll Services

leah.davis@abdosolutions.com

Direct Line 507.524.2347

Leah joined the firm as Partner of the Firm's HR and Payroll Service segment. She spends her time helping employers find creative ways to overcome their HR and payroll challenges. As an active CPA and after owning and operating an outsourced HR and payroll consulting business for nearly a decade, Leah has worked with employers across all industries and has several years of experience in public accounting, focusing on business tax and financial institutions. This variety of experiences equip Leah with a unique perspective on the complex HR, financial, and strategic planning issues that employers face every day.

## EDUCATION

- Bachelor of Science in Accounting and Business Administration, Minnesota State University, Mankato
- Continuing professional education

## PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Society for Human Resource Management (SHRM)

## QUALIFICATIONS

- Human Resources Management, Consulting, and Compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative HR workflows
- HR and Leadership Team Coaching and Training, focused on building technical and practical skills to improve overall performance and operational effectiveness
- Employee Benefit Plan Administration and Analysis, including Affordable Care Act (ACA) compliance, benefit workflow optimization, and evaluation of benefit plan design options to evaluate costs and maximize employee value recognition
- Employee Incentive and Compensation Plan Development, including position classification and compensation plan design and total compensation analysis
- Complex State and Federal employment tax and regulatory compliance consulting, including wage and hour analysis and tax agency amendments and negotiations



# Michael Mooney

## PHR

Senior Associate

[michael.mooney@abdosolutions.com](mailto:michael.mooney@abdosolutions.com)

Direct Line 952715.3043

Michael joined the Firm in 2022. He brings over 5 years of experience working closely with business leaders, managers, and employees in a wide variety of HR Functions. He is passionate about utilizing HR technology and data to support growing businesses.

### EDUCATION

- Bachelor of Science in Management with HR Emphasis, North Dakota State University

### PROFESSIONAL MEMBERSHIPS

- Society for Human Resource Management

### QUALIFICATIONS

- Human Resources management & process development
- HRIS implementation, system utilization, and process improvement
- Compensation and benefits plan design and management
- Manager coaching
- Full cycle recruiting and interview training
- Certified DiSC Workplace Profile facilitator
- Employee engagement, development, performance management and retention
- Experience in banking and multi-family housing industries

**Meeting Date: September 5, 2023**

**AGENDA RECOMMENDATION**

**Agenda Item:** Utility Line Worker Position

**Recommendation/Action Requested:** Staff recommends approval of the attached employment offer to Hunter Taylor.

**Summary/Overview:**

In the fall of 2022 one of the Utility Line Worker positions became vacant and due to workload uncertainty, staff postponed the decision to fill the position. In May of 2023, Hunter Taylor was hired as a 1,000-hour Temporary Utility Worker position to assist with this summer's utility work. At this time staff would like to promote Hunter to a full-time position as described in the attached employment offer. This action will return the department to normal staff levels.

**Attachments:** Employment Offer



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

---

August 17, 2023

Mr. Hunter Taylor  
36078 CR-17  
Redwood Falls, MN 56283

Dear Hunter,

We are very pleased to offer you the full-time position of Utility Line Worker. We look forward to having you as part of our team. Please be advised that this offer of employment is contingent upon the following:

- City Council approval at the City Council meeting on September 5, 2023.
- A satisfactory report from your pre-employment physical and back screen.

This position is classified as full-time, non-exempt overtime eligible. Your salary will be based on a forty-hour work week. This position is eligible for overtime compensation or comp time. The hours for the position will normally work 7 a.m. to 4 p.m. Monday through Friday. You will be expected to work eight (8) hours/day and 40 hours/week. Due to a specific project or a power outage, hours may be extended or vary in days or hours. After an appropriate training period, you will be scheduled for “on call” and paid for “on call” status.

Your starting wage will be \$31.50 per hour (Pay Grade EW8, Step 2 of IBEW Agreement). Your first day of full-time work is projected to be on September 18, 2023. On January 1<sup>st</sup>, 2023, you will be eligible for a 3% COLA increase as established by the City Council. You will have a one-year probationary period and after six months you will be eligible for a step increase per the IBEW Agreement with a satisfactory job performance evaluation. Per our standard procedure, this offer letter is not intended, nor should it be considered as, an employment contract for a definite or indefinite period.

You will be eligible for our full-time employee benefits package as outlined in the Employee Benefit Summary given to you at your interview. In accordance with City policy and applicable law, the following deductions will be made from your payroll checks:

- Insurance premiums for health, dental, life, and flex accounts *only if elected*.
- Statutorily required PERA contributions if your position is eligible.
- Federal and state withholding for taxes, social security, etc.
- Applicable union dues

As permitted by City policy, you are entitled to the following allowances:

Clothing Allowance: -

- Per the 2022-2024 IBEW Union Agreement the employer shall provide all fire-resistant clothing including work pants, t-shirts, shirts, jackets, bib-overalls and will contribute annually up to \$550 for the purchase of approved safety-toed shoes, gloves, and protective prescription eyewear. No employee shall alter any employer provided clothing.

Page 2  
Hunter Taylor

Your position is subject to a 14-day pay period and our regularly scheduled pay period is bi-weekly. Since your start date is projected to be September 18, 2023, your first pay day is projected to be on October 6, 2023.

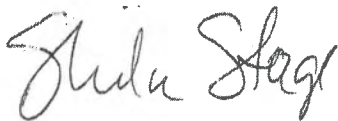
As a full-time employee, you will accrue vacation and sick leave on a bi-weekly basis. Your vacation leave accrual will begin at 1.85 hours per pay period. Your sick leave accrual will be 3.69 hours per pay period.

There will be benefit enrollment forms you will need to complete before your first day of employment. You will need to have dates of birth and social security numbers for any dependents you want covered by your health, dental or life insurance.

We are pleased that you will be joining our team on a full-time permanent basis and are looking forward to be able to continue to work with you in this position. If you have any questions prior to your full-time start date, please feel free to contact me.

Jason Halvorson will contact you after the City Council meeting on September 5, 2023, regarding City Council Approval

Sincerely,



Sheila Stage  
HR Coordinator

cc: Personnel File

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.

Hunter Taylor  
Name

8-18-23  
Date

Once signed to indicate you'll be joining our team, email the entire offer letter to [sstage@ci.redwood-falls.mn.us](mailto:sstage@ci.redwood-falls.mn.us) or send to our confidential fax number at (507) 637-2417.

You have a right to receive this notice in a language other than English. If you need this letter translated in other languages, please contact our office at (507) 616-7400.

**Meeting Date: September 5, 2023**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Tax Forfeited Land Sale

**Recommendation/Action Requested:** Staff recommends acquiring parcels 88-422-2360 and 88-868-0040 at the September 13, 2023 tax forfeited land sale.

**Summary/Overview:**

On September 13, Redwood County will be selling two tax forfeited parcels in Redwood Falls.

Parcel 88-422-2360 is located at 120 E Wyoming Street and is currently a vacant lot. Formerly, there was a single-family home located on the lot that was declared to be a hazardous structure and demolished. Staff recommends acquiring the property as a potential location for the future development of a small single-family home. The minimum bid for this parcel is \$1,000 and the parcel is subject to \$19,478 in city assessments.

Parcel 88-868-0040 is a wooded lot without a physical street address. The property is adjacent to Ramsey Park and staff recommends acquiring the property for park purposes. The minimum bid for this parcel is \$1,500 and there are no outstanding assessments.

Being the sale is conducted as a public auction, staff is unable to provide an actual sale price for either parcel.

**Attachments:** Notice of Sale

**REDWOOD COUNTY  
AUDITOR/TREASURER**



JEAN PRICE  
403 S MILL ST  
REDWOOD FALLS, MN 56283

(507) 637-4013 (Main)  
(507) 637-4072 (Fax)  
www.redwoodcounty-mn.us

**NOTICE OF SALE OF LAND FORFEITED TO THE STATE OF MINNESOTA**

OFFICE OF THE COUNTY  
AUDITOR-TREASURER  
COUNTY OF REDWOOD  
STATE OF MINNESOTA

**NOTICE IS HEREBY GIVEN**, that the following parcels will be sold to the highest bidder at the County Board Room of the Government Center, 403 S Mill Street, in the City of Redwood Falls in said County and State, commencing at **9:00 o'clock a.m., on the 13<sup>th</sup> day of September, 2023**. The following described parcels of land forfeited to the state for non-payment of taxes, which have been classified and appraised as provided by law. Said sale will be governed by the resolution of the County Board.

**ORDER OF COUNTY BOARD FOR SALE OF NON-CONSERVATION LANDS FORFEITED TO THE STATE FOR NON-PAYMENT OF TAXES**

The County Board of Redwood County, Minnesota, having considered the sale of lands in said County forfeited to the State of Minnesota under any law declaring such forfeiture of lands for taxes and classified as Non-Conservation Lands, having appraised the value thereof and of the timber thereon separately, and having in mind the accessibility thereof, to existing public improvements and the effect of the sale and occupancy thereof on the public burdens, hereby determines that it is advisable to sell the same;

**IT IS HEREBY ORDERED**, That those tracts of said "Non-Conservation Lands" in said County described and appraised as follows, to wit:

List of 2023 Tax-Forfeited Land  
For Public Sale

Parcel Identification Number	Address	Basic Sale Price	Special Assessments Subject to Reassessment
<b>City of Lamberton</b>			
83-565-0160	601 W Second Ave	\$1,000.00	\$2,296.76
Lots One (1) and Two (2), Block Three (3), M.L. McGee's Addition, City of Lamberton, Redwood County, Minnesota.			
<b>City of Lucan</b>			
84-200-0820	210 Main St	\$250.00	\$613.24
Lots Number Ten (10), Eleven (11) and Twelve (12) in Block Number Five (5) of the City of Lucan, Minnesota, according to the recorded plat thereof;			

<b>City of Morgan</b>			
86-386-0160	312 E Third St	100.00	\$6,969.79
The Southeast Twenty-five (25) feet of Lot Number Eight (8) and the Northwest Twenty-five (25) feet of Lot Number Nine (9) of Block One (1), Gerstmann's Re-arrangement of Block Ten (10), First Addition to the City of Morgan, Redwood County, Minnesota.			
<b>City of Redwood Falls</b>			
88-422-2280	207 E Broadway St	\$500.00	\$3,562.12
Lot Number Eight (8), Block Number Eleven (11) of Hitchcock's First Addition to the Village (now city) of Redwood Falls, according to the recorded plat thereof.			
88-422-2360	120 E Wyoming St	\$1,000.00	\$19,477.96
Lot Number One (1), and the East Five (5) feet of lot number Two (2), In Block Number Twelve (12), of Hitchcock's First Addition to the City of Redwood Falls, According to the recorded Plat thereof.			
88-505-0320	304 Valley View Dr	\$3,000.00	\$1,004.68
Lot No. Seven (7) of Block No. Two (2) of K-V Addition to the City of North Redwood, according to the recorded plat thereof.			
88-868-0040	no physical address	\$1,500.00	\$0.00
Lots Three and Four (3 & 4) of Block One (1) of Watsons Fourth Addition to the village of Redwood Falls, in Redwood County, Minnesota, according to the plat thereof on file and of record in the office of Register of Deeds in and for said County.			
<b>City of Vesta</b>			
92-200-1000	S Broadway St	\$100.00	\$0.00
The West Forty (40) feet of Lot Number Six (6) in Block Number Six (6) in the Village (now City) of Vesta, according to the recorded plat thereof.			
<b>City of Walnut Grove</b>			
94-220-0120	Clarke St	\$100.00	\$0.00
THE WEST SEVEN AND ONE-HALF (7 1/2) FEET OF LOT NUMBER SEVEN (7) OF BLOCK NUMBER ONE (1) OF ANDERSON'S ADDITION TO THE VILLAGE OF WALNUT GROVE, MINNESOTA, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE REGISTER OF DEEDS IN AND FOR SAID COUNTY. SUBJECT, ALSO TO AN EASEMENT AND RIGHT OF WAY TO THE INTERSTATE POWER COMPANY, A CORPORATION, DATED OCTOBER 1, 1946, FILED FOR RECORD OCTOBER 21, 1946, AND SHOWN OF RECORD IN BOOK 40 OF MISC. ON PAGE 539. SUBJECT, ALSO TO AN EASEMENT AND RIGHT OF WAY TO THE INTERSTATE POWER COMPANY, A CORPORATION, DATED JULY 15TH, 1959, AND FILED FOR RECORD SEPTEMBER 14, 1959, AND SHOWN OF RECORD IN BOOK 52 OF MISCELLANEOUS ON PAGE 537, IN THE OFFICE OF THE REGISTER OF DEEDS IN AND FOR REDWOOD COUNTY, MINNESOTA.			
94-568-0720	441 Ninth St	\$250.00	\$1,468.68
Lot Five (5), Block Five (5) in Master's Addition to the Village of Walnut Grove, according to the plat thereof on file and of record in the office of the Register of Deeds, Redwood County, Minnesota			

**be sold at public sale by the County Auditor-Treasurer of said County in the County Board Room at the Government Center commencing at 9:00 a.m. on the 13<sup>th</sup> day of September, 2023 and thereafter according to law.**

**BE IT FURTHER RESOLVED**, that the terms and conditions of the sale of tax forfeited land will be as follows: