



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 19, 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. September 5, 2023
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve City Assistance with Redwood Area Chamber & Tourism Fall Festival
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
  - A. Ordinance Prohibiting the Use of Cannabis in Public Places – Ordinance #86
  - B. 2024 Fee Schedule – Resolution #45
  - C. 2024 Preliminary Tax Levy and Budget – Resolutions #46/#47
  - D. Donation for Dog Park Improvements – Resolution #48
  - E. Country Village Apartments Request for Easement Release – Resolution #49
  - F. League of MN Cities Trail Planning Grant Request – Resolution #50
  - G. Electric Utility Line Foreman Position
  - H. Engineering Services for 2024 Electric Distribution Improvements – Resolution #51
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, SEPTEMBER 5, 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, September 5, 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 Buckley and seconded by Council Member Kerkhoff to approve the agenda. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve the August 15, 2023, minutes as presented. Motion passed by unanimous vote.

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

1. Approve Tobacco License – Kwik Trip
2. Approve 3.2 Off-Sale Malt Liquor License- Kwik Trip
3. Approve Women’s Rural Advocacy Program (WRAP) Display at Ramsey Falls Overlook
4. Declare Street Department Equipment as Surplus Property

Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 43 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, adopted by a two-thirds vote of the Council. Resolution No. 43 is to accept 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.

A motion was made by Council Member Buckley and seconded by Council Member Smith to waive the reading of Resolution No. 43 of 2023 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 43 of 2023 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Police Department Squad Car Equipment Purchase.

Chief Cotner stated at the August 15, 2023, 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 expenses covered by Capital Project Fund reserves.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the Police Department Squad Car Equipment Purchase and Installation in the amount of \$16,695.28. Motion passed by unanimous vote.

Police Chief Jason Cotner introduced the Opioid Settlement Grant Funding Application.

Chief Cotner stated 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.

Chief Cotner stated in order 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. The first request is for funds for overtime wages related to any investigative or enforcement activities of RFPD staff. RFPD currently 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.

Chief Cotner stated the second request is for 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 offset the start-up costs with RFPD's contribution being the 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. 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.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to approve the Opioid Settlement Grant Funding Application. Motion passed by unanimous vote.

Sheila Stage, HR Coordinator was present to introduce Resolution No. 44 of 2023 – Authorization to Execute Agreement for Professional Services.

Ms. Stage stated 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 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.

Ms. Stage stated Staff received three proposals for a Classification and Compensation Study for the City. The first to submit their proposal was from Abdo Services, with 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.

Ms. Stage further stated 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 the minimum needs of the project.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 44 of 2023 – Authorization to Execute Agreement for Professional Services. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to approve Resolution No. 44 of 2023 – Authorization to Execute Agreement for Professional Services. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Utility Line Worker Position.

Mr. Muetzel stated 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 effective September 18, 2023, starting at Pay Grade EW8, Step 2 of IBEW Agreement. This action will return the department to normal staff levels.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to approve the Utility Line Worker Position offer to Hunter Taylor. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Tax Forfeited Land Sale.

Mr. Muetzel stated on September 13, 2023, Redwood County will be selling tax-forfeited parcels in Redwood Falls. There are two parcels that are available for auction that Staff is recommending for purchase. The first is Parcel #88-422-2360 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.

Mr. Muetzel stated the second is Parcel #88-868-0040, 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.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve the purchase of the requested parcels at the Tax Forfeited Land Sale. Motion passed by unanimous vote.

Public Works Project Coordinator Doering stated there is no update on the fishing pier for Lake Redwood. The fishing pier is still waiting for the floats to be completed before the pier can be fully assembled and placed. If the pier is completed and delivered this year, it will not be installed until next spring 2024.

Mayor Quackenbush will be hosting an informational housing booth at the Fall Festival in downtown Redwood Falls, on Saturday, September 23, 2023. Residents can stop and get information on available new housing options.

Public Works Project Coordinator Doering gave an update regarding the removal of the Post Office center median drop boxes. The boxes were removed from the center median in preparation for the street reconstruction taking place on Fourth Street. The Post Office is in favor of the removal because of safety concerns for staff and the deterioration of the concrete median causing damage to vehicles. The new boxes have been placed in the alley behind the building. In the next few weeks, the boxes will be moved further west, directly behind the building. Residents need to enter the alley from South Washington Street and exit onto South Jefferson Street.

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

There being no further business, a motion was made by Council Member Buckley and seconded by Council Member Arentson to adjourn the meeting at 5:57 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor



200 South Mill Street  
Redwood Falls, MN 56283  
507-637-2828

Email: [chamber@redwoodfalls.org](mailto:chamber@redwoodfalls.org) Website: [www.redwoodfalls.org](http://www.redwoodfalls.org)

Sept. 12, 2023

Mayor Quackenbush  
Police Chief Cotner  
City Administrator Muetzel  
Redwood Falls City Council  
333 South Washington St.  
Redwood Falls, MN 56283

Dear Mayor Quackenbush, Chief Cotner, City Administrator Muetzel, and Members of City Council:

Redwood Area Chamber & Tourism and the Fall Festival Committee thanks you for your past support of the Annual Fall Festival held in Downtown Redwood Falls. We are excited for the 2023 Fall Festival with this year's event scheduled for Saturday, September 23rd, from 9a.m. – 3p.m. Our tradition continues with tasty festival food, farmers market, great craft and retail vendors and kids activities. We will also be promoting other events that are going on that day in our community, with our goals of hosting both an event for people of all ages, and attracting people to the Redwood Area for a full day of things to enjoy.

In order to maintain a successful event every year, we rely on the support of our city. We would appreciate your consideration of the following items:

1. Closure of the "festival streets" downtown on Saturday, September 23rd, beginning at 6:00am through 3:00 pm. Street closures should include from the corner of Mill and 2<sup>nd</sup> Street to the corner of Jefferson and 2<sup>nd</sup> Street, and from the corner of Bridge Street and Washington to the corner of 3<sup>rd</sup> Street and Washington.
2. Delivery and placement of 10 picnic tables and 8 street barricades (2 per corner) by 6:00 am\* on Saturday, September 23. Picnic tables - please deliver to grass area in public park by Alliance Church. \*Notes: Tables and barricades have traditionally been delivered on Friday - the day before the festival. Also, NO bleachers are being requested this year.

We sincerely appreciate the support we receive annually from the City of Redwood Falls. Thank you for your consideration of our requests.

Sincerely,

Anne Johnson, Executive Director  
Redwood Area Chamber & Tourism  
507-637-2828  
[anne@redwoodfalls.org](mailto:anne@redwoodfalls.org)  
CC: Public Works Department

AGENDA MEMO

**Meeting Date:** September 19, 2023

**Agenda Item:** Proposed Ordinance No. 86 – An Ordinance Amending Redwood Falls Code of Ordinances §10.20 – Prohibiting the Use of Cannabis in Public Places

**Recommendation/Action Requested:** Read the proposed ordinance or make a motion to waive the first reading of the ordinance. Discuss the proposed ordinance. If there are no concerns, the proposed ordinance will be discussed again at the next Council Meeting on October 3, 2023, and approved by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** On May 30, 2023, Governor Tim Walz signed into law House File 100 relating to the possession, sale, and adult use of cannabis. House File 100 authorizes local units of government to adopt ordinances establishing a petty misdemeanor offense for a person who unlawfully uses cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in certain public places.

The topic of regulating public use of cannabis within the City of Redwood Falls was previously discussed at a regularly scheduled work session of the City Council on August 29, 2023. After discussion of the topic, Council requested that the City Attorney draft a proposed ordinance prohibiting the use of cannabis in public places within the City of Redwood Falls. The League of Minnesota Cities does not currently offer a model ordinance addressing this issue; however, Proposed Ordinance No. 86 was drafted after reviewing and using examples of similar ordinances already approved by other Minnesota cities.

**Attachment:** Proposed Ordinance No. 86

**ORDINANCE NO. 86, FOURTH SERIES**

**AN ORDINANCE AMENDING REDWOOD FALLS CODE OF ORDINANCES §10.20 - PROHIBITING THE USE OF CANNABIS IN PUBLIC PLACES**

**WHEREAS**, on May 30, 2023, Governor Tim Walz signed into law House File 100 relating to the possession, sale, and adult use of cannabis; and

**WHEREAS**, House File 100 authorizes local units of government to adopt ordinances establishing a petty misdemeanor offense for a person who unlawfully uses cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in certain public places; and

**WHEREAS**, the City of Redwood Falls, Minnesota, is a local unit of government that is committed to providing safe and healthy environments; and

**WHEREAS**, as part of that commitment, the City has recognized that, based on the most reliable and up-to-date scientific evidence, the rapid introduction of newly legalized adult-use cannabis products presents a significant potential threat to the public health, safety, and welfare of the residents of Redwood Falls, and particularly to youth; and

**WHEREAS**, the City has been given the opportunity to make decisions that will mitigate this threat and reduce exposure of young people to cannabis and related products and to the marketing of these products and improve compliance among cannabis users with laws prohibiting the use of such products in public places; and

**WHEREAS**, the City Council for the City of Redwood Falls, Minnesota has determined that the use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products is detrimental to the health and safety of its community and that prohibiting such use in public places is consistent with the City's commitment to providing safe and healthy environments.

**NOW THEREFORE, THE CITY OF REDWOOD FALLS DOES ORDAIN:**

SECTION 1. That Redwood Falls City Code of Ordinances §10.20 shall be amended by amending and inserting the following provisions, in their entirety, in lieu thereof:

~~§ 10.20 [RESERVED]~~

**§ 10.20 PROHIBITION OF CANNABIS USE IN PUBLIC PLACES**

**Subd. 1. Definitions.**



A. For the purposes of this section, the definitions included in Minnesota Statutes, Section 342.01, as enacted by the 93rd Legislature of the State of Minnesota in House File 100, and as the same may be amended from time to time, shall apply.

B. “Public Place.” For the purposes of this section, the term “Public Place” shall mean any and all public places within the City of Redwood Falls, including but not limited to any public street, avenue, boulevard, right of way, road, alley, sidewalk, park, trail, parking lot, beach, pier, building, and vehicle. Provided, however, that the following shall not be considered a Public Place:

1. a private residence, including the person's curtilage or yard;
2. private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
3. the premises of an establishment or event licensed to permit on-site consumption.

**Subd. 2. Use in Public Places Unlawful.**

A. It shall be unlawful for any person to use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a Public Place.

B. Any person who violates Subd. 2.A of this Section shall be guilty of a petty misdemeanor as defined by Minnesota law. This section may be enforced by criminal prosecution and/or administrative citation subject to the rules and procedures of Redwood Falls City Code § 1.03 and § 1.13.

SECTION 2. Effective Date. This Ordinance becomes effective from and after its passage.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 3<sup>rd</sup> day of October, 2023.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
3<sup>rd</sup> day of October 2023.

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Notary Public

**Introduction:**           **09/19/2023**  
**Posting:**  
**Adopted:**  
**Approval Published:**

## AGENDA RECOMMENDATION

**Meeting Date:** September 19, 2023

**Agenda Item:** Resolution No. 45 of 2023 – 2024 Fee Schedule

**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 to enact the 2024 Fee Schedule.

**Summary/Overview:** The proposed changes are indicated in red. The fees in purple are set by City Resolution or City Ordinance and the fees in blue are set or limited by State Statute.

A summary memo is included from the Parks & Recreation Department indicating the fee increases and new fees added to the schedule. Please notify staff prior to the meeting if you have any questions regarding the proposed schedule.

**Attachment:** 2024 Fee Schedule

**RESOLUTION NO. 45 OF 2023  
RESOLUTION SETTING FEE SCHEDULE FOR 2024**

WHEREAS, the City Council of the City of Redwood Falls has reviewed and adopted the following fee schedule:

**CITY OF REDWOOD FALLS FEE AND CHARGES**

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>AIRPORT</b>				
214-35186-34312	APRON FEE FOR ARIEL SEEDING & SPRAYING OPERATORS	\$500/ANNUAL	NEW 2018	2018
214-35186-34305	ARRIVAL & DEPARTURE BUILDING HANGAR	\$256.43/MONTH - MANDATORY LEASE WITH AVIATION STORED <small>Hangar No. 101 = 36-month agreement expires 12-31-24</small>	\$179.50/MONTH	2016
214-35186-34307	7-BAY HANGAR	\$256/MONTH - MANDATORY LEASE WITH AVIATION STORED <small>(2) 65' x 65' Hangar No. 706 &amp; 707 = 36-month agreement expires 12-31-24</small>	NEW 2019	2019
214-35186-34307	7-BAY HANGAR	\$166/MONTH - MANDATORY LEASE WITH AVIATION STORED <small>(1) 55' x 43' Hangar No. 705 = 36-month agreement expires 12-31-24</small>	NEW 2019	2019
214-35186-34307	7-BAY HANGAR	\$135/MONTH - MANDATORY LEASE WITH AVIATION STORED <small>(4) 45' x 43' Hangar No. 701 - 704 = 36-month agreement expires 12-31-24</small>	NEW 2019	2019
214-35186-34303	TWIN ENGINE T-HANGAR	\$90/MONTH - MANDATORY LEASE WITH AVIATION STORED <small>36-month agreement expires 12-31-24</small>	\$85/MONTH	2016
214-35186-34303	TWIN ENGINE T-HANGAR	\$125/MONTH - MANDATORY LEASE NO AVIATION STORED <small>36-month agreement expires 12-31-24</small>	\$100/MONTH	2016
214-35186-34305	MAINTENANCE HANGAR	\$720/MONTH - MANDATORY LEASE WITH AVIATION STORED <small>(1) 80' x 100' Hangar No. 100 = 36-month agreement expires 12-31-24</small>	\$500/MONTH	2016
214-35186-34303	SINGLE T-HANGAR	\$75/MONTH - LEASE & AVIATION <small>36-month agreement expires 12-31-24</small>	\$70/MONTH	2016
214-35186-34303	SINGLE T-HANGAR	\$105/MONTH - LEASE & NO AVIATION <small>36-month agreement expires 12-31-24</small>	\$80/MONTH	2016
214-35186-	OFFICE SPACE RENT	SUITES NEGOTIATED PER LEASE AGREEMENT	NEW 2020	
<b>BUSINESS LICENSING - LIQUOR</b>				
101-32100-35106	ADMINISTRATIVE PENALTIES	SEE RESOLUTION NO. 30 OF 2021 <small>CHAPTER 5 - ALCOHOLIC BEVERAGES LICENSING AND REGULATIONS</small>	2016	2021
101-31610-34999	CONSUME & DISPLAY SETUP APPLICATION INVESTIGATION FEE	\$108.25/INITIAL APPLICATION <small>INCLUDES \$33.25 BCA FEE</small>	\$109.75/2017	2024
101-31520-32114	CONSUME & DISPLAY SETUP LICENSE	\$250/ANNUAL; \$25/TEMPORARY <small>MN STATUTE §340A.414 SUBD. 6 NOT TO EXCEED \$300/YEAR; SUBD. 9 NOT TO EXCEED \$25/DAY</small>	\$150/2015 ANNUAL	2016
101-31610-34999	3.2 MALT LIQUOR APPLICATION INVESTIGATION FEE	\$75/INITIAL APPLICATION	\$109.75/2023	2024
101-31520-32111	OFF SALE 3.2 MALT LIQUOR LICENSE	\$175/YEAR	\$100/2006 \$150/2017	2018
101-31520-32111	ON SALE 3.2 MALT LIQUOR LICENSE	\$250/YEAR	\$175/2004 \$225/2017	2018
101-31520-32223	ON SALE 3.2 MALT LIQUOR TEMPORARY LICENSE	\$30/DAY INVESTIGATION FEE NOT REQUIRED	\$25/2009	2017
101-31610-34999	OFF/ON LIQUOR APPLICATION INVESTIGATION FEE	\$108.25/INITIAL APPLICATION <small>INCLUDES \$33.25 BCA FEE</small>	\$109.75/2017	2024
101-31520-32112	ON SALE LIQUOR LICENSE	\$2,750/ANNUAL; <small>MN STATUTE §340A.408 SUBD. 2 ONLY FOR CLUBS THAT ARE NOT OPEN TO THE PUBLIC</small>		
101-31520-32113	ON SALE LIQUOR SUNDAY LICENSE	\$200/ANNUAL; <small>MN STATUTE §340A.504 SUBD. 3 (B) MAXIMUM \$200/YEAR</small>	ORD 101 3RD 2009 \$150/NEW	2016

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>BUSINESS LICENSING - LIQUOR</b>				
101-31520-32117	OFF SALE LIQUOR LICENSE	\$200/ANNUAL; MN STATUTE §340A.408 SUBD. 3 (4) NOT TO EXCEED \$310	\$150/YEAR 2009	2017
101-31520-32199	ON SALE LIQUOR TEMPORARY LICENSE	\$50/DAY INVESTIGATION FEE NOT REQUIRED	\$125/2017; \$75/2009 NEW 2009	2022
101-31610-34999	WINE APPLICATION INVESTIGATION FEE	\$108.25/INITIAL APPLICATION INCLUDES \$33.25 BCA FEE	\$109.75/2017	2024
101-31520-32116	WINE LICENSE	\$275/YEAR MN STATUTE §340A.408 SUBD. 2 (C) NOT TO EXCEED HALF OF ON-SALE LIQUOR FEE	\$200/2017 \$250/2016	2018
<b>BUSINESS LICENSING - MISCELLANEOUS</b>				
101-32100-35106	ADMINISTRATIVE PENALTIES	SEE RESOLUTION NO. 30 OF 2021 CHAPTER 6 - OTHER BUSINESS REGULATION AND LICENSING	2016	2021
101-32100-32215	ARCHERY DEER HUNT	\$20 SCREENING ADMINISTRATIVE FEE; \$40 HUNT FEE	2016	2017
101-32100-32216	CHICKEN PERMIT	\$50/3 YEAR PERMIT	NEW 2017	2017
101-31610-34999	CIGARETTE & TOBACCO APPLICATION INVESTIGATION FEE	\$75/INITIAL APPLICATION		2013
101-31520-32181	CIGARETTE & TOBACCO LICENSE	\$175/YEAR	\$150/1998-2017	2018
101-32100-35106	CIGARETTE & TOBACCO VIOLATION PENALTIES	SEE RESOLUTION NO. 30 OF 2021 CHAPTER 6 - OTHER BUSINESS REGULATION AND LICENSING - SEC. 6.23	2016	2021
101-32100-35106	DOG FINES	SEE RESOLUTION NO. 30 OF 2021 CHAPTER 10 - PUBLIC PROTECTION, CRIMES AND OFFENSES - SEC. 10.46	2016	2021
101-32100-32214	DOG LICENSE	\$50 CONDITIONAL LIFETIME LICENSE	\$30/\$15/2018-2019	2020
101-32100-32214	DOG LICENSE REINSTATEMENT FEE	\$100 REINSTATEMENT OF CONDITIONAL LIFETIME LICENSE	NEW 2020	
101-32100-32214	DOG LICENSE TAG REPLACEMENT	\$5		
101-32100-32214	DOG KENNEL LICENSE - MORE THAN 5 DOGS	\$125/YEAR	75/2010 \$100/2010-2017	2018
101-31520-32199	PARADE PERMIT	\$25/EVENT		
101-31610-34999	PEDDLER/TRANSIENT MERCHANT INVESTIGATION FEE	\$75/INITIAL APPLICATION		2013
101-31520-32199	PEDDLER/TRANSIENT MERCHANT LICENSE	\$100/PER CONTINUOUS SALES EVENT; \$175/PER YEAR	\$75/2017 \$150/YEAR 2017	2018
101-31520-32199	SHOWS & THEATRICAL PERMIT	\$75/DAY EXEMPT IF CHURCH OR NON-PROFIT ORGANIZATON SPONSORED	\$50/DAY	2018
101-31520-32199	SOLID WASTE COLLECTION - RESIDENTIAL ANNUAL LICENSE	\$200 - FRANCHISE AGREEMENT REQUIRED	NEW 2014	2014
101-31520-32199	SOLID WASTE COLLECTION - COMMERCIAL ANNUAL LICENSE	\$100/YEAR	\$75/2017	2018
101-31520-32250	SPECIALTY VEHICLE PERMIT FEE	\$45/PER 3-YEAR PERMIT ATV, GOLF CART, MOTORIZED BICYCLE & MINI-TRUCK	\$30/3-YEAR PERMIT 2015	2024
101-31520-32250	SPECIALTY VEHICLE PERMIT STICKER REPLACEMENT	\$5 WITH ADDITIONAL; \$10 FEE FOR EACH ADDITIONAL YEAR LICENSED	NEW 2016	2016
101-32100-35106	SPECIALTY VEHICLE VIOLATION PENALTIES	SEE RESOLUTION NO. 30 OF 2021 CHAPTER 8 - TRAFFIC REGULATIONS	2016	2021
101-31610-34999	TAXI APPLICATION INVESTIGATION FEE	\$75/INITIAL APPLICATION	RESOLUTION NO. 42 2013	2014

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>BUSINESS LICENSING - MISCELLANEOUS</b>				
101-31520-32199	TAXI LICENSE	\$50/YEAR FOR 1ST TAXI; \$20/YEAR FOR EACH ADDITIONAL TAXI	\$15/YEAR	2014
101-31610-34999	THERAPEUTIC MASSAGE APPLICATION INVESTIGATION FEE	\$75/INITIAL APPLICATION	\$300	2013
101-31520-32199	THERAPEUTIC MASSAGE LICENSE	\$75/THERAPIST; \$175/ESTABLISHMENT IF MORE THAN 2 THERAPISTS	\$50/THERAPIST 2002 \$150/EST 2002	2018
<b>BUILDING / MECHANICAL / PLUMBING DEPARTMENT</b>				
101-32100-35106	ADMINISTRATIVE PENALTIES	SEE RESOLUTION NO. 30 OF 2021 CHAPTER 4 - CONSTRUCTION LICENSING, PERMITS AND REGULATION	2016	2021
101-32410-34112	BUILDING INSPECTOR FEE	\$45/HOUR FOR EXTRA WORK, WEEKEND, ETC.		
101-32410-34112	BUILDING INSPECTOR CONTRACTUAL	\$45/HOUR INCLUDES VEHICLE		2000
101-32410-32210	BUILDING PERMIT FEES - RESIDENTIAL & COMMERCIAL	SEE 1997 UNIFORM BUILDING CODE - VALUATION BASED PERMIT SCHEDULE; \$1/STATE SURCHARGE ON FIXED PERMITS AS OF 07-01-15		2016
101-32410-34112	MECHANICAL PERMIT RESIDENTIAL & COMMERCIAL VALUATION	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	NEW 2016	2020
101-32410-34112	MECHANICAL PERMIT RESIDENTIAL FIXED FEES	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	\$40	2018
101-32410-34112	PLUMBING PERMIT RESIDENTIAL FIXED FEES	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	\$40	2018
A/R	DAMAGE DEPOSIT - MOVING OR DEMOLITION	\$1,000	\$500	2009
101-32410-32210	DEMOLITION	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	\$55	2023
101-32410-32210	MOBILE HOME PERMIT	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	\$100	2016
101-32410-32210	MOVING PERMIT - STRUCTURES IN OR OUT OF CITY	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	\$55	2023
101-32410-32209	PLAN REVIEW FEE - RESIDENTIAL & COMMERCIAL	SEE BUILDING, MECHANICAL & PLUMBING FEE SCHEDULE	2002	2018
101-21170	STATE SURCHARGE	SEE 1997 UNIFORM BUILDING CODE - VALUATION BASED PERMIT SCHEDULE; \$1/STATE SURCHARGE ON FIXED PERMITS AS OF 07-01-15	.0005XVALUE CONSTRUCTION;\$5 FIXED	2016
<b>CENTRAL GARAGE / STREET DEPARTMENT</b>				
703-39810-37301	CENTRAL GARAGE EQUIPMENT RENTAL RATE	SEE CENTRAL GARAGE EQUIPMENT RENTAL RATES		2024
	CENTRAL GARAGE / STREETS LABOR BILLING RATES	\$55/HOUR	ACTUAL LABOR RATE WITH OVERHEAD OR CONTRACTED LABOR RATE	2023
703-39810-37301	BARRICADE RENTAL - 10' "A" FRAME	\$2/DAY; \$60/REPLACEMENT COST	\$1.50/DAY; \$50 REPLACEMENT	2012
703-39810-37301	BARRICADE RENTAL - 4' FOLDING	\$1/DAY; \$40/REPLACEMENT COST		
703-39810-37301	BARRICADE RENTAL - CLASS 3	\$15/DAY; \$204/REPLACEMENT COST		NEW 2018
703-39810-37301	BARRICADE RENTAL - FLASHER WITH BATTERY	\$1.50/DAY; \$45/REPLACEMENT COST	\$1.50/DAY; \$30 REPLACEMENT	2018
703-39810-37601	BARRICADE RENTAL - BATTERY FOR FLASHER	\$8/REPLACEMENT COST		

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>CENTRAL GARAGE / STREET DEPARTMENT</b>				
703-39810-37301	CONE 28" PLASTIC	\$0.50/DAY; \$25/REPLACEMENT COST	\$18 REPLACEMENT	2021
703-39810-37301	FENCING 42" PLASTIC	\$2.50/DAY; \$60/REPLACEMENT COST PER ROLL		
703-39810-37301	PIPE THREADER	\$30/FIRST THREAD; \$10/EACH ADDITIONAL THREAD		
703-39810-37301	SCAFFOLDING	\$2/DAY PER SET; \$350/REPLACEMENT COST PER SET		
101-33111-36603	SEAL COATING ALLEY	\$2,500	\$1,000 in 2020	2024
<b>CITY HALL</b>				
101-32100-35106	ADMINISTRATIVE HEARING FEE	\$10		2009
	ADMINISTRATIVE PENALTIES	SEE RESOLUTION NO. 30 OF 2021	2016	2021
101-31410-36599	CANDIDACY FILING FEE	\$10 PER CITY CHARTER SECTION 5.03		
	CITY CODE BOOK	PUBLIC TO CONTACT AMERICAN LEGAL PUBLISHING 1-800-445-5588 FOR NEW BOOKS; ALP WILL BILL PUBLIC DIRECTLY; CODE IS ALSO ON THE CITY WEBSITE		2010
101-31520-34109	COLLECTION FEES - DELINQUENT ACCOUNTS	\$50/UTILITIES AND AR; \$25/ADMINISTRATION HEARING		
101-31320-36501	COPIES	\$0.25/BLACK & WHITE SINGLE SIDED; \$1.25/COLOR SINGLE SIDED	0.25/BLACK&WHITE	2009
101-31320-36501	COPIES 30" X 24"	\$2.50/PER 2' LINEAR FOOT	REPLACING 2005 RESOLUTION NO. 11	2018
101-31320-36501	COPIES 30" X 24" TO 48"	\$3.50/FROM 2' TO 4' LINEAR FEET	REPLACING 2005 RESOLUTION NO. 11	2018
101-31320-36501	COPIES 30" X OVER 48"	\$0.50/PER LINEAR FOOT OVER 4'	REPLACING 2005 RESOLUTION NO. 11	2018
101-31520-34109	DISHONORED CHECK CHARGE	\$30/CHECK; MN STATUTE §604.113 SUBD. 2(A)		2016
101-31320-36501	DVD COPY	\$5.00		2015
101-31320-34999	FAX	<b>TRANSMIT:</b> \$2.50/1ST PAGE IN STATE; \$0.50/PAGE THEREAFTER <b>RECEIVE:</b> \$1.50 MINIMUM/1ST PAGE; \$0.50/PAGE THEREAFTER		
101-21162 21160 TAX	GARBAGE - RESIDENTIAL UTILITY FEE	SEE ORDINANCE NO. 64, FOURTH SERIES		2020
	INVENTORY SALES TO THE PUBLIC	COST PLUS 20%	COST PLUS 25%/2017	2018
101-36500-31820	HOTEL/MOTEL CITY TAX	3% TAX = 5% CITY; 95% TCB		2003
101-31320-36599	NOTARY PUBLIC FEE	\$5/REQUEST; MN STATUTE §357.17 NOT TO EXCEED \$5	\$1/2009	2016
101-32100-35102	PARKING TICKET	SEE RESOLUTION NO. 30 OF 2021 CHAPTER 9 - PARKING REGULATIONS	2016	2021
101-33116-32224	RIGHT-OF WAY FEES	SEE RESOLUTION NO. 31 OF 2017	REPLACING 1998 RESOLUTION NO. 15	2018

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>FIRE DEPARTMENT</b>				
101-32200-34207	LADDER TRUCK	\$500/CALL FOR LOCATIONS WITHOUT A MUTUAL AID AGREEMENT	NEW	2024
101-32200-34207	FIRE CALL	\$500/CALL OUTSIDE CITY LIMITS		1998
101-32200-34207	CAR FIRE CALL	\$500/CALL INSIDE OR OUTSIDE CITY LIMITS	NEW 2013	2013
101-32200-34207	FALSE ALARM	NO CHARGE/FIRST ALARM RESPONSE; \$100/PER ADDITIONAL ALARM RESPONSE FEE FOR MULTIPLE FALSE ALARMS ARE WITHIN A ROLLING 12 MONTH PERIOD.	\$75/FIRST ALARM; \$100/SECOND ALARM; \$125/THIRD ALARM; ETC.	2022
101-32200-36599	FIRE ALARM BOX - COMMERCIAL USE ONLY	\$65/PER KEY BOX	\$50/NEW 2017	2020
101-32100-36599	FIRE PERMIT OPEN BURNING - ISSUED BY CITY HALL	\$5	NEW 2003	2003
101-32200-34207	RESCUE CALLS	\$500/CALL INSIDE OR OUTSIDE CITY LIMITS	NEW 2013	2013
<b>FIRE MARSHAL</b>				
101-32410-34112	INSPECTION PERMIT DHS LICENSE	\$50 STATE SURCHARGE IS NOT REQUIRED	\$45	2013
101-32410-34112	INSPECTION PERMIT FIREWORK OUTDOOR DISPLAY	\$50 STATE SURCHARGE IS NOT REQUIRED	\$25/2016-2017	2018
101-32410-34112	INSPECTION PERMIT GENERAL	\$50 STATE SURCHARGE IS NOT REQUIRED	NEW 2016	2016
101-32100-36599	OPEN BURNING PERMIT	\$5 STATE SURCHARGE IS NOT REQUIRED		
<b>LIBRARY</b>				
211-35500-36501	COPIES/SCANNING	\$0.25/BLACK & WHITE SINGLE SIDED; \$0.25/PER SCANNED PAGE \$0.50/COLOR SINGLE SIDED	\$0.20/BLACK & WHITE	2015
211-35500-34999	FAX - WITHIN OR OUTSIDE STATE, BUT WITHIN USA	TRANSMIT: \$1/PER PAGE - COVERSHEET REQUIRED RECEIVE: \$1/PER PAGE - COVERSHEET REQUIRED		2015
	FAX - GOVERNMENT AGENCIES	NO CHARGE		2024
	FAX - WITHIN PLUM CREEK LIBRARY SYSTEM FOR LIBRARY BUSINESS	NO CHARGE		2009
211-35500-35104	FINES & FEES	\$0.15/DAY; UP TO \$5 MAXIMUM		2015
211-35500-35104	FINES & FEES	\$2/DAY - VIDEO/DVD/CD; UP TO \$10 MAXIMUM	\$2/DAY VIDEO/DVD	2015
211-35500-35104	FINES & FEES	\$5/DAY WI-FI HOTSPOTS; UP TO \$20 MAXIMUM	NEW 2023	
211-35500-36599	GENEALOGY SEARCH	\$5/FIRST REQUEST; ADDITIONAL FEE FOR 30 MINS OR MORE OF RESEARCH: \$30.00 PER HOUR	\$5/FIRST REQUEST; \$15/HALF HOUR; \$30/HOUR	2022
211-35500-36301	LCD PROJECTOR	\$5/DAY	\$25/DAY	2015
211-35500-35104	LOST LIBRARY CARD	\$3		
211-35500-36311	MEETING ROOM RENT	\$0/CATEGORY A & B; \$50 PER RENTAL - NO TIME LIMIT (\$25 DEPOSIT/\$25 DUE BEFORE USE) - CATEGORY C	\$25 REFUNDABLE DEPOSIT/CATEGORY B \$35/4 HOURS OR \$50/5 HOURS OR MORE PLUS DEPOSIT/CATEGORY C	2024



ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>PARKS &amp; RECREATION DEPARTMENT</b>				
	PARKS & RECREATION DEPARTMENT FEES	SEE PARKS & RECREATION FEE SCHEDULE		2024
<b>POLICE DEPARTMENT</b>				
101-32100-36501	CD/DVD COPY (RECORDS REQUEST)	\$5.00 EACH		2022
101-32100-36501	COPIES	\$0.25/BLACK & WHITE SINGLE SIDED; \$0.50/COLOR SINGLE SIDED		
101-31520-34999	INFORMATION DISCLOSURE REQUEST/RECORDS SEARCH	HOURLY RATE OF STAFF - MUST FIRST COMPLETE EXHIBIT 4 INFORMATION DISCLOSURE REQUEST AND RECEIVE APPROVAL FROM CITY ATTORNEY		
<b>PUBLIC UTILITIES DEPARTMENT</b>				
101-31520-34110	ASSESSMENT CERTIFIED SEARCH FEE - PENDING ASSESSMENTS	\$10/PARCEL		
101-31520-34110	ASSESSMENT CERTIFICATION FEE	\$50		
604-39590-37602	LABOR BILLING RATE	\$65/HOUR	ACTUAL LABOR RATE WITH OVERHEAD OR CONTRACTED LABOR RATE	2023
604-39590-37200	TEMPORARY SERVICE - PRIMARY EXTENSION	LABOR AND EQUIPMENT PLUS ANY NON-RETURNABLE MATERIAL		
A/R	TEMPORARY SERVICE CONNECTED TO NEW OR EXISTING SERVICE	\$50		
A/R	URD DEPOSIT - INSTALLATION OF UNDERGROUND ELECTRIC	\$500		
A/R	200 AMP SERVICE	\$4.50/FOOT	\$4/FOOT	2022
A/R	400 AMP SERVICE	\$5.50/FOOT	\$5/FOOT	2022
604-39590-38599	RENEWABLE ENERGY INSTALLATION FEE	\$100.00		2022
604-39590-37221	RECONNECTION FEE - ELECTRIC BETWEEN 8 AM TO 4 PM	\$50	\$45/2016-2017	2018
604-39590-37221	RECONNECTION FEE - ELECTRIC BETWEEN 4 PM TO 8 PM	\$120	\$110/2014-2017	2018
604-39590-37221	RECONNECTION FEE - ELECTRIC ON WEEKENDS 8 AM TO 8 PM	\$120	\$110/2014-2017	2018
601-39451-37210	RECONNECTION FEE - WATER BETWEEN 8 AM TO 4 PM	\$50	\$37.50/2014-2017	2018
601-39451-37210	RECONNECTION FEE - WATER BETWEEN 4 PM TO 8 PM	\$120	\$110/2014-2017	2018
601-39451-37210	RECONNECTION FEE - WATER ON WEEKENDS 8 AM TO 8 PM	\$120	\$110/2014-2017	2018
604-21630	UTILITY RESIDENTIAL SERVICE DEPOSIT	\$275 ELECTRIC & WATER SERVICE; \$125 WATER SERVICE ONLY	\$250/2017-2021 \$112.50/2005-2017	2022 2018
604-21630	UTILITY COMMERCIAL SERVICE DEPOSIT	TWO TIMES THE 12 MONTH AVERAGE OF THE PREVIOUS OCCUPANT		
XXX-XXXXX-36220	UTILITY PENALTY FEE	ON THE 1ST WORKING DAY FOLLOWING THE 15TH, A 10% FEE OF THE CURRENT OUTSTANDING BALANCE WILL BE CHARGED TO UNPAID UTILITY ACCOUNT		

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>WATER / WASTE WATER DEPARTMENT</b>				
601-39451-37210	HYDRANT SETUP	\$50; ADDITIONAL \$50 IF HOSE ISN'T ROLLED UP		2012
601-39451-37602	HYDRANT TESTING	\$75/HOUR MINIMUM	\$30/HOUR MINIMUM	2010
601-39451-37602	LABOR BILLING RATE	\$55/HOUR	ACTUAL LABOR RATE WITH OVERHEAD OR CONTRACTED LABOR RATE	2023
602-39435-37602	SEPTIC TANK WASTE DISPOSAL FEE	\$75	\$50 MINIMUM 2,000 GALLONS	2015
602-39435-37240	SEWER CONNECTION FEE FOR NEW SERVICE	\$150		
601-39451-37240	WATER CONNECTION FEE FOR NEW SERVICE	\$150		
601-39451-37240	WATER ACCESS FEE (NORTH REDWOOD WATERMAIN LOOP)	\$16,500.00	NEW 2022	
601-39451-37601 601-21160 TAX	WATER METER GASKETS & SPUDS	COST PLUS 20% AND TAX	2017/COST	2018
601-39451-37600 601-21160 TAX	WATER METER	COST PLUS 20% AND TAX	2017/COST	2018
601-39451-37603 601-21160 TAX	PARTS & MATERIALS TO FACILITATE A CONNECTION TO CITY SERVICES	COST PLUS 20% AND TAX	NEW 2023	
601-39451-37210	WATER METER TEST	\$35 IF RESIDENT REQUESTS AND NOTHING IS WRONG WITH METER; NO CHARGE IF METER IS DEFECTIVE		2012
601-39451-37210	WATER SHUT OFF AND TURN ON FOR REPAIRS - BETWEEN 8 AM TO 4 PM	\$10	NEW 2020	
601-39451-37210	WATER SHUT OFF AND TURN ON FOR EMERGENCY REPAIRS - BETWEEN 4 PM TO 8 AM	\$80	NEW 2020	
601-39451-37602	WATER TAPPING FOR SERVICE	\$50	NEW 2013	2013
<b>ZONING DEPARTMENT</b>				
101-32410-32221	CONDITIONAL USE	SEE ZONING PERMIT FIXED FEE SCHEDULE	2002-2009/\$175	2010
101-32410-32222	MINOR SUBDIVISION	SEE ZONING PERMIT FIXED FEE SCHEDULE	NEW 2016	2016
101-32410-32229	PLANNED UNIT DEVELOPMENT (PUD)	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$275 BASE FEE	2016
101-32410-32225	PLAT REQUEST	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$175	2016
101-32410-32219	SIGN PERMIT PERMANENT	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$50	2014
101-32410-32219	SIGN PERMIT PORTABLE	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$50	2014
101-32410-32219	ZONING PERMIT	SEE ZONING PERMIT FIXED FEE SCHEDULE		2016
101-32410-32220	VARIANCE	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$175	2010
101-32410-32228	ZONING AMENDMENT	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$175	2016

ACCOUNT NO.	DESCRIPTION	FEE SCHEDULE	PREVIOUS FEE	YEAR CHANGED
<b>ZONING DEPARTMENT</b>				
101-32410-32219	ZONING LETTER	SEE ZONING PERMIT FIXED FEE SCHEDULE		2012
101-32410-32230	ZONING APPEAL	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$175	2016
101-32410-32227	VACATE EASEMENT OR RIGHT OF WAY	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$175	2020
101-32410-32226	INTERIM USE	SEE ZONING PERMIT FIXED FEE SCHEDULE	\$175	2016

Fee set or limited by Minnesota State Statute

Fee set by City Resolution or City Ordinance

Fee changed in 2024

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota, this 19th day of September 2023  
 ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me this 19th day of September 2023.

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

**RESOLUTION NO. 30 OF 2021**

**RESOLUTION TO ADOPT A COMPREHENSIVE SCHEDULE OF OFFENSES AND ESTABLISH ADMINISTRATIVE PENALTIES**

WHEREAS, the City Council for the City of Redwood Falls has adopted an ordinance establishing a procedure for adjudicating administrative offenses and providing for a schedule of offenses and administrative penalties; and

WHEREAS, said ordinance authorizes the City Council, from time to time, to identify administrative offenses and establish penalties for such offenses.

WHEREAS, the City Council has established by Resolution 29 of 2003, Resolution 20 of 2004, Resolution 32 of 2010, Resolution 9 of 2012, Resolution 28 of 2013, Resolution 36 of 2014, and Resolution 70 of 2016 established various administrative penalties to be addressed in the Administrative Citation Process established by Ordinance 91, Third Series.

WHEREAS, in an effort to consolidate the various resolutions, the City Council intends by this Resolution to consolidate the various resolutions into one comprehensive list of Administrative Penalties.

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

**SECTION 1.** The Redwood Falls City Council hereby establishes the following administrative penalties for the listed offenses to be payable under Ordinance 91, Third Series.

**OFFENSE** **ADMINISTRATIVE PENALTY**

**CHAPTER 3- MUNICIPAL AND PUBLIC UTILITIES**

SEC. 3.04. Rules and regulations relating to municipal utilities.	
Subd. 7. Unlawful Acts-Tampering or improperly connecting with Municipal Utilities.....	\$50.00
Subd. 9. Damaging Municipal Utility Equipment.....	\$50.00
SEC. 3.20 Rules and regulations relating to refuse collection and disposal.	
Subd. 3. Illegal Storage, Dumping or Transporting Solid Waste.....	\$50.00
SEC. 3.30 Rules and regulations relating to water service.	
Subd. 6. Violation of Prohibited Uses or Restricted Hours.....	\$50.00
Subd. 8. Opening Hydrants.....	\$50.00
Subd. 12. Tampering With Water Meters.....	\$50.00
SEC. 3.40 Rules and regulations relating to sewerage use.	
Subd. 2. Illegal dumping or discharge of waste.....	\$50.00
Subd. 4. Illegal connections to public sewer.....	\$50.00
Subd. 5. Illegal discharge into public sewer.....	\$50.00
Subd. 6. Damaging wastewater facilities.....	\$50.00

SEC. 3.50. Violation of sump pump drain regulations.....\$50.00

A second or subsequent violation of the above listed ordinances by the same person within 12 months of the most recent violation shall result in a doubling of the previously imposed penalty.

**CHAPTER 4 - CONSTRUCTION LICENSING, PERMITS AND REGULATION**

SEC. 4.01. Violation of Building Code.....\$100.00  
SEC. 4.04. Failure to obtain building permit.....\$100.00  
SEC. 4.05. Failure to obtain demolition permit.....\$100.00  
SEC. 4.06. Violation of permit or special requirements for moving buildings.....\$250.00  
SEC. 4.07. Violation of Property Maintenance Code.....\$100.00  
SEC. 4.10. Violation of construction and maintenance of antennae and supporting towers ordinance.....\$100.00  
SEC. 4.21. Subd. 10. Permitting a hazardous building or property.....\$250.00  
SEC. 4.99. Other construction, building or licensing violations.....\$100.00

A second or subsequent violation of the above listed ordinances by the same person within 12 months of the most recent violation shall result in a doubling of the previously imposed penalty.

**CHAPTER 5 - ALCOHOLIC BEVERAGES LICENSING AND REGULATION**

SEC. 5.02. Violations of licensing procedures and requirements.....\$500.00  
SEC. 5.08. Violations of after-hours restrictions.....\$1,000.00\*  
SEC. 5.11. Failure to permit inspection.....\$500.00  
SEC. 5.15. Minor consumption, purchasing, possession, presence or misrepresentation of age.....\$100.00  
SEC. 5.16. Unlawful gambling.....\$100.00  
SEC. 5.17. Consumption or possession of alcoholic beverages on streets, public property, or private parking lots to which the public has access.....\$50.00  
SEC. 5.18. Possession of alcoholic beverages in prohibited buildings or grounds.....\$50.00  
SEC. 5.19. Other unlawful acts.....\$50.00  
SEC. 5.21. Sale of liqueur-filled candy.....\$50.00  
SEC. 5.31. Illegal beer sales.....\$500.00\*  
SEC. 5.50. Illegal liquor sales.....\$500.00\*  
SEC. 5.70. Illegal wine sales.....\$500.00\*  
SEC. 5.80. Violations of club license restrictions and regulations.....\$500.00\*  
SEC. 5.83. Bottle club violations.....\$500.00\*  
SEC. 5.86. Permitting Nudity or obscenity in licensed premises.....\$500.00

\*And such other conditions set by the City Council following hearing.

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty. A third violation shall result in the revocation of applicable license.

## CHAPTER 6 - OTHER BUSINESS REGULATION AND LICENSING

SEC. 6.02. False statement or omission on application form.....	\$100.00
SEC. 6.06. Permitting the use of real property by unlicensed business.....	\$250.00
SEC. 6.22. Violations of public show, movie, caravan, circus, carnival, theatrical or other performance or exhibition ordinance.....	\$100.00
SEC. 6.23. Tobacco Sales	
Subd. 2. Unlicensed sale of tobacco.....	\$1,000.00**
Subd. 4(a). Sale to Minor.....	\$250.00*
Subd. 4(b). Possession by minor.....	\$50.00
Subd. 4(c). Use by minor.....	\$50.00
Subd. 4(d). Attempted Purchase by Minor.....	\$50.00
Subd. 4(e). Attempted Purchase by Minor Using False Identification.....	\$50.00
Subd. 6(b) . Sale While License is Suspended.....	\$1,000.00**
Subd. 6(c). Conviction of crime relating to sale of tobacco.....	\$1,000.00**
SEC. 6.24. Violations of peddlers, solicitors, and transient merchants ordinance.....	\$100.00
SEC. 6.25. Violations of taxicab ordinance.....	\$100.00
SEC. 6.28. Violations of dog kennels ordinance.....	\$100.00
SEC. 6.29. Violations of lodging tax ordinance.....	\$100.00
SEC. 6.30. Violations of professional therapeutic massage ordinance.....	\$250.00

\*First violation will result in a 3-day sale suspension and other conditions set by City Council, a second violation within 12 months will result in a \$500.00 fine a 7-day suspension and other conditions set by City Council, and a third violation within 12 months will result in a \$1,000.00 fine and revocation of license. Violations are determined on a 12 months rolling calendar.

\*\*A violation will also result in a revocation of license.

Except as specified above, a second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

## CHAPTER 7 – STREETS AND SIDEWALKS GENERALLY

SEC. 7.03. Failure to comply with traffic officer.....	\$50.00
SEC. 7.04. Violation of traffic and parking control ordinance.....	\$50.00
SEC. 7.05. Failure to remove ice or snow from public sidewalks and private property.....	\$100.00
SEC. 7.06. Violation of roadway surfacing, sidewalk, curb and gutter ordinance.....	\$50.00
SEC. 7.07. Permitting obstructions in streets.....	\$50.00
SEC. 7.08. Street openings or excavation violations.....	\$50.00
SEC. 7.10. Parades.	
Subd. 2. Failure to obtain permit.....	\$50.00
Subd. 5. Interfering with parade.....	\$150.00
SEC. 7.11. Violation of grass, weeds and trees regulations.....	\$50.00
SEC. 7.12. Failure to obtain curb-cut permit.....	\$50.00
SEC. 7.16. Improper use of on-street parking or City-owned parking lots.....	\$50.00
SEC. 7.17. Illegal painting or coloring of curb and gutter, street and sidewalk.....	\$50.00

SEC. 7.18. Driving or operating motorized vehicle on sidewalks.....	\$50.00
SEC. 7.19. Violation of no-fishing from bridge posting.....	\$25.00
SEC. 7.21. Violation of residential picketing ordinance.....	\$50.00
SEC. 7.22. Violation of commercial picketing ordinance.....	\$50.00
SEC. 7.23. Violation of right-of-way management ordinance.....	\$100.00

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

**CHAPTER 8 - TRAFFIC REGULATIONS**

SEC. 8.03. Violations of bicycle licensing and riding regulations.....	\$25.00
SEC. 8.20. Violations of snowmobile traffic control and regulations.....	\$25.00
SEC. 8.23. Violations of Permitting for all Specialty Vehicles.....	\$25.00
SEC. 8.24. Violations of Operation for all Specialty Vehicles.....	\$25.00
SEC. 8.25. Violations of Operation for Golf Carts.....	\$25.00
SEC. 8.26. Violations of Recreational Vehicle Operator Age and/or Training Requirements.....	\$25.00
SEC. 8.27. Violations of Mini-Truck Licensing.....	\$25.00
SEC. 8.28. Violations of Hours of Operation.....	\$25.00
SEC. 8.29. Violations of Minimum Equipment Requirements.....	\$25.00
SEC. 8.30. Violations of Street Crossings of Recreational Vehicles And Golf Carts.....	\$25.00
SEC. 8.31. Violation of skateboards, roller skates, in-line skates and roller skis ordinance.....	\$25.00

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

**CHAPTER 9 - PARKING REGULATIONS**

SEC. 9.02. General Parking Prohibitions.....	\$30.00
SEC. 9.03. Violations of recreational camping vehicle parking regulations.....	\$30.00
SEC. 9.06. Improper Parallel parking.....	\$30.00
SEC. 9.07. Improper Angle parking.....	\$30.00
SEC. 9.08. Improper parking on streets without curb.....	\$30.00
SEC. 9.09. Violations of parking hours restrictions.....	\$30.00
SEC. 9.10. Violations of snow and other emergency parking restrictions.....	\$30.00
SEC. 9.11. Illegal truck parking.....	\$30.00
SEC. 9.12. Illegal parking rules in city parking lots and ramps.....	\$30.00
SEC. 9.14. Violations of loading zone restrictions.....	\$30.00
SEC. 9.15. Violations of unattended vehicle ordinance.....	\$30.00
SEC. 9.16. Repairing vehicle on street.....	\$30.00
SEC. 9.17. Illegal parking for the purpose of advertising or selling merchandise.....	\$100.00
SEC. 9.18. Violations of courtesy parking restrictions.....	\$30.00
SEC. 9.19. Subd. 1 Violations of Handicapped Parking Restrictions.....	\$100.00

Subd. 2 Violations of Fire Lane .....	\$30.00
SEC. 9.20. Illegal parking in electric vehicle charging stations.....	\$30.00
SEC. 9.21. Illegal commercial parking lots.....	\$30.00

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

## CHAPTER 10 - PUBLIC PROTECTION, CRIMES AND OFFENSES

SEC. 10.01. Burn Site .....	\$50.00
SEC. 10.03. Rules and Regulations Governing Public Parks .....	\$25.00
SEC. 10.04. Watercraft Regulations .....	\$50.00
SEC. 10.08. Dangerous Weapons and Articles.....	\$100.00
SEC. 10.09. Discharge and Transportation of Firearms .....	\$100.00
SEC. 10.10. Game Hunting within the City .....	\$100.00
SEC. 10.11. City Deer Hunt by Bow and Arrow .....	\$100.00
SEC. 10.13. Disorderly Conduct – Noisy Parties .....	\$100.00
SEC. 10.14. Noise Violations.....	\$50.00
SEC. 10.18. Public Safety Alarms and False Alarms .....	\$100.00
SEC. 10.19. Interference with Ambulance Service.....	\$100.00
SEC. 10.23. Public Nuisance Prohibition .....	\$100.00
SEC. 10.24. Public Nuisance Affecting Health .....	\$100.00
SEC. 10.25. Public Nuisance Affecting Morals and Decency .....	\$100.00
SEC. 10.26. Public Nuisance Affecting Peace and Safety.....	\$100.00
SEC. 10.34. Prohibited Use and Parking of Manufactured Homes, Mobile Homes, Prefabricated Buildings, Modular Buildings and Recreational Camping Vehicles.....	\$100.00
SEC. 10.43. Diseased Trees and Stumps .....	\$50.00
SEC. 10.46. Animal Licensing and Regulation	
Subd. 2. Running at Large .....	\$50.00
Subd. 3. License Required .....	\$50.00
Subd. 6. Tag Required .....	\$50.00
Subd. 7. Owner Obligation for Proper Care .....	\$100.00
Subd. 8. Feeding of Stray or Feral Cats.....	\$50.00
Subd. 13. Barking Dogs.....	\$50.00
Subd. 14. Interfering with a Peace Officer .....	\$100.00
Subd. 15. Dangerous Dog .....	\$500.00
SEC. 10.47. Animals and Fowl .....	\$50.00
SEC. 10.48. Animal Waste.....	\$50.00
SEC. 10.49. Feeding of Deer Prohibited.....	\$50.00
SEC. 10.54. Required Permits.....	\$100.00
SEC. 10.55. Premises Identification.....	\$50.00
SEC. 10.56. Fire Lanes.....	\$50.00
SEC. 10.57. Key Boxes.....	\$50.00
SEC. 10.58. Deliberate or Negligent Burning.....	\$100.00
SEC. 10.59. Removal or Tampering with Equipment.....	\$100.00
SEC. 10.60. Removal of or Tampering with Appurtenances.....	\$100.00



SEC. 10.61.	Obstruction of Egress.....	\$50.00
SEC. 10.62.	Fire or Barbecues on Balconies or Patios .....	\$50.00
SEC. 10.63.	Fire Apparatus Access Roads .....	\$50.00
SEC. 10.64.	Recreational Fires .....	\$50.00
SEC. 10.65.	Open Burning.....	\$50.00

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

**CHAPTER 11 – PROPERTY MAINTENANCE CODE**

SEC. 11.09.	Unsafe Structures and Equipment.....	\$100.00
SEC. 11.14.	General Requirements.....	\$50.00
SEC. 11.15.	Exterior Property Areas .....	\$50.00
SEC. 11.15.4.	Weeds, Grass, and Other Vegetation .....	\$50.00
SEC. 11.15.8.	Open Pits, Basements and other Excavations.....	\$250.00
SEC. 11.16.	Abandoned and Junk Vehicles.....	\$50.00
SEC. 11.17.	Vehicle Parking on Residential Property .....	\$50.00
SEC. 11.18.	Swimming Pools, Spas and Hot Tubs.....	\$50.00
SEC. 11.19.	Exterior Structure.....	\$50.00
SEC. 11.20.	Interior Structure.....	\$50.00
SEC. 11.21.	Handrails and Guardrails .....	\$50.00
SEC. 11.22.	Rubbish, Junk, and Garbage .....	\$100.00
SEC. 11.23.	Pest Elimination.....	\$50.00
SEC. 11.24.	Plumbing Facilities and Fixture Requirements.....	\$50.00
SEC. 11.25.	Storm Drainage .....	\$50.00
SEC. 11.26.	Mechanical and Electrical Requirements.....	\$50.00

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

**REDWOOD FALLS UNIFIED DEVELOPMENT ORDINANCE (ZONING)**

Chapter 3-	Violation of Administration and Enforcement.....	\$100.00
Chapter 4-	Violation of Non Conforming Use .....	\$100.00
Chapter 5-	Violation of Site Plan Regulations.....	\$100.00
Chapter 7-	Violation of General Provisions.....	\$100.00
Chapter 8-	Violation of Specific Development Standards.....	\$100.00
Chapter 9-	Violation of Off-Street Parking and Loading.....	\$100.00
Chapter 10-	Violation of Sign Regulations.....	\$100.00
Chapter 11-	Violation of Residential District Standards .....	\$100.00
Chapter 12-	Violation of Business District Standards .....	\$100.00
Chapter 13-	Violation of Industrial District Standards.....	\$100.00
Chapter 14-	Violation of Overlay and Special District Standards.....	\$100.00
Chapter 15-	Violation of Planned Unit Development District Standards.....	\$100.00
Chapter 16-	Violation of Subdivision Regulations.....	\$100.00

A second violation of the above listed ordinances by the same person within 12 months of a prior violation shall result in a doubling of the penalty.

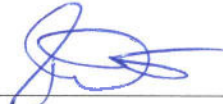
**SECTION 2.** The foregoing list of administrative penalties shall, following the effective date of this Resolution, be incorporated into the City's Fines and Fee Schedule, which is reviewed and approved annually by the City Council. The City Council shall hereafter annually review and modify these administrative penalties in conjunction with the annual Fines and Fee Schedule review.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 4<sup>th</sup> day of May, 2021.

ATTEST:



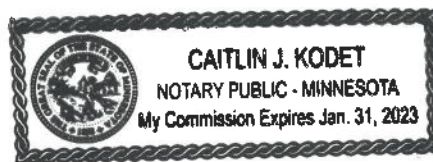
Keith Muetzel  
City Administrator



Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
4<sup>th</sup> day of May, 2021.

  
Notary Public



The City of Redwood Falls follows the 2014 Unified Development Ordinance

<b>ZONING PERMIT FIXED FEES</b>	
Sign Permit - Permanent	\$50.00. <i>See Chapter 10 Signs.</i>
Sign Permit - Portable	\$25.00. <i>See Chapter 10, Signs.</i>
Zoning Permit	\$45.00 fee for the following zoning projects: detached deck under 30", fence & accessory structure under 200 square feet. <i>Permit fee is exempt from the State surcharge. See Chapter 7, Article 4. Accessory Structures and Uses.</i>
Zoning Letter	\$50.00 per request. <i>See Chapter 3, Article 6. Zoning Certificate.</i>

<b>ZONING FEES FOR PLANNING COMMISSION MEETING</b>	
Conditional Use	\$250.00 per request. Includes: publication, 350' radius mailing and recording fees. <i>See Chapter 3, Article 7. Conditional Use Permits.</i>
Minor Subdivision	\$250.00 per request, includes recording fees. <i>See Chapter 3, Article 11. Other Development Approvals and Permits.</i>
Planned Unit Development (PUD)	\$250.00 per request. Includes: publication, 350' radius mailing and recording fees. <i>See Chapter 3, Article 11. Other Development Approvals and Permits.</i>
Plat Request	\$250.00 per request. Includes: publication and recording fees. <i>See Chapter 3, Article 11. Other Development Approvals and Permits.</i>
Variance	\$250.00 per request. Includes: publication, 350' radius mailing and recording fees. <i>See Chapter 3, Article 9. Variances.</i>
Zoning Amendment	\$250.00 per request. Includes: publication, 350' radius mailing and update zoning map. <i>See Chapter 3, Article 5. Zoning Amendments.</i>
Zoning Appeal	\$250.00 per request. Includes: publication, 350' radius mailing and update zoning map. <i>See Chapter 3, Article 4. Appeals</i>
Vacate Easement or Right of Way	\$250.00 per request. Includes: publication, 350' radius mailing and recording fees. <i>See Chapter 3, Article 10. Vacations of Street, Easement, or Other Public Reservations.</i>
Interim Use	\$250.00 per request. Includes: publication, 350' radius mailing and recording fees. <i>See Chapter 3, Article 8. Interim Uses.</i>

<b>ACCOUNT NO.</b>	<b>DESCRIPTION</b>	<b>FEE SCHEDULE</b>
<b>Equipment Fee Schedule (Rates are for Equipment Only)</b>		<b>Per Hour</b>
XXX-XXXXX-36301 / 37301	Pick-up truck	\$25.00
XXX-XXXXX-36301 / 37301	One-ton dump truck	\$30.00
XXX-XXXXX-36301 / 37301	Two-ton dump truck	\$75.00
XXX-XXXXX-36301 / 37301	Two-ton dump truck with snow equipment	\$105.00
XXX-XXXXX-36301 / 37301	Tandem-axle dump truck	\$125.00
XXX-XXXXX-36301 / 37301	Digger Truck	\$150.00
XXX-XXXXX-36301 / 37301	Bucket Truck	\$150.00
XXX-XXXXX-36301 / 37301	Jetter Truck	\$150.00
XXX-XXXXX-36301 / 37301	Vactor	\$175.00
XXX-XXXXX-36301 / 37301	Street Sweeper	\$150.00
XXX-XXXXX-36301 / 37301	Loader	\$100.00
XXX-XXXXX-36301 / 37301	Grader	\$175.00
XXX-XXXXX-36301 / 37301	Backhoe	\$80.00
XXX-XXXXX-36301 / 37301	Roller	\$50.00
XXX-XXXXX-36301 / 37301	Skid Loader	\$50.00
XXX-XXXXX-36301 / 37301	Chipper	\$150.00
XXX-XXXXX-36301 / 37301	Zero Turn Mower	\$35.00
XXX-XXXXX-36301 / 37301	Wide Area Mower	\$60.00
XXX-XXXXX-36301 / 37301	Utility Tractor with mower	\$40.00
XXX-XXXXX-36301 / 37301	Utility Vehicle with attachments	\$50.00
XXX-XXXXX-36301 / 37301	Field Grooming Equipment	\$50.00
XXX-XXXXX-36301 / 37301	Sewer Camera With Trailer	\$100.00
XXX-XXXXX-36301 / 37301	Pump 2-3"	\$15.00
XXX-XXXXX-36301 / 37301	Pump 4"	\$25.00
XXX-XXXXX-36301 / 37301	Pump 6"	\$70.00
XXX-XXXXX-36301 / 37301	Crack Filling Equipment	\$50.00
XXX-XXXXX-36301 / 37301	Loader Mounted Snowblower	\$140.00
XXX-XXXXX-36301 / 37301	Misc Snow Equipment	\$50.00
XXX-XXXXX-36301 / 37301	Misc Small Equipment	\$25.00

## **ORDINANCE NO. 64, FOURTH SERIES**

### **OFFICIAL SUMMARY OF AN ORDINANCE GRANTING A FRANCHISE EXTENSION TO WEST CENTRAL SANITATION TO COLLECT AND HAUL RESIDENTIAL MUNICIPAL SOLID WASTE GENERATED BY RESIDENTIAL AND MULTI-RESIDENTIAL UNITS LOCATED WITHIN THE CITY OF REDWOOD FALLS, MINNESOTA.**

The following is the official summary of Ordinance No. 64, Fourth Series, to be approved by the City Council of the City of Redwood Falls on September 17, 2019. Ordinance No. 64, Fourth Series grants a franchise extension to West Central Sanitation to collect and haul mixed municipal solid waste generated by Residential and Multi-Residential Units located within the incorporated areas of the City and any area that may hereafter be annexed to the City and, for that purpose, to utilize the streets of the City, and to do all things reasonably necessary or customary to accomplish these purposes, subject to other applicable ordinances, permit requirements, and to the further provisions of the ordinance.

“Multi-Residential Customer” means a Multi-Residential Unit located in the City which produces mixed municipal solid waste. The term "Multi-Residential Unit" is defined by City Code § 3.20, Subd. 2.P.

"Residential Customer" means a Residential Unit located in the City which produces mixed municipal solid waste. The term “Residential Unit” is defined by City Code § 3.20, Subd. 2.V.

The franchise extension is for a term of five (5) years and shall become effective from and after its passage by Council and publication. Written acceptance by West Central Sanitation must be filed with the City Clerk within thirty (30) days after publication of the Ordinance.

The franchise applies to any area within the City limits. In the event of annexation, the annexed territory shall become part of the area covered, provided, however, in the event any Residential and Multi-Residential Customer located within any such annexed territory is a party to a written contractual agreement with some other waste hauler, that contract will be allowed to expire according to its terms before the customer must utilize West Central Sanitation.

West Central Sanitation will make available to Residential Customers and Multi-Residential Customers carts to be used for collection and disposal of mixed municipal solid waste. West Central Sanitation shall charge each Residential and Multi-Residential Customer as follows:

Service Level	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
35-Gallon	\$9.47	\$9.66	\$9.85	\$10.05	\$10.25
64-Gallon	\$11.94	\$12.18	\$12.42	\$12.67	\$12.92
96-Gallon	\$14.52	\$14.81	\$15.11	\$15.41	\$15.72
Valet Service	\$6.75	\$6.89	\$7.03	\$7.17	\$7.31
2 <sup>nd</sup> Cart of equal or smaller size	\$7.88	\$8.04	\$8.20	\$8.36	\$8.53
Drive-By Fee by Hauler	\$3.94	\$4.02	\$4.10	\$4.18	\$4.26

The rate changes described above shall become effective on the first day of the next complete billing cycle which occurs after September 23 of each year this franchise extension agreement is in effect. The City shall assume the responsibility of billing and collecting said fees. The City will remit the resulting balance to West Central Sanitation within thirty (30) days.

The City Council may terminate or suspend the franchise for certain specified reasons including the failure of West Central Sanitation to render prompt and effective service.

A printed copy of the Ordinance is available for inspection by any person at the office of the Redwood Falls City Clerk.

Adopted by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

Attest:

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

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

(City Seal)

## ORDINANCE NO. 64, FOURTH SERIES

### AN ORDINANCE GRANTING A FRANCHISE EXTENSION TO WEST CENTRAL SANITATION, TO COLLECT AND HAUL RESIDENTIAL MUNICIPAL SOLID WASTE GENERATED BY RESIDENTIAL AND MULTI-RESIDENTIAL UNITS LOCATED WITHIN THE CITY OF REDWOOD FALLS, MINNESOTA.

#### THE CITY OF REDWOOD FALLS ORDAINS:

**Section 1. Short Title.** This Franchise Extension Ordinance shall be known and cited as the “West Central Sanitation, Solid Waste Franchise Extension Ordinance”.

**Section 2. Purposes, Policy and Scope.** It is declared to be the public policy of the City of Redwood Falls (“City”) to regulate solid waste management to:

1. Insure safe, efficient, economical and comprehensive solid waste service;
2. Eliminate overlapping service and thereby increase efficiency and decrease truck noise, street wear, energy waste, air pollution and public inconvenience;
3. Protect public health and the environment; and
4. Provide public service standards.

**Section 3. Definitions.** For purposes of this Franchise Extension Ordinance, the terms used herein are intended to have the same meaning as used in Redwood Falls City Code § 3.20. In addition, unless a different meaning is required by the context, the following definitions shall have the meanings stated:

“**West Central Sanitation**” is West Central Sanitation, its agents and employees, lawful successors, transferees or assigns.

“**Effective Date**” means the date on which the Ordinance becomes effective under Section 4.3.

“**Mixed Municipal Solid Waste**” means, for purposes of this Franchise Extension, garbage, refuse and other solid waste generated by Residential Customers, Multi-Residential Customers and City owned and operated facilities. “Mixed Municipal Solid Waste” does not mean, for purposes of this Franchise Extension, garbage, refuse and other solid waste generated by commercial, industrial and other community activities.

“**Multi-Residential Customer**” means a Multi-Residential Unit located in the City which produces mixed municipal solid waste. “Multi-residential unit” shall mean permanent buildings containing three or more residential units including condominiums, apartment houses, mobile-home parks, travel trailer parks and recreational vehicle parks.



**“Notice”** shall mean a writing served by a party or parties on another party or parties. Notice to West Central Sanitation must be mailed to: P.O. Box 796, 4089 Abbott Drive, Willmar, Minnesota 56201. Notice to City must be mailed to: City Administrator, City of Redwood Falls, P.O. Box 526, Redwood Falls, Minnesota 56283.

**“Residential Customer”** means a Residential Unit located in the City which produces mixed municipal solid waste. **“Residential unit”** shall mean a dwelling within the incorporated areas of the City occupied by a person or group of persons comprising not more than two families. A residential unit to which service must be rendered under the provisions of this Ordinance shall be either a single-family residential unit or a duplex residential unit.

**“Service”** means the collection, transportation and disposal of mixed municipal solid waste.

**“Volume-based rate”** is a mixed municipal solid waste collection and disposal charge based on the number of gallons or cubic yards and the weight of the mixed municipal solid waste.

#### **Section 4. Grant of Franchise Extension Authority and General Provisions.**

**4.1 Grant of Franchise Extension and Authority.** Subject to the terms and conditions contained herein, the City hereby grants to West Central Sanitation the exclusive right, privilege and franchise during the extended term of the franchise to collect and haul mixed municipal solid waste generated by Residential Customers located within the incorporated areas of the City and any area that may hereafter be annexed to the City and, for that purpose, to utilize the streets of the City, and to do all things reasonably necessary or customary to accomplish these purposes, subject to other applicable ordinances, permit requirements, and to the further provisions of this ordinance. Multi-Residential Customers may elect to have their mixed municipal solid waste collected and disposed of pursuant to the terms of this Franchise Extension, or may contract with West Central Sanitation or any other refuse hauler licensed by the City and Redwood County to have their mixed municipal solid waste collected or disposed of in a manner provided by Redwood Falls City Code. West Central Sanitation does not receive exclusive franchise rights herein for the collection or disposal of solid waste which is not “mixed municipal solid waste” as defined herein.

**4.2 Franchise Extension Term.** The rights, privileges and franchise herein granted shall begin on the Effective Date, and shall be considered a continuing five (5) year franchise extension to the original franchise agreement that was entered into on September 22, 2014. This franchise extension agreement may be amended by mutual consent of both parties from time to time during the Franchise Extension Term. Nothing in this section restricts the City from suspending, modifying or revoking the franchise for cause pursuant to Section 9 of this Ordinance.

**4.3 Effective Date.** This franchise extension agreement is effective from and after its passage and publication. Written acceptance by West Central Sanitation must be filed with the City Clerk within thirty (30) days after publication of this Ordinance.

**4.4 Territorial Area Involved.** This franchise applies to any area within the corporate boundaries of the City, as it exists from time to time. In the event of annexation by the City, any new

territory shall become part of the area covered, provided, however, in the event any Residential and Multi-Residential Customer located within any such annexed territory is a party to a written contractual agreement with some other waste hauler, the rights and privileges granted to West Central Sanitation by this franchise extension agreement shall not apply to such a customer until the expiration or termination of any such agreement. Notwithstanding the foregoing, the City hereby reserves the right to redefine the area for which this franchise is granted.

**4.5 Reservation of Rights.** Nothing contained in this franchise extension agreement shall be construed to contract away or to modify or abridge, either for a term or in perpetuity, the lawful exercise of the police power, rights granted by statute, charter or city code, and the right of eminent domain by City.

**4.6 Additional Regulations.** City reserves the right to enforce such additional rules and regulations as may from time to time be deemed necessary to the protect the interest, safety, and welfare of the public in relation to the subject matter of this Franchise Extension Ordinance.

**4.7 Publication Expense.** The expense of publication of this Franchise Extension Ordinance shall be paid by West Central Sanitation.

**Section 5. Conditions under which Franchise Extension is Granted.**

**5.1** West Central Sanitation shall dispose of solid waste at the sanitary landfill site approved by Redwood County and comply with all applicable ordinances, laws, rules and regulations of the City, State of Minnesota and the United States of America.

**5.2** West Central Sanitation shall provide and keep in force liability and other insurance in accordance with the following provisions:

**A.** Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining to premises operations. In the event Combined Single Limits Coverage is not secured by the contractor, the following minimum limits apply:

- \$1,500,000 Aggregate
- \$1,500,000 Products and Completed Operations Aggregate
- \$1,500,000 Personal Injury and Advertising Injury
- \$1,500,000 Each Occurrence
- \$ 100,000 Fire Damage Limit
- \$ 5,000 Medical Expense

The policy should be written on an “occurrence” basis and not a “claims-made” basis.

**B.** Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$1,500,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident. If automobiles are not used, City must receive a letter from Contractor stating this.

C. Professional Liability Insurance (when required) in the minimum amount of \$1,500,000 combined single limit (CSL). In the event Combined Single Limits Coverage is not secured by the Contractor, the following minimum limits apply:

\$1,500,000 Aggregate  
\$1,500,000 per Wrongful Act or Occurrence

D. Excess Umbrella Liability Policy in the amount of \$1,500,000 will be additionally required if any of the above policies have lower limits than stated.

E. Worker's Compensation Insurance in accordance with Minn. Stat. Chapter 176 statutory limits on all employees.

F. West Central Sanitation shall furnish the City with an original Certificate of Insurance listing the City as an "Additional Insured" in all coverage areas except Worker's Compensation.

Any insurance policy required under this section shall remain in full force and effect at all times relevant to this franchise extension agreement. West Central Sanitation shall file a current certificate of insurance with the City during the first full term of this agreement and for each term herein provided. Such policies shall contain a provision requiring the City be notified at least thirty (30) days prior to the expiration or cancellation of any insurance policy. Failure to carry the required insurance shall be grounds for cancellation of this franchise extension agreement with the City.

5.3 West Central Sanitation shall obtain and maintain the required licensure pursuant to Redwood Falls City Code § 3.20, subd. 5.A.

5.4 West Central Sanitation shall provide sufficient collection vehicles, containers, facilities, personnel and finances to provide good service.

5.5 West Central Sanitation shall respond promptly and effectively to any complaint on service.

5.6 West Central Sanitation shall provide a performance bond in the amount of \$50,000.00 with a surety licensed to do business in the State of Minnesota conditioned upon the full and faithful performance of this franchise extension agreement.

5.7 West Central Sanitation shall maintain an accurate and complete log of West Central Sanitation's collection and transportation activities indicating the daily route of each vehicle, points of collection, times of collection, driver of the vehicle, and times of disposal of the solid waste, residential household garbage or recyclable material at the sanitary landfill or temporary transfer station. West Central Sanitation shall also maintain landfill receipts from equipment which carries exclusively mixed municipal solid waste from Redwood Falls. West Central Sanitation shall promptly make available to the City Administrator upon request said log information and landfill receipts. West Central Sanitation shall provide landfill receipts to the Redwood County Planning and Zoning Office.

5.8 West Central Sanitation shall not transfer this franchise in any way or any interest therein, or transfer any ownership interest in franchise, including but not limited to the transfer of franchisee stock to any other person without prior written approval of the City. A pledge of this franchise or any interest in franchisee or its stock as financial security shall be considered as a transfer for purposes of this section. The City may attach whatever conditions it deems necessary to any transfers.

### **Section 6. Collection Service Requirements.**

6.1 West Central Sanitation shall collect residential municipal solid waste generated by Residential and Multi-Residential Units pursuant to this franchise agreement at least weekly. Hours of collection shall be between the hours 7:00 a.m. and 6:00 p.m.

6.2 West Central Sanitation shall notify the City Administrator at least fifteen (15) days prior to any proposed change in schedule of pickup.

6.3 West Central Sanitation will not be required to provide collection services on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day or other agreed upon federally observed holidays. If the schedule on file in the City Administrator's Office requires a collection on the above days, West Central Sanitation shall make the collection or pickup on the day following said holiday. Prior to January 1<sup>st</sup> of each year, West Central Sanitation shall provide an annual holiday collection schedule for use by City Staff.

6.4 In the event West Central Sanitation shall fail to make a solid waste pickup at any particular residence, as required, West Central Sanitation shall do so within 24 hours after notification by the resident or by the City.

6.5 West Central Sanitation shall provide and pay for all public service information (i.e. radio, newspaper, flyers and telephone book advertisement) regarding collection dates, retail locations special collection dates and a listed phone number for people to call West Central Sanitation for services.

6.6 West Central Sanitation and the City shall use a count of 2,049 Residential Customers and Multi-Residential Customers as the initial number of customers being serviced. Each month the number of customers will be adjusted based on the number of customers actually serviced by West Central Sanitation. West Central Sanitation agrees to discontinue service to a Residential Customer or Multi-Residential Customer on a temporary basis if the Customer will not reside in the residence for a period of more than 30 days.

### **Section 7. Consideration.**

As additional consideration for the rights, privileges, and franchise extension granted herein, West Central Sanitation shall provide service as necessary for the collection and disposal of solid waste from all City owned and operated facilities, properties, parks and street containers, at no extra cost to the City. This includes but is not limited to: all dumpsters that are located at City Hall, Fire

Department, Library, Redwood Area Community Center, Liquor Lodge, Ramsey Park, Aquatic Center, Memorial Baseball Field, Electric Utilities, Water Treatment Plant, Airport, Animal Shelter and City Shop. Central Sanitation shall provide extra dumpsters and solid waste collection for the City's annual community festivals and City owned construction projects at no extra charge. For City construction projects, West Central Sanitation shall collect a maximum of 150 yards of solid waste per year without charge to the City.

**Section 8. Rates.**

Unless and until otherwise changed by the direction of the Redwood Falls City Council, the rates for services rendered under this ordinance shall be as follows:

8.1 **Basic service fees.** West Central Sanitation will make available to Residential Customers and Multi-Residential Customers carts to be used for collection and disposal of mixed municipal solid waste. These carts will remain the property of West Central Sanitation but will be distributed to Customers without cost. The carts shall be in three different sizes: 35-gallon, 64-gallon and 96 gallon. Customers will be able to choose which size best serves their individual needs. Once the carts are delivered to Customers, West Central Sanitation shall charge each Residential and Multi-Residential Customer the following:

Service Level	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
35-Gallon	\$9.47	\$9.66	\$9.85	\$10.05	\$10.25
64-Gallon	\$11.94	\$12.18	\$12.42	\$12.67	\$12.92
96-Gallon	\$14.52	\$14.81	\$15.11	\$15.41	\$15.72
Valet Service	\$6.75	\$6.89	\$7.03	\$7.17	\$7.31
2 <sup>nd</sup> Cart of equal or smaller size	\$7.88	\$8.04	\$8.20	\$8.36	\$8.53
Drive-By Fee by Hauler	\$3.94	\$4.02	\$4.10	\$4.18	\$4.26

The rate changes described in this paragraph shall become effective on the first day of the next complete billing cycle which occurs after September 23 of each year this franchise extension agreement is in effect. The City shall assume the responsibility of billing and collecting said fees. The City will remit the resulting balance to West Central Sanitation within thirty (30) days.

8.2 Customer billing services will be provided by the City on a monthly basis with an additional monthly customer billing administration fee to be set by the Redwood Falls City Council and collected/retained by the City.

8.3 **Failure to Pay.** In the event that any Residential and Multi-Residential Customer fails to pay the City the basic service fees described in Section 8.1 or 8.2, the City shall notify West Central Sanitation and service to that customer shall be terminated. West Central Sanitation agrees to cooperate with the City in prosecution of its mandatory pickup ordinance. The basic service fees to be charged by West Central Sanitation may be changed only by the Redwood Falls City Council

when deemed necessary or expedient. West Central Sanitation shall submit any proposed fee changes to the City Administrator for transmittal to the City at least sixty (60) days prior to the proposed effective date of the fee changes.

**Section 9. Termination or Suspension.**

The Redwood Falls City Council may terminate or suspend upon notice and hearing this franchise extension for any of the following reasons:

9.1 Loss of the West Central Sanitation's license to operate as a solid waste collector;

9.2 Failure of West Central Sanitation to render prompt and effective service to persons within its service area;

9.3 Failure of West Central Sanitation to comply with any provision of this franchise, Redwood Falls City Code § 3.20, or any applicable laws, rules and regulations of the State of Minnesota and the United States of America; or

9.4 Failure of West Central Sanitation to comply with any provision of the Redwood County Solid Waste Plan.

**Section 10. Defense and indemnification.**

10.1 **Terms.** West Central Sanitation will defend, indemnify, keep and hold the City free and harmless from any and all liability on account of injury to persons or damage to property caused during the performance of the rights, privileges and franchise herein granted.

10.2 **Litigation.** If a suit is brought against the City under circumstances where the agreement in this Section 10 to indemnify applies, West Central Sanitation at its sole cost and expense will defend the City in such suit if notice thereof is promptly given to West Central Sanitation within a reasonable period. If West Central Sanitation is required to indemnify and defend, it will thereafter have control of such litigation, but West Central Sanitation may not settle such litigation without the consent of the City, which consent will not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City; and West Central Sanitation, in defending any action on behalf of the City, is entitled to assert in any action every defense or immunity that the City could assert in its own behalf.

**Section 11. Limitation on Applicability.**

This Ordinance constitutes a franchise extension agreement between the City and West Central Sanitation. No provision of this franchise extension inures to the benefit of any third person, including the public at large, so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action for any person not a party hereto.

**Section 12. Previous franchises superseded.**

This franchise extension supersedes and replaces any previous franchises granted to West Central Sanitation or its predecessors.

**Section 13. Amendments.**

This franchise extension agreement may be amended at any time by mutual consent of both parties. An amendatory Ordinance becomes effective upon the filing of the West Central Sanitation's written consent thereto.

**Section 14. Severability.**

If any portion of this franchise extension agreement is found to be unenforceable for any reason, the validity of the remaining provisions will not be affected.

**Section 15. Summary approved.**

The Council hereby determines that the text of the summary of this Ordinance prepared by Amy M. Busse, the City Attorney, marked "Official Summary of Ordinance No. 64, Fourth Series", a copy of which is attached hereto, clearly informs the public of the intent and effect of this Ordinance. The Council further determines that publication of the title and such summary will clearly inform the public of the intent and effect of the Ordinance.

**Section 16. Posting and Filing.**

The city clerk shall see that a copy of this Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk.

**Section 17. Publication Period.**

The City Clerk shall publish the title of this Ordinance and the Official Summary in the official newspaper with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk.

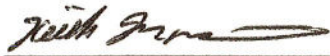
Adopted by the Council this 17<sup>th</sup> day of September, 2019.



---

Tom Quackenbush  
Mayor

Attest:



Keith Muetzel  
City Administrator

**ACCEPTED:** This Franchise Extension is accepted and West Central Sanitation agrees to be bound by its terms and conditions.

**West Central Sanitation**

Dated: 9/20/2019

By:   
Don Williamson  
Its President

First Reading:	September 3, 2019
10-day Notice:	September 6, 2019
Second Reading:	September 17, 2019
Publication:	September 23, 2019



## **ORDINANCE NO. 64, FOURTH SERIES**

### **OFFICIAL SUMMARY OF AN ORDINANCE GRANTING A FRANCHISE EXTENSION TO WEST CENTRAL SANITATION TO COLLECT AND HAUL RESIDENTIAL MUNICIPAL SOLID WASTE GENERATED BY RESIDENTIAL AND MULTI-RESIDENTIAL UNITS LOCATED WITHIN THE CITY OF REDWOOD FALLS, MINNESOTA.**

The following is the official summary of Ordinance No. 64, Fourth Series, to be approved by the City Council of the City of Redwood Falls on September 17, 2019. Ordinance No. 64, Fourth Series grants a franchise extension to West Central Sanitation to collect and haul mixed municipal solid waste generated by Residential and Multi-Residential Units located within the incorporated areas of the City and any area that may hereafter be annexed to the City and, for that purpose, to utilize the streets of the City, and to do all things reasonably necessary or customary to accomplish these purposes, subject to other applicable ordinances, permit requirements, and to the further provisions of the ordinance.

“Multi-Residential Customer” means a Multi-Residential Unit located in the City which produces mixed municipal solid waste. The term "Multi-Residential Unit" is defined by City Code § 3.20, Subd. 2.P.

"Residential Customer" means a Residential Unit located in the City which produces mixed municipal solid waste. The term “Residential Unit” is defined by City Code § 3.20, Subd. 2.V.

The franchise extension is for a term of five (5) years and shall become effective from and after its passage by Council and publication. Written acceptance by West Central Sanitation must be filed with the City Clerk within thirty (30) days after publication of the Ordinance.

The franchise applies to any area within the City limits. In the event of annexation, the annexed territory shall become part of the area covered, provided, however, in the event any Residential and Multi-Residential Customer located within any such annexed territory is a party to a written contractual agreement with some other waste hauler, that contract will be allowed to expire according to its terms before the customer must utilize West Central Sanitation.

West Central Sanitation will make available to Residential Customers and Multi-Residential Customers carts to be used for collection and disposal of mixed municipal solid waste. West Central Sanitation shall charge each Residential and Multi-Residential Customer as follows:

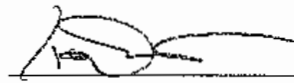
Service Level	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
35-Gallon	\$9.47	\$9.66	\$9.85	\$10.05	\$10.25
64-Gallon	\$11.94	\$12.18	\$12.42	\$12.67	\$12.92
96-Gallon	\$14.52	\$14.81	\$15.11	\$15.41	\$15.72
Valet Service	\$6.75	\$6.89	\$7.03	\$7.17	\$7.31
2 <sup>nd</sup> Cart of equal or smaller size	\$7.88	\$8.04	\$8.20	\$8.36	\$8.53
Drive-By Fee by Hauler	\$3.94	\$4.02	\$4.10	\$4.18	\$4.26

The rate changes described above shall become effective on the first day of the next complete billing cycle which occurs after September 23 of each year this franchise extension agreement is in effect. The City shall assume the responsibility of billing and collecting said fees. The City will remit the resulting balance to West Central Sanitation within thirty (30) days.

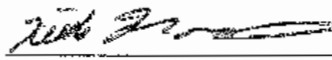
The City Council may terminate or suspend the franchise for certain specified reasons including the failure of West Central Sanitation to render prompt and effective service.

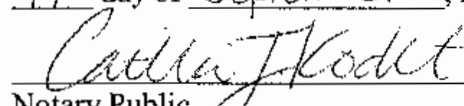
A printed copy of the Ordinance is available for inspection by any person at the office of the Redwood Falls City Clerk.

Adopted by the Council this 17<sup>th</sup> day of September, 2019.

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

Attest:

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

Subscribed and sworn to before me this  
 17<sup>th</sup> day of September, 2019.  
  
 \_\_\_\_\_  
 Notary Public

(City Seal)



**Agenda Item:** Parks & Recreation 2024 Fee Schedule - Proposed

**Date:** Friday, August 25, 2023

**Summary/Overview:**

- Ramsey Park:
  - We will eliminate the half-day rental of Park Shelters.
  - Full-day rental will increase from \$50 to \$55/day.
  
- Redwood Area Community Center
  - Changes include (See attached highlighted areas)
    - Increase in Fieldhouse and Arena rental rates.
  
- Redwood Falls Aquatic Center
  - Rate increases include:
    - Increase Full Season Family Pass from \$160.00 - \$170.00.
    - Increase all lessons by \$5 (including private lessons).
  
- Youth & Adult Recreation Programs
  - Youth Programs & Other Fees
    - Changes indicated on attachment.
      - Price increase/decrease due to staff wages, camp adjustments (number of days), and other expenses associated with the program.
  
  - Adult Program
    - Changes indicated on attachment.
      - Team fee increases in Co-Rec Sand VB, Co-Rec Kickball, & Fall 4's VB.
      - Decrease in Men's Basketball due to changing the league to a self-officiated league.

**Chapter 9**  
**Rental Rate Schedules**  
**And**  
**Membership Fees**

**Redwood Area Community Center  
Conference Center Rental Rates  
Effective - 1/1/2024**

The following are descriptions of user groups-

Category A: City of Redwood Falls, I.S.D. 2897 and their ancillary organizations.  
(No damage deposit required)\*

Category B: Civic, charitable, service clubs, and other governmental organizations.

Category C: Private individuals, organizations, or businesses.

There is no charge for Category (A). Rental rates for Categories (B) and (C) established by resolution of the City Council and subject to change. Consult a current rental rate schedule.

***\*Following rates based on an hourly rental - Minimum rental is 3 hours-  
NEW RATES INCLUDE AUDIO/VISUAL EQUIPMENT***

Room	Category A	Category B	Category C	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Small Room		\$18/Hour	\$23/hour	Half of Rate	\$50
1 Medium Room		\$36/hour	\$46/hour	Half of Rate	\$75
2 Medium Rooms		\$72/hour	\$92/hour	Half of Rate	\$100
Full Room		\$102/hour	\$126/hour	Half of Rate	\$250
Senior Center		\$24/hour	\$34/hour	Half of Rate	\$75
Board Room		\$12/Hour	\$17/hour	Half of Rate	\$50
Security Officer	No Alcohol Permitted	\$50/hour	\$50/hour		

*\*Following rates based on a full day rental*

**Wedding Package - \$2,500** *(Full Room for 2 days, Catering Kitchen Use, Patio Use, Table and Chair Setup/Takedown, Full Linens)*

Room	Category A	Category B	Category C	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
1 Small Room		\$60/day	\$86/day	Half of Rate	\$50
1 Medium Room		\$120/day	\$172/day	Half of Rate	\$75
2 Medium Rooms		\$240/day	\$344/day	Half of Rate	\$100
Full Room		\$345/day	\$495/day	Half of Rate	\$250
Senior Center		\$92/day	\$144/day	Half of Rate	\$75
Board Room		\$46/day	\$72/day	Half of Rate	\$75
Security Officer	No Alcohol Permitted	\$50/hour	\$50/hour		

The Redwood Area Community Center has an exclusive vending contract. All products sold within the Community Center must be purchased by vendor. All orders must be placed with these vendors through RACC staff. Rental rates are for regularly posted business hours. Facilities can be rented beyond the regular hours for an additional per hour charge.

**Redwood Area Community Center**  
**Fieldhouse Rental Rates**  
 Effective - 1/1/2024

The following are descriptions of user groups-

Category A: City of Redwood Falls, I.S.D. 2897 and their ancillary organizations.  
 (No damage deposit required)\*

Category B: Civic, charitable, service clubs, and other governmental organizations.

Category C: Private individuals, organizations, or businesses. There is no charge for Category (A). Rental rates for Categories (B) and (C) established by resolution of the City Council and subject to change. Consult a current rental rate schedule.

***\*Following rates based on an hourly rental - Minimum rental is 3 hours***

Room	Category A	Category B	Category C	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Non-Prime: Apr-Sept Fieldhouse-Non Athletic		\$95/Hour	\$115/Hour	Half of Rate	\$250
Prime: Oct-March Fieldhouse- Non Athletic		\$135/Hour	\$165/Hour	Half of Rate	\$250

*\*Following rates are based on a full day rental \* Rates do not include sales tax*

Room	Category A	Category B Day #1	Category B Day #2	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Non-Prime: Apr-Sept Fieldhouse-Non Athletic		\$615/day	\$515/day	Half of Rate	\$250
Prime: Oct-March Fieldhouse- Non Athletic		\$725/day	\$625/day	Half of Rate	\$250

Room	Category A	Category C Day #1	Category C Day #2	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Non-Prime: Apr-Sept Fieldhouse-Non Athletic		\$700/day	\$600/day	Half of Rate	\$250
Prime: Oct-March Fieldhouse- Non Athletic		\$1100/day	\$1000/day	Half of Rate	\$250

Room	Category A	Category B	Category C	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Gym Court		\$25/hour	\$30/Hour	Half of Rate	
Track		\$250/4 hr block	\$300/4 hr. block	Half of Rate	

\*Except as otherwise maybe provided to certain City Recreation ancillary organizations through a facility use agreement.

**The Redwood Area Community Center has an exclusive vending contract.**  
**All products sold within the Community Center must be purchased by vendor.**  
**All orders must be placed with these vendors through RACC staff.**  
**Rental rates are for regularly posted business hours.**  
**Facilities can be rented beyond the regular hours for an additional per hour charge.**

**Redwood Area Community Center**  
**Civic Arena Non-Ice & Ice Seasons Rentals**  
 Effective - 1/1/2024

The following are descriptions of user groups-

Category A: City of Redwood Falls, I.S.D. 2897 and their ancillary organizations.  
 (No damage deposit required)\*

Category B: Civic, charitable, service clubs, and other governmental organizations.

Category C: Private individuals, organizations, or businesses.

There is no charge for Category (A). Rental rates for Categories (B) and (C) established by resolution of the City Council and subject to change. Consult a current rental rate schedule.

***\*Following rates are based on an hourly rental - Minimum rental is 3 hours \* Rates do not include sales tax***

Room	Category A	Category B	Category C	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Arena Non-Ice Season		\$80/hour	\$100/hour	Half of Rate	\$250
Arena Ice Season		\$120/hour	\$150/hour	Half of Rate	\$250
Team Room		\$25/hour	\$25/hour	Half of Rate	\$50

***\*Following rates based on a full day rental \* Rates do not include sales tax***

Room	Category A	Category B Day #1	Category B Day #2	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Arena Non-Ice Season		\$515/day	\$415/day	Half of Rate	\$250
Arena Ice Season		\$725/day	\$625/day	Half of Rate	\$250

***\* Rates do not include sales tax***

Room	Category A	Category C Day #1	Category C Day #2	Rental Deposit	Damage/Cleaning Deposit (Cat. B & C)
Arena Non-Ice Season		\$600/day	\$500/day	Half of Rate	\$250
Arena Ice Season		\$1000/day	\$900/day	Half of Rate	\$250

\*Except as otherwise maybe provided to certain City Recreation ancillary organizations through a facility use agreement.

**The Redwood Area Community Center has an exclusive vending contract.  
 All products sold within the Community Center must be purchased by vendor.  
 All orders must be placed with these vendors through RACC staff.  
 Rental rates are for regularly posted business hours.  
 Facilities can be rented beyond the regular hours for an additional per hour charge.**

# Redwood Area Community Center Membership Rates and Daily Fees

Effective - 1/1/2024

*All rates established by resolution of the City Council and subject to change. Consult a current rental rate schedule.*

## MEMBERSHIP RATES (Plus Sales Tax)

Package Type	Semi-Annual	Annual	ACH 6-Month	ACH 12-Month
Senior Citizen (Individual)	\$162.00	\$246.00	\$28.00	\$21.50
Senior Citizen (Couple)	\$213.00	\$327.00	\$36.50	\$28.25
Student/College Student	\$99.00	\$150.00	\$17.50	\$13.50
Individual	\$258.00	\$402.00	\$43.00	\$34.50
Couple	\$324.00	\$471.00	\$55.00	\$40.25
Family	\$366.00	\$564.00	\$62.00	\$48.00
1-Month Membership (Available for Individuals ONLY - NO ACH OPTION)				
\$50 + Tax				

\$10 + Sales Tax: Fee for Lost Membership Card /\$10 (Tax Included)

\$10 Fee for 24-7 Membership Card per person

	Daily Fees
Senior	\$5 (Tax Included)
Student/College Student	\$5 (Tax Included)
Adult	\$6 (Tax Included)
Family	\$20 (Tax Included)
Student Punch Pass	\$60 (15 Days of Use) (Tax Included)
Adult Punch Pass	\$75 + Tax (15 Days of Use) (Tax Included)
5 and Under	Free

Minimum Purchase 10	Corporate Discounts
10-19 Memberships	15% Discount
20-and Up Memberships	20% Discount
*For more information please contact Sam Scheffler, RACC Staff	
*Minimum purchase for Gift Cards through Corporate Discounts is \$500.00	

*The membership rates will reflect the collaborative spirit for which the center was built. The Redwood Valley High School/Middle School students and many other user groups will use the building. There will be times that portions of the Community Center will be unavailable for use due to community events, tournaments, or a rental.*

### Types of Memberships:

**Students:** Ages 6-18

**College Student:** Ages 18-22 (Must Show College ID)

**Individual:** Ages 19-59

**Couple:** Ages 19-59

(Includes spouse or domestic partner or a parent & child under age of 18- 2 people- ALL with the same address.)

**Senior:** Ages 60 & Up

**Family:** Includes spouse or domestic partner & dependent children in school up to age 18 -

ALL with the same address. Families with more than 6 members will be charged \$15.00 per each additional family member. PCA's (Personal care attendants) treated like family members for memberships.



**Redwood Area Community Center  
Children's Programming Room  
Rental Rates**  
Effective - 1/1/2024

*Minimal Rental - 3 hours*

All rates established by resolution of the City Council and subject to change. Consult a current rental rate schedule.

	<b>Per Hour</b>
Children's Programming Room	<b>\$15</b>
	<b>Per Day</b>
Children's Programming Room	<b>\$50</b>

## Parks & Recreation Misc. Fee Schedule

*Effective 1/1/2024*

	<b>Rental Rate</b>
Copies	\$.25/Copy (Plus Tax)
Fax Machine (Transmit/Receive)	Transmit: 1 <sup>st</sup> Page - \$1.50 (Plus Tax) 2 <sup>nd</sup> Page - \$.50 (Plus Tax)
Skate Rental	\$3.00/Pair
Skate Sharpening	\$5.00/Pair (If offered by RACC-Currently offered by RAHA)
24-7 Card	\$10.00 (Tax Included)
Lost Membership Card	\$10/Card (Plus Tax) or \$20/Card for 24-7 Card
Indoor Playground	5 & Under Free, Ages 6-7 Standard Daily Fees will Apply
Socks for Playground	\$1.00/pair (includes sales tax)
Laminator	Letter \$.75/Legal \$1.25/Ledger \$2.00/Full Poster \$5.00/Half Poster \$3.00 (Plus Tax)
Concession Handling fee	15% of Total Bill (The Redwood Area Community Center has an exclusive vending contract. All products sold within the Community Center must be purchased by vendor. Our vendor has a complete line of beverages and vending items. All orders must be placed with these vendors through RACC staff.) RAHA is at 10% of total bill.
Link Concession Stand	\$40/Day
Extra Staffing/Clean Up Person	\$35/hour (If Needed)
Locker Rental	\$90 with 12-Month Membership (Large) (Plus Tax) \$45 with 6- Month Membership (Large) (Plus Tax) \$50 with 12- Month Membership (Med) (Plus Tax) \$25 with 6 - Month Membership (Med) (Plus Tax)
Personal Trainer	\$25/Hour - Must do Minimum of 2 hours
DSL	WIRELESS - NO CHARGE
LCD Projector	\$60/Day (Plus Tax) -When used outside of the conf. room or in addition to a Conf. Rm
Phone Line	\$15/Day (Plus Tax)
Small Round Table Linens	\$6.00/Table (Plus Tax)
Large Round Table Linens	\$7.00/Table (Plus Tax)
Rectangular Table Linens	\$7.00/Table (Plus Tax)
Napkins	\$1.00/Each (Plus Tax)
Rectangular Table Skirting	\$10.00/Table (Plus Tax)
Small Round Table Skirting	\$7.00/Table (Plus Tax)
Security Officer	\$50.00/Hour (4 Hour Minimum) - Billed by RWF PD
Fitness Assessments	\$100.00/\$90.00 - Marathon Package or \$70.00/\$60.00 - Half Marathon Package or \$30.00/\$25.00 - In Training Package
Birthday Party Packages	\$125.00 - Supreme Package (Plus Tax) or \$105.00 - Extreme Package (Plus Tax)
Coffee	\$15.00/ Air pot (Serves 8 with Cups) (Plus Tax)
Special Use Agreement	\$600 (10 Users)/\$900 (11-20 Users) (Plus Tax)
Arena Billboards	4'x4' - 1 Year \$350 (Current Advertiser) \$450 (New Advertiser) 4'x4' - 2 Year \$600 (Current Advertiser) \$800 (New Advertiser) 4'x8' - 1 Year \$500 (Current Advertiser) \$600 (New Advertiser) 4'x8' - 2 Year \$900 (Current Advertiser) \$1000 (New Advertiser)
Little Critters Rental	\$25 - Must be rented in conjunction with an RACC rental space
<b>Park Shelter Reservations</b>	<b>\$35 (Plus Tax) Half Day or \$50 (Plus Tax) Full Day - Includes 6 picnic tables</b>
Picnic Table Rentals	\$10.00 (Plus Tax) Per Day \$10. 00 (Plus Tax) Per Day + \$50 Delivery Fee (5 tables or less) \$10. 00 (Plus Tax) Per Day + \$100 Delivery Fee (6-10 tables) *Delivery of more than 11 + tables will be an additional \$50 per five tables \$150.00 - Removal of Tables at Zeb Gray
<b>Campground Fees</b>	<b>\$28 (Plus Tax) - Reserved Site or \$15 (Plus Tax) - Tenting Area \$5 - Dump Station Fee (for non-campers)</b>
Park Special Event Fees	\$75 (Plus Tax) - Open Space Rental Fees in Parks

All rates established by resolution of the City Council and subject to change. Consult a current rental rate schedule.

## Redwood Falls Aquatic Center 2024 Fee Schedule

ACCT #	DESCRIPTION	2024 FEE SCHEDULE	PREVIOUS FEE	LAST CHANGE	YEAR TAKES EFFECT
	<b>SUMMER 2024</b>				
101-34720	Full Season Family	\$170.00 (plus tax)	\$160.00 (plus tax)	2020	2024
	<i>(Family passes are for families up to 5: \$15 for each additional member over 5)</i>				
101-34720	Full Season Individual	\$85 (plus tax)	\$70 (plus tax)	2020	
101-34720	Spectator Season Pass	\$40 (plus tax)	\$30.00	2019	
101-34720	Day Pass (Swimmer of all ages)	\$6.00	\$5	2009	2022
101-34720	Punch Passes - All Ages	10 punches for \$50.00 (plus tax)	\$45.00	2022	2023
	(Passes can be used for lap swim or Aqua Fitness Classes)	20 punches for \$90.00 (plus tax)	\$75.00	2022	2023
		40 punches for \$160.00 (plus tax)	\$125.00	2022	2023
101-34720	Swim Diapers	\$2.00	\$1.50	2014	
101-34720	Pool Party~The RFAC	\$225/1.5hr plus \$3 /person (plus tax)	\$200.00	2018	2022
	Pool Party				
	Pool Party~Zero depth only	\$100/1.5 hr plus \$3/person (plus tax)	\$75.00	2018	2022
101-34718	Swimming Lessons				
101-34718	<i>Levels 2 - 6</i>	\$50.00	\$45.00	2020	2024
101-34718	<i>Level 1</i>	\$45.00	\$40.00	2020	2024
101-34718	<i>Tiny Tots</i>	\$45.00	\$40.00	2020	2024
101-34718	Private Swimming Lessons	\$30.00 Per 1/2 hour session	\$25.00	2018	2024
101-34718	Jr. Guards	\$50.00	\$45.00	2020	
101-34718	Lifeguard Training	\$250.00/\$150 (includes books & mask)	\$200/\$150	2022	2023
		Not planning to work for us/works for us			
101-34718	Aqua Fitness Season	(based on 2x/week) \$80.00	\$75.00	2019	
101-34718	Aqua Fitness/Lap Swim Daily Fee	\$5.00	\$4	2022	2023
101-34720	Lap Swim - Full Season	\$60.00	\$50.00	2012	
101-34718	Tent Rental	\$100.00 (All day weekend)	\$90	2009	2022
		\$60.00 (1/2 weekend rental)	\$50	2009	2022
		\$60.00 (Mon.-Thurs. afternoon session)	\$50	2009	2022
		\$35.00 (Mon.-Thurs. evening session)	NEW	2009	
101-34718	Water Safety Instructor Training	\$250/\$150	\$225/\$125	2019	
	*2025 Increase Pool Party fees				

## Recreation Adult Programs 2024 Fee Schedule

ACCT #	DESCRIPTION	2024 FEE SCHEDULE	PREVIOUS FEE	LAST CHANGE	YEAR TAKES EFFECT
<b>SUMMER - 2024</b>					
101-34719	Men's Softball	\$450.00/Team	\$425.00/Team	Restructure in 2021	2023
101-34719	Co-Rec Church Softball	\$450.00/Team	\$425.00/Team	Restructure in 2021	2023
101-34719	Co-Rec Sand Volleyball	\$130.00/Team	\$120.00/Team	2019	2024
<b>FALL - 2024</b>					
101-34719	Co-Rec Softball	\$250.00/Team	\$225.00/Team	2022	2023
101-34719	Co-Rec Kickball	\$75.00/Team	\$70	2020	2024
101-34719	Co-Rec 4's VB	\$65/Team	\$60/Team	2019	2024
101-34726	Pickleball League	\$25	NEW	2023	
<b>WINTER - 2024-2025</b>					
101-34719	Men's Basketball *Self officiated	\$300.00/Team	\$475.00/Team	2023	2024
101-34719	Co-Rec Volleyball	\$250.00/Team	\$240.00/Team	2019	2023
101-34719	Womens "A" Volleyball	\$250.00/Team	\$240.00/Team	2014	2023
101-34719	Tennis Doubles League	\$60	\$50	2016	2023
101-34719	League plus "Open" Sunday night option	\$70	\$60	2016	2023
101-34719	"Open" Sunday night option only	\$30	\$25	2014	2023
101-34726	Open Hockey	RACC members free or Daily Fee			
101-34726	Cornhole League	\$25	NEW	2021	
101-34726	Pickleball League	\$25	NEW	2023	
<b>Extended Through Several Seasons 2024</b>					
<b>Miscellaneous Fees</b>					
101-34726	Drop In Basketball	Members - Free or Daily Fee			
101-34721	Yoga*	\$50.00	NEW	2016	
101-34721	Underdog Fitness	\$120.00 5 days week/month	NEW	2023	
		\$100.00 3 days week/month	NEW	2023	
		\$80.00 2 days week/month	NEW	2023	
101-34721	Dance Fitness	\$30.00 1 day/week/6 week session	NEW	2023	
		\$50.00 2 days/week/6 week session	NEW	2023	
101-34721	Small Group Training	\$98.00 (14 uses)/\$7 (1 time)	NEW	2021	
101-34721	One Time Fitness Class Fee	\$6.00	NEW	2021	
101-34721	Aerobics Classes Punch Pass	\$55.00 - - 10 Punches/Session	\$50.00	2018	
	15% Discount to RACC Members				
	*Denotes Independent Contractor				

**Recreation Youth Programs**

**2024 Fee Schedule**

ACCT #	DESCRIPTION	2024 FEE SCHEDULE	PREVIOUS FEE	LAST CHANGE	YEAR TAKES EFFECT
<b>SUMMER 2024</b>					
101-34722	Baseball/Softball	\$55	\$50, \$55, \$60	2022	
101-34722	Peanuts	\$50	\$45, \$50, \$55	2022	
101-34722	Tae Kwon Do*	\$30	\$25.00	2022	
101-34722	Cardinal Volleyball Camp*	\$35, \$30	\$28/\$33/\$38	2022	
101-34722	Cardinal Football Camp*	\$30	\$33	2022	*shorter times
101-34722	Gymnastics - Level 1 & 2	\$25/\$30	\$20/\$25	2022	
101-34722	Cardinal Cheer Camp*	\$35.00	\$30	2019	
101-34722	Wrestling Camp*	\$15	\$15	2021	
101-34722	Distance Running Camp*	\$75.00	\$70	2023	
101-34722	Lil' Sports of Sorts	\$22.00	\$20	2022	2024
101-34722	Junior Golf Lessons*	\$30.00	\$20.00	2019	
101-34722	Archery Class*	\$30.00	\$25	2022	
101-34722	Sunshine Camp	\$25.00	\$20	2022	
101-34722	Mini All Stars	\$25.00	\$23	2023	
101-34722	Cardinal Boys Basketball Camp*	\$35/\$40	\$28/\$33/\$38	2022	
101-34722	Cardinal Girls Basketball Camp*	\$35/\$40	\$28/\$33/\$38	2022	
101-34722	Youth Tennis Lessons	\$35.00	\$30	2022	2024
101-34722	Cardinal Track & Field Camp*	\$20.00	\$30.00	2020	
101-34722	Redwood Area Gym. Academy*	\$25/\$35/\$30/\$50	(Fee dependant on amt of days)	2022	
101-34722	Parent/Child Gymnastics*	\$15/\$20		2022	
101-34722	Jr. All Stars	\$25.00	\$23	2023	2024
101-34722	Traveling Gymnastics	\$300.00		2023	*3 days per week
101-34722	Pre-Team Gymnastics	\$100.00		2023	*2 days per week
101-34722	Outdoor Adventure Camp	\$25.00	\$20.00	2022	
<b>FALL 2024</b>					
101-34722	Flag Football - Grades 2-4 & 5-6	\$32.00	\$30.00	2022	
101-34722	Fall Rec Soccer	\$25.00	\$22.00	2022	
101-34722	Volleyball	\$25.00	\$25	2019	
101-34722	Gymnastic/Tumbling* Level 1 & 2	\$25/\$35	\$25/\$35/\$45	2023	
101-34722	Cardinal Cross Country Camp*	\$15.00	\$15.00	2016	
<b>WINTER 2023-2024</b>					
101-34722	Cardinal Cagers	\$35.00	\$32.00	2022	
101-34722	Little Critter's Club	\$1.00		2006	
101-34722	RV Youth Wrestling*	\$25.00	\$40	2010	
101-34722	PreTeam/Traveling Gymnastics	\$550/\$150	\$350/\$150	2023	2023/2024
<b>SPRING 2024</b>					
101-34722	Traveling Soccer -Shorter season includes jersey & socks	\$115.00	\$125/\$100	2014	2024
<b>OTHER 2024</b>					
101-34722	Softball/Baseball Field Grooms	\$45/Full Field Groom	\$40	2018	
	Field Use For Groups	\$125/team/season~ Youth & Adults	\$100	2017	
	Associated with the City	using Softball Fields			
	Ex. RAYBA, Youth Softball, VFW Legion, and Redbirds	\$275/team/season~Youth & Adults @ Memorial	\$250	2017	
	<i>*These fees are designed to cover staffing costs, lights, water, and general maintenance at the parks and park facilities.</i>				
	Tournament Fee	\$250/2-day tourney or \$150/1 day tourney	\$200/\$100	2016	2023
	Field Marking Chalk (per bag)	\$25.25 Our cost plus 20% - Charge \$30/bag	\$18	2021	2023
	Diamond Dry (per bag)	\$18.00/bag our cost plus 20%-Charge \$22	\$15	2016	2023
	Registration for Associations	\$6/registrant	NEW	2022	
	Equipment Use Fee	\$50.00 (Kromer Use)	NEW	2022	
	Fall League Field Use Fee	\$75.00	NEW	2022	
	*Denotes Independent Contractor				
	2025 (increase field use & field groom fee)				

**REDWOOD FALLS RESOLUTION NO. 31 OF 2017**

**A RESOLUTION AMENDING THE 1998 FEE SCHEDULE  
TO PROVIDE NEW FEES FOR THE MANAGEMENT OF CITY RIGHTS-OF-WAY**

**WHEREAS**, the City of Redwood Falls has adopted an ordinance pursuant to M.S. 123 regarding the management of public rights-of-way, and

**WHEREAS**, the state law and ordinance provides for cost recovery of the ordinance’s enforcement.

**BE IT RESOLVED**, by the Redwood Falls City Council that the following fees be adopted regarding management of the public rights-of-way.

<u>SECTION</u>	<u>SUBDIVISION</u>	<u>PURPOSED OF FEE OR CHARGE</u>	<u>AMOUNT</u>
7.23	3	Annual Registration Fee	\$ 50.00
7.23	4	Minimum Permit Fee	\$100.00
7.23	4	Per Additional Excavation Paved Area	\$150.00
		Unpaved Area	\$ 75.00
7.23	4	Underground Utility/Telecom Installation – Directional Boring or Tunneling (In addition to the minimum permit fee)	\$ 75.00 per 100 L.F.
7.23	4	Underground Utility/Telecom Installation – Open Trenching (In addition to the minimum permit fee)	\$100.00 per 100 L.F.
7.23	4	Overhead Utility/Telecom Installation (In addition to the minimum permit fee)	\$ 50.00 per 100 L.F.
7.23	5	Delay Penalty (Will be applied to each day beyond the permit period)	\$100/day - Street \$ 50/day - Alley \$ 20/day - Boulevard

ATTEST:

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

(City Seal)

\_\_\_\_\_  
Corey Theis  
Mayor

Subscribed and sworn to before me this  
6<sup>th</sup> day of September 2017.

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



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

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## AGENDA RECOMMENDATION

**Meeting Date:** September 19, 2023

**Agenda Item:** Resolution Nos. 46 & 47 – Resolutions Setting Preliminary Tax Levy and Budget

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

**Summary/Overview:** State law requires local units of government to adopt the preliminary levy and budget and to certify the proposed tax levy to the County Auditor by September 30<sup>th</sup> of each year. Cities must also provide the county auditor with the date, place, and time of the regularly scheduled meeting at which a final budget and levy will be determined.

The proposed budget includes a tax levy increase of 7.5%. Based on preliminary tax capacity calculations provided by the County Assessor, the City's tax capacity has increased by approximately 10.5%, resulting in an estimated decrease in the City's overall tax rate of 2%. The attached document provides additional budget highlights for the proposed 2024 budget.

Staff will continue to fine tune the budget over the next few months. The proposed final levy and budget will be reviewed by the budget committee and a recommendation will be presented to the City Council. The date when the final levy and budget will be discussed and approved and at which the public will be allowed to speak will be set for December 19, 2023, at 6:00 p.m. in the City Council Chambers.

**Attachments:** 2024 Budget Highlights  
Resolution No. 46 of 2023  
Resolution No. 47 of 2023

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## 2024 PRELIMINARY BUDGET HIGHLIGHTS

- Overall Levy Increase: 7.5%
  - Based on preliminary numbers from the county assessor, the City's tax capacity will increase approximately 10.5% in 2024.
  - Due to the increase in tax **capacity**, the 7.5% increase in the City's tax levy would result in a projected 2% DECREASE in the City's tax **rate**. (Levy / Net Tax Capacity = Tax Rate)
    - Actual 2023 Tax Rate: 78.487%
    - Projected 2024 Tax Rate: 76.394%
- Wages & Benefits: Assumed 3% salary increase and 25% health insurance increase.
  - Total Increase: \$442,929.04 (a little over half of this increase is related to health insurance)
    - Levy Portion: \$330,302.93 (7.73%) Increase in wages and benefits.
      - Includes General Fund, Library, Port Authority
    - Non-Levy Portion: \$112,626.11 (3.83%) Increase in wages and benefits.
      - Includes Airport, Utilities, Liquor, Central Garage
- LGA Increase: \$276,160
- Debt
  - New Debt Service Payment: The 2023A Utility Revenue Bonds were issued for the 4<sup>th</sup> Street Reconstruction Project. These bonds are being paid with water, sanitary sewer, and storm sewer revenues and do not affect the levy.
  - The final payment on the 2014A General Obligation Refunding Bonds is 2/1/2024. There will be adequate money in the debt service fund at 12/31/23 to make that final payment so no levy is needed in 2024.
- Abatements
  - The abatements for the Redwood Valley 4<sup>th</sup> Addition subdivision and Ponderosa Business Park are complete.
  - The abatement for Snug as a Bug Childcare begins in 2024.
- Other Items to note in the 2024 Budget
  - We used the increase in LGA to add \$175,000 to the seal coat budget (total 2024 budget of \$375,000).
  - The budget includes a required contribution to the Fire Relief Association of \$16,322.
  - We won't receive our final Health Insurance renewal information until the end of September. We hope the actual number ends up lower than the 25% increase being used for the preliminary budget.
  - As in prior years, the budget contains a \$25,000 reserve.



**CITY OF REDWOOD FALLS  
ANALYSIS OF TAX LEVY**

<u>Purpose</u>	<u>2023 Final Levy</u>	<u>2024 Prelim Levy</u>	<u>Increase/ (Decrease)</u>		
<b>General Operations</b>					
*General Fund	\$2,424,355	\$2,685,442	\$261,087		
*Library Fund	\$389,380	\$455,989	\$66,609		
<b>Other Levies:</b>		\$0			
* Port Authority	\$72,040	\$81,191	\$9,151		
<b>Subtotal - General Levy</b>	<u><b>\$2,885,775</b></u>	<u><b>\$3,222,622</b></u>	<u><b>\$336,847</b></u>		
<b>Debt Service:</b>					
2014A GO Refunding Bonds	\$90,897	\$0	(\$90,897)		
2021A Fire Equipment Bonds	\$147,914	\$146,549	(\$1,365)		
2022A Drew Street	\$106,601	\$152,565	\$45,964		
<b>Abatements:</b>					
Garnette Gardens Tax Abatement	\$4,600	\$3,906	(\$694)		
Redwood Valley 4th Addition Tax Abatement	\$31,547	\$0	(\$31,547)		
Ponderosa Business Park	\$13,248	\$0	(\$13,248)		
Redwood Property Holdings Abatement	\$15,380	\$14,396	(\$984)		
Snug as a Bug Childcare Abatement	\$0	\$3,096	\$3,096		
<b>Subtotal - Debt / Abatement Levies</b>	<u><b>\$410,187</b></u>	<u><b>\$320,512</b></u>	<u><b>(\$89,675)</b></u>		
<b>TOTAL LEVIES</b>	<u><u><b>\$3,295,962</b></u></u>	<u><u><b>\$3,543,134</b></u></u>	<u><u><b>\$247,172</b></u></u>		
* Included in Operating Levy on Tax Statements					
<b>TAX LEVY SUMMARY</b>					
Operating Levy	\$2,813,735	\$3,141,431	\$327,696		
Debt Service	\$345,412	\$299,114	(\$46,298)		
Abatements	\$64,775	\$21,398	(\$43,377)		
Port Authority	\$72,040	\$81,191	\$9,151		
<b>Total</b>	<u><u><b>\$3,295,962</b></u></u>	<u><u><b>\$3,543,134</b></u></u>	<u><u><b>\$247,172</b></u></u>		
<b>Incr (Decr) over prior year</b>	<u><u><b>\$229,866</b></u></u>	<u><u><b>\$247,172</b></u></u>			
<b>Percentage Incr (Decr) - Total</b>	<table border="1" style="display: inline-table;"><tr><td><b>7.50%</b></td></tr></table>	<b>7.50%</b>	<table border="1" style="display: inline-table;"><tr><td><b>7.50%</b></td></tr></table>	<b>7.50%</b>	
<b>7.50%</b>					
<b>7.50%</b>					

**RESOLUTION NO. 46 OF 2023**  
**RESOLUTION SETTING PROPOSED CERTIFIED LEVY**  
**AD VALOREM TAXES FOR THE YEAR 2024**

BE IT RESOLVED, by the City of Redwood Falls, Minnesota as follows:

That the following represents the proposed certified levy for Ad Valorem taxes for the year 2024 for the following purposes as shown:

<b>General Tax Levy</b>	
General	\$ 2,685,442
Library	\$ 455,989
Port Authority	\$ 81,191
<b>Subtotal General Levy</b>	<b><u>\$ 3,222,622</u></b>
<b>Debt Service:</b>	
2021A Fire Equipment Bonds	\$ 146,549
2022A Drew Street Bonds	\$ 152,565
<b>Abatements:</b>	
Garnette Gardens Tax Abatements	\$ 3,906
Redwood Property Holdings Tax Abatement	\$ 14,396
Snug as a Bug Childcare Abatement	\$ 3,096
<b>Subtotal Debt Service / Abatements</b>	<b><u>\$ 320,512</u></b>
<b>TOTAL PROPOSED 2024 TAX LEVY</b>	<b><u><u>\$ 3,543,134</u></u></b>

And that the date when the final levy and budget will be discussed and approved and at which the public will be allowed to speak be set for December 19, 2023 at 6:00 p.m. in the Municipal Building City Council Chambers.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 19th day of September 2023.

ATTEST:

\_\_\_\_\_  
Keith T. Muetzel

City Administrator

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

Mayor

(City Seal)

## RESOLUTION NO. 47 OF 2023

### RESOLUTION APPROVING 2024 PRELIMINARY BUDGETS

BE IT RESOLVED, by the City of Redwood Falls, Minnesota as follows:

That the 2024 Preliminary Budgets as shown below are approved.

	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$ 7,658,738	\$ 7,658,738
Library	\$ 513,519	\$ 513,519
Airport	\$ 400,074	\$ 383,682
Park Development	\$ 100	\$ -
Fire Equipment	\$ 262,043	\$ 181,070
Port Authority	\$ 128,482	\$ 128,126
Revolving Loan	\$ 9,500	\$ 350
Downtown Loan Program	\$ 5,197	\$ 125
Community Development	\$ 48,002	\$ 32,627
TIF#10-1 Runnings Redevelopment	\$ 72,400	\$ 19,802
G.O. Drew Street Bonds 2022	\$ 152,565	\$ 101,463
G.O. PIR Fund Bonds	\$ 60,658	\$ 57,584
G.O. Community Center Bonds of 1999	\$ -	\$ 40,392
Airport Capital Improvements	\$ 7,276,000	\$ 7,276,000
Reflections Project - Streets	\$ -	\$ 250,000
Capital Projects	\$ 447,600	\$ 362,050
Water Utility	\$ 1,790,701	\$ 1,944,839
Sanitary Sewer Utility	\$ 1,244,564	\$ 1,482,479
Storm Sewer Utility	\$ 391,413	\$ 449,907
Electric Utility	\$ 7,618,780	\$ 10,619,305
Liquor	\$ 2,481,500	\$ 2,600,752
Central Garage	\$ 811,266	\$ 1,290,799
Self Insurance	\$ 1,710,133	\$ 1,709,156
	<hr/> \$ 33,083,234	<hr/> \$ 37,102,765

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 19th day of September 2023.

ATTEST:

\_\_\_\_\_  
Keith T. Muetzel  
City Administrator

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

(City Seal)



## AGENDA RECOMMENDATION

**Meeting Date:** September 19, 2023

**Agenda Item:** Resolution No. 48 of 2023 – Resolution Accepting Donation for Redwood Falls Dog Park

**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 a financial donation in the amount of \$12,500 from LeSage Reynolds Welter CPA Firm of Redwood Falls. The donation is to be used towards the purchase of a drinking fountain, benches, and play features at the Redwood Falls Dog Park.

**Attachments:** Resolution No. 48 of 2023

**RESOLUTION NO. 48 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 the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
LeSage Reynolds Welter CPA Firm of Redwood Falls	\$12,500

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

Terms or Conditions  
To be used to purchase a drinking fountain, benches, and play features for the Redwood Falls Dog Park.

**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 19<sup>th</sup> day of September 2023.

ATTEST:

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

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

(City Seal)

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

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

## AGENDA MEMO

**Meeting Date:** September 19, 2023

**Agenda Item:** Resolution No. 49 of 2023 – A Resolution of the City of Redwood Falls Providing for Release of Declaration of Municipal Use Easement.

**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:** In August of 2023, City staff were contacted by Rinke Noonan, Attorneys at Law, on behalf of their client, Country Village Apartments of Redwood Falls Limited Partnership, owner of a parcel of real property located in Redwood Falls at 600 620 East Broadway Street, which was purchased in 2007.

On August 25, 2011, the City recorded a Declaration of Municipal Use Easement, dated June 7, 2011. Rinke Noonan explained that they believed the Declaration of Municipal Use Easement incorrectly included the property owned by County Village Apartments and that the affected parcel should be released from the easement. Rinke Noonan has provided a draft Release of Declaration of Municipal Use Easement for such purposes and has agreed to have their title company record the document once signed. After examination of the issue, City staff believes that the mistake noted by Rinke Noonan is in need of corrective action and recommends that the Council pass a resolution approving the release.

Pursuant to Minn. Stat. § 462.356, subd. 2, because the City has a comprehensive municipal plan and a planning commission, the statute requires that no publicly owned interest in real property within the municipality be disposed of until after the planning commission has reviewed the proposed disposal and reported in writing to the City Council its findings as to compliance of the proposed disposal with the comprehensive municipal plan.

However, the City Council may, by resolution adopted by two-thirds vote dispense with the requirements of that subdivision when in its judgment it finds that the proposed disposal of real property has no relationship to the comprehensive municipal plan. Given the need to correct the inadvertent recording in a timely manner and the fact that the City does not own the affected parcel, Staff is recommending that Council adopt the proposed resolution to approve the release/disposal and dispense with the requirements found in Minn. Stat. § 462.356, subd. 2.

**Attachments:** Resolution No. 49 of 2023  
Release of Declaration of Municipal Use Easement

**RESOLUTION NO. 49 OF 2023  
AUTHORIZATION OF RELEASE OF  
DECLARATION OF MUNICIPAL USE EASEMENT**

**WHEREAS**, pursuant to Minnesota Statute §412.211, the City of Redwood Falls, a Minnesota home-rule charter city (“City”), is authorized to dispose of real property as its interests require; and

**WHEREAS**, the City made that certain Declaration of Municipal Use Easement dated June 7, 2011, and filed in the office of the County Recorder for Redwood County, Minnesota, as Document No. A338740 (the “Declaration”) on August 25, 2011; and

**WHEREAS**, the Declaration inadvertently included in the “City Parcels” (as defined in the Declaration) certain real property owned by Country Village Apartments of Redwood Falls Limited Partnership (“Country Village”); and

**WHEREAS**, Rinke Noonan, Attorneys at Law, have prepared a Release of Declaration of Municipal Use Easement on behalf of their client, Country Village; and

**WHEREAS**, the proposed disposal of the City’s interest in the property has no relationship to the current comprehensive municipal plan; and

**WHEREAS**, City Staff believes it is in the City’s best interest to approve the Release of Declaration of Municipal Use Easement.

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

1. The Release of Declaration of Municipal Use Easement described above is hereby approved.
2. The requirements of Minn. Stat. §462.356, subd. 2. are hereby dispensed with regarding the disposal of the above-described property.
3. The Mayor and City Administrator shall sign the Release of Declaration of Municipal Use Easement on behalf of the City of Redwood Falls.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 19<sup>th</sup> day of September 2023.

**ACTION ON THIS RESOLUTION:**

Motion for Adoption:

Seconded by:

Voted in favor of:

Voted Against:

Abstained:

Absent:

ATTEST:

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Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor

(City Seal)

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

---

Notary Public



**RELEASE OF**  
**DECLARATION OF MUNICIPAL USE EASEMENT**

WHEREAS, the City of Redwood Falls, a Minnesota home-rule charter city (“**City**”), made that certain Declaration of Municipal Use Easement dated June 7, 2011, and filed in the office of the County Recorder for Redwood County, Minnesota, as Document No. A338740 (the “**Declaration**”); and

WHEREAS, the Declaration inadvertently included in the “City Parcels” (as defined in the Declaration) certain real property owned by Country Village Apartments of Redwood Falls Limited Partnership and described in **Exhibit A** attached hereto (the “**Country Village Apartments Property**”).

NOW, THEREFORE, the City hereby releases the Country Village Apartments Property from the Declaration.

IN WITNESS WHEREOF, the City has executed this Release of Declaration of Municipal Use Easement effective as of September \_\_\_\_, 2023.

CITY OF REDWOOD FALLS

By \_\_\_\_\_  
Tom Quackenbush, Mayor

And,

By \_\_\_\_\_  
Keith Muetzel, City Administrator

STATE OF MINNESOTA            )  
  ) SS  
COUNTY OF REDWOOD         )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of September, 2023, by Tom Quackenbush and Keith Muetzel, as the Mayor and the City Administrator, respectively, of the City of Redwood Falls, a Minnesota charter city, on behalf of the City of Redwood Falls.

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

**THIS INSTRUMENT DRAFTED BY:**

Rinke Noonan (HAM)  
1015 W. St. Germain St., Suite 300  
P.O. Box 1497  
St. Cloud, MN 56302-1497  
(320) 251-6700  
File No. 20295-0002

## EXHIBIT A

### Legal Description

All that part of Government Lot 12 of Auditors Subdivision Number One (1), of Section One (1), Township One Hundred Twelve (112) North, Range Thirty-Six (36) West of the 5th P.M., a portion of the Northeast Quarter of the Southeast Quarter (NE¼ of SE¼) of said Section 1 described as follows: Commencing at a point 898.4 feet Southerly, along the East line of said Section 1 and 495.2 feet Westerly along the Northerly right-of-way of County Road 53, from the East Quarter corner of said Section 1 to the true point of beginning; thence westerly along the Northerly right-of-way of County Road 53 for a distance of 375 feet to the point on the Easterly line of Drew Street which is 60 feet East of the Southeast corner of Block Five (5) of Lamberton's Addition to the City of Redwood Falls, Minnesota, as platted; thence Northerly along said Easterly line of Drew Street for a distance of 305 feet to the Southeasterly right-of-way line of T.H. #67 on its diagonal with Drew Street; thence deflecting right 45 degrees 02 minutes to the Northeast along said right-of-way line of T. H. #67 for a distance of 353.45 feet to the Southerly right-of-way line of T. H. #67; thence in a Southeasterly direction along said Southerly right-of-way line curving with the center line of said T. H. #67 and distant 75 feet therefrom for a distance of 125.05 feet to a point on the said Southerly right-of-way which is 375 feet East of the Easterly line of Drew Street; thence Southerly and parallel with the Easterly line of Drew Street for a distance of 550.2 feet to the point of beginning, Redwood County, Minnesota.

**Meeting Date: September 19, 2023**

## **AGENDA RECOMMENDATION**

**Agenda Item:** League of MN Cities Trail Planning Grant Request – Resolution #50

**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:**

Representatives of the City of Redwood Falls, CentraCare Health, Redwood Area Public Schools, and St. John Lutheran School have had preliminary discussions about the development of a hike/bike trail that would connect the hospital and the two schools to the new Reflection Prairie housing development. Beginning in October, MnDOT will begin soliciting applications to fund eligible bicycle and pedestrian trail projects. Bolton & Menk has provided the attached proposal to prepare and submit two MnDOT program applications for a fee of \$8,000.

The League of MN Cities (LMC) has a program that provides up to \$5,000 in grant funding to assist cities with the preparation of grant applications. Staff is requesting authorization to submit a \$5,000 grant request to the League of MN Cities to offset a portion of Bolton & Menk's fee to prepare the MnDOT grant applications. If the LMC grant is approved, the hospital has agreed to split the remaining \$3,000 grant preparation fee with the city.

**Attachments:** Resolution  
Grant Application Proposal – Bolton & Menk

**RESOLUTION NO. 50 OF 2023**  
**A RESOLUTION AUTHORIZING APPLICATION FOR GRANT NAVIGATION**  
**SUPPORT FOR THE CITY.**

**WHEREAS**, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Program”) in which LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds for city projects and aid in the grant application projects.

**WHEREAS**, the Program is limited to providing services to help obtain grant funding for one project per city.

**WHEREAS**, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects.

**WHEREAS**, the City of Redwood Falls (“City”) wishes to apply to the Program for support in finding grant funding for the Reflections Trail Loop (“Project”).

**WHEREAS**, the City recognizes that if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program.

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

1. The City names Kari Klages, Finance Director, as its fiscal agent (“Fiscal Agent”) for the purposes of applying to the Program on behalf of the City.
2. The City authorizes the Fiscal Agent to act on its behalf when communicating with LMC in all matters related to the Program application for the Project.
3. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.
4. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Program.
5. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Program.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 19<sup>th</sup> day of September 2023.

ATTEST:

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

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

(City Seal)

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

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



**BOLTON  
& MENK**

Real People. Real Solutions.

1243 Cedar Street NE  
Sleepy Eye, MN 56085

Ph: (507) 794-5541  
Fax: (507) 794-5542  
Bolton-Menk.com

September 12, 2023

Mr. Keith Muetzel  
City Administrator  
SENT VIA EMAIL

**RE: Proposal: Redwood Falls 2023 Trail Projects Funding Pursuit Assistance**

Dear Keith:

We are pleased to present the following proposal to support the City of Redwood Falls in its pursuit of funding for trail system expansions in the southeast portion of the city. We anticipate funding efforts to include a 2023 MnDOT Active Transportation grant and MnDOT Safe Routes to School Infrastructure grant. The proposed project will make critical connections between multiple schools, the Redwood Falls Hospital, and new residential development.

### 2023 Active Transportation Infrastructure

The Active Transportation competitive funding program was new in 2022 and funds construction projects that facilitate more safe and effective transportation for cyclists and pedestrians. The 2023 solicitation will provide \$13.2 million in funding in the 2024 and 2025 construction years. Active transportation grants range from \$50,000 to \$1,000,000 and require no local match. However, eligible use of funds only includes construction costs. Design and engineering costs *are ineligible* for reimbursement and would need to be funded by the local agency. In 2022, Bolton & Menk's Transportation Funding Team was successful in securing \$1.7 million in awards from this program.

The 2023 Active Transportation program solicitation is anticipated to open in October 2023. Letters of intent will be due in November and applications are due in February. Awards will be announced in April/May 2024.

An application to this program from the City of Redwood Falls would compete with applications from other Greater MN State-Aid Cities and counties. Project will be scored based on the following criteria:

- Safety concerns
- Project Description
- Risk Mitigation
- Community Engagements & transportation policies
- AT Equity Score

### 2023 Safe Routes to School – Infrastructure Grants

MnDOT Safe Routes to School (SRTS) Infrastructure Grants are for development and implementation of infrastructure projects which enable students to walk and bicycle to and from schools. Like Active Transportation, award sizes range from \$50,000 to \$1,000,000, with no local cost share required but

only construction costs are an eligible use of funds. The 2023 solicitation will provide \$10.9 million in funding in the 2024 and 2025 construction years. Awards should be announced by April or May 2024.

Like the Active Transportation program, Redwood Falls’ SRTS application will be graded against other Greater MN State-Aid Cities and Counties (excl. Duluth and Rochester). Projects will be graded based on the following criteria:

- Eligibility
- SRTS Program
- Project Description
- Safety Concerns
- Project Improvements
- SRTS Equity Score

### Project Timeline

Below you can find the program’s desired timeline for project delivery. Including major deadlines for the funding programs detailed above. Based on the timing of awards, the project should start construction in be constructed in the 2025 construction year.

<i>Project Milestone</i>	<i>Date</i>
Release Solicitation	October 9 2023
Letter of Intent Submission	Anticipated in November 2023
Application Submission	February 2, 2024
Award Announcements	April or May 2024
Preliminary Design	May 2024 - Fall 2024
Final Design	Fall 2024 - Spring 2025
Project Construction	Spring 2025 - Fall 2025

Throughout application processes above, our transportation funding team will provide the following application support:

- Attending MnDOT webinars on relevant programs (value add - no cost to the city)
- Drafting and submitting letters of intent (required for both state programs)
- Application narrative review and strengthening that competitively responds to program criteria
- Cost estimate
- Drafting of graphics and attachments
- Uploading content in online application
- Drafting letters of support and resolutions

#### Expectations of City Staff

- Coordination of letters of support and resolutions
- Critical review of draft materials



### Estimate of Fees

Bolton & Menk, Inc. proposes to complete the 2023 Active Transportation Grant for an estimated fee of \$5,000 and the Safe Routes to School for an additional \$3,000 with a total of \$8,000 to complete the services detailed above.

Thank you for allowing Bolton & Menk to present you with this proposal, we truly appreciate the opportunity to work with you and your staff. We are excited to continue to help Redwood Falls work to secure funding for this important community need. If you have questions on anything outlined above, please do not hesitate to call me.

Sincerely,

**Bolton & Menk, Inc.**



**Owen Todd P.E.**  
Principal Engineer

Cc: Ashley Hudson, Transportation Funding Service Lead

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

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

**Meeting Date: September 19, 2023**

**AGENDA RECOMMENDATION**

**Agenda Item:** Electric Utility Line Foreman Position

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

**Summary/Overview:**

The recent promotion of Jason Halvorson to Electric Utility Superintendent created a vacancy for the Electric Utility Line Foreman position. The vacancy was posted internally, two applications were received and both candidates were interviewed. Upon conclusion of the hiring process, the hiring committee's recommendation is to promote Erik Wieneke to the Electric Utility Line Foreman position as described in the attached employment offer.

**Attachments:** Employment Offer

September 8, 2023

Mr. Erik Wieneke  
30662 CO RD 2  
Redwood Falls, MN 56283

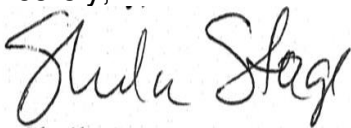
Dear Erik:

We are very pleased to offer you the full-time position of Utility Line Foreman. This offer is contingent upon Council approval on September 19, 2023.

- Your starting salary will be \$39.47 per hour, grade EW10, step 3 of the 2023 IBEW Agreement and will be effective October 2, 2023.
- On January 1, 2024, you will be eligible for a 3% COLA increase as established by the City Council for IBEW employees.
- After a six-month probationary period, you will be eligible for a step increase per the IBEW Agreement with a satisfactory job performance evaluation.
- You will also be eligible for a yearly step increase on October 2<sup>nd</sup> each year until you have reached market for grade EW10. These step increases are contingent on satisfactory performance.
- You will continue to be part of the IBEW Union, in which dues will continue to be paid through a deduction on each paycheck.
- Your salary will be based on a forty-hour work week. The Redwood Falls Utilities will comply with the Fair Labor Standards in relation to any hours worked in excess of forty hours (you will be eligible for time and a half for overtime). This position will normally work 7 a.m. to 4 p.m. Monday through Friday. Due to a specific project or power outage, hours may be extended or vary in days or hours.
- You will continue to be eligible for all full-time employee benefits. Vacation and sick leave benefits will remain the same in your new position as Utility Line Foreman.
- You will continue to be scheduled for "on call" and paid for "on call" status.

The attached Personnel Action Form outlines this offer that will require your signature as acceptance of the position.

Sincerely,



Sheila Stage  
HR Coordinator

**Meeting Date: September 19, 2023**

**AGENDA RECOMMENDATION**

**Agenda Item:** Engineering Services for 2024 Electric Distribution Improvements – Resolution #51

**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:**

Planning work has begun for next year's underground electric line conversion project. The area to be converted from overhead to underground electric distribution is in the vicinity of Minnesota Street and portions of 4<sup>th</sup> Street, 5<sup>th</sup> Street, Chestnut Street, and Lincoln Street. DGR Engineering has provided Task Order #15 which outlines their scope of work to provide engineering services for the project.

The engineer's cost estimate for the project is \$2,010,000 and the proposed engineering fee is \$181,200. Staff requests approval of the engineering proposal.

**Attachments:** Resolution  
DGR Task Order #15  
Project Map

**RESOLUTION NO. 51 of 2023**

**AUTHORIZATION TO EXECUTE  
DGR ENGINEERING TASK ORDER 15  
AMENDMENT TO THE MASTER AGREEMENT FOR  
2024 DISTRIBUTION IMPROVEMENTS**

**WHEREAS**, the City of Redwood Falls is authorized to enter into an agreement with DGR Engineering pursuant to Minnesota Statutes Section §412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, DGR Engineering of Rock Rapids, Iowa is the designated Redwood Falls Electrical Engineer under a Professional Service Contract also known as the “Master Agreement”; and

**WHEREAS**, Task Order No. 15 outlines the proposed Amendment to the Master Agreement and the specific professional tasks to be completed by DGR Engineering, for Preliminary Design work for 2024 Distribution Improvements; and

**WHEREAS**, the cost for the professional services in Task Order No. 15 is estimated to be \$181,200.00 and not to be exceeded without prior authorization; and

**FURTHERMORE**, the Public Utilities Superintendent shall be listed as the Project Representative on behalf of the City of Redwood Falls, and

**FURTHERMORE**, the Mayor and/or City Administrator are authorized to execute this agreement pursuant to the Redwood Falls Procurement Policy.

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

1. The task order described above is approved and shall be executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The task order described above shall be maintained and insured as allowed by law.

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 19th 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

## TASK ORDER

Task Order No. 15

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

### **Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services**

DGR Engineering (Consultant) agrees to provide to: **Redwood Falls Public Utilities - Redwood Falls, Minnesota** (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 14th day of October, 2014.

**TASK ORDER PROJECT NAME:** 2024 Distribution Improvements

**TASK ORDER PROJECT DESCRIPTION:** The project includes the conversion of a segment of Feeder 1W from overhead to underground, as shown in the “Circuit Diagram – 2024 Distribution Improvements” drawing. Included are areas west of Lincoln Street, between 4<sup>th</sup> Street and Chestnut Street; areas along Chestnut Street west of Minnesota Street; as well as areas along Minnesota Street from Bridge Street to Chestnut Street. The conversion area comprises approximately 13 city blocks. In addition to the overhead primary circuitry, the project also includes converting the overhead secondary circuitry associated with this conversion area to underground. Certain segments of the work are expected to be completed by Utility electric department staff including switch installation, final hookups, cut-overs, and existing equipment removals. These improvements were identified as Phase 2 recommendations in the recently completed Electric System Long Range Plan Update, and coincide with planned new EV charging station installations within the project area by the County.

**DGR CONTACT PERSON:** Chad Rasmussen, Asst Dept Head – Electric Power

**CLIENT CONTACT PERSON:** Jason Halvorson, Superintendent

#### **SCOPE OF WORK:**

##### Preliminary Phase:

- Meet with RFP staff to identify and determine the locations and extents of the areas to be constructed and improved on the distribution system.
- Conduct fieldwork to ascertain the required facilities necessary to develop the circuitry, including development of a work scope definition by all parties.
- Prepare a preliminary primary circuitry plan that shows new 13.8 kV circuitry and connections to the existing system.
- Develop a cost estimate for the project.
- Develop a schedule for the project.

Design Phase:

- Provide field design staking, which includes walking the entire project, developing notes and collecting data required to finish the design.
- Develop a detailed location-by-location unit tabulation of required work.
- Complete design and staking sheet production utilizing digital aerial photography for the construction area.
- Perform calculations to determine appropriate transformer, cable, and associated equipment sizing.
- Develop a material list for the project.
- Develop contracts for major materials (transformers, primary cable, padmount switches). Furnish bidding documents to interested parties.
- Prepare permit application forms for utility accommodation, if required.
- Develop plans, specifications, contract documents, and bidding units with drawings, for the labor and materials construction contract.

Bidding Phase:

- Provide bidding documents to interested bidders, issue planholder lists, and respond to bidder questions.
- Assist RFPU in receiving bids, analyze bids, develop spreadsheets detailing bid results, and make recommendations of award of contracts.

Construction Phase:

- Organize and attend a preconstruction conference.
- Review shop drawings.
- Assist in staking distribution equipment locations if desired by RFPU.
- Assist in construction administration and scheduling.
- Make periodic site visits at intervals appropriate to the stage of construction, to observe construction and measure units completed. Resident project observation will be provided by the Owner.
- Respond to Contractor questions.
- Process pay requests.

Final Phase:

- Conduct project walk-throughs, and develop Contractor work “punch lists”.
- Develop close-out documents for signatures.
- Assemble construction record drawings.

**PROJECT BUDGET:** Following is the initial project budget:

Estimated material cost	\$788,000
Estimated construction cost (labor/installation)	\$854,000
Contingencies	\$186,800
Engineering	\$181,200
Subtotal:	<u>\$2,010,000</u>

**FEE ARRANGEMENT:** We propose the following fee arrangement for this work:

<u>Component</u>	<u>Fee Type</u>	<u>Fee</u>
Preliminary Phase	Lump Sum	\$12,500
Design	Lump Sum	\$127,400
Bidding	Lump Sum	\$14,300
Construction Administration	Hourly Estimate	\$24,000
Post Construction	Hourly Estimate	\$3,000

All “Lump Sum” work is inclusive of personnel, subsistence, travel, computer, and other costs.

All “Hourly” work will be billed at the then-current Hourly Fee Schedule. The 2023 Hourly Fee Schedule A is attached as Appendix I. In addition, expenses associated with travel and vehicle mileage at IRS rates will be charged while personnel are on-site.

The following services are not included in the above proposal:

- Soil exploration, land surveying, etc.
- Easement procurement
- Meter changeout and cutover design
- Resident project observation

If any of these services are found to be necessary, we can perform them as an Additional Service on an Hourly basis.

**SPECIAL TERMS AND CONDITIONS:** None

**Redwood Falls Public Utilities**  
**Redwood Falls, Minnesota**  
 \_\_\_\_\_  
 (Client)

**DeWild Grant Reckert and Associates Company**  
**d/b/a DGR Engineering**  
 \_\_\_\_\_  
 (Consultant)

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

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

Title: \_\_\_\_\_  
 (Authorized signature and Title)

Title: \_\_\_\_\_  
 (Authorized signature and Title)

Address: \_\_\_\_\_

Address: 1302 South Union Street

City: \_\_\_\_\_

City: Rock Rapids, IA 51246

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

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



APPENDIX I

**DGR ENGINEERING**

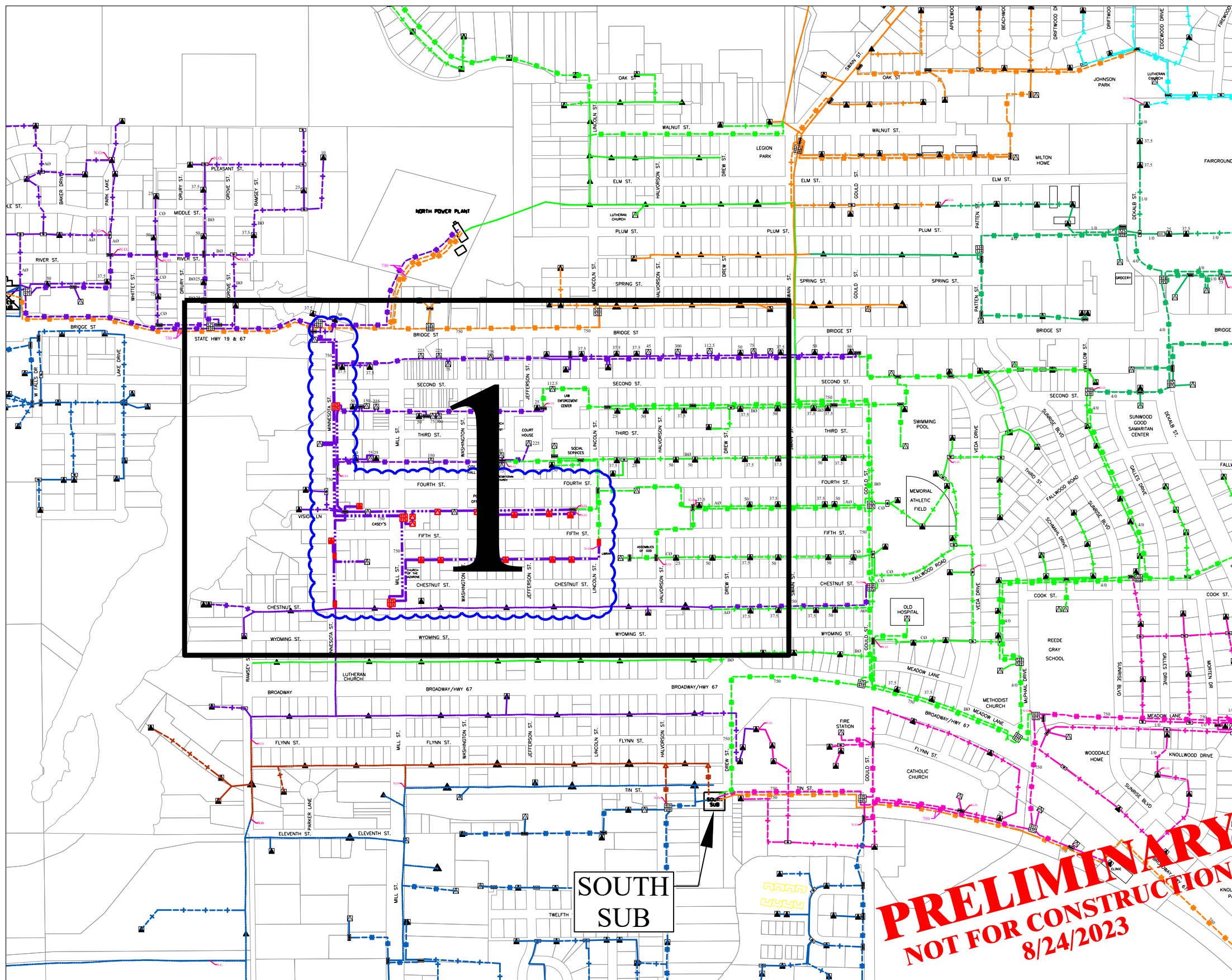
JANUARY 2023

**HOURLY FEE SCHEDULE A**

<b>Personnel Grade</b>	<b>Engineer Hourly Rate</b>	<b>Technician Hourly Rate</b>	<b>Administrative Hourly Rate</b>
01	\$110	\$65	\$60
02	\$120	\$70	\$64
03	\$124	\$75	\$68
04	\$130	\$80	\$72
05	\$140	\$86	\$77
06	\$154	\$92	\$82
07	\$166	\$98	\$88
08	\$178	\$104	\$94
09	\$192	\$110	\$100
10	\$206	\$116	\$106
11	\$220	\$122	\$112
12	\$234	\$128	\$130
13	\$248	\$135	\$148
14	\$255	\$145	\$182
15	\$262	\$156	\$240

Reimbursable Expenses:

1. Standard vehicle mileage at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at IRS standard mileage rate plus \$0.25 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.



### EXISTING LEGEND

- 3Ø primary overhead distribution line
- 3Ø primary underground distribution line
- 1Ø primary overhead distribution line
- 1Ø primary underground distribution line
- 1Ø sectionalizing pedestal
- 3Ø sectionalizing pedestal
- 1Ø padmount transformer
- 3Ø padmount transformer
- 1Ø pole mount transformer
- 3Ø pole mount transformers
- Padmounted switch
  - + -Solid blade disconnect switch
  - ∩ -Fused disconnect switch

### CIRCUIT LEGEND

- |                        |                         |
|------------------------|-------------------------|
| <b>POWER PLANT</b>     | <b>WEST SUBSTATION</b>  |
| FEEDER 2P (13.8 kV)    | FEEDER 1W (13.8 kV)     |
|                        | FEEDER 2W (13.8 kV)     |
|                        | FEEDER 4W (13.8 kV)     |
| <b>EAST SUBSTATION</b> | <b>SOUTH SUBSTATION</b> |
| FEEDER 1E (13.8 kV)    | FEEDER 1S (13.8 kV)     |
| FEEDER 2E (13.8 kV)    | FEEDER 2S (13.8 kV)     |
| FEEDER 3E (13.8 kV)    | FEEDER 3S (13.8 kV)     |
| FEEDER 4E (13.8 kV)    | FEEDER 4S (13.8 kV)     |
| FEEDER 5E (13.8 kV)    | FEEDER 5S (13.8 kV)     |

### PROPOSED LEGEND

- Proposed primary electric distribution line, 3Ø
- Proposed primary electric distribution line, 1Ø
- Proposed 3Ø padmount transformer, w/kVA size
- Proposed 1Ø padmount transformer, w/kVA size
- Proposed 3Ø sectionalizing pedestal
- Proposed 1Ø sectionalizing pedestal
- Proposed cable splice
- Proposed normally open point
- Proposed padmount switch
  - + = switch bay
  - ∩ = fuse bay
- Proposed project boundary

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**  
 8/24/2023

REV	DATE	DESCRIPTION



Project Manager: CAR  
 Designer: SPM  
 Project Number: 421100  
 Phone: (712) 472-2531

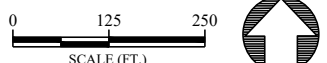
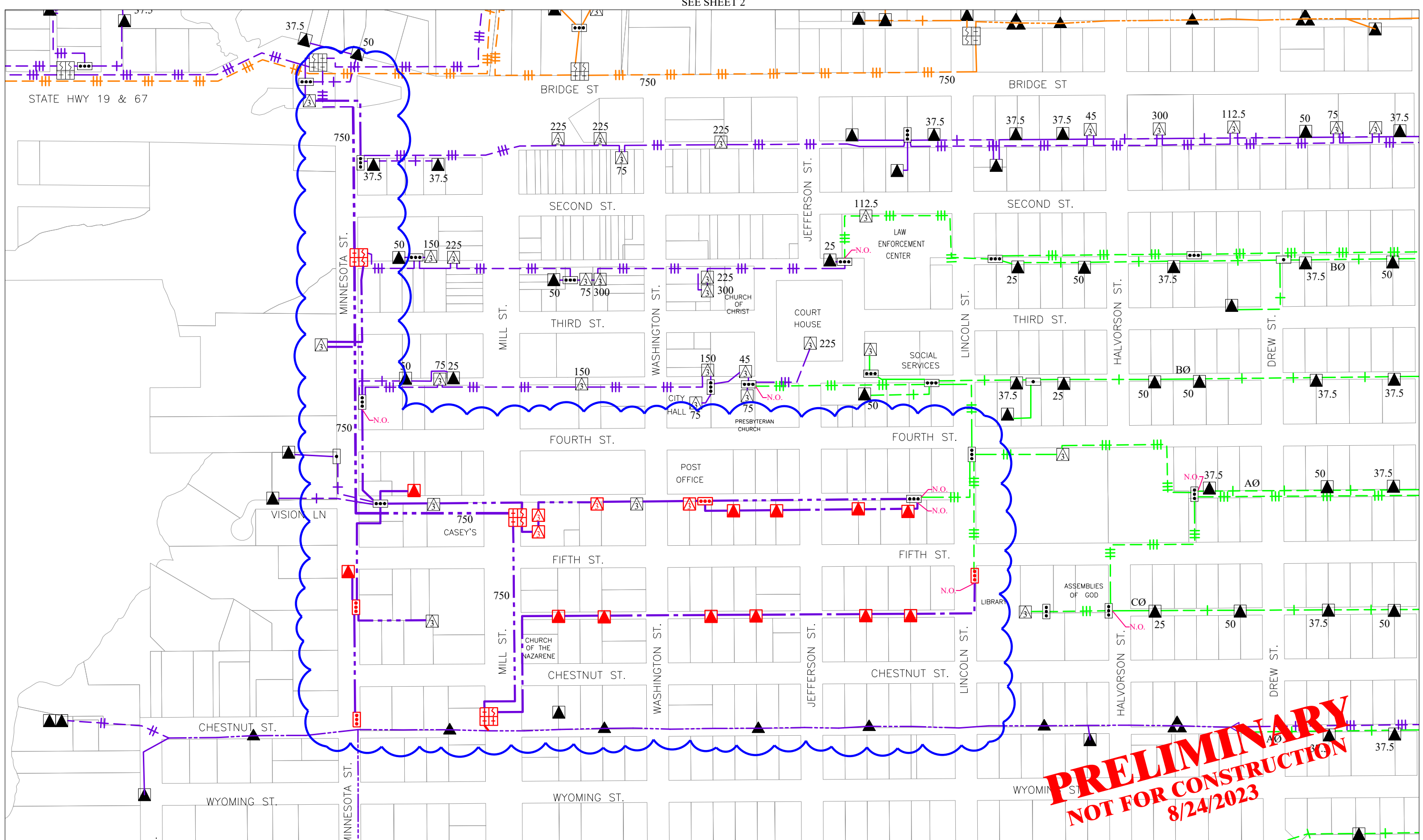
REDWOOD FALLS PUBLIC UTILITIES  
 REDWOOD FALLS, MINNESOTA

CIRCUIT DIAGRAM KEY  
 2024 DISTRIBUTION IMPROVEMENTS

S  
H  
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T  
KEY

Plot Date: 8/24/2023 1:06:20 PM

P:0421100SPRESHEET2024 CONVERSION ESTIMATE CKT DIAG-WITH MAINLINE.DWG



REV	DATE	DESCRIPTION



Project Manager: CAR  
 Designer: SPM  
 Project Number: 421100  
 Phone: (712) 472-2531

REDWOOD FALLS PUBLIC UTILITIES  
 REDWOOD FALLS, MINNESOTA

CIRCUIT DIAGRAM  
 2024 DISTRIBUTION IMPROVEMENTS