



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, JANUARY 16, 2024 – 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. January 2, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve City Assistance with Celebrate Redwood Falls – Fire & Ice Festival
  - B. Approve Police Department Radio Purchase
  - C. Approve Write-Off of Delinquent Account
  - D. Approve KLGR Advertising Exchange
  - E. Designate Bolton & Menk as Consulting Airport Engineer
7. **Scheduled Public Hearings**
  - A. Assessments for Delinquent Accounts – Resolutions #2, #3 and #4
8. **Old Business**
9. **Regular Agenda**
  - A. Police Officer Recruit Agreement
  - B. Waterworth Continuous Utility Rate Management Proposal
  - C. Library Public Restroom Upgrades
  - D. Request to Rezone 201 McPhail Drive – Ordinance #89
  - E. Preliminary & Final Plat for Redwood Valley Sixth Addition
  - F. Final Pay Request for Power Plant Road Project – Resolution #5
  - G. Resolution of Support for Safe Routes to School Trail Grant Application – Resolution #6
  - H. Resolution of Support for Active Transportation Trail Grant Application – Resolution #7
  - I. Bid to Furnish Electric Utility Materials – Resolution #8
  - J. Establish City Council Work Session Agenda
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**  
**ORGANIZATIONAL/REGULAR COUNCIL MEETING**  
**CITY OF REDWOOD FALLS, MINNESOTA**  
**TUESDAY, JANUARY 2, 2024**

Pursuant to due call and notice thereof, an organizational/regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, January 2, 2024, at 5:00 p.m.

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

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 Smith and seconded by Council Member Sandgren to approve the agenda. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve the December 19, 2023, minutes as presented. Motion passed by unanimous vote.

Mayor Quackenbush called for nominations for Council President for 2024.

Council Member Smith nominated Council Member Buckley.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to elect Council Member Buckley as Council President. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Smith to approve the following 2024 Commission Appointments. Motion passed by unanimous vote.

**Airport Commission**

Reappoint Jim Tersteeg to 3<sup>rd</sup> full term.

Reappoint Ernie Fiala to 3<sup>rd</sup> full term.

**Housing & Redevelopment Authority**

Reappoint Stephen Plaetz to 2<sup>nd</sup> full term.

**Library Commission**

Reappoint Sandra Swartz to 2<sup>nd</sup> full term.

Reappoint Robin Stegner to 3<sup>rd</sup> full term.

**Parks & Recreation Commission**

Reappoint Travis Fluck to 3<sup>rd</sup> full term.

Reappoint Bob Kaupang to 3<sup>rd</sup> full term.

**Planning Commission**

Reappoint Anne Johnson to 2<sup>nd</sup> full term.

**Police Commission**

Reappoint James Darr to 2<sup>nd</sup> full term.

Reappoint Mike Mohr to 3<sup>rd</sup> full term.

**Port Authority**

Appoint Ben Swanson to 1<sup>st</sup> full term.

**Public Utilities Commission**

Reappoint Jody Radel to 2<sup>nd</sup> full term.

Reappoint Mike Davis to 3<sup>rd</sup> full term.

Council Member Smith requested to be removed from the Housing & Redevelopment Authority (HRA) as the liaison due to a scheduling conflict with the monthly meetings. Council Member Buckley agreed to be assigned to the HRA as the Council Liaison.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the following 2024 Council Committee Appointments with the requested HRA Liaison change. Motion passed by unanimous vote.

**Standing Committees:**

Budget:	John Buckley, Matt Smith, and Tom Quackenbush
Personnel:	John Buckley, Matt Smith, and Tom Quackenbush
Public Works	Larry Arentson and Jim Sandgren
Port Authority:	Denise Kerkhoff and Jim Sandgren

**Issues:**

Environmental (garbage, compost, wetlands):	Jim Sandgren and Denise Kerkhoff
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**Individual Assignments:**

Joint Powers/School:	Larry Arentson
Airport Commission Liaison	Jim Sandgren
Library Commission Liaison	Denise Kerkhoff
Parks & Recreation Commission Liaison	Larry Arentson
Police Commission Liaison	Denise Kerkhoff
Public Utilities Commission Liaison:	John Buckley
Housing & Redevelopment Authority Liaison:	John Buckley

A motion was made by Council Member Arentson and seconded by Council Member Buckley to appoint John T. Buckley and Kari Klages to the Redwood Falls Firefighter's Relief Association Board of Trustees for 2024. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to continue meeting on the 1st and 3rd Tuesday of each month at 5:00 p.m. for the City Council Meetings in 2024; cancel the meeting scheduled for Tuesday, March 5<sup>th</sup> due to the Presidential Nominating Primary Election; cancel the meeting scheduled for Tuesday, November 5<sup>th</sup> due to the General Election; schedule a special meeting for Tuesday, November 12 to canvass the General Election results; change the start time to 6:00 p.m. for the City Council Meeting on Tuesday, December 17<sup>th</sup>; and cancel the City Council Work Session scheduled for Tuesday, December 31<sup>st</sup> due to the New Year's Eve holiday. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to designate the City's official newspaper as the Redwood Gazette for 2024. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to designate the City's official depositories pursuant to MN Statutes 118A.02 and the City Investment Policy for 2024. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to designate the City's official electronic funds transfer policy pursuant to MN Statutes 471.38, subd. 3 for 2024. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to designate Bolton & Menk as Consulting City Engineer for 2024. Motion passed by unanimous vote.

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

1. Temporary Liquor License Application – Redwood Area Chamber & Tourism

Motion passed by unanimous vote.

Finance Director Kari Klages introduced Resolution No. 1 of 2024 – A Resolution Accepting Donations to the City.

Ms. Klages stated on December 20, 2023, the Redwood Falls Police Department received a check from representatives of Farmer's Union Industries in the amount of \$1,000.00. The donation was made with no stipulations for how the funds were to be utilized by the Police Department.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 1 of 2024 – A Resolution Accepting Donations to the City. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 1 of 2024 – A Resolution Accepting Donations to the City. Motion passed by unanimous vote.

Public Utilities Superintendent Jason Halvorson was present to introduce the Power Plant South Roof Repair.

Mr. Halvorson stated the 2024 operating budget includes \$65,000 to replace the south portion of the Power Plant roof. Two quotes were received from Gag Sheet Metal, Inc. and West Central Roofing Contractors, Inc. Staff requests approval of the West Central Roofing Contractors, Inc. quote in the amount of \$44,137.09.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the Power Plant South Roof Repair quote from West Central Roofing Contractors, Inc in the amount of \$44,137.09. Motion passed by unanimous vote.

Public Utilities Superintendent Halvorson introduced the Substation and Power Plant Switchgear Testing.

Mr. Halvorson stated in November, Minnesota Municipal Utilities Association (MMUA) conducted a safety audit and determined the substation and power plant switchgear needed to be tested. MMUA recommends testing every three to five years. The proposed testing would be done to ensure that all the Substation Equipment is operating safely and within their designated parameters. This also helps to ensure that the equipment in the substation is reliable and functioning as intended. Testing will help identify any problems before they cause major damage or failure. This will also include Substation battery testing and cleaning. Staff requests approval to have Ziegler Power Systems conduct electrical testing in the amount of \$76,336.00.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to approve the Substation and Power Plant Switchgear Testing by Ziegler Power Systems in the amount of \$76,336.00. Motion passed by unanimous vote.

Human Resources Coordinator Sheila Stage was present to introduce the Updated Non-DOT Drug and Alcohol Work-Place Policy.

Ms. Stage stated with the recent changes to Minnesota law that legalized lawful consumable products; pursuant to Minn. Stat. 181.938, including alcohol, cannabis, lower potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed in the definition of “Drug” or if otherwise required by state or federal law. The City is updating the Non-Commercial Drivers Drug & Alcohol and Cannabis Testing & Drug Free Work-Place Policy based on these law changes.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the Updated Non-DOT Drug and Alcohol Work-Place Policy as presented. Motion passed by unanimous vote.

Council Member Smith reminded Council Members and Mayor Quackenbush of Fire Department Banquet on Saturday, January 13<sup>th</sup>, 2024.

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 Smith and seconded by Council Member Buckley to adjourn the meeting at 5:40 p.m. Motion passed by unanimous vote.

ATTEST:

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

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

**Council Meeting:** Tuesday, January 16<sup>th</sup>, 2024

**Agenda Item:** Celebrate Redwood Falls – Fire & Ice Festival

**Date:** Wednesday, January 10<sup>th</sup>, 2024

**Summary/Overview:**

The Celebrate Redwood Falls Committee will be hosting the annual Fire on Ice Event Saturday, February 3<sup>rd</sup>, 2024, at Perks Park and on Lake Redwood.

Staff is recommending to the City Council the following assistance and waiving of rental fees for the Celebrate Redwood Falls events:

**Fire & Ice Festival: February 3<sup>rd</sup>, 2024, 5:00-8:00pm**

- Use of Perks Park and Lake Redwood (Authorized by the Redwood County Sheriffs Dept.)
  - Fireworks will be held on the ice if it is thick enough and access is made. Westside Softball field will only be used if unable to get onto the ice.
- Use of city owned picnic tables (8), and garbage cans (2).
- Boat Ramp – Make sure gaps/holes are filled with sand or gravel so event attendees can access the lake safely.
- Make sure Park Drive and road through Perks Park is plowed.

City of Redwood Falls staff have met and will continue to meet with the Celebrate Redwood Falls board as they plan for these community events.

cc: Paul Hagert, Park Superintendent  
Darrell Bowers, Street Superintendent

January 16, 2024

### **Agenda Recommendation**

**Agenda Item:** Order and Purchase of one portable and one base radio

**Recommendation/Action Requested:** Staff recommends approval of order and purchase

### **Summary/Overview:**

The 2024 Redwood Falls Police Department budget included a request of \$11,054.84 for the purchase of one portable and one base radio. That amount was ultimately approved in the department budget. At this time, the vendor for police department radios, Alpha Wireless, is reporting a 4-6 month delivery from the date of order. Under the city's procurement policy, any purchase over \$10,000 requires council approval. Staff recommends approval of the order and ultimate purchase of both radios.

### **Attachments:**

Updated Quote From Alpha Wireless



Phone:

Email:

[donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web:

[www.alpha-wireless.com](http://www.alpha-wireless.com)



## We have prepared a quote for you

### **APX6000 / APX6500**

Quote # 005314  
Version 1

Prepared for:

### **Redwood Falls Police Department**

Jason Cotner  
[jcotner@ci.redwood-falls.mn.us](mailto:jcotner@ci.redwood-falls.mn.us)





Phone:

Email: [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web: [www.alpha-wireless.com](http://www.alpha-wireless.com)

Products

Description	Price	Qty	Ext. Price
<b>Motorola APX6000 700/800 Model 2.5 Portable - whip antenna, holster, 3400mAh battery, AES/DES/ADP, 1 yr warranty.</b>	\$0.00	1	\$0.00
<b>Single Unit Impres Charger (115 VAC, 2.3 Amp)</b>	\$0.00	1	\$0.00
<b>APX6000 IMPRES RSM, NOISE CANC. EMERGENCY BUTTON</b>	\$0.00	1	\$0.00
<b>Motorola APX6500 7/800 Mhz Mobile - AES/DES/ADP, 1 yr warranty.</b>	\$0.00	1	\$0.00
<b>ARMER/ISICS Programming &amp; Optimization</b>	\$100.00	2	\$200.00
<b>Subtotal:</b>			<b>\$200.00</b>



Phone:

Email: [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web: [www.alpha-wireless.com](http://www.alpha-wireless.com)

## APX6000 / APX6500



Prepared by:

**Mankato**

Donnie Rooney  
800-967-1778  
[donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Prepared for:

**Redwood Falls Police Department**

303 East 3rd Street  
PO Box 526  
Redwood Falls, MN 56283-0526  
Jason Cotner  
(507) 637-4005  
[jcotner@ci.redwood-falls.mn.us](mailto:jcotner@ci.redwood-falls.mn.us)

Quote Information:

**Quote #: 005314**

Version: 1  
Delivery Date: 01/08/2024  
Expiration Date: 02/09/2024

## Quote Summary

Description	Amount
Products	\$200.00
Total:	\$200.00

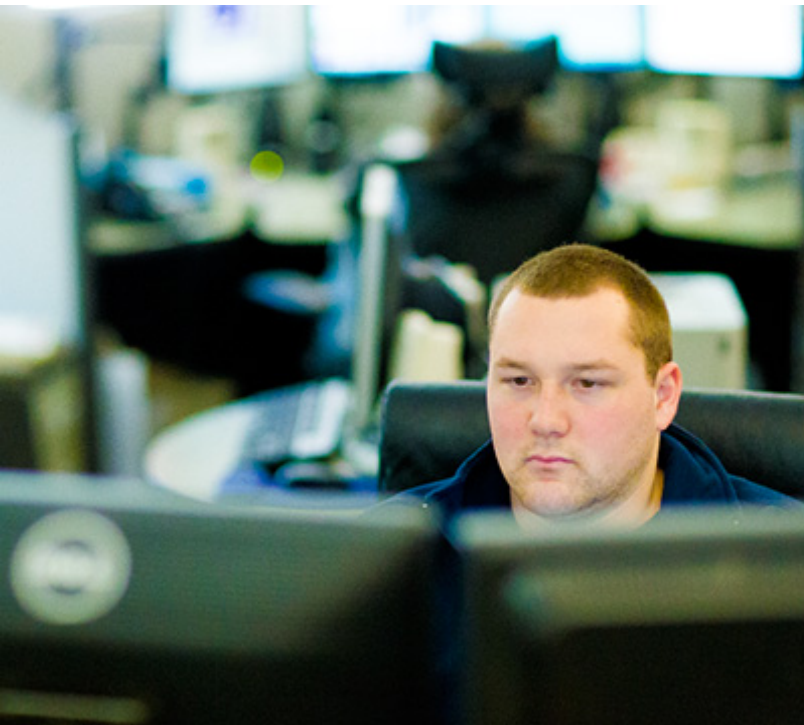
Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

### Mankato

Signature: *Donnie Rooney*  
 Name: Donnie Rooney  
 Title: President  
 Date: 01/08/2024

### Redwood Falls Police Department

Signature: \_\_\_\_\_  
 Name: Jason Cotner  
 Date: \_\_\_\_\_



## REDWOOD FALLS POLICE DEPT

06/19/2023

06/19/2023

REDWOOD FALLS POLICE DEPT  
303 E 3RD ST  
REDWOOD FALLS, MN 56283

Dear Jason Cotner,

Motorola Solutions is pleased to present REDWOOD FALLS POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide REDWOOD FALLS POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Donnie Rooney at [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Donnie Rooney

Motorola Solutions Manufacturer's Representative

Billing Address:  
 REDWOOD FALLS POLICE  
 DEPT  
 303 E 3RD ST  
 REDWOOD FALLS, MN 56283  
 US

Quote Date:06/19/2023  
 Expiration Date:03/08/2024  
 Quote Created By:  
 Donnie Rooney  
 donnier@alpha-wireless.com

End Customer:  
 REDWOOD FALLS POLICE DEPT  
 Jason Cotner  
 jcotner@ci.redwood-falls.mn.us  
 5076374005

Contract: 20927 - MN DOT 209493

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	1	\$3,595.00	\$2,588.40	\$2,588.40
1a	H869BZ	ENH: MULTIKEY	1	\$363.00	\$261.36	\$261.36
1b	QA05100AA	ENH: STD 1 YR WARRANTY APPLIES NO SFS	1	\$0.00	\$0.00	\$0.00
1c	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	1	\$115.50	\$79.20	\$79.20
1d	Q361AR	ADD: P25 9600 BAUD TRUNKING	1	\$330.00	\$237.60	\$237.60
1e	H38BT	ADD: SMARTZONE OPERATION	1	\$1,320.00	\$950.40	\$950.40
1f	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	1	\$879.00	\$632.88	\$632.88
1g	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	1	\$567.00	\$408.24	\$408.24
1h	QA09113AB	ADD: BASELINE RELEASE SW	1	\$0.00	\$0.00	\$0.00



Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
2	PMMN4062AL	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	1	\$127.12	\$84.74	\$84.74
3	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	1	\$186.50	\$112.50	\$112.50
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
4	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	1	\$3,383.12	\$2,342.16	\$2,342.16
4a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	1	\$879.00	\$632.88	\$632.88
4b	G51AU	ENH: SMARTZONE OPERATION APX6500	1	\$1,320.00	\$950.40	\$950.40
4c	G67DT	ADD: REMOTE MOUNT E5 APXM	1	\$327.00	\$235.44	\$235.44
4d	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	1	\$0.00	\$0.00	\$0.00
4e	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
4f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$66.00	\$47.52	\$47.52
4g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
4h	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	1	\$15.00	\$10.80	\$10.80
4i	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	\$408.24	\$408.24
4j	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$717.00	\$516.24	\$516.24
4k	W22BA	ADD: STD PALM MICROPHONE APX	1	\$79.00	\$56.88	\$56.88
4l	W969BG	ADD: MULTIKEY OPERATION	1	\$363.00	\$261.36	\$261.36
4m	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$330.00	\$237.60	\$237.60



Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4n	QA09113AB	ADD: BASELINE RELEASE SW	1	\$0.00	\$0.00	\$0.00

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**Grand Total** **\$11,054.84(USD)**

**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



## Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead  
**(PO will not be processed without this)**

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)





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

## AGENDA MEMO

**Meeting Date:** January 16, 2024

**Agenda Item:** Authorization of Write-Off of Delinquent I & I Surcharge

**Recommendation/Action Requested:** Write-off of Delinquent I & I Surcharge for Failure to Inspect

**Summary/Overview:** Staff recommends the write-off of \$100 in I & I surcharges for failure to inspect for account number 02-00860-08, parcel # 88-423-1860. The charges were incurred while the property was in foreclosure and access to the property was unavailable. Staff has worked with the new owner and agreed to an extension to allow time for the property to be cleaned up so the inspector can safely conduct the inspection.

**Attachments:** None

**Council Meeting Date:** 1/16/2024

**Agenda Item:** Advertising Exchange

**Date:** 1/10/2024

**Recommendation/Action Requested:**

Approve the requested advertising exchange with KLGR and the Parks & Recreation Department

**Summary/Overview:**

The Redwood Falls Parks & Recreation Department have exchanged memberships & punch passes for the KLGR radio auction in exchange for advertising credits for the value of these items.

Staff is requesting approval to continue the practice of exchanging memberships and passes for the radio auction in the amount of \$2,964.00 to be auctioned by June 30<sup>th</sup>, 2024. This will include a January and April radio auction.

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**Meeting Date: January 16, 2023****AGENDA RECOMMENDATION****Agenda Item:** Consent - Appointment of Bolton & Menk Inc. as Airport Consulting Firm**Recommendation/Action Requested:** The Redwood Falls Airport Commission is recommending for approval to appoint Bolton & Menk Inc. to continue as the Airport Consulting/ Engineering Firm.**Summary/Overview:** The Federal Aviation Administration of the U.S. Department of Transportation set a five (5) year limitation on airport sponsors for using the same consultant for aviation consulting services under “Advisory Circular No. 150/5100-14D”. Every five years, airport sponsors must use qualification-based selection procedures in the selection and engagement of consultants in the same manner as Federal contracts for architectural and engineering services negotiated under Title IX of the Federal Property and Administration Services Act of 1949.

On November 7, 2023, the Redwood Falls City Council approved the solicitation for a request of qualifications (RFQ) for Airport Consulting firms. The RFQ was published with the deadline of December 21, 2023, by 3:00 p.m. to receive the specified statements of qualification (SOQs). At the Commission’s regularly held meeting at 4:00 p.m. the same day, the commissioners received SOQs from two firms, Bolton & Menk Inc. (BMI) and BOLLIGinc Engineering and Environmental (BOLLIG). The Airport Commission set a special meeting of January 4, 2024, to allow for individual ranking over the holiday season.

At the January 4, 2024, special meeting, the commissioners submitted their individual ranking sheets assessing the SOQs of each firm. The ranking categories and point system were published in the original RFQ. The individual commissioner rankings were tallied and averaged. BMI received a total averaged point score of 81.6 out of 100 with total points awarded by the commissioners of 508. BOLLIG received a total average point score of 64.4 out of 100 with total points awarded by the commissioners of 422.

As a result of the differences in average points scored and total points awarded it was determined that a short list was not necessary, or the need to request individual presentations from the two responding firms. A motion was made, seconded and approved unanimously to recommend Bolton & Menk Inc. to continue providing Airport consulting services for approval by the Redwood Falls City Council at their January 16, 2024, Council meeting.

Since the airport consulting services continue to be with BMI, they will be subject to the 2024 Master Services Agreement approved by Council on 12-19-2023 under Resolution No. 83 of 2023.

**Attachments:** None- Ranking Abstract Available Upon Request.

## AGENDA RECOMMENDATION

**Meeting Date:** January 16, 2024

**Agenda Item:** Resolution No. 2 of 2024 – Resolution Adopting Assessments for Delinquent Utility Accounts  
Resolution No. 3 of 2024 – Resolution Adopting Assessments for Unpaid Maintenance Costs  
Resolution No. 4 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges

**Recommendation/Action Requested:** Open public hearing to discuss proposed resolutions. After discussions are held, close the public hearing. Read the resolutions or make a motion to waive the reading of the resolutions. If there are no concerns, adopt proposed resolutions by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Attached for your consideration are three resolutions handling delinquent utility, maintenance cost charges and surcharges that are 30 days past due. Similar resolutions are brought to the Council on a quarterly basis in order to improve the time between the delinquent utility bill and our ability to disclose the information to new owners. The delinquent account resolutions will be presented at the first meeting in January, April, July, and October. Staff recommends approval of the resolutions as mentioned above.

**Delinquent Process:**

- Delinquent letters are mailed to the utility account holders.
- Delinquent letters are then mailed to the property owners if not collected from account holders.
- Pending assessments are published two weeks prior to the Public Hearing.
- Any unpaid balance is then brought to the Council to be approved by resolution.
- Pending assessments passed by resolution and still outstanding as of November 1 will be charged a \$50 fee and then transferred to Redwood County to be assessed on the tax rolls.

**Attachments:** Resolution No. 2 of 2024  
Resolution No. 3 of 2024  
Resolution No. 4 of 2024

**RESOLUTION NO. 2 OF 2024  
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

**WHEREAS**, Section 9.02 of the Home Rule Charter of the City of Redwood Falls provides that the City Council may provide by Ordinance that the costs of any utility services provided to a property located within the City of Redwood Falls may be assessed against the property benefited and collected in a like manner as are special assessments; and

**WHEREAS**, Section 3.04, Subd. 8(D) of the Redwood Falls City Code of Ordinances provides that each utility account which is more than thirty (30) days delinquent may, when authorized by Resolution of the City Council, be certified by the City Administrator of the City of Redwood Falls to the County Auditor for payment in a single installment; and

**WHEREAS**, certain accounts, as listed on this resolution, have been established with the Redwood Falls Public Utilities Department for the purpose of providing utility services to the premises specified for each account listed therein, said premises being located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, there is an outstanding balance that is more than thirty (30) days delinquent on the customer accounts listed below in the amount as set forth therein; and

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment of delinquent utility accounts listed below.

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

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. Before certification of the assessment to the County Auditor, the City Administrator or other authorized official, is authorized and directed to accept partial prepayment of the assessment, but not less than 50% of the total amount of any assessment, and reduce the amount certified to the County Auditor accordingly. Partial prepayment may be accepted only during the 30-day period following approval of the assessment.
5. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ACCOUNT	LEGAL DESCRIPTION	PARCEL	AMOUNT
01-03400-02	ORIGINAL, SOUTH 50' OF WEST 55' LOT5 & SOUTH 50' LOT 6, BLOCK 10	88-200-1800	\$913.10
01-03420-04	ORIGINAL, LOT 1, BLOCK 12	88-200-2080	\$148.23
01-03920-06	ORIGINAL, 2 <sup>ND</sup> NORTH 24' LOTS 11 & 12, BLOCK 15	88-200-2620	\$141.75
01-04170-03	ORIGINAL, SOUTH 48' OF EAST 40' LOT 11 & SOUTH 48' LOT 12, BLOCK 15	88-200-2580	\$184.83
01-05510-06	HITCHCOCK SECOND, NORTH ½ LOT 1, EAST 40' OF NORTH ½ LOT 2, BLOCK 4	88-423-0620	\$130.23
02-00860-08	HITCHCOCK SECOND, LOT 2, BLOCK 10	88-423-1860	\$350.65
02-01550-05	HITCHCOCK, LOT 8, BLOCK 11	88-422-2280	\$51.30
02-04180-10	ORIGINAL, LOT 11, BLOCK 1	88-200-0060	\$211.10
02-04630-01	LAMBERTON, LOT 5, BLOCK 1	88-533-0100	\$130.23
02-07130-00	EASTERN, LOT 5, BLOCK 6	88-323-1100	\$130.23
02-07840-03	EASTERN, LOT 5, BLOCK 6	88-423-1160	\$266.46
02-08210-02	HITCHCOCK THIRD, TRACT 50' X 120' IN EAST SIDE OF BLOCK, BLOCK 3	88-424-0320	\$214.81
03-00760-07	WATSON FIRST, NORTH ½ LOTS 1 & 2	88-865-0060	\$99.97
03-04320-02	WATSON THIRD, LOTS 5 & 6 EXCEPT COMMENCE 17' EAST OF SOUTHWEST CORNER, THENCE WEST 17' NORTH TO NORTHWEST CORNER, EAST 50', SOUTHWESTERLY TO POB LOT 6, BLOCK 10	88-867-1740	\$130.23
04-00080-01	NORTHWOOD TERRACE FOURTH, LOT 1, BLOCK 3	88-613-0640	\$137.31
04-00140-03	AUDITOR SUBDIVISION 1, TRACT 112 ½' X 100' COMMENCE AT SOUTHWEST CORNER LOT 1, BLOCK 5, PART OF AUDITOR LOT 1, ALSO TRACT 79' X 200' COMMENCE AT NORTHEAST CORNER LOT 4, BLOCK 5 EXCEPT SOUTH 12 ½' X 100' VACATED ALLEY, SECTION 29, TOWNSHIP 113, RANGE 35	88-029-2090	\$130.23
06-00490-05	CROULEY, WEST 100' OF NORTH 10' LOT 1 & WEST 100' LOT 2	88-287-0460	\$72.35
06-00660-04	CROULEY, LOT 1, BLOCK 2	88-287-0140	\$342.97
06-02140-04	AUDITOR SUBDIVISION 1, COMMENCE NORTHWEST CORNER LOT 21, THENCE EAST 40', SOUTH 240', WEST 40', NORTH 240' TO POB, SECTION 1, TOWNSHIP 112, RANGE 36	88-001-2031	\$104.54

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, on the 16<sup>th</sup> day of January 2024.

ATTEST:

---

Keith T. Muetzel  
City Administrator

(City Seal)

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Tom Quackenbush  
Mayor

Subscribed and sworn to before me

This 16<sup>th</sup> day of January 2024.

---

**RESOLUTION NO. 3 OF 2024**  
**RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID MAINTENANCE COSTS**

**WHEREAS**, Sections 7.05 and 11.15 of the Redwood Falls City Code of Ordinances imposes certain maintenance obligations upon every property owner; and

**WHEREAS**, said sections provide that in the event the property owner fails to do so, the City may go upon the property and perform the necessary maintenance; and

**WHEREAS**, said sections further provide that the costs associated therewith may be certified as special assessments against such property; and

**WHEREAS**, on or about the date as hereinafter set forth, the City found it necessary to perform the necessary maintenance on the following described properties, all of which are located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, the City incurred costs as specified herein in maintaining the said properties; and

**WHEREAS**, the owner(s) of said properties has failed or refused to pay the said amount; and

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment of unpaid maintenance costs listed below.

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

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ACCOUNT #	LEGAL DESCRIPTION	PARCEL #	AMOUNT
01-03420-04	ORIGINAL, LOT 1, BLOCK 12	88-200-2080	\$314.02
02-07840-03	EASTERN, LOT 5, BLOCK 6	88-423-1160	\$102.01

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, on the 16<sup>th</sup> day of January 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 16<sup>th</sup> day of January 2024.

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

**RESOLUTION NO. 4 OF 2024**  
**RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID SURCHARGES**

**WHEREAS**, Sections 3.40 and 3.50 of the Redwood Falls City Code of Ordinances prohibit clear water drainage into the public sanitary sewer and require an inspection of each building within the City to confirm that there is no discharge of prohibited clear water drainage; and

**WHEREAS**, said sections provide that in the event a property owner fails to schedule an inspection and/or provide the required affidavit proving inspection and compliance, the City may impose a monthly surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule; and

**WHEREAS**, Section 3.50, Subd. 9 further provides that if said surcharge is not received by the City, the City may assess the unpaid balance against the property and collect in a like manner, as are special assessments.; and

**WHEREAS**, on or about the date as hereinafter set forth, surcharges remain unpaid to the City for the following described properties, all of which are located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, the owner(s) of said properties has failed or refused to pay the said amount(s); and

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment of unpaid surcharges listed below.

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

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ACCOUNT #	LEGAL DESCRIPTION	PARCEL #	AMOUNT
02-07840-03	EASTERN, LOT 5, BLOCK 6	88-423-1160	\$200.00

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 16<sup>th</sup> day of January 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 16<sup>th</sup> day of January 2024.

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



January 16, 2024

### **Agenda Recommendation**

**Agenda Item:** Approval of Police Officer Recruit Agreement

**Recommendation/Action Requested:** Staff recommends approval of the Agreement.

**Summary/Overview:**

In the Summer of 2023, an officer resigned from Redwood Falls Police Department (RFPD) creating a vacancy. A job posting was published but, to date, we have received no applications. Over the last few years the issue of police officer recruitment and retention has accounted for a considerable amount of time and for administration staff within RFPD and City Hall. To date, these efforts have tended to be handled as parallel but separate issues. However, in late 2023 Police Chief Jason Cotner and City Administrator Keith Muetzel began discussing a plan to address both issues jointly in the form of a recruit officer program.

The goal of the program was to identify candidates nearing completion of their law enforcement education or Law Enforcement Skills training (Skills) and provide an incentive in the form of educational reimbursement in exchange for a contractual obligation to provide RFPD three years of full-time police officer service.

While these discussions were occurring, a candidate was identified and interviewed by City Administrator Keith Muetzel, Police Chief Jason Cotner, and Assistant Police Chief Steve Schroeder. The candidate has completed a Bachelor's degree and is scheduled to attend law enforcement skills training later this year. As a result of that interview City Attorney Trenton Dammann was directed to draft a contract between the City of Redwood Falls and the candidate.

The draft contract provides the candidate with an educational incentive up to \$7500 to cover tuition, books, uniforms, equipment and other applicable costs associated with Skills training. To receive this reimbursement several things must occur: The candidate must complete Skills and pass the POST test; the City must have a police officer vacancy; the candidate must successfully complete all normal steps for police officer hiring (interview, background check, psychological and physical testing); the candidate must be approved by City Council; the candidate must successfully pass the RFPD Field Training program. Once all these conditions are met the candidate would receive reimbursement up to \$7500.

If the candidate voluntarily leaves RFPD prior to completion of the three years of service s/he must reimburse the City the entire amount of the reimbursement that was distributed.

**Attachments:**

Draft Police Officer Recruit Agreement

# Redwood Falls Police Department

## Police Officer Recruit Agreement

This Officer Recruit Agreement ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2024,  
by and between the City of Redwood Falls ("City") and Trent Esping ("Recruit").

### Recitals

**WHEREAS**, the objective of the City is to facilitate the entry of the Recruit as a qualified candidate for a police officer position in the City's police department; and

**WHEREAS**, this Agreement is designed to aid the Recruit in actively pursuing the required pre-service education and training to become eligible to be licensed as a Minnesota peace officer; and

**WHEREAS**, the Recruit desires to pursue and maintain a law enforcement career with the Department; and

**WHEREAS**, the City is committed to hiring and retaining high-quality, dedicated peace officers.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, the City and the Recruit agree as follows:

**Section 1. Term.** This Agreement is effective as of the \_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date"). This Agreement will terminate upon the occurrence of one of the following events:

A. The Recruit refuses to accept a job offer to become a full-time Redwood Falls Police Officer or is disqualified from accepting the position; or

B. The Recruit is terminated by the City prior to the fulfillment of three (3) years of continuous service as a full-time Redwood Falls Police Officer; or

C. The Recruit voluntarily leaves the employment of the City prior to the fulfillment of three (3) years of continuous service as a full-time Redwood Falls Police Officer; or

D. Completion of three (3) years of continuous service as a full-time Redwood Falls Police Officer.

**Section 2. City's Obligations.** The City agrees to:

A. Provide tuition assistance to the Recruit as reimbursement for necessary education and training to become eligible for a licensed police officer position, after completion of the following conditions:

i. The Recruit must successfully complete all required pre-service peace officer education and training as mandated by the Minnesota Peace Officer Standards and Training (POST) board;

ii. The Recruit must successfully pass the Minnesota POST licensing exam and provide official documentation from the POST Board certifying the RECRUIT is eligible to be licensed as a full-time police officer;

iii. The Recruit is hired by the Redwood Falls Police Department as a full-time Police Officer;

iv. The Recruit completes a field training program with the Redwood Falls Police Department;

v. The Recruit submits documentation verifying all education and training expenses, for law enforcement related coursework from a Minnesota accredited law enforcement school or program, to be reimbursed up to a maximum of \$7,500. Expenses for education and training completed prior to the effective date of this agreement will not be eligible for reimbursement.

B. Provide the mentoring, guidance, and training opportunities suitable for a pre-service candidate;

C. Hire the Recruit to a full-time Police Officer position if all of the following conditions have been met:

a. An opening for an entry-level Police Officer position exists in the Department at the time the Recruit is eligible for peace officer licensure;

b. The Redwood Falls City Council authorizes that opening to be filled;

d. The Recruit has successfully completed all the required pre-service peace officer education and training as mandated by the Minnesota Peace Officer Standards and Training (POST) board;

e. The Recruit has successfully passed the Minnesota POST licensing exam and provided official documentation from the POST Board certifying the RECRUIT is eligible to be licensed as a full-time police officer;

f. All of the Recruit's personnel evaluations have met the standard of "meets expectations" or better;

g. The Recruit has not been the subject of serious discipline (defined as any suspension, demotion, termination or disciplinary transfer) in any public law enforcement or related employment or volunteer work;

h. The Recruit is not disqualified during the Department's background investigation, psychological exam, or medical exam at the time of his/her initial hire;

i. The Recruit passes an interview at the time the opening arises, if applicable;

j. The Recruit is not disqualified during the Department's peace officer background investigation update at the time such examinations are scheduled for the opening that has arisen if applicable;

k. The Recruit passes or meets any other POST-mandated or Department mandated selection criteria that are in effect at the time the opening arises;

l. The Chief of Police determines the Recruit would be suitable for the vacant police officer position.

**Section 3. Recruit's Obligations.** The Recruit agrees to:

A. Obtain the necessary pre-service education and training and register for and take the POST test as soon as possible after qualifying to do so; and

B. Complete all of the items in Section 2(A) and Section 2(C); and

C. Commit to three (3) years of continuous service as a full-time Redwood Falls Police Officer; and

D. Return all city-issued equipment, uniforms, badges, name tags, ID cards, and other identification items upon leaving the employment of the City; and

E. Reimburse the City for any tuition assistance received through this Agreement if they voluntarily leave employment prior to the fulfillment of three (3) years of continuous service as a full-time Redwood Falls Police Officer.

**Section 4. Termination.**

A. The City may terminate the Recruit for any of the following reasons:

a. Poor job performance or inappropriate work habits as defined by and in the sole discretion of the Department and the Chief of Police; or

b. Conduct by the Recruit, either on-duty or off-duty, which makes him/her unsuitable for a police officer position, as defined by and in the sole discretion of the Department and the Chief of Police; or

c. Incompetence at implementing essential police skills, as determined by the Department and the Chief of Police; or

d. Inability to work and communicate effectively with the public, as determined by the Department and the Chief of Police; or

e. Any firearm safety violations; or

f. Unsafe or illegal driving in a city-owned vehicle; or

g. Criminal conduct or violation of traffic laws on-duty or off-duty; or

h. Becoming the subject of an adverse peace officer license action by the Minnesota POST Board; or

i. Inappropriate disclosure of confidential information; or

j. Revocation or suspension of Recruit's peace officer license due to violations of any Minnesota Statutes or POST board rules.

B. Upon termination, the Department will pay the Recruit compensation for hours worked through the effective date of termination. The Recruit will not be paid any other compensation, including severance pay or payment for unused sick time or vacation leave.

**Section 5. General Provisions.**

A. This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

B. This Agreement may only be amended by written mutual consent of the City and the Recruit.

C. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Minnesota.

D. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

E. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

F. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

**City of Redwood Falls, Minnesota**

By: \_\_\_\_\_  
Its Mayor

And: \_\_\_\_\_  
Its City Administrator

\_\_\_\_\_  
**Recruit**

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



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

## AGENDA MEMO

**Meeting Date:** January 16, 2024

**Agenda Item:** Approval of Waterworth Continuous Utility Rate Management Proposal

**Recommendation/Action Requested:** Staff recommends approval of the Waterworth Continuous Utility Rate Management Proposal

**Summary/Overview:** For many years the City of Redwood Falls has utilized DGR Engineering to perform annual utility rate studies. As our electrical engineer, DGR remains the ideal consultant to continue rate studies for our electric department. However, staff recommends moving to a more hands on, continuous rate management approach for our water, sanitary sewer, and storm sewer utilities.

Waterworth's continuous utility rate management uses cloud-based software that allows staff to make adjustments to variables as assumptions change. This real-time format allows staff to stay in control of all the moving parts while keeping everyone on the same page. Waterworth will support staff with expert advice on financial modeling, cost of service analysis, infrastructure analysis, and annual rate recommendations.

In addition to continuous rate management for the utilities, the Waterworth system will also provide us with the ability for long-term planning and asset replacement schedules for our streets department. Staff will be able to on-board engineer construction project estimates from our capital improvement planning and in real time see the potential effect on utility rates and reveal exterior funding needs.

The annual cost for the four service areas (water, sanitary sewer, storm sewer, and streets) is \$12,650. There are funds built into the 2024 budget to cover this expense. The annual rate study service has on average cost \$7-8,000.00 for the three wet utilities. Adding streets to the planning process is the driver for the additional cost.

**Attachments:** Waterworth Continuous Utility Rate Management Proposal



**W A T E R W O R T H**™

# Continuous Utility Rate Management

Redwood Falls, MN  
Jim Doering – Public Works Project Coordinator  
Kari Klages – Finance Director

Grange Gordon  
grangeg@waterworth.net  
(206)704-7313

11/22/2023



# OUR MISSION

Empowering financially sustainable local government services and winning back the public trust.





## YOUR GOALS

Based on conversations with Redwood Falls city staff, we understand your key goal is:

**Ensure revenue from utility rates meets long-term revenue requirements while protecting customer affordability.**

Related priorities:

- **Proactively renew and replace aging infrastructure**
- **Understand impacts to water, sewer, and stormwater rates**
- **Ensure services remain affordable for the community**
- **Ensure services are priced equitably between customer classes**
- **Maintain a strategic financial plan that leverages the best mix of cash, debt and Federal or State funding**
- **Maintain good communication between staff, elected officials and the public.**
- **Effectively communicate funding plans & present data-driven recommendations**
- **Integrate planning and ensure easy data-transfer between departments**

Waterworth can help the City of Redwood Falls achieve these goals and priorities through **Continuous Utility Rate Management.**



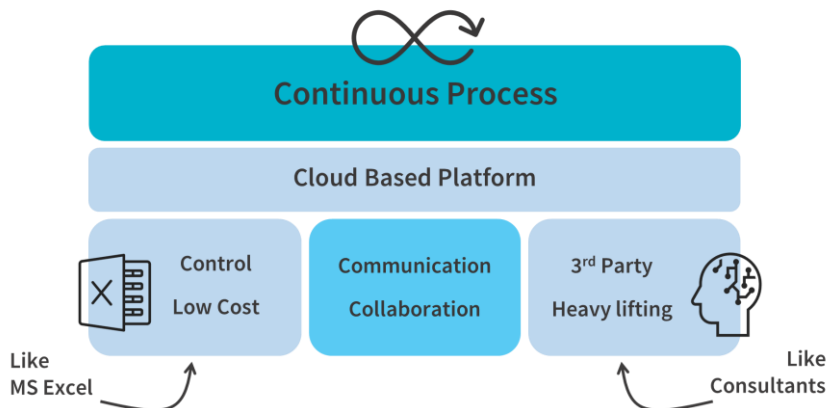
# Continuous Utility Rate Management

## What is it?

There are two methods of rates management commonly used today. When people want total control and low cost, they build in-house models with Microsoft Excel. We all love Excel - you can build what you want, it's flexible and practically free. It also has headaches. With Waterworth you have the control but without the headaches that come with maintaining an Excel spreadsheet. It's easy to use and very cost effective.

Other communities use rate consultants. They do an excellent job. They're experts and bring credibility to a council presentation. Similarly, the Waterworth team can step in as needed to do the heavy lifting and facilitate communications and action among staff and your elected officials.

Waterworth also addresses a critical gap by enabling easy Communication & Collaboration between individual departments, city administration and elected officials. With Waterworth, options can be carefully and efficiently reviewed, updated, reported on, compared with other scenarios. You can communicate difficult financial stories with ease so Council and the public can really buy in to the right decisions.



The thing our customers love the most is how we enable Continuous Rate Management. Rate studies are static in time. But variables keep changing - inflation is high, projects are getting repriced and reshuffled, interest rates fluctuate, sometimes you might get a grant, but you don't want to plan on it.

With Waterworth, you can stay in total control of all the moving parts while keeping everyone on the same page. This makes managing rates effortless and builds a synergistic relationship between city and elected officials.



## KEY FEATURES

### LONG-TERM FINANCIAL MODEL

Develop a full-cost recovery model to understand long-term revenue requirements. Integrate CIP, Master Plans, and future capital reinvestment budgeting along with debt service scenarios, cash reserve policies, and tie it all back to a rate schedule.



### ASSET REPLACEMENT SCHEDULE

Leverage your GIS data to produce a long-term asset replacement schedule to understand the cost of sustainable ownership, and benchmark how much to invest annually in capital renewal to avoid emergencies and preserve intergenerational equity.

### COST OF SERVICE ANALYSIS

Review historical demand patterns and work towards a true cost-of-service model for each customer category including wholesale customers. Explore cost reallocation scenarios to see how you can make rates more equitable.

### RATE DESIGN

Onboard billing data, analyze your current rate structure, easily model new rate structure options and immediately visualize the billing impacts of various options – what the changes will mean for revenues and affordability for residents.

### SCENARIO EXPLORATION

Perhaps one of the most powerful features is the ability to quickly create and manage scenarios, compare them visually using 3 comparative modes (difference, side-by-side, overlay) and combine scenarios from different service areas into one complete organization-wide model.



## SAVE TIME AND AGGRAVATION

Take pride in telling a better financial story. This makes communicating tough, complex issues easier leading to more efficient conversations. In the end, smarter decisions are made more quickly and with very little effort. Everyone saves time and aggravation.



## BENEFITS

## LEVERAGE YOUR DATA TO DRIVE BETTER DECISIONS

Up-to-date data reflects the real-world circumstances of your community so you can have confidence that analysis and recommendations plot the best path forward in real-time. Waterworth is compatible with many other systems, so onboarding is relatively easy.



## ENSURE LONG-TERM FINANCIAL SUSTAINABILITY

Plan for intergenerational equity by first determining long-term cost of sustainable ownership of infrastructure. Then become financially resilient and mitigate uncertainty about future events through better planning by developing and exploring scenarios.

## LEVERAGE PROFESSIONAL SUPPORT THAT'S TAILORED TO YOU

Short-staffed? Think of us as a specialized part of your team. We're here to make sure you are asking the right questions and making progress towards community goals. Support is here, whenever and however you need it: we'll assist with data needs, analysis, scenario exploration, presentation, and succession.

We've got your back!



# UNLIMITED SUPPORT & ADVISING

Included with all services. We're here for you by chat, email, phone or zoom as much or as little as needed to ensure you meet your goals.

- Unlimited 1:1 coaching with all included tools
- Expert advice with Financial Modeling, Cost of Service Analysis, Infrastructure Analysis and Rate Design
- Annual Rate Recommendations
- Assistance with project management and organization to help meet deadlines and stay on track of priorities
- Training for effective communication with elected officials and between departments
- Assistance with analysis of complex datasets, and impact analysis of any scenarios or proposed changes
- Assistance with presenting models internally or to Boards/Councils
- Assistance with onboarding instructions for Assets, Population, Flows or Billing Data
- Training of new staff on Waterworth
- Facilitating succession transitions

# METHODOLOGY

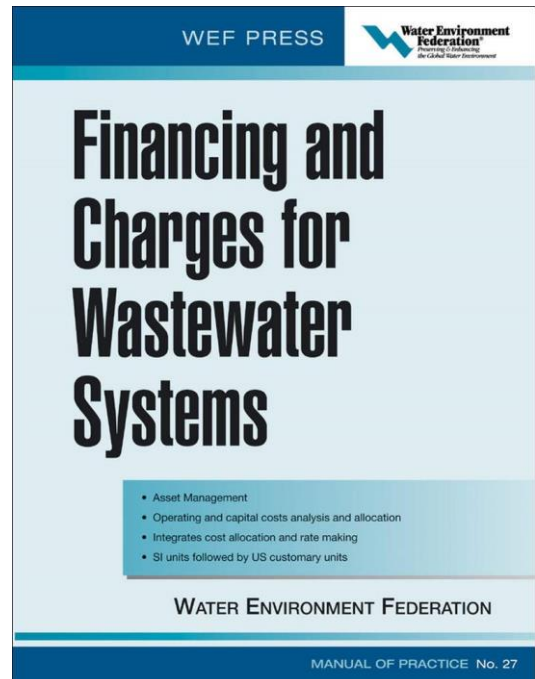
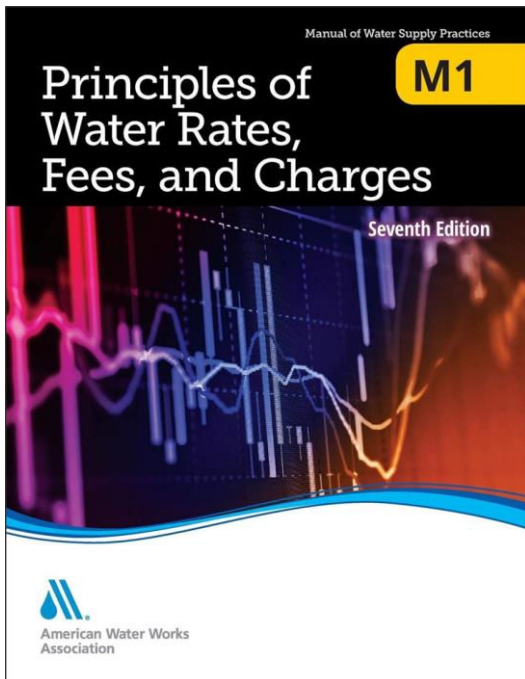
Waterworth is based on the fundamentals of rate design as outlined in AWWA M1 and WEF 27.

These manuals set the industry accepted standard practices in financial planning and rate making to establish cost-based rates, fees, and charges to recover the full costs associated with utilities.



**American Water Works  
Association**

*Dedicated to the World's Most Important Resource®*





# CLIENT TESTIMONIALS

“We informed our Board that inflation has severely impacted the costs of our capital projects and it became clear that without a \$7,000,000 bond, we would be in trouble.

It is amazing how much easier this process is now that we have Waterworth. Whenever we have discussions with our Board we use Waterworth to review and explore options. Because we do this frequently, the board is familiar with the model and so they trust in Waterworth. The discussion regarding the need to obtain the \$7,000,000 bond lasted less than 10 minutes.”

Wes Smith, CFO  
Virgin Valley Water District, Nevada



“What’s great about Waterworth is that I don’t have to wait for a consultant and compile all kinds of information.

I can go into my model and get a snapshot of what I’m looking at... it’s the convenience of being able to get the information I need quickly and whenever I want.”



Yvonne Acuña, Assistant Finance Director  
City of Leon Valley Texas

John Mastandona, Director of Finance  
Village of Western Springs, Illinois



"That's how we have found Waterworth to be valuable: showing our elected officials the scenarios of if we don't do anything, if we do something, and having those changes side by side.”

“We’ve been trying to do this on our own for 10 years, to have something so turnkey was just an absolute blessing.”



Lisa Vollbrecht, Public Utilities Director  
City of St. Cloud, Minnesota



# ANNUAL SUBSCRIPTION

Item	Description	Unit Price	Cumulative Price
1 <sup>st</sup> Service Area	Software Access to Water Service Area Unlimited Support and Advising for Water	\$3,162.50	\$3,163
2 <sup>nd</sup> Service Area	Software Access to Wastewater Service Area Unlimited Support and Advising for Wastewater	\$3,162.50	\$6,325
3 <sup>rd</sup> Service Area	Software Access for Stormwater Service Area Unlimited Support and Advising for Stormwater	\$3,162.50	\$9,488
4 <sup>th</sup> Service Area	Software Access for Streets Service Area Unlimited Support and Advising for Streets	\$3,162.50	\$12,650
Total USD			\$12,650

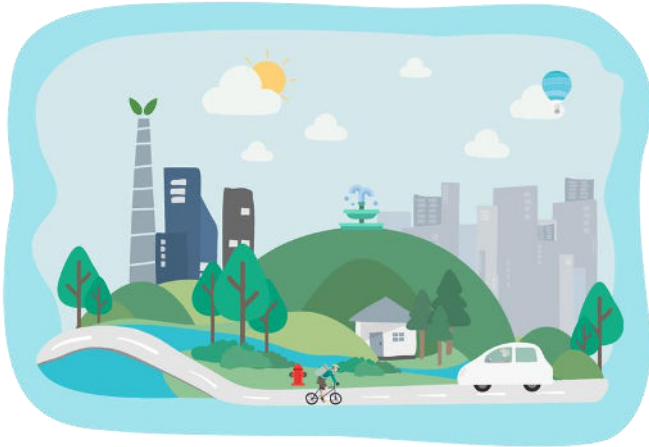
## Included:

- Implementation
- Unlimited User Licenses
- Unlimited Support and Advising
- Training
- Workshop Facilitation
- Presentation
- Assistance with: Data Onboarding, Data Analysis, Scenario Exploration



Subscription effective date is on the day of the Getting Started Meeting when user sign-in accounts are created. Renewal invoices will be sent 60 days before the anniversary of the effective date. Prices set to increase by 5% per year.





# MUNI WORTH

Waterworth’s sister solution, Muniworth brings the same analytical and financial planning power to all of your publicly funded services.

Muniworth is an easy-to-use cloud-based analytics platform that uses data visualization to make analysis, planning and communication about funding key infrastructure easier for everyone to understand and talk about.

Along with experienced advising and professional support, Muniworth makes your job easier.

- Easily communicate city-wide capital needs
- Develop a comprehensive financial plan
- View aggregated analysis across departments and entire organization
- Visualize data consistently
- Ensure sufficient funding for all services



*Service areas include: Streets, Facilities, Fleet, Solid Waste, Recycling, Public Safety, Fire, Airport, Marina, and many more, in addition to General Fund.*



Anthony Theodorou, Engineer  
Project Control Engineering

"We're figuring out how to overlap these things, to see when water and sewer projects are coming up... and how they'll line up with our road projects. In Muniworth, you can jump in and out of those different utilities."



## SOLE SOURCE

Waterworth is a unique and specialized solution with no comparable alternative. No customer has ever had to procure Waterworth through an RFP process.

### Sole Source Qualifying Factors

1. Unique & Proprietary Technology
2. Highly Specialized Purpose-Built
3. Compatibility with Existing Systems
4. Quick Implementation & Training
5. Professional Advice & Coaching

Based on the Sole Source Requirements outlined by the National Association of State Procurement Officials (NASPO), the Single/Sole Source Procurement our clients have referenced when subscribing to Waterworth.

Sole Source Documentation available upon request:



- Template memo to council/board that you can edit
- Detailed documentation describing what is unique and specialized about Waterworth in support of sole sourcing

**Council Meeting Date:** January 16, 2024

**Agenda Item:** Library public restrooms.

**Recommendation/Action Requested:** Staff are requesting approval of the quote from Redwood Renovations in the amount of \$55,219.00.

**Summary/Overview:** \$30,000 was budgeted for 2023 to remodel men's and women's public restrooms. Due to contractor schedules, the first quote was presented in late October, and the second quote was received late December. The first quote was \$55,219.00 from Redwood Renovations, and the second quote was from Cardinal Construction for \$63,140.00. The condition is such in the restrooms that it is urgent to remodel them. Our request would be approval to use \$30,000 from the Capital Project Fund from 2023 budget, re-categorize \$16,500 from our 2024 budget, and the budget shortfall of \$8,719.00 from the Capital Project Fund. It is hoped that debris removal through the City agreement and ease of removal of current tile will decrease the cost of this project.

Staff are requesting approval of the quote from Redwood Renovations in the amount of \$55,219.00. Proposed funding includes: \$30,000 from budgeted 2023 Capital Project Fund, \$8719.00 from Capital Project Fund, and re-categorized \$16,500 from current library budget for library public restroom remodel.

**Attachments:** Redwood Renovations Quote



Redwood Renovations and Repair LLC  
 5074308288  
 603 EAST WYOMING ST  
 REDWOOD FALLS, MN 56283

Prepared For  
 City of Redwood Falls Public  
 Library  
 509 South Lincoln St  
 Redwood Falls, MN 56283

Estimate Date  
 10/09/2023

Estimate Number  
 00000074

Reference  
 Library Girls  
 Bathroom Remodel

Description	Rate	Qty	Line Total
<b>Girls Bathroom Tile Materials</b> Materials to include all floor and wall tile, mortar, grout and tile edge trims	\$3,945.00	1	\$3,945.00
<b>Girls Bathroom Plumbing Fixtures</b> Fixtures to include 2 new auto flush toilets, new countertop with double sinks, new toilet partitions, new Koala changing table.	\$7,150.00	1	\$7,150.00
<b>Construction Labor and Demolition Disposal</b> Labor to demo existing tile and bathroom fixtures, install new floor tile, new wall tile, new bathroom partitions, new sink countertop, new changing table. Dispose of all demolition materials	\$16,100.00	1	\$16,100.00
		<b>Subtotal</b>	27,195.00
		<b>Tax</b>	0.00
		<b>Estimate Total (USD)</b>	<b>\$27,195.00</b>



Redwood Renovations and Repair LLC  
 5074308288  
 603 EAST WYOMING ST  
 REDWOOD FALLS, MN 56283

Prepared For  
 City of Redwood Falls Public  
 Library  
 509 South Lincoln St  
 Redwood Falls, MN 56283

Estimate Date  
 10/09/2023

Estimate Number  
 00000073

Reference  
 Library Boys  
 Bathroom Remodel

Description	Rate	Qty	Line Total
Boys Bathroom Tile Materials Materials to include all floor and wall tile, mortar, grout and tile edge trims	\$4,464.00	1	\$4,464.00
Boys Bathroom Plumbing Fixtures Fixtures to include 1 new auto flush toilet, 1 auto flush urinal, new countertop with double sinks, new toilet partitions, new Koala changing table.	\$6,650.00	1	\$6,650.00
Construction Labor and Demolition Disposal Labor to demo existing tile and bathroom fixtures, install new floor tile, new wall tile, new bathroom partitions, new sink countertop, new changing table. Dispose of all demolition materials	\$16,910.00	1	\$16,910.00
		<b>Subtotal</b>	<b>28,024.00</b>
		<b>Tax</b>	<b>0.00</b>
		<b>Estimate Total (USD)</b>	<b>\$28,024.00</b>

## AGENDA MEMO

**To:** City Council

**Meeting Date:** January 16, 2024

**Agenda Item:** Zoning Amendment Request – Ordinance No. 89, Fourth Series

**Recommendation/Action Requested:** Planning Commission recommends approval of this request.

**Summary/Overview:** The City has received a request from the Independent School District #2897 to rezone from R-2 (Single- and Two-Family Residential District) to R-B (Residential – Business District) the current location of the Reede Gray Elementary School (Parcel #88-766-3260) at 201 McPhail Dr.

In conjunction with the zoning amendment request, ISD #2897 is also requesting to combine and plat the current school parcel with 600 Sunrise Blvd, the former Wood Dale Nursing Home parcel (scheduled to be demolished), to construct a new elementary school and parking lot. According to the Unified Development Ordinance, an educational facility, like the proposed elementary school is not permitted in the R-2 zoning district without a conditional use permit. Therefore, it would need to be rezoned to comply with the Unified Development Ordinance and permit the construction of the proposed school. 600 Sunrise Blvd is currently zoned R-B so once combined and platted, the entire parcel would be zoned R-B.

The request to re-zone the property was presented to the Planning and Zoning Commission on January 9, 2024. The Planning and Zoning Commission, along with City staff, recommend approval of the re-zone and consequently the Amendment of the Zoning Ordinance.

City Staff will provide the required 10-day notice of the Ordinance prior to the final approval on the proposed Ordinance. On February 6, 2024, City staff will request Council approve the proposed Ordinance by roll call vote in accordance with Chapter 4 of the City Charter and Chapter 3 of the City's Unified Development Ordinance.

**Attachment:** Ordinance No. 89, Fourth Series – An Ordinance Amending Zoning Ordinance  
Map of Property requesting Re-Zone

**ORDINANCE NO. 89, FOURTH SERIES**

**AN ORDINANCE AMENDING ZONING ORDINANCE**

**THE CITY COUNCIL OF REDWOOD FALLS DOES ORDAIN:**

**SECTION 1.** That after a public hearing and review of all the evidence pertaining to the request to re-zone certain real property as referenced in Section 2, the City Council of the City of Redwood Falls makes the following:

**FINDINGS OF FACT**

1. The amendment is consistent with the applicable policies of the City's Comprehensive and Land Use Plan.
2. The amendment proposes to change the zoning classification of a particular property.
3. The amendment is in the best interest of the public as it promotes orderly development and is not solely for the benefit of a single property owner.
4. The existing uses of property and the zoning classification of property within the general area of the property in question are compatible with the proposed zoning classification.
5. There are reasonable uses of the property in question permitted under the existing zoning classification of R-2.
6. There has been a change in the character or trend of development in the general area of the property in question, which has taken place since such property was placed in its present zoning classification.

**SECTION 2.** That the following described real estate lying and being in the City of Redwood Falls, Redwood County, Minnesota, to-wit:

Block 19, Sunnyside Heights and Vacated Meadow Lane, City of Redwood Falls, Redwood County, Minnesota,

AND

That part of the Southwest Quarter of Section 6, Township 112 North, Range 35 West, City of Redwood Falls, Minnesota, described as follows:

Commencing at the Southeast corner of Block 19, Sunnyside Heights; thence South 01 degrees 02 minutes 53 seconds East, a distance of 60.00 feet to the point of beginning; thence continuing South 01 degrees 02 minutes 53 seconds East, a distance of 167.80

feet; thence North 88 degrees 19 minutes 55 seconds West, a distance of 25.84 feet; thence South 01 degrees 40 minutes 05 seconds West, a distance of 210.00 feet; thence Southeasterly a distance of 161.66 feet on a tangential curve to the left, having a radius of 242.32 feet, a central angle of 38 degrees 13 minutes 26 seconds, and the chord of said curve is 158.68 feet in length and bears South 17 degrees 26 minutes 38 seconds East; thence South 53 degrees 26 minutes 40 seconds West not tangent to said curve, a distance of 127.25 feet; thence Westerly a distance of 554.11 feet on a non-tangential curve to the left, having a radius of 3349.06 feet, a central angle of 09 degrees 28 minutes 47 seconds, and the chord of said curve is 553.48 feet in length and bears North 54 degrees 25 minutes 02 seconds West; thence North 01 degrees 13 minutes 24 seconds West not tangent to said curve, a distance of 265.52 feet; thence North 88 degrees 14 minutes 21 seconds East, a distance of 539.58 feet to the point of beginning; EXCEPTING THEREFROM that part lying southerly of the centerline of County Ditch 52.

now classified as “R-2, Single and Two Family Residential District,” be changed to “R-B, Residential-Business District.”

**SECTION 3.** That the Zoning Administrator is hereby directed to change the zoning map referred to in Section 6.03 of Chapter 6 of the Unified Development Ordinance in accordance herewith.

**SECTION 4.** This Ordinance becomes effective from and after its passage and publication.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

Introduced: January 16, 2024  
10 Day Notice:  
Approved:  
Publication:





**Legend**

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

201 McPhail Dr.



**Disclaimer:**

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

0 263 Feet





**Matt Johnson**  
Zoning Administrator  
Phone: 507-616-7400  
Fax: 507-637-2417  
[mjohnson@ci.redwood-falls.mn.us](mailto:mjohnson@ci.redwood-falls.mn.us)

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## AGENDA RECOMMENDATION

**To:** City Council

**Meeting Date:** January 16, 2024

**Agenda Item:** Preliminary Plat & Final Plat Request

**Recommendation/Action Requested:** Planning Commission recommends approval of this request.

**Summary/Overview:** The City has received a request from the Independent School District #2897 for a preliminary and final plat approval for the parcels described as 201 McPhail Dr. (Parcel #88-766-3260) and 600 Sunrise Blvd (Parcel #88-106-3010), Redwood Valley Sixth Addition.

Under the provisions of the Redwood Falls Unified Development Ordinance, the Zoning Administrator may allow a final plat to be submitted concurrent with a request for preliminary plat approval. City Staff has worked with ISD #2897 and Bolton & Menk Inc., to prepare the preliminary and final plat.

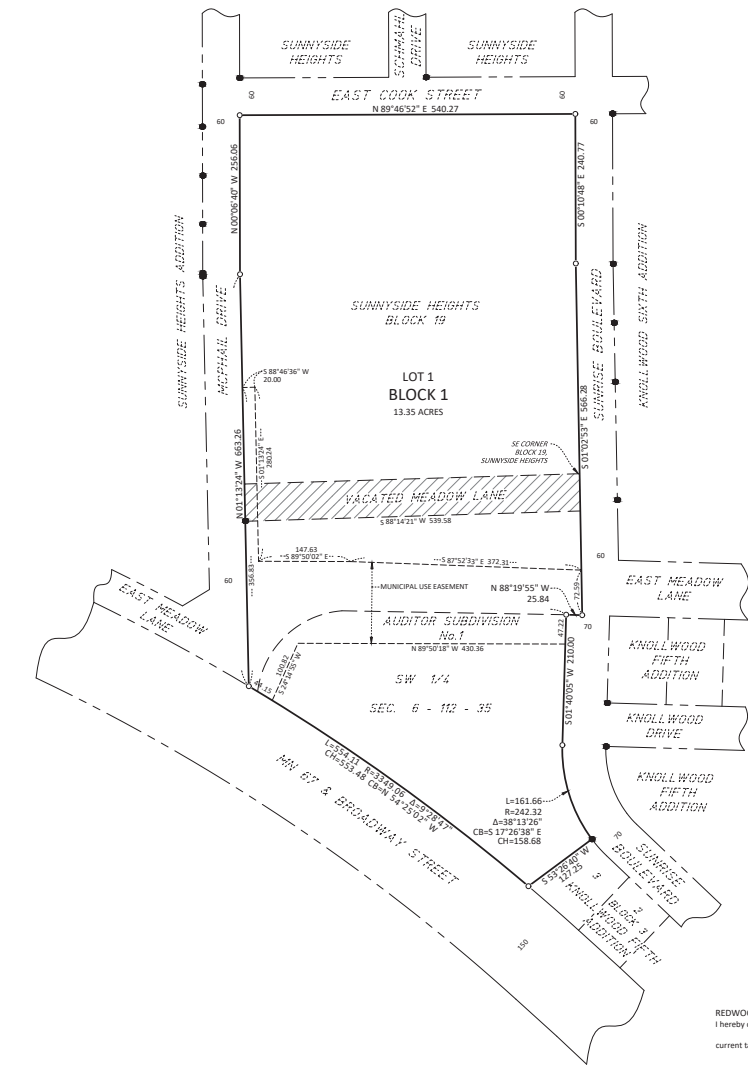
The Planning Commission recommends approval of the preliminary and final plat, Redwood Valley Sixth Addition.

**Attachment:** Final Plat – Redwood Valley Sixth Addition



FINAL PLAT COPY

# REDWOOD VALLEY SIXTH ADDITION



**LEGEND**  
 ○ 1/2" IRON PIPE MONUMENT SET MARKED BY I.C. NO. 44996  
 ● MONUMENT FOUND



**BEARING BASIS**  
 BEARINGS ARE BASED ON THE REDWOOD COUNTY COORDINATE SYSTEM, NAD83(11)

**INSTRUMENT OF DEDICATION**  
 KNOW ALL MEN BY THESE PRESENTS: That Independent School District Number 2897, a corporation under the laws of the State of Minnesota, owners and proprietors of the following described property:

Block 19, Sunnyside Heights and Vacated Meadow Lane, City of Redwood Falls, Redwood County, Minnesota.

And  
 That part of the Southwest Quarter of Section 6, Township 112 North, Range 35 West, City of Redwood Falls, Minnesota, described as follows:

Commencing at the Southeast corner of Block 19, Sunnyside Heights; thence South 01 degrees 02 minutes 53 seconds East, a distance of 60.00 feet to the point of beginning; thence continuing South 01 degrees 02 minutes 53 seconds East, a distance of 167.80 feet; thence North 88 degrees 19 minutes 35 seconds West, a distance of 35.38 feet; thence South 01 degrees 40 minutes 05 seconds West, a distance of 210.00 feet; thence Southeasterly a distance of 161.66 feet on a tangential curve to the left, having a radius of 242.32 feet, a central angle of 38 degrees 13 minutes 26 seconds, and the chord of said curve is 158.68 feet in length and bears South 17 degrees 26 minutes 38 seconds East; thence South 53 degrees 26 minutes 40 seconds West not tangent to said curve, a distance of 137.25 feet; thence Westerly a distance of 554.11 feet on a non-tangential curve to the left, having a radius of 3349.06 feet, a central angle of 09 degrees 28 minutes 47 seconds, and the chord of said curve is 553.48 feet in length and bears North 54 degrees 25 minutes 02 seconds West; thence North 01 degrees 13 minutes 24 seconds West not tangent to said curve, a distance of 265.52 feet; thence North 88 degrees 14 minutes 21 seconds East, a distance of 539.58 feet to the point of beginning.

Has caused the same to be surveyed and platted as: REDWOOD VALLEY SIXTH ADDITION and does hereby donate and dedicate to the public for public use forever, the drainage and utility easements, all as shown hereon.

In witness whereof said Independent School District Number 2897, a Minnesota corporation, has caused these presents to be signed by its proper officers this \_\_\_\_ day of \_\_\_\_\_, 2024.

Signed: Independent School District Number 2897

Becky Cselovski, Superintendent

NOTARY  
 STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024 by Becky Cselovski, Superintendent, of Independent School District Number 2897.

Printed Name:  
 Notary Public, MN.  
 My commission expires \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**  
 I, Jesse D. Zeig, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes Section 505.01, Subdivision 3, as of the date of the surveyor's certification are shown and labeled on this plat and that all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

NOTARY  
 STATE OF MINNESOTA  
 COUNTY OF BROWN

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024 by Jesse D. Zeig, Minnesota Surveyor License Number 44996.

Judy Lynn Johnson  
 Notary Public, Brown County, MN.  
 My commission expires 1-31-2026

**APPROVAL CERTIFICATE**  
 The foregoing plat of REDWOOD VALLEY SIXTH ADDITION to the City of Redwood Falls, Minnesota, was reviewed and approved by the Planning Commission and the City Council of Redwood Falls, Minnesota, at their respective meetings, and that as per MS 505.03 Subd. 2, this plat has been submitted and written comments and recommendations have been received from the Redwood County Highway Engineer.

Reviewed by the Planning Commission this \_\_\_\_ day of \_\_\_\_\_, 2024. Approved by the City Council of Redwood Falls this \_\_\_\_ day of \_\_\_\_\_, 2024.

Chairperson \_\_\_\_\_ Tom Quackenbush, Mayor

Secretary \_\_\_\_\_ Keith Muetzel, City Administrator

REDWOOD COUNTY AUDITOR/TREASURER  
 I hereby certify that a copy of this plat has been filed in my office, that there are no delinquent taxes due, that the current taxes due have been paid, and transfer entered on my record this \_\_\_\_ day of \_\_\_\_\_, 2024.

Redwood County Auditor-Treasurer \_\_\_\_\_  
 REDWOOD COUNTY REGISTRAR OF TITLES  
 DOCUMENT NUMBER \_\_\_\_\_  
 I hereby certify that this instrument was filed in the Office of the Registrar of Titles this \_\_\_\_ day of \_\_\_\_\_, 2024, at \_\_\_\_ clock \_\_\_\_ M, and was duly recorded in Map File as Plat Number \_\_\_\_.  
 Redwood County Registrar of Titles \_\_\_\_\_

**Meeting Date: January 16, 2024**

## AGENDA RECOMMENDATION

**Agenda Item:** Resolution No. 5 of 2024

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

**Summary/Overview:** Resolution No. 5 approves the final payment for the Power Plant Road project and sets the two-year maintenance period and final acceptance date to January 16, 2026.

In addition, Final Pay Request No. 16 reflects Change Order No. 3 in the amount of \$152,238.00 for in field accommodations of additional structural concrete volume and increase in area of bituminous to account for large vehicle maneuverability, increasing the final contract price to \$1,743,296.00.

Staff has received and confirmed all withholding affidavits from the Contractor (IC-134) forms, Consent of Surety form and Notification of Permit Termination.

**Attachments:**

- Resolution No. 5 of 2024
- Recommendation of Payment: Owen Todd, PE, Bolton & Menk Inc.
- Change Order No. 3
- Final Pay Request No. 16

**RESOLUTION NO. 5 OF 2024  
APPROVAL OF FINAL PAY REQUEST  
REFLECTING CHANGE ORDER NO. 3  
FOR POWER PLANT ROAD STABILIZATION**

**WHEREAS**, the City of Redwood Falls (“City”) is authorized to enter into a contract with Schmidt Construction of Redwood Falls, pursuant to Minnesota Statutes Section 412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, the City of Redwood Falls awarded the contract for Power Plant Road Stabilization to Schmidt Construction on July 6, 2021, by resolution No. 38 of 2021; and

**WHEREAS**, Change Orders No. 1 and No. 2 were approved by the Redwood Falls City Council on April 5, 2022, and September 6 of 2022, respectively; and

**WHEREAS**, Change Order No. 3 in the amount of \$152,238.00 is for in field accommodations of additional structural concrete volume and increase in area of bituminous to account for large vehicle maneuverability, increasing the final contract price to \$1,743,296.00; and

**WHEREAS**, approval of Final Pay Request No. 16 reflects the acceptance of Change Order No. 3 and the pay out of held retainage in the amount of \$133,208.40; and

**FURTHERMORE**, approval of Final Pay Request No. 16 at this regularly scheduled meeting will begin the two-year maintenance period and final acceptance date of January 16, 2026, where any material deficiencies observed during this maintenance period must be brought to the attention of the Contractor, in writing, for correction before the final acceptance date.

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

1. Final Pay Request No. 16 and Change Order No. 3 described above are approved and shall be executed in the form submitted to the City Council and made a part of this Resolution by reference.

**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 16th day of January 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
16<sup>th</sup> day of January 2024.

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



**BOLTON  
& MENK**

1243 Cedar Street NE  
Sleepy Eye, MN 56085

Real People. Real Solutions.

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

January 3, 2024

Jim Doering, Public Works Project Coordinator  
City of Redwood Falls  
333 South Washington Street  
P.O. Box 526  
Redwood Falls, MN 56283

RE: Partial Pay Estimate No. 16 & Final  
Power Plant Road Stabilization  
City Project No. 101  
City of Redwood Falls, MN  
BMI Project No. 517.122276

Dear Jim:

Enclosed for the Council's consideration are four copies of the Final Pay Estimate and Change Order No. 3 for the referenced project. The final payment amount is \$133,208.40 and the total construction amount is \$1,745,904.18. Also enclosed are the Withholding Affidavit for Contractor (IC-134) forms, Consent of Surety form and Notification of Permit Termination.

We have reviewed the status of construction work with City staff and concur that the work has been completed in substantial conformance with the Contract Document. We recommend semi-final acceptance of the work and payment of the Final Estimate. We also recommend acceptance of Change Order No. 3.

The Council's authorization to make the final payment shall initiate the beginning of the two-year maintenance period. Assuming that final payment will be authorized at the January Council meeting, the final acceptance date will be January 16, 2026. Any material deficiencies observed during the maintenance period must be brought to the attention of the Contractor, in writing, before the final acceptance date.

Please feel free to contact our office with any questions or comments regarding the final payment and Change Order.

Sincerely,  
**Bolton & Menk, Inc.**

**Owen J. Todd, P.E.**  
OJT/jlj

Enclosure

## CHANGE ORDER NO.: 3


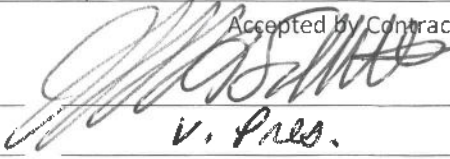
Owner:	City of Redwood Falls	Owner's Project No.:	101
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	\$17.122276
Contractor:	Schmidt Construction, Inc.	Contractor's Project No.:	
Project:	Power Plant Road Stabilization		
Contract Name:			
Date Issued:	September 7, 2023	Effective Date of Change Order:	November 15, 2023

The Contract is modified as follows upon execution of this Change Order:

Description: The contract is a unit price contract and the final amount paid to the contractor is based on measured final work completed. Additional street work, as directed by city staff, was completed near the Power Plant's fuel tank to allow for better maneuverability of large vehicles. Additional structural concrete was needed for design requirements, site restrictions, and an approximately 7-ft deeper bedrock surface. These substantially changed 3 bid items exceeding the estimated quantities included in the original bid.

Attachments: Estimated Final Pay estimate based on work required to complete contract, with the 3 major overruns separated into Change Order #3 at the bottom of the Estimate.

Change in Contract Price	Change in Contract Times [State Contract Times as either a specific date or a number of days]
Original Contract Price: \$ <u>1,296,208.00</u>	Original Contract Times: Substantial Completion: <u>December 17, 2021</u> Ready for final payment: <u>August 19, 2022</u>
[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. 1 to No. 2 : \$ <u>294,850.00</u>	[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No.1 to No. : Substantial Completion: <u>November 15, 2022</u> Ready for final payment: <u>July 15, 2023</u>
Contract Price prior to this Change Order: \$ <u>1,591,058.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>November 15, 2022</u> Ready for final payment: <u>July 15, 2023</u>
[Increase] [ <del>Decrease</del> ] this Change Order: \$ <u>152,238.00</u>	[Increase] [ <del>Decrease</del> ] this Change Order: N/A Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>1,743,296.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>November 15, 2022</u> Ready for final payment: <u>July 15, 2023</u>

<p style="text-align: center;">Recommended by Engineer (if required)</p> <p>By: <u></u></p> <p>Title: <u>PRINCIPAL ENGINEER</u></p> <p>Date: <u>11/3/23</u></p> <p style="text-align: center;">Authorized by Owner</p>	<p style="text-align: center;">Accepted by Contractor</p> <p><u></u></p> <p style="text-align: center;">V. Pres.</p> <p style="text-align: center;"><u>12-20-23</u></p> <p style="text-align: center;">Approved by Funding Agency (if applicable)</p>
<p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>

<b>CONTRACTOR'S PAY REQUEST</b>	<u>16 &amp; FINAL</u>	<b>DISTRIBUTION:</b>
<b>POWER PLANT ROAD STABILIZATION</b>		CONTRACTOR (1)
<b>CITY OF REDWOOD FALLS, MN</b>		<b>OWNER (1)</b>
<b>BMI PROJECT NO. S17.122276</b>		ENGINEER (1)
<b>WORK COMPLETED THROUGH November 15, 2023</b>		SURETY (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$1,743,296.00
TOTAL, COMPLETED WORK TO DATE		\$1,745,904.18
TOTAL, STORED MATERIALS TO DATE		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS		\$1,745,904.18
RETAINED PERCENTAGE ( 0% )		\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$1,745,904.18
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$1,612,695.78
PAY CONTRACTOR AS ESTIMATE NO.	16 & FINAL	\$133,208.40

**Certificate for Final Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Schmidt Construction, Inc.  
30103 U.S. Highway 71  
Redwood Falls, MN 56283

By  VICE PRES.  
Name Title

Date 12-26-23

Approved \_\_\_\_\_  
Contractor's Surety

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., 1243 CEDAR STREET NE, SLEEPY EYE, MN 56085

By , CITY ENGINEER

Date 1/3/24

**APPROVED FOR PAYMENT:**

OWNER: CITY OF REDWOOD FALLS, 333 S. WASHINGTON ST., P.O. BOX 526, REDWOOD FALLS, MN 56283

By \_\_\_\_\_  
Name Title Date

And \_\_\_\_\_  
Name Title Date



**Partial Pay Estimate No.:**

**16 & FINAL**

POWER PLANT ROAD STABILIZATION  
CITY OF REDWOOD FALLS, MN  
BMI PROJECT NO. 517.122276

WORK COMPLETED THROUGH November 15, 2023

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
1	MOBILIZATION	\$110,000.00	1	LUMP SUM	\$110,000.00	1.00	LUMP SUM	\$110,000.00	1.00	LUMP SUM	\$110,000.00
2	TRAFFIC CONTROL	\$3,000.00	1	LUMP SUM	\$3,000.00	1.00	LUMP SUM	\$3,000.00	1.00	LUMP SUM	\$3,000.00
3	COMMON EXCAVATION (P) (2)	\$12.00	1620	CUBIC YARD	\$19,440.00	1,620	CUBIC YARD	\$19,440.00	1,620	CUBIC YARD	\$19,440.00
4	SUBGRADE EXCAVATION (EV) (1)	\$12.00	225	CUBIC YARD	\$2,700.00	880	CUBIC YARD	\$10,560.00	880	CUBIC YARD	\$10,560.00
5	STABILIZING AGGREGATE (CV) (1)	\$20.00	225	CUBIC YARD	\$4,500.00	126	CUBIC YARD	\$2,520.00	126	CUBIC YARD	\$2,520.00
6	GEOTEXTILE FABRIC, TYPE V (1)	\$2.00	2490	SQUARE YARD	\$4,980.00	611	SQUARE YARD	\$1,222.00	611	SQUARE YARD	\$1,222.00
7	COMMON LABORERS (3)	\$60.00	20	HOUR	\$1,200.00	0	HOUR	\$0.00	0	HOUR	\$0.00
8	3 CU YD SHOVEL (3)	\$175.00	10	HOUR	\$1,750.00	0	HOUR	\$0.00	0	HOUR	\$0.00
9	DOZER (3)	\$160.00	10	HOUR	\$1,600.00	0	HOUR	\$0.00	0	HOUR	\$0.00
10	10 CU YD TRUCK (3)	\$110.00	10	HOUR	\$1,100.00	4	HOUR	\$440.00	4	HOUR	\$440.00
11	4.0 CU YD FRONT END LOADER (3)	\$160.00	10	HOUR	\$1,600.00	0	HOUR	\$0.00	0	HOUR	\$0.00
12	1/2 CU YD SKID LOADER (3)	\$130.00	10	HOUR	\$1,300.00	0	HOUR	\$0.00	0	HOUR	\$0.00
13	AGGREGATE BASE, CLASS 5	\$22.00	3065	TON	\$67,430.00	3,710	TON	\$81,620.00	3,753	TON	\$82,575.68
14	AGGREGATE SURFACING, CLASS 2	\$30.00	40	TON	\$1,200.00	0	TON	\$0.00	0	TON	\$0.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA240B)	\$130.00	295	TON	\$38,350.00	484	TON	\$62,920.00	484	TON	\$62,920.00
16	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (SPNWB230B)	\$128.00	440	TON	\$56,320.00	521	TON	\$66,688.00	440	TON	\$56,320.00
17	6" PERFORATED PIPE DRAIN	\$9.00	610	LINEAR FOOT	\$5,490.00	605	LINEAR FOOT	\$5,445.00	605	LINEAR FOOT	\$5,445.00
18	4"-12" TIE REPAIR, PVC SDR 26 (4)	\$25.00	100	LINEAR FOOT	\$2,500.00	0	LINEAR FOOT	\$0.00	0	LINEAR FOOT	\$0.00
19	6" SUBSURFACE DRAIN CLEANOUT (5)	\$150.00	2	EACH	\$300.00	0	EACH	\$0.00	0	EACH	\$0.00
20	6" CONCRETE DRIVEWAY PAVEMENT & CONCRETE WALK	\$12.00	100	SQUARE FOOT	\$1,200.00	0	SQUARE FOOT	\$0.00	0	SQUARE FOOT	\$0.00
21	CONCRETE CURB AND GUTTER, DESIGN B618	\$40.00	1510	LINEAR FOOT	\$60,400.00	1,474	LINEAR FOOT	\$58,960.00	1,474	LINEAR FOOT	\$58,960.00
22	COMMON TOPSOIL BORROW (LV)	\$30.00	300	CUBIC YARD	\$9,000.00	0	CUBIC YARD	\$0.00	0	CUBIC YARD	\$0.00
23	SALVAGE AND REINSTALL RIPRAP	\$20.00	50	SQUARE YARD	\$1,000.00	0	SQUARE YARD	\$0.00	0	SQUARE YARD	\$0.00
24	STORM DRAIN INLET PROTECTION - EXISTING	\$130.00	3	EACH	\$390.00	0	EACH	\$0.00	0	EACH	\$0.00
25	STORM DRAIN INLET PROTECTION - PROPOSED	\$130.00	4	EACH	\$520.00	0	EACH	\$0.00	0	EACH	\$0.00
26	SILT FENCE, TYPE MS	\$3.50	370	LINEAR FOOT	\$1,295.00	195	LINEAR FOOT	\$682.50	195	LINEAR FOOT	\$682.50
27	SEDIMENT CONTROL LOG TYPE WOOD FIBER	\$3.50	200	LINEAR FOOT	\$700.00	140	LINEAR FOOT	\$490.00	140	LINEAR FOOT	\$490.00
28	DITCH CHECKS	\$60.00	11	EACH	\$660.00	0	EACH	\$0.00	0	EACH	\$0.00
29	STABILIZED CONSTRUCTION EXIT	\$3,000.00	1	LUMP SUM	\$3,000.00	0	LUMP SUM	\$0.00	1	LUMP SUM	\$3,000.00
30	TEMPORARY SEEDING (6)	\$0.30	2700	SQUARE YARD	\$810.00	0	SQUARE YARD	\$0.00	0	SQUARE YARD	\$0.00
31	PERMANENT SEEDING 1 (6)	\$1.75	2100	SQUARE YARD	\$3,675.00	2,178	SQUARE YARD	\$3,811.50	2,178	SQUARE YARD	\$3,811.50
32	PERMANENT SEEDING 2 (6)	\$2.05	600	SQUARE YARD	\$1,230.00	830	SQUARE YARD	\$1,701.50	830	SQUARE YARD	\$1,701.50
33	REMOVE STORM STRUCTURE & CASTING	\$250.00	1	EACH	\$250.00	1	EACH	\$250.00	1	EACH	\$250.00
34	REMOVE STORM SEWER PIPE	\$25.00	112	LINEAR FOOT	\$2,800.00	68	LINEAR FOOT	\$1,700.00	68	LINEAR FOOT	\$1,700.00
35	ADJUST FRAME & RING CASTING	\$250.00	1	EACH	\$250.00	0	EACH	\$0.00	0	EACH	\$0.00
36	ADJUST GATE VALVE BOX TOP	\$200.00	1	EACH	\$200.00	0	EACH	\$0.00	0	EACH	\$0.00

**Partial Pay Estimate No.:**

**16 & FINAL**

POWER PLANT ROAD STABILIZATION

CITY OF REDWOOD FALLS, MN

BMI PROJECT NO. 517.122276

WORK COMPLETED THROUGH November 15, 2023

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
37	12" RC PIPE SEWER CLASS V	\$49.00	42	LINEAR FOOT	\$2,058.00	58	LINEAR FOOT	\$2,842.00	58	LINEAR FOOT	\$2,842.00
38	18" RC PIPE SEWER CLASS III	\$59.00	180	LINEAR FOOT	\$10,620.00	193	LINEAR FOOT	\$11,387.00	193	LINEAR FOOT	\$11,387.00
39	24" RC PIPE SEWER CLASS III	\$95.00	17	LINEAR FOOT	\$1,615.00	8	LINEAR FOOT	\$760.00	8	LINEAR FOOT	\$760.00
40	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 48-4020	\$500.00	18.4	LINEAR FOOT	\$9,200.00	12.5	LINEAR FOOT	\$6,250.00	18.4	LINEAR FOOT	\$9,200.00
41	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 60-4020	\$900.00	4.2	LINEAR FOOT	\$3,780.00	3.2	LINEAR FOOT	\$2,880.00	4.2	LINEAR FOOT	\$3,780.00
42	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 72-4020	\$1,500.00	3	LINEAR FOOT	\$4,500.00	2	LINEAR FOOT	\$3,000.00	3	LINEAR FOOT	\$4,500.00
43	CONSTRUCT DRAINAGE STRUCTURE, DESIGN R-1	\$400.00	17.9	LINEAR FOOT	\$7,160.00	14	LINEAR FOOT	\$5,560.00	18	LINEAR FOOT	\$7,160.00
44	CONNECT TO EXISTING STORM PIPE OR DRAINAGE STRUCTURE	\$500.00	3	EACH	\$1,500.00	4	EACH	\$2,000.00	4	EACH	\$2,000.00
45	CASTING ASSEMBLY - STORM	\$960.00	8	EACH	\$7,680.00	0	EACH	\$0.00	8	EACH	\$7,680.00
46	MISC STRUCTURE AND DEBRIS REMOVAL	\$42.00	920	TON	\$38,640.00	35	TON	\$1,470.00	165	TON	\$6,930.00
47	CLEARING AND GRUBBING	\$5,500.00	1	LUMP SUM	\$5,500.00	1	LUMP SUM	\$5,500.00	1	LUMP SUM	\$5,500.00
48	ROCK REMOVAL	\$21,900.00	1	LUMP SUM	\$21,900.00	1.0	LUMP SUM	\$21,900.00	1.0	LUMP SUM	\$21,900.00
49	CONCRETE GRADE BEAM	\$1,060.00	204	CUBIC YARD	\$216,240.00	210	CUBIC YARD	\$222,600.00	210	CUBIC YARD	\$222,600.00
50	CONCRETE RETAINING WALL	\$3,000.00	50	CUBIC YARD	\$150,000.00	66	CUBIC YARD	\$198,000.00	50	CUBIC YARD	\$150,000.00
51	ADD'L CONCRETE	\$900.00	12.7	CUBIC YARD	\$11,430.00	117	CUBIC YARD	\$105,300.00	13	CUBIC YARD	\$11,430.00
52	TYPE 1 - ALL-THRFD TENSIONED ROCKBOLT	\$9,200.00	15	EACH	\$138,000.00	15	EACH	\$138,000.00	15	EACH	\$138,000.00
53	ADD'L TYPE 1 ROCKBOLT	\$175.00	60	LINEAR FOOT	\$10,500.00	16	LINEAR FOOT	\$2,800.00	16	LINEAR FOOT	\$2,800.00
54	TYPE 2 - ALL-THREAD UNTENSIONED ROCKBOLT	\$4,500.00	16	EACH	\$72,000.00	16	EACH	\$72,000.00	16	EACH	\$72,000.00
55	ADD'L TYPE 2 ROCKBOLT	\$160.00	60	LINEAR FOOT	\$9,600.00	43	LINEAR FOOT	\$6,880.00	43	LINEAR FOOT	\$6,880.00
56	STEEL BIN-WALL	\$109.00	925	SQUARE FEET	\$100,825.00	925	SQUARE FEET	\$100,825.00	925	SQUARE FEET	\$100,825.00
57	8" DRAIN TILE (5)	\$30.00	120	LINEAR FEET	\$3,600.00	120	LINEAR FEET	\$3,600.00	120	LINEAR FEET	\$3,600.00
58	COMMON TOPSOIL BORROW (7)	\$30.00	140	CUBIC YARD	\$4,200.00	140	CUBIC YARD	\$4,200.00	380	CUBIC YARD	\$11,400.00
59	ROOTING TOPSOIL BORROW (7)	\$42.00	410	CUBIC YARD	\$17,220.00	410	CUBIC YARD	\$17,220.00	412	CUBIC YARD	\$17,304.00
60	SELECT GRANULAR BACKFILL MODIFIED (7)	\$20.00	1200	CUBIC YARD	\$24,000.00	1,200	CUBIC YARD	\$24,000.00	2,050	CUBIC YARD	\$41,000.00
61	CLASS B CRUSHED ROCK	\$60.00	205	CUBIC YARD	\$12,300.00	205	CUBIC YARD	\$12,300.00	205	CUBIC YARD	\$12,300.00
<b>TOTAL AMOUNT BASE BID:</b>					<b>\$1,296,208.00</b>			<b>\$1,402,724.50</b>			<b>\$1,298,816.18</b>
A1	MOBILIZATION	\$21,000.00	1	LUMP SUM	\$21,000.00	1.00	LUMP SUM	\$21,000.00	1.00	LUMP SUM	\$21,000.00
A2	PREP TUNNEL	\$3.50	13000	SQUARE FEET	\$45,500.00	13,000.00	SQUARE FEET	\$45,500.00	13,000.00	SQUARE FEET	\$45,500.00
A3	F&I PL-8000 - 1" THICKNESS	\$275.00	740	LINEAR FEET	\$203,500.00	740.00	LINEAR FEET	\$203,500.00	740.00	LINEAR FEET	\$203,500.00
A4	DEWATERING	\$11,000.00	1	LUMP SUM	\$11,000.00	1.00	LUMP SUM	\$11,000.00	1.00	LUMP SUM	\$11,000.00
A5	REPAIR EXISTING SIDEWALL HOLE	\$210.00	35	SQUARE FEET	\$7,350.00	35.00	SQUARE FEET	\$7,350.00	35.00	SQUARE FEET	\$7,350.00
A6	CHANGE ORDER OVERHEAD	\$6,500.00	1	LUMP SUM	\$6,500.00	1.00	LUMP SUM	\$6,500.00	1.00	LUMP SUM	\$6,500.00
<b>TOTAL AMOUNT CHANGE ORDER 1:</b>					<b>\$294,850.00</b>			<b>\$294,850.00</b>			<b>\$294,850.00</b>

**Partial Pay Estimate No.:****16 & FINAL**

POWER PLANT ROAD STABILIZATION

CITY OF REDWOOD FALLS, MN

BM# PROJECT NO. S17.122276

WORK COMPLETED THROUGH November 15, 2023

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
CO3-1	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (SPNW8230B)	\$128.00	81	TON	\$10,368.00	0.00	TON	\$0.00	81	TON	\$10,368.00
CO3-2	CONCRETE RETAINING WALL	\$3,000.00	16	CUBIC YARD	\$48,000.00	0.00	CUBIC YARD	\$0.00	16	CUBIC YARD	\$48,000.00
CO3-3	ADD'L CONCRETE	\$900.00	104.3	CUBIC YARD	\$93,870.00	0.00	CUBIC YARD	\$0.00	104.3	CUBIC YARD	\$93,870.00
<b>TOTAL AMOUNT CHANGE ORDER 3:</b>					\$152,238.00			\$0.00			\$152,238.00
<b>TOTAL AMOUNT:</b>					\$1,743,296.00			\$1,697,574.50			\$1,745,904.18

**NOTES:**

- (1) ITEM TO BE USED ONLY AS DIRECTED BY THE ENGINEER
- (2) ITEM TO BE USED FOR STREET EXCAVATION. SEE PROJECT SPECIFICATIONS.
- (3) ITEM TO BE USED FOR EXPLORATORY EXCAVATION AND OTHER MISCELLANEOUS WORK AS DIRECTED BY THE ENGINEER
- (4) ITEM TO BE USED FOR KNOWN AND UNKNOWN 4"-12" DRAIN TILE REPAIR. USE 4"-12" PVC SDR-26 PIPE. INCLUDES FERNCO TYPE CONNECTORS OR APPROVED EQUAL.
- (5) ITEM INCLUDES ALL FITTINGS AND PIPE ASSOCIATED WITH DETAILS.
- (6) INDIVIDUAL SEEDING ITEMS, SUCH AS SEED, FERTILIZER, HYDRO-MULCH, ARE INCLUDED IN THE UNIT PRICE BID.
- (7) ITEM INCLUDES ALL BORROW/BACKFILL NEEDED FOR BEHIND THE CONCRETE STRUCTURES AND WITHING THE BIN-WALL



# Document G707™ – 1994

## Consent Of Surety to Final Payment

Bond Number: 2322814

PROJECT: *(Name and address)*

Power Plant Road Stabilization - Redwood Falls,  
MN S17.122276

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR: General Construction

OWNER:

ARCHITECT:

CONTRACTOR:

SURETY:

OTHER:

TO OWNER: *(Name and address)*

City of Redwood Falls  
333 South Washington Street  
Redwood Falls, MN 56283

CONTRACT DATED: July 6, 2021

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
*(Insert name and address of Surety)*

Swiss Re Corporate Solutions America Insurance Corporation  
1200 Main Street, Suite 800  
Kansas City, MO 64105

, SURETY,

on bond of

*(Insert name and address of Contractor)*

Schmidt Construction, Inc.  
30103 U.S. Highway 71  
Redwood Falls, MN 56283

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety  
of any of its obligations to

*(Insert name and address of Owner)*

City of Redwood Falls  
333 South Washington Street  
Redwood Falls, MN 56283

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **December 27, 2023**

*(Insert in writing the month followed by the numeric date and year.)*

Swiss Re Corporate Solutions America Insurance Corporation

*(Surety)*

*(Signature of authorized representative)*

Attest:

*(Seal):*

Ted Jorgensen, Attorney-in-Fact

*(Printed name and title)*



SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

R. W. FRANK, JOSIUA R. LOFTIS, TINA L. DOMASK, ROSS S. SQUIRES, RACHEL THOMAS, NICOLE STILLINGS, SANDRA M. ENGSTRUM, BRIAN J. OESTREICH, LIN ULVEN, EMILY WHITE, TED JORGENSEN, MELINDA C. BLODGETT, R.C. BOWMAN, COLBY WHITE, ALLISON HILL, and NATHAN WEAVER JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

TWO HUNDRED MILLION (\$200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Erik Janssens, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC and Senior Vice President of WIC

By Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC & Vice President of WIC

IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers

this 10 day of NOVEMBER, 20 22

State of Illinois
County of Cook

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

On this 10 day of NOVEMBER, 20 22, before me, a Notary Public personally appeared Erik Janssens, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SRCSPIC and Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



Christina Manisco
Christina Manisco, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 27th day of December, 20 23.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC

**Meeting Date: January 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 6 of 2024

**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:** This is a resolution of support for of the Safe Routes to School “Trail Grant” application to be submitted by the City of Redwood Falls. The application is for the development and construction of the first half of a trail loop extending south from Cook Street through the frontage of the St. John’s Lutheran School on County Highway 24 connecting to the established trail along Redwood Valley High School otherwise known as the “School Loop.” (See Map)

This project grant, if funded, is for \$685,908.00 in construction costs of an anticipated 10’ wide bituminous trail with 2’ recovery shoulders on each side for a total width of 14.’

Staff recommends the approval of the resolution. The deadline for the application is February 2, 2024.

**Attachments:**

- Resolution No. 6 of 2024
- Map of SRTS Project Area
- Letter of Support- Mayor
- Letter of Support- Parks

**RESOLUTION NO. 6 OF 2024**

**A RESOLUTION IN SUPPORT OF THE CITY'S FUNDING REQUEST FROM  
MNDOT'S SAFE ROUTES TO SCHOOL PROGRAM TO FUND THE REDWOOD  
FALLS COMMUNITY TRAIL EXPANSION PROJECT**

**WHEREAS**, the Safe Routes to School (SRTS) Infrastructure Grant Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects that will improve safety, reduce traffic, and improve air quality around schools; and

**WHEREAS**, in this funding cycle the Minnesota Department of Transportation will award \$10.9 million in state funding to construct school adjacent pedestrian and bicycle infrastructure improvements; and

**WHEREAS**, the proposed project will enter construction during the 2024-2025 calendar year and will have a useful life of over 10 years; and

**WHEREAS**, St. John's Lutheran school is in the southeast portion of the city and is geographically isolated from residential developments with transportation connections that exclusively serve automobile traffic; and

**WHEREAS**, the project concept resulted from the development of the 2015 Redwood Falls Safe Routes to School plan; and

**WHEREAS**, the proposed Redwood Falls Community Trail Expansion Project will provide a safe bicyclist and pedestrian route that connects Saint John's Lutheran School to the city's expansive non-motorized transportation network; and

**FURTHERMORE**, the City of Redwood Falls is committed to providing the funding for items that are ineligible for SRTS funding, including engineering, design, and right of way acquisition.

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

1. The Redwood Falls City Council hereby approves of the City of Redwood Falls' pursuit of Safe Routes to School funding for the Redwood Falls Community Trail Project.
2. The City of Redwood Falls is committed to the development and construction of the proposed project in a timeframe that supports grant agreement requirements.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls this 16th Day of January 2024.

ATTEST:

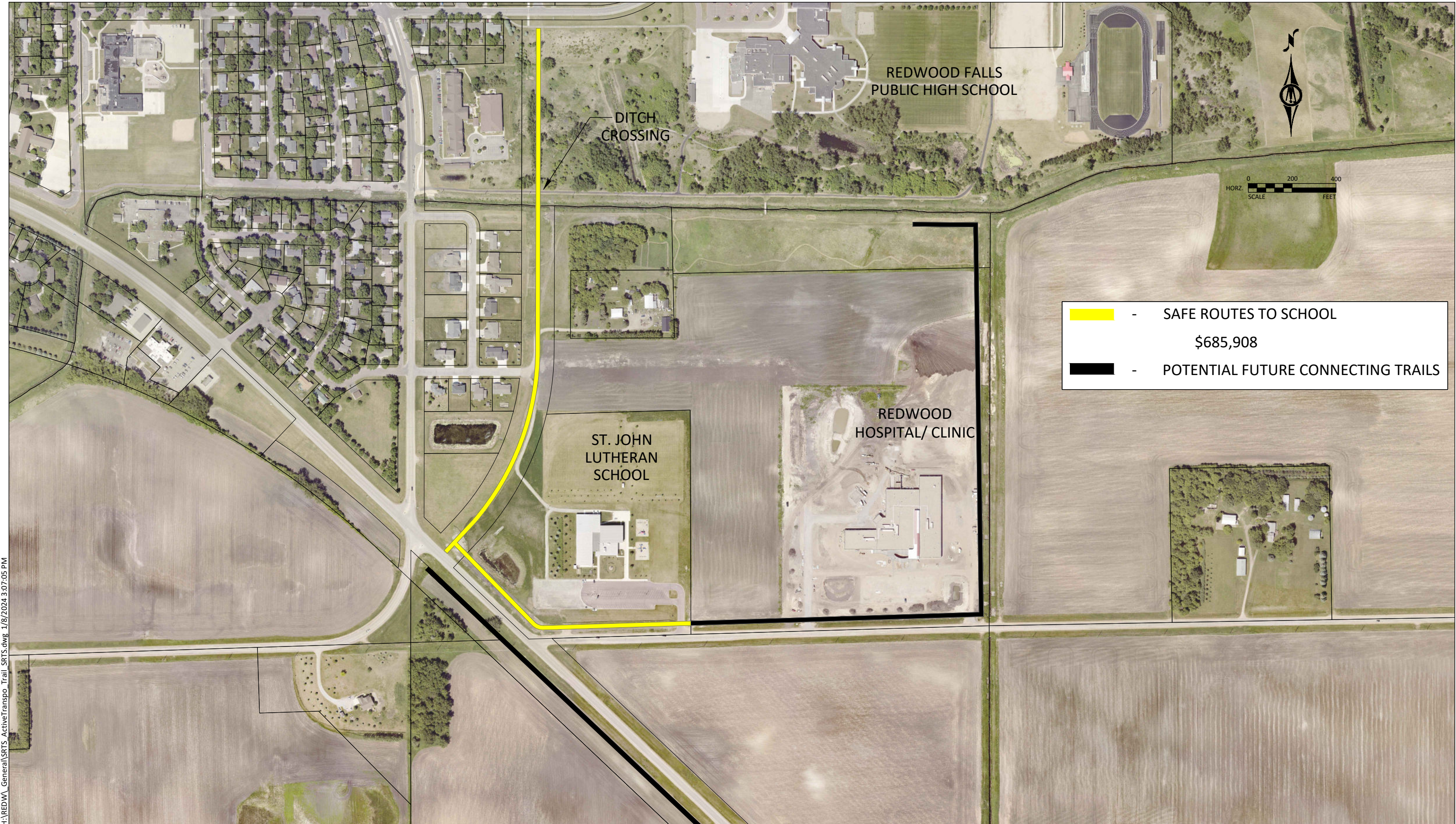
\_\_\_\_\_  
Keith Muetzel  
City Administrator

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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









333 S. Washington Street, PO Box 526  
Redwood Falls, MN 56283-0526  
Phone: 507-616-7400  
Fax: 507-637-2417

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January 16, 2023

Steve Prusak, SRTS Coordinator  
Transportation Bldg  
395 John Ireland Blvd.  
St. Paul, MN 55155

RE: Letter in Support of the City of Redwood Falls Pursuit of 2024 Safe Routes to School Funding

Dear Mr. Prusak:

Writing on behalf of the City of Redwood Falls, I want to express my full support for the City's pursuit of Safe Routes to School (SRTS) funding to construct the Redwood Falls Community Trail Extension Project. The proposed project will expand the City's trail and sidewalk system to connect Saint John's Lutheran School, Redwood Falls Public High School, and future developments planned for the southeast corner of the city.

The City's 2016 Safe Routes to School Plan identified Saint John's Lutheran School as geographically isolated and separate from the city's otherwise extensive sidewalk and trail system. These conditions have resulted in few students walking or biking to school and when they do, they have reported cutting through grass fields behind the school. The school is only serviced by high-speed roads that exclusively serve automobiles and feature no space for alternative modes of transportation. These conditions are unsafe for children to walk to school and effectively eliminate transportation choice.

This project uniquely provides a pedestrian route to two schools that runs through a residential neighborhood, totally separated from vehicle traffic. The Redwood Falls Community Trail Extension Project will improve community health especially for students who perform better when they use active transportation to get to school.

The Redwood Falls Community Trail extension Project is a strong match for SRTS because it is the result of input for the community and will deliver significant safety and health benefits for students. I appreciate the opportunity to advocate for this important project and urge you to support it with SRTS funding.

Sincerely,

Tom Quackenbush

**Mayor**  
City of Redwood Falls

January 16, 2023

Steve Prusak, SRTS Coordinator  
Transportation Bldg  
395 John Ireland Blvd.  
St. Paul, MN 55155

RE: Letter in Support of the City of Redwood Falls Pursuit of 2024 Safe Routes to School Funding

Dear Mr. Prusak:

Writing on behalf of the Redwood Falls Parks and Recreation Department, I want to express my full support for the City's pursuit of Safe Routes to School (SRTS) funding to construct the Redwood Falls Community Trail Extension Project. The proposed project will expand the City's trail and sidewalk system to connect Saint John's Lutheran School, Redwood Falls Public High School, and future developments planned for the southeast corner of the city.

The city has long been aware of the need to expand pedestrian and bicyclist facilities in the southeast portion of the city. The proposed trail alignment utilizes right-of-way that the city has reserved for this purpose for years. The trail alignment was identified as part of the city's comprehensive park planning efforts. The southeast corner of Redwood Falls is not properly connected to the city's otherwise extensive sidewalk and trail system. The proposed project will provide greater access to Redwood Falls trails and parks, specifically Knollwood park located just west of the project area.

Schools in this area are only connected to the rest of the city by the highway, which features high speeds and is totally unacceptable for children to walk along. This project uniquely provides a pedestrian route to two schools that runs through a residential neighborhood, totally separated from vehicle traffic. The Redwood Falls Community Trail Extension Project will improve community health especially for students who perform better when they use active transportation to get to school.

Further, we support the project because it advances citywide park and trails goals. Specifically, the project ensures that biking and walking are viable transportation options to access the city's parks, trails, and other public facilities.

The Redwood Falls Community Trail extension Project is a strong match for SRTS because it is the result of input for the community and will deliver significant safety and health benefits for students. I appreciate the opportunity to advocate for this important project and urge you to support it with SRTS funding.

Sincerely,

**Ross Nachreiner**  
Parks and Recreation Director  
City of Redwood Falls Parks and Recreation Department

**Meeting Date: January 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 7 of 2024

**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 proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** This is a resolution of support for the Active Transportation “Trail Grant” application to be submitted by the City of Redwood Falls. The application is for the development and construction of the second half of a trail loop extending through the frontage of the Carris Health hospital on County Highway 24 and then to the north along a drainage way connecting back to the established trail along Redwood Valley High School otherwise known as the “School Loop”. (See Map)

This project grant, if funded, is for \$508,416.00 in construction costs of an anticipated 10’ wide bituminous trail with 2’ recovery shoulders on each side for a total width of 14’.

Staff recommends approval of the resolution. The deadline for the application is February 2, 2024.

**Attachments:**

- Resolution No. 7 of 2024
- Map of AT Project Area
- Letter of Support- Mayor
- Letter of Support- Parks

**RESOLUTION NO. 7 OF 2024**

**A RESOLUTION IN SUPPORT OF THE CITY'S FUNDING REQUEST FROM MNDOT'S ACTIVE TRANSPORTATION PROGRAM TO FUND THE REDWOOD FALLS COMMUNITY TRAIL EXPANSION PROJECT**

**WHEREAS**, the Greater Minnesota Active Transportation Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects that will improve transportation options and reduce vehicle miles traveled; and

**WHEREAS**, the program was established by the Minnesota Legislature in 2018 pursuant to Minnesota Statute 174.38; and

**WHEREAS**, in this funding cycle the Minnesota Department of Transportation will award \$13.2 million in state funding to selected projects that will effectively address safety concerns, equity, and engage the community in project development; and

**WHEREAS**, the proposed project will enter construction during the 2024/5 calendar year and will have a useful life of over 10 years; and

**WHEREAS**, the need to connect the growing southeastern part of the city to the non-motorized transportation system was identified in the 2035 Redwood Falls Comprehensive Plan; and

**WHEREAS**, the proposed trail will provide a safe multimodal connection between residential developments in the southeast portion of the city and key community destinations including healthcare services, recreational opportunities, and educational institutions; and

**FURTHERMORE**, the City of Redwood Falls is committed to funding the ineligible non-construction expenses for the Redwood Falls Community Trail Expansion Project.

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

1. The Redwood Falls City Council hereby approves of the City of Redwood Falls' pursuit of Active Transportation funding for the Redwood Falls Community Trail Project.
2. The City Council recognizes that Active Transportation grants are paid on a reimbursable basis and agrees to finance the total project cost before submitting a request for reimbursement.
3. The City of Redwood Falls is committed to the development and construction of the proposed project in a timeframe that supports grant agreement requirements.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls this 16th Day of January 2024.

ATTEST:

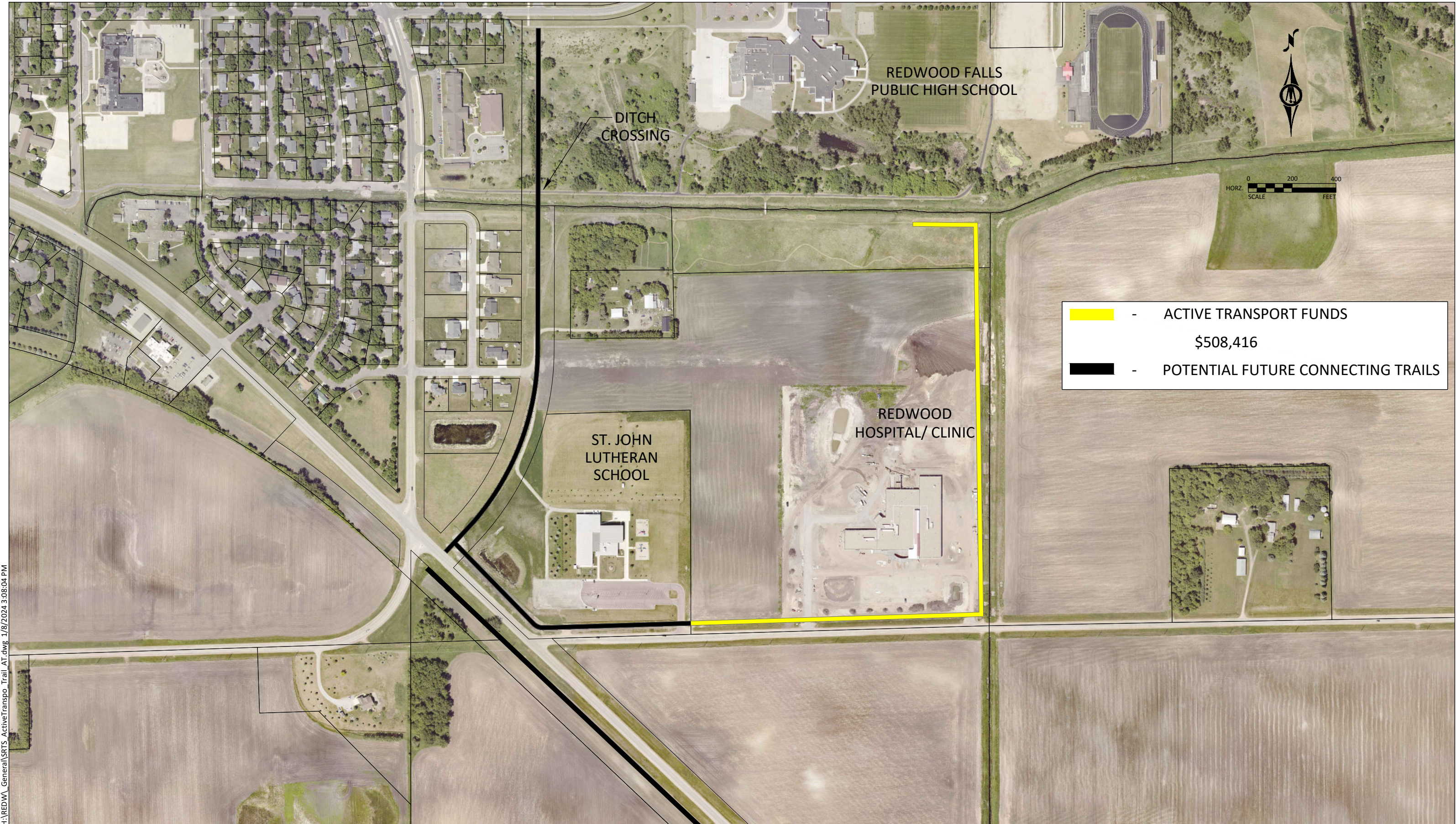
\_\_\_\_\_  
Keith Muetzel  
City Administrator

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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









333 S. Washington Street, PO Box 526  
Redwood Falls, MN 56283-0526  
Phone: 507-616-7400  
Fax: 507-637-2417

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January 16, 2023

Attn: Rashmi Brewer  
Minnesota Department of Transportation  
395 John Ireland Boulevard  
St. Paul, MN. 55155

RE: Letter in Support of the City of Redwood Falls Pursuit of 2024 Active Transportation Grant Funding

Dear Mrs. Brewer:

Writing on behalf of the City of Redwood Falls, I want to express my strong support for the City's pursuit of Active Transportation Infrastructure grant funding to construct the Redwood Falls Community Trail Extension Project.

The proposed project will construct approximately .7 miles of multiuse trails. The project will provide a safe non-motorized connection to an area separated from the rest of the city's otherwise extensive sidewalk and trail system. Substantial residential development is underway in the project area and the proposed trail connection will proactively serve the non-motorized transportation needs of current and future residents. Importantly, the proposed project will connect residents to healthcare, recreation, and other community destinations with a dignified pedestrian route.

Existing conditions are such that, within the project area transportation alternatives are strongly discouraged by high vehicle speeds and inadequate separation from vehicle traffic. The project concept is the result of city planning efforts and conversations with key stakeholders in the area. Further, the project meets the city's goal of expanding citywide pedestrian and bicycle mobility.

The City of Redwood Falls recently approved the Southeast Development, a development that will result in the redevelopment of 324 acres of farmland for residential, commercial, and industrial uses. While the development features significant trail investments, the area will remain separated from the rest of the city trail and sidewalk system. The proposed project will proactively bridge this access gap as the city continues growing.

The Redwood Falls Community Trail Project is a strong fit for Active Transportation funding because it will expand safe pedestrian access to a part of the city where currently doesn't exist. I appreciate your consideration of this important project and encourage you to support it with Active Transportation Infrastructure funding.

Sincerely,

Tom Quackenbush

**Mayor**  
City of Redwood Falls





333 S. Washington Street, PO Box 526  
Redwood Falls, MN 56283-0526  
Phone: 507-616-7400  
Fax: 507-637-2417

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January 16, 2023

Attn: Rashmi Brewer  
Minnesota Department of Transportation  
395 John Ireland Boulevard  
St. Paul, MN. 55155

RE: Letter in Support of the City of Redwood Falls Pursuit of 2024 Active Transportation Grant Funding

Dear Mrs. Brewer:

Writing on behalf of the Redwood Falls Parks and Recreation Department, I want to express my strong support for the City's pursuit of Active Transportation Infrastructure grant funding to construct the Redwood Falls Community Trail Extension Project.

The proposed project will construct approximately .7 miles of multiuse trails. The project will provide a safe non-motorized connection to an area separated from the rest of the city's otherwise extensive sidewalk and trail system. Substantial residential development is underway in the project area and the proposed trail connection will proactively serve the non-motorized transportation needs of current and future residents. Importantly, the proposed project will connect residents to healthcare, recreation, and other community destinations with a dignified pedestrian route.

Existing conditions are such that, within the project area transportation alternatives are strongly discouraged by high vehicle speeds and inadequate separation from vehicle traffic. The project concept is the result of city planning efforts and conversations with key stakeholders in the area. Further, the project meets the city's goal of expanding citywide pedestrian and bicycle mobility.

The City of Redwood Falls recently approved the Southeast Development, a development that will result in the redevelopment of 324 acres of farmland for residential, commercial, and industrial uses. While the development features significant trail investments, the area will remain separated from the rest of the city trail and sidewalk system. The proposed project will proactively bridge this access gap as the city continues growing. Further, we support the project because it advances citywide park and trails goals. Specifically, the project ensures that biking and walking are viable transportation options to access the city's parks, trails, and other public facilities.

The Redwood Falls Community Trail Project is a strong fit for Active Transportation funding because it will expand safe pedestrian access to a part of the city where currently doesn't exist. I appreciate your consideration of this important project and encourage you to support it with Active Transportation Infrastructure funding.

Sincerely,

**Ross Nachreiner**  
Parks and Recreation Director  
City of Redwood Falls Parks and Recreation Department



Jason Halvorson  
 Public Utilities Superintendent  
 Phone: 507-616-7490  
 Cell: 507-430-2114  
 jhalvorson@ci-redwood-falls.mn.us

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## AGENDA RECOMMENDATION

**Meeting Date:** January 16, 2024

**Agenda Item:** Resolution No. 8 of 2024 – 2024 Electric Distribution Improvement Materials

**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:** DRG Project No. 421126 - 2024 Distribution Improvements was approved by the City Council September 19, 2023. In order to complete the projects certain materials were needed to be bid. Those bids were received and opened on Tuesday, January 9, 2024, at 1:15 pm in the City Hall. Five (5) bids were received, and the results of the bids have been reviewed by DGR and are tabulated and provided for Council consideration.

A Summary of Bids of all the bids are attached for your review.

Bid #1 Padmounted Switchgear and Box Pads to Dakota Supply Group \$94,000/ Lead Times

Bid #2 15KV Primary Wire to Border States \$210,574.98

Bid #3 Single Phase Transformers to Resco \$99,316.00

Bid #4 Single Phase Transformer Box Pads to Wesco \$9,619.44

Bid #5 Three Phase Transformers and Box Pads to Resco \$273,307.73/Lead Times

Bid#6 600V Secondary Wire to Wesco \$36,280.00

Total cost of all the bids is \$723,098.15.

Staff recommends that the contracts be awarded to the stated companies for Bids #1-6.

**Attachments:** Resolution No. 8 of 2024

Recommendation to Award by Chad Rasmussen of DGR

DGR Bid Tabulation

**RESOLUTION NO. 8 of 2024**

**AUTHORIZATION TO EXECUTE PURCHASE OF MATERIALS  
FOR THE 2024 DISTRIBUTION IMPROVEMENTS**

**WHEREAS**, the City of Redwood Falls is authorized to enter into agreements with Border States, Dakota Supply Group, Resco, and WESCO to purchase specified materials pursuant to Minnesota Statutes Section §412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, at the September 19, 2023, City Council meeting, the Council authorized the Advertisement for Bids for DRG Project No. 421126 - 2024 Distribution Improvements; and

**WHEREAS**, on Tuesday, January 9, 2024, at 1:15 p.m., three bids were received and opened at City Hall. Those bids were forwarded to DGR Engineering for review and recommendation; and

**WHEREAS**, for Bid #1, the award and purchase of Padmount Switchgear and Pads, from Dakota Supply Group in the amount of \$94,000.00 has been recommended by DGR Engineering; and

**WHEREAS**, for Bid #2, the award and purchase of 15KV Primary Wire, from Borders States in the amount of \$210,574.98 has been recommended by DGR Engineering; and

**WHEREAS**, for Bid #3 Single Phase Transformers, from Resco in the amount of \$99,316.00 has been recommended by DGR Engineering; and

**WHEREAS**, for Bid #4 and #6 Single Phase Transformer Box Pads and 600V Secondary Wire, from WESCO in the amount of \$45,899.44 has been recommended by DGR Engineering; and

**WHEREAS**, for Bid #5 Three Phase Transformers and Box Pads, from Resco in the amount of \$273,307.73 has been recommended by DGR Engineering; and

**WHEREAS**, this material will be installed as part of the 2024 Electric Distribution Improvement Projects.

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

1. The bids and subsequent agreements described above are awarded and approved and executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The awarded bids and agreements 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 16th day of January 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2024.

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

January 12, 2024



City of Redwood Falls/Public Utilities  
Attn: Jason Halvorson, Public Utilities Superintendent  
333 South Washington Street  
Redwood Falls, MN 56283

**RE: Recommendation for Contract Awards  
Furnishing Electrical Materials – 2024 Electric Distribution Improvements**  
DGR Project No. 421126

Dear Jason:

We have completed our review of the bids received on January 9, 2024 for the major electric materials. A bid summary form of the bid results is enclosed. We have checked the bids for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendations.

**Bid No. 1 – Padmount Switchgear (Dead-Front, Air-Insulated)**

Recommended  
Bidder: Dakota Supply Group  
1524 3rd Ave SE  
Rochester, MN 55904

Manufacturer: Federal Pacific

Total Bid: \$94,000.00

Clarification: The low bidder was Irby Utilities, who submitted a total price of \$80,400.00. However, their estimated delivery date is well beyond the date requested in the specifications to allow for project completion in 2024. Therefore, we recommend awarding to Dakota Supply Group.

**Bid No. 2 – 15 kV Primary Power Cable**

Low Bidder: Border States Electric  
1100 N Career Ave  
Sioux Falls, SD 57107

Total Bid: \$210,574.98

Manufacturer: Prysmian

Clarification: Pricing subject to metals escalation or de-escalation at time of shipment.



### **Bid No. 3 – Single-Phase Padmount Distribution Transformers**

Low Bidder: RESCO  
4100 30th Ave S  
Moorhead, MN 56560

Manufacturer: Ermco

Total Base Bid: \$99,316.00  
Evaluation Price: \$156,996.50

Clarifications: The evaluation price refers to the equipment's life cycle cost when considering the value of energy losses associated with the transformers. The evaluation price formulas consider factors including current and expected future energy pricing, expected transformer loading, and equipment life.

### **Bid No. 4 – Single-Phase Transformer Box Pads**

Low Bidder: WESCO Distribution, Inc.  
2650 7th Ave N  
Fargo, ND 58102

Total Bid: \$9,619.44

Manufacturer: Nordic

### **Bid No. 5 – Three-Phase Padmount Distribution Transformers**

Recommended Bidder: RESCO  
4100 30th Ave S  
Moorhead, MN 56560

Manufacturer: Ermco

Total Base Bid: \$273,307.73  
Evaluation Price: \$345,343.07

Clarifications: The evaluation price refers to the equipment's life cycle cost when considering the value of energy losses associated with the transformers. The evaluation price formulas consider factors including current and expected future energy pricing, expected transformer loading, and equipment life. The low bidder was Irby Utilities who submitted an evaluation price of \$339,785.93. However, their estimated delivery date is well beyond the date requested in the specifications to allow for project completion in 2024. Therefore, we recommend awarding to RESCO.



**Bid No. 6 – 600 V Secondary Power Cable**

Low Bidder: WESCO Distribution, Inc.  
2650 7th Ave N  
Fargo, ND 58102

Total Bid: \$36,280.00

Manufacturer: CME

**The total price for all recommended contracts is \$723,098.15, plus metals escalation/de-escalation for the primary cable.** The bid prices received for these major materials were below the estimate of \$920,000.00.

Please review our recommendation and feel free to contact us with any questions you or the Commission may have. Please let us know when contract awards have been made, and we will prepare the Contract Documents for signatures.

Best Regards,

DGR Engineering

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

Chad Rasmussen, P.E.

Enclosure: Bid Summary  
CAR:spm



**BID SUMMARY**  
**FURNISHING ELECTRICAL MATERIALS**  
**2024 ELECTRIC DISTRIBUTION IMPROVEMENTS**  
**REDWOOD FALLS PUBLIC UTILITIES**  
**REDWOOD FALLS, MINNESOTA**

Bid Letting: January 9, 2024  
 1:15 p.m.  
 City Hall  
 Page 1 of 1

Bidder and Address	Bid No. 1 15 kV Padmount Switchgear w/box pads (Air-Insulated, Dead Front, Fused) Quantity: 4		Bid No. 2 15 kV Primary Power Cable Quantity: 1/0 = 33,000 ft., 750 = 9,000 ft.		Bid No. 3 Single Phase Padmount Transformers Quantity: 15 kVA=1, 25 kVA=3, 37.5 kVA=6, 50 kVA=14		
	Total Bid	Manuf/Delivery/Notes	Total Bid	Manuf/Delivery/Notes	Total Base Bid	Total Evaluation Bid	Manuf/Delivery/Notes
Border States Electric 1100 N Career Ave Sioux Falls, SD 57107	\$97,791.62	Switches - Federal Pacific 42 weeks Box Pads - Hubbell 6 weeks	<b>\$210,574.98</b>	Prysmian / June 2024 subject to metals pricing Includes 10,500' of 750 to meet minimum order	NO BID		
WESCO Distribution, Inc. 2650 7th Ave N Fargo, ND 58102	\$95,336.80	Switches - Federal Pacific 40-42 weeks Box Pads - Nordic Stock as of 1-4-2024	NO BID		NO BID		
RESCO 4100 30th Ave S Moorhead, MN 56560	\$97,116.00	Switches - Federal Pacific 42-44 weeks Box Pads - Nordic 3-4 weeks	\$251,010.00	Prysmian / August 2024 subject to metals pricing Includes 10,500' of 750 to meet minimum order	<b>\$99,316.00</b>	<b>\$156,996.50</b>	Ermco 3rd/4th Quarter 2024
Dakota Supply Group 1524 3rd Ave SE Rochester, MN 55904	<b>\$94,000.00</b>	Switches - Federal Pacific 12-6-2024 Box Pads - Nordic 3-22-2024	NO BID		NO BID		
Irby Utilities 12501 Dupont Ave S Burnsville, MN 55337	\$80,400.00	Switches - S&C 70 weeks Box Pads - Highline 8-1-2024	\$282,645.00	Okonite March 2024 Firm pricing	\$316,708.00	\$369,408.27	Howard 90-95 weeks No Performance Bond

Bidder and Address	Bid No. 4 Single Phase Transformer Box Pads Quantity: 24		Bid No. 5 Three Phase Padmount Transformers w/box pads Quantity: 45 kVA=1, 75 kVA=1, 112.5 kVA=1, 300 kVA=3, 500 kVA=1			Bid No. 6 600V Secondary Power Cable Quantity: 4/0 triplex = 14,000 ft., 350 triplex = 2,000 ft.	
	Total Bid	Manuf/Delivery/Notes	Total Base Bid	Total Evaluation Bid	Manuf/Delivery/Notes	Total Bid	Manuf/Delivery/Notes
Border States Electric 1100 N Career Ave Sioux Falls, SD 57107	\$9,912.00	Hubbell stock	NO BID			\$42,055.84	Encore 2 weeks
WESCO Distribution, Inc. 2650 7th Ave N Fargo, ND 58102	<b>\$9,619.44</b>	Nordic Stock as of 1-8-2024	\$319,532.72	\$392,320.17	Xfmrs - ABB 102-104 weeks Box Pads - Nordic Stock to 6 weeks	<b>\$36,280.00</b>	CME 1-2 weeks
RESCO 4100 30th Ave S Moorhead, MN 56560	\$9,971.52	Nordic Stock	<b>\$273,307.73</b>	<b>\$345,343.07</b>	Xfmrs - Ermco 3rd/4th Quarter 2024 Box Pads - Nordic Stock available	\$53,660.00	Prysmian stock
Dakota Supply Group 1524 3rd Ave SE Rochester, MN 55904	\$9,720.00	Nordic 3-8-2024	NO BID			\$42,840.00	Southwire 5-31-2024
Irby Utilities 12501 Dupont Ave S Burnsville, MN 55337	\$10,080.00	Highline 8-10 weeks	\$268,738.00	\$339,785.93	Xfmrs - Howard / 70-75 weeks Box Pads - Highline / 8-10 weeks No Performance Bond	\$47,036.00	Priority Wire 2-3 weeks

Corrected Bid Price

Corrected Bid Price





**Meeting Date: January 16, 2024**

**AGENDA RECOMMENDATION**

**Agenda Item:** Establish City Council Work Session Agenda

**Recommendation/Action Requested:** Staff requests the City Council formally establish the agenda for the January 30, 2024, work session.

**Summary/Overview:** The next City Council work session is scheduled for January 30, 2024. In order to prepare for the meeting, and ensure adequate time is allowed for each agenda item, staff requests the City Council formally establish the work session agenda.

**Attachments:** None