



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, MARCH 19, 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. February 20, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
 - A. Approve Temporary Street Closure Request – Discover Downtown
 - B. Approve Police Squad Car/Equipment Purchase
 - C. Declare 2019 Chevy Tahoe Squad as Surplus Property and Authorize Sale
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Dangerous Dog Appeal Hearing
 - B. 2024 Joint City-School Projects
 - C. 2024 Electric Distribution Improvements Bid Award – Resolution #15
 - D. Library Outdoor Literacy Area Relocation
 - E. Policy Governing Fingerprint-Based Criminal History Record Check
 - F. Amendment to Municipal State Aid Street Designation – Resolution #16
 - G. Resolution Authorizing Sale of Real Property – Resolution #17
 - H. Southwest Health and Human Services Opioid Grant Application
 - I. 2024 Archery Deer Hunt
10. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
11. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
12. **Adjournment**

**MINUTES
REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, FEBRUARY 20, 2024**

Pursuant to due call and notice thereof, a regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, February 20, 2024, at 5:00 p.m.

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

City Administrator Muetzel requested an addition to the regular agenda to discuss the City's mailbox reimbursement policy.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the agenda with the addition of the Regular Agenda item 9G – Mailbox Policy Review. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the February 6, 2024, minutes as presented. Motion passed by unanimous vote.

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

1. Temporary On-Sale Liquor License – Redwood Area Library Foundation
2. Purchase of Police Department Handguns
3. Purchase of Street Department Asphalt Cold Planer
4. Backhoe Annual Trade
5. Purchase of Electric Department Pickup and Snowplow
6. Planning Commission Appointment – Kory Grey

Motion passed by unanimous vote.

Jake Bloedow, Thriveon Inc. vCIO was present to introduce Resolution No. 12 of 2024 – Authorization to Execute purchase of Server and Service from Thriveon Inc.

Mr. Bloedow stated currently, the City domain controller, print server, and Police Department (PD) servers are hosted at the RACC. The hardware is aged, and the goal; since implementing the modern workplace project started in 2021, has been to eliminate server hardware, which at that time was at a recommended replacement point. By moving servers to cloud-based solutions, Staff was able to eliminate roughly \$46,000 in overhead costs every five years. Completing this project also eliminates the need of the dedicated air conditioning system currently set up in the RACC server room. This will eliminate roughly \$1,200 in annual expenses and \$8,000 in capital expenses every 5-8 years.

Mr. Bloedow stated the last transition is to eliminate the City domain controller and print server, both housed at the RACC, by implementing Azure active directory. After implementing the Azure, a new server for the police department will need to be purchased. The domain controller and file server for the PD are currently housed on the physical server at the RACC. Because of the sensitive nature of police department data, we will maintain a physical server instead of transitioning them to a cloud-based solution. The new PD dedicated server would be housed at a secure location in the Law Enforcement Center building.

Mr. Bloedow further stated there would be a monthly cost increase of \$200 after implementation of the project to upgrade any City business standard accounts to business premium. There would be a decrease in monthly server backup costs of \$300, therefore decreasing overall monthly costs by \$100. This project has a total one-time cost of \$56,446 and is included in the 2024 budget. Staff recommends approval of the resolution.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 12 of 2024 – Authorization to Execute purchase of Server and Service from Thriveon Inc. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 12 of 2024 – Authorization to Execute purchase of Server and Service from Thriveon Inc. Motion passed by unanimous vote.

Owen Todd, Principal Engineer with Bolton & Menk, Inc. was present to introduce the Wastewater Treatment Facility Improvements and Authorization to Bid.

Mr. Todd stated Council approved Task Order 2022-5 for Bolton & Menk Inc. of which the scope of services included developing the plans and specifications, identify funding, solicit bids, and develop an award recommendation. Task Order 2022-5 was approved by Resolution 61 of 2022 on October 18, 2022. Bolton & Menk Inc. has developed the plans and specs for a disk filtration system designed to meet average wet weather flow and doing so, repurposing the denitrification building for this new plant to meet imposed River Eutrophication Standards and remove phosphorus. Also included in the \$9.96 million dollar project with contingency will be the replacement of all valving between ponds, the ponds aeration and blower system, construction of an improved delivery road access and dumping station for the City Vactor, and septic haulers.

Mr. Todd stated the City would be awarded \$7 million in PSIG grant dollars along with State revolving loan dollars dependent on the received bid amounts. Once bids are received and awarded the grant contract will be given along with the remainder of the project cost to be submitted for revolving loan dollars through the Public Facilities Authority (PFA). For transparency, the \$9.96 million dollar project estimate was the 2022 engineers estimate needed at the time for grant and loan applications. The current bidding climate and accounting for inflation there may be a cost creep that would increase the amount of PFA loan dollars needed. The proposed bid date will be March 28th, 2024, and the construction schedule would be 700 days over two construction seasons.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the Wastewater Treatment Facility Improvements and Authorization to Bid. Motion passed by unanimous vote.

Assistant Police Chief Steve Schroeder was present to introduce the Police Officer Recruit Agreement.

Assistant Chief Schroeder stated at the January 16, 2024, Council meeting, Council approved an agreement between the City of Redwood Falls and a candidate who was in the process of completing education and training to be a police officer. As part of that process a background check was done on the candidate and, due to disqualifying information in the candidate's background, that agreement was never signed. Since then, another candidate who is in the process of completing his education and training to be a police officer has come forward and applied for the Police Officer Recruit program. On January 31, 2024, City Administrator Keith Muetzel, Police Chief Jason Cotner, Assistant Police Chief Steve Schroeder, and Sheila Stage met with this candidate and interviewed him for the program. At the conclusion of that interview, the panel believed he was a good candidate for the program.

Assistant Chief Schroeder stated at this time, the candidate is completing his four-year degree at Southwest Minnesota State University and has been accepted to a law enforcement skill program this summer. A background screen is currently underway, and, at this time, no disqualifying information has been identified. Assuming the candidate completes all his education and training on time he should be eligible to apply for the vacant RFPD police officer position in July of this year. As before, the agreement provides the candidate with up to \$7500 in tuition reimbursement for eligible education and training expenses in exchange for a three-year commitment to the Redwood Falls Police Department if he is hired as a full-time officer. If the candidate voluntarily leaves his police officer position prior to fulfilling the three-year commitment he will be required to reimburse the City of Redwood Falls the entire tuition reimbursement amount provided to him.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the Police Officer Recruit Agreement. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Water/Wastewater Superintendent Position Employment Offer.

Mr. Muetzel stated the current Water/Wastewater Superintendent will retire on January 31, 2025, and the hiring committee has completed the selection process for the next Superintendent. The position was posted internally, and an application was received from Blake Hagert. Blake has worked as a Water/Wastewater Operator for 11 years and he currently has a Class B water license and Class B wastewater license which meets our system licensing requirements. City administration is supportive of transitioning Blake into the Water/Wastewater Superintendent position. This transition will occur over a 12-month training period and become official on February 1, 2025. During the training period, Blake will shadow the current superintendent and share oversight of all department operations.

A motion was made by Council Member Buckley and seconded by Council Member Arentson to approve the Water/Wastewater Superintendent Position Employment Offer to Blake Hagert. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 13 of 2024 – Authorization to Execute Task Order No. 2024-1 For Engineering Services for the 2024 Seal Coat Project.

Mr. Doering stated Task Order No. 2024-1 outlines the project scope for the 2024 Seal Coat project with an anticipated completion date of August 2024. The 2024 Seal Coat Improvement Project has a budget of \$375,000.00 for streets, alleyways, and parking lots. Due to the continued rising costs of oil and aggregate, the task order includes splitting the previous area into a base bid and alternates to selectively award items and remain within budget. The engineers' estimate for the base bid and alternates is estimated at \$321,480.00. The project area is predominantly the east side of DeKalb Street and CSAH 101 including North Redwood. In addition, the scope also includes alleyways, trails, and parking lots that were removed last year due to budgetary constraints.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to waive the reading of Resolution No. 13 of 2024 – Authorization to Execute Task Order No. 2024-1 For Engineering Services for the 2024 Seal Coat Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve Resolution No. 13 of 2024 – Authorization to Execute Task Order No. 2024-1 For Engineering Services for the 2024 Seal Coat Project. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 14 of 2024 – Authorization to Execute State of Minnesota Grant Agreement GMRPTC23-12.

Mr. Doering stated City Staff is recommending for approval by resolution of the grant agreement with the Department of Natural Resources GMRPTC23-12 reflecting the grant portion of \$137,500.00 of the projected \$144,500.00 total project cost. The current project scope includes installing a new unisex ADA-compliant bathroom by the Zeb Gray Shelter and playground area as well as constructing a lift station and water line at the Ramsey Falls bathroom. The projects need to be completed by June 30, 2025, due to the expiration date on the grant funds.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 14 of 2024 – Authorization to Execute State of Minnesota Grant Agreement GMRPTC23-12. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 14 of 2024 – Authorization to Execute State of Minnesota Grant Agreement GMRPTC23-12. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the Mailbox Reimbursement Policy.

Mr. Doering stated the City's current reimbursement amount for when mailboxes are destroyed by physical contact with City equipment during snow removal is \$25.00. This amount does not reflect current costs for a USPS standard mailbox and green-treated 4x4 post which is about \$75.00. Staff sampled fourteen Minnesota Cities with reimbursement policies, and they all cite the USPS standard design as the maximum design standard for eligible reimbursable costs. However, these cities range from \$0 (anything planted or erected in the boulevard is at your own risk) to \$150 with the average between \$75 and \$100.

Mr. Doering stated the City's right-of-way ordinance states any decorative landscaping, plantings, etc. including mailboxes are at your own risk and not within individual property limits. The boulevard is for providing utilities and depositing/storage of snow. The mailbox must be destroyed or damaged due to direct physical contact with City equipment. Impact with snow coming off or being pushed by the plow are not eligible and deemed as poor maintenance by the owner due to deficient or rotted supporting materials. For every complaint received, the Public Works Project Coordinator visits the site and determines whether the mailbox in question was struck by City equipment or toppled by contact with snow. If it is not grossly apparent, the Public Works Coordinator works with the Street Superintendent and route driver to determine the cause of the damage.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the Mailbox Reimbursement Policy increase to \$75.00. Motion passed by unanimous vote.

Public Works Project Coordinator Doering stated the Lake Redwood fishing pier has been delivered and will be installed as soon as the ice is off the Lake.

Public Works Project Coordinator Doering stated the Redwood River Watershed is requesting a representative to attend the meetings. Council Member Larry Arentson volunteered to be the City's representative, and Council Member Jim Sandgren will serve as the backup representative.

City Administrator Muetzel stated the Reflections Development Project has a final completion date of July 26, 2024. As soon as the weather allows, Contractors will be working to finish bituminous paving, concrete work, lift station improvements, and final boulevard seeding.

City Administrator Muetzel stated the Southwest Minnesota Housing Partnership will be hosting an open house on March 21, 2024, at the Redwood Area Community Center to share information with the public about the proposed development project in the Reflections Prairie Addition as well as receive input from the community about rental housing needs.

Public Works Project Coordinator Doering stated the 4th Street Construction project will resume once the weather allows.

City Administrator Muetzel stated the Library Foundation will be hosting a fundraiser to benefit the Library Expansion project, at the Redwood Falls Golf Club on Friday, February 23, 2024, at 5:00 – 8:00 p.m.

City Administrator Muetzel reminded Council that the City Council Meeting regularly scheduled for March 5, 2024, will be canceled due to the PNP Election. The next City Council Meeting is scheduled for March 19, 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 6:03 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor



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

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

Discover Downtown Redwood Falls is excited to bring more events and focus to our historic Downtown. We are excited to announce an event to be held Saturday, May 4th from 3pm-8pm to encourage visitors who are in town for the wonderful Night Falls to come enjoy our wonderful downtown businesses, bean bag tournament, music and more!

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

1. Closure of the "festival streets" downtown on Saturday, May 4th, beginning at 3:00pm through 8:00 pm. Street closures should include from the corner of Mill and 2nd Street to the corner of Jefferson and 2nd Street, and from the corner of Bridge Street and Washington to the corner of 3rd Street and Washington.
2. Delivery and placement of 8 picnic tables and 8 street barricades (2 per corner) by 8:00 am on Saturday, May 4th. Picnic tables – street area between Alliance Church and Rubi's Kitchen.
3. Permission to place dumpsters and cans to prevent overflow of garbage. (Discover Downtown will arrange for dumpsters.)

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

Sincerely,
Shannon Guetter
President, Discover Downtown Board

Meeting Date: March 19, 2024

Agenda Recommendation

Agenda Item:

Purchase and Build of RFPD Squad Car

Recommendation/Action Requested:

Staff Recommends approval of the purchase and build

Summary/Overview:

During budget preparations in 2023, RFPD received a quote from Weelborg Ford for a 2024 Ford Explorer squad car in the amount of \$44,000.00. In addition, a quote from Northern Safety Technology in the amount of \$16,750.00 was received which covered costs to install squad car equipment in a 2024 Ford Explorer. These budget amounts were included in the 2024 RFPD budget and ultimately approved.

In January, 2024, a 2024 Explorer was ordered from Weelborg Ford and it was delivered on February 29, 2024. Final purchase price was \$46,725.25. In addition, an updated build quote from NST was obtained on March 1, 2024 listing the total build cost at \$19,935.53. In accordance with City of Redwood Falls procurement policy, staff requests council approval to purchase the 2024 Ford Explorer as well as authorization to send the vehicle to Northern Safety Technology to install the equipment.

Attachments:

2024 Ford Explorer Purchase Agreement
NST Ford Explorer build quote



1307 East Bridge Street / P.O. Box 190
 Redwood Falls, MN 56283
 Bus: 507-644-2931
 Fax: 507-644-8585
 www.mykwford.com

DEAL# 100128
 CUST# 44327

Stock #: **R10037** Date: **02/29/2024** Salesperson: **JOEL READ**
 Buyer Name: (Last) **CITY OF REDWOOD FALLS** (First) _____ (Middle) _____
 Co-Buyer Name: (Last) **N/A** (First) **N/A** (Middle) **N/A**
 Address: **333 S WASHINGTON PO BOX 526** City: **REDWOOD FALLS** State: **MN** County: **REDWOOD** Zip: **56283**
 Home Phone: _____ Bus Phone: **(507) 637-4005** Buyer DOB: **N/A** Co-Buyer DOB: **N/A**
 Buyer D.L. #: **Z126220075709** Co-Buyer D.L. #: **N/A**
 Buyers Insurance Co./Policy #: **LEAGUE OF MINNESOTA CITIES** **CMC1004687**

PLEASE ENTER MY ORDER FOR: New Used Demo Lease Purchase

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR
2024	FORD	POLICE INTERCEPTOR UTILITY	WAGON 4 DR.	N/A	OXFORD WHITE	EBONY CLOTH
VIN #	LIC. #		TAB EXP. DATE	STATE	MILEAGE	
1FM5K8AB4RGA30231			N/A	N/A	10	
Buyer Email: AP@CI.REDWOOD-FALLS.MN.US			CASH PRICE OF VEHICLE			46,462.00
Co-Buyer Email: N/A			FREIGHT			
BUYER CELL : (507) 616-7400			DEALER INSTALLED OPTIONS:			
COBUYER CELL :			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			N/A			N/A
			TOTAL		46,462.00	
			REGISTRATION TAX	17.25	LESS TRADE-IN ALLOWANCE (-)	N/A
			PLATE FEE	10.00	TRADE DIFFERENCE	46,462.00
			PUBLIC SAFETY VEHICLE FEE	3.50		N/A
			TRANSFER TAX	N/A	MOTOR VEHICLE SALES TAX	N/A
			TITLE/TRANSFER FEE	8.25		N/A
			STATE/DEPUTY FILING FEE	22.00	SERVICE CONTRACT	N/A
			LIEN RECORDING FEE	N/A	MAINTENANCE CONTRACT	N/A
			WHEELAGE TAX	N/A	OTHER STATE & LOCAL SALES TAXES	N/A
			TRANSIT TAX	N/A		N/A
			TITLE TECH SURCHARGE	2.25	DOCUMENT ADMINISTRATION FEE	200.00
					OPTIONAL ELECTRONIC TRANSFER FEE	N/A
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY? YES <input type="checkbox"/> NO <input type="checkbox"/>			TOTAL LICENSE & FEES			63.25
IS THE POLLUTION CONTROL EQUIPMENT ON YOUR TRADE-IN INTACT AND IN OPERATING CONDITION? YES <input type="checkbox"/> NO <input type="checkbox"/>			SUBTOTAL			46,725.25
Dealer's Disclaimer of Warranty Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer. Important: A manufacturer warranty may apply.			LESS AMOUNT SUBMITTED WITH ORDER (-)			N/A
			PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (+)			N/A
			TOTAL AMOUNT DUE ON DELIVERY			46,725.25

The three pages of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted _____

_____ Buyer's Signature Accepting Terms of Contract



Northern Safety Technology, Inc.

Sales Order

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

Date	Sales Order No.
1/25/2024	24683

Phone # 651-460-1293

E-mail denisedow@nstmn.com

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

Item	Description	Quantity	Price each	Amount
EB2SP3JT	2024 Ford Utility (Old Squad is 2019 Tahoe)	1.00	2,149.00	2,149.00
MKAJ105	LEGACY WCX 54" D/E/D/E LIGHTBAR ADJUSTABLE MOUNT KIT FOR 2020 FORD UTILITY INTERCEPTOR (48'-54' LIGHTBAR) =24	1.00	0.00	0.00
C399 - PKG	CENCOM CORE WECANX CONTROL CENTER, (includes CCTL*, C399K**, SA315PM SAK**) when ordered with lightbar or InnerEdge =24	1.00	1,016.10	1,016.10
CCTL7	WeCanX 21 BUTTON/SLIDE CONTROL HEAD =24	1.00	0.00	0.00
C399K7	OBD II CANPORT KIT, 21-23 Ford F-150, 22-23 F150 Lightning, '20-'22 Interceptor Utility, 22-23 Ford Escape, 22-23 Expedition & 21-22 Mach-E (Not for use with Core-R™ and C399S) =24	1.00	0.00	0.00
SA315P	SIREN SPEAKER, 123dB, NYLON COMPOSITE =24	1.00	0.00	0.00
SAK67D	SIREN SPEAKER BRACKET, 2020-21 FORD INTERCEPTOR UTILITY, DRIVER SIDE FRAME MOUNT, BEHIND THE BUMPER =24	1.00	0.00	0.00
TLI2D	ION T-SERIES LINEAR DUO RED/WHITE =24	1.00	113.10	113.10
TLI2E	ION T-SERIES LINEAR DUO BLUE/WHITE =24	1.00	113.10	113.10
I2D	Mount in Light Ready Setina bumper DUO LINEAR ION RED/WHITE, UNIVERSAL MT, INDIVIDUAL CONTROL OF EACH COLOR =24	1.00	116.58	116.58
I2E	DUO LINEAR ION BLUE/WHITE, UNIVERSAL MT, INDIVIDUAL CONTROL OF EACH COLOR =24	1.00	116.58	116.58
WIONR	ION, WIDE ANGLE, RED, W/BLACK HOUSING =24	1.00	100.92	100.92
WIONB	ION, WIDE ANGLE, BLUE, W/BLACK HOUSING =24	1.00	100.92	100.92
TLI2E	ION T-SERIES LINEAR DUO BLUE/WHITE =24	1.00	113.10	113.10
TLI2D	ION T-SERIES LINEAR DUO RED/WHITE =24	1.00	113.10	113.10
VTX609B	Taillights VERTEX SUPER-LED LIGHT, BLUE =24	1.00	81.78	81.78
VTX609R	VERTEX SUPER-LED LIGHT RED =24	1.00	81.78	81.78
			Subtotal	
			Sales Tax (0.0%)	
			Total	



Northern Safety Technology, Inc.

Sales Order

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

Date	Sales Order No.
1/25/2024	24683

Phone # 651-460-1293

E-mail denisedow@nstmn.com

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

Item	Description	Quantity	Price each	Amount
BK1541ITU20	PB450 LIGHT READY BUMPER WITH 2 CUTOUTS FOR WHELEN IONS =24	1.00	483.65	483.65
HK0810ITU20	SETINA PB6 VS HEADLIGHT GUARD WITH PB5 WRAP, FORD 2020-24 UTILITY =24	1.00	730.15	730.15
C-VS-1210-INUT	Angled console, 22" internal mounting space; 12" front angled, 10" rear horizontal, '20-'21 Ford Interceptor Utility =24	1.00	409.60	409.60
C-EB25-XTL-1P	1-Piece Mounting Bracket, 2.5", FITS XTL 2500, APX 6500 OR APX 7500 REMOTE RADIOS	1.00	0.00	0.00
C-EB40-CCS-1P	1-Piece Mounting Bracket, 4", Whelen CENCOM or CCTL CONTROL HEAD	1.00	0.00	0.00
C-FP-25	HAVIS; 2.5" FILLER PLATE	1.00	0.00	0.00
C-FP-3	HAVIS; 3" FILLER PLATE	2.00	0.00	0.00
C-ARPB-1014	Printer Mount/Arm Rest Combination, Console Mount =	1.00	280.50	280.50
DS-DA-340	Right-Angle USB-C Cable For Brother PocketJet 8 Printer =24		36.00	36.00
CUP2-1001	Internal mount dual cup holder, 4". Self-adjusts to fit cups up to 3.5" diameter (NOT 4 VSX) =24	1.00	56.95	56.95
C-AP-0325-1	HAVIS 3" ACCESSORY POCKET, 2.5" DEEP =24	1.00	43.35	43.35
C-HDM-214	TITAN POLE, HEAVY DUTY SIDE MOUNT, TELESCOPING, 8.5-13.25" =	1.00	156.40	156.40
C-MD-119	11" SLIDE OUT, LOCKING, SWING ARM WITH LOW PROFILE MOTION ADAPTER =24	1.00	311.95	311.95
PK0419ITU20TM	Setina 2020-2023 Ford Interceptor Utility Recessed Panel Partition -- #10VS RP C Horizontal Sliding Window, Coated Polycarbonate w/Vinyl Coated Expanded Metal Window Security Screen, TM (Tall Man) =24	1.00	925.65	925.65
	Convert to Setina Cargo Box i.l.o. these items OPS-12-40-20-D, FIU-2020-100			

Subtotal	
Sales Tax (0.0%)	
Total	



Northern Safety Technology, Inc.

Sales Order

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

Date	Sales Order No.
1/25/2024	24683

Phone # 651-460-1293

E-mail denisedow@nstm.com

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P.O. No.	Terms	Rep	Ship Via	FOB
Utility	Net 30	MD		

Item	Description	Quantity	Price each	Amount
TK2307ITU20	SETINA EZ LIFT CARGO DECK w/LOWER TRAY; '20 UTILITY =24	1.00	1,265.65	1,265.65
TK0233ITU20 EZ	SETINA CARGO BOX, TOP DRAWER, KEY LOCK (DSK) & BASE, SLIDING NO LOCK, (BSN) ***FOR USE WITH EZ LIFT CARGO DECK*** '21-'24 UTILITY =24	1.00	1,529.15	1,529.15
PK0316ITU202ND	SETINA 12VS REAR PARTITION, POLYCARBONATE, 2020 FORD UTILITY INTERCEPTOR =24 (Required to anchor cargo box)	1.00	534.65	534.65
DPCP47UINT20	PRO-GARD DOOR PANEL COVER PLATES =24	1.00	41.65	41.65
WK0514ITU20	SETINA WINDOW BARRIER VS STEEL, VERTICAL, 2020-2023 Ford Utility, Fits all door panels =24	1.00	279.65	279.65
G5000	PROGARD SINGLE WEAPON UNIVERSAL GUN MOUNT, (Requires Gunrack order form) =	1.00	388.45	388.45
DS-PAN-436	Cradle and power supply for Panasonic's TOUGHBOOK 54 and 55 rugged laptop (no dock) =	1.00	613.70	613.70
CG-X	CHARGE GUARD UNIVERSAL CONTROL MODULE =	1.00	85.60	85.60
75456	STINGER DS LED HL W/12V DC =	1.00	155.65	155.65
LB3692-003 5450	BROTHER CAR ADAPTER, (12v), HARD WIRED 14' = 15ft USB -- BROTHER USB CABLE FOR POCKETJET 6 PRINTER	1.00 1.00	40.59 10.00	40.59 10.00
153100	AUTOMOTIVE CIRCUIT BREAKER, WATERPROOF, 100 AMP ~23	1.00	18.20	18.20
200-0622-00	STALKER VSS CABLE KIT For Stalker 2X, DSR, DUAL and PATROL. Hardwire kit to run from counting unit to VSS connector. (all vehicles except Tahoe) =24	1.00	140.00	140.00

Subtotal	
Sales Tax (0.0%)	
Total	



Northern Safety Technology, Inc.

Sales Order

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

Date	Sales Order No.
1/25/2024	24683

Phone # 651-460-1293

E-mail denisedow@nstm.com

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

Item	Description	Quantity	Price each	Amount
LB5Z-78047A18-AB	REAR CONSOLE PLATE/BRACKET. 2020 FORD UTILITY =	1.00	146.54	146.54
C-MCB	CONSOLE MIC CLIP BRACKET =	1.00	16.15	16.15
VTXADAPT	TWIST IN ADAPTER FOR USE w/FORD FACTORY PREP OPTION =24	2.00	8.70	17.40
VTX9E	VERTEX SUPER-LED DUO, BLUE/WHITE =24	1.00	85.26	85.26
VTX9D	VERTEX SUPER-LED DUO, RED/WHITE =24	1.00	85.26	85.26
155-2591-08	STALKER ANTENNA CABLE, IP67, 8' ~23	1.00	94.00	94.00
155-2591-20	STALKER ANTENNA CABLE, IP67, 20' =24	1.00	141.00	141.00
MMSU-1	MAGNETIC MIC SINGLE UNIT ~23	1.00	36.00	36.00
SYFLAT6-R	MODULE - FLAT LED 12-24V - SURFACE MOUNT, RED =	1.00	69.44	69.44
SYFLAT6-B	MODULE - FLAT LED 12-24V - SURFACE MOUNT, BLUE =	1.00	69.44	69.44
WIONR	ION, WIDE ANGLE, RED, W/BLACK HOUSING =24	1.00	100.92	100.92
WIONB	ION, WIDE ANGLE, BLUE, W/BLACK HOUSING =24	1.00	100.92	100.92
Install Service	Installation Service	1.00	4,995.00	4,995.00
SHOP SUPPLIES -C-	SHOP SUPPLIES USED IN MAJOR BUILD OUTS	1.00	625.00	625.00
FREIGHT4	Shipping and Handling charges from vendors; estimated	1.00	600.00	600.00

<small>Claims against invoices must be made within 10 days of invoice date, otherwise invoice will be considered accurate and due within terms. 1.5% per month will be charged on overdue invoices. A Return Authorization Number is required prior to returning product. Returns may be subject to a restocking charge. No returns will be accepted beyond 45 days from date of original invoice.</small>	Subtotal	\$19,935.53
	Sales Tax (0.0%)	\$0.00
	Total	\$19,935.53

March 19, 2024

Agenda Recommendation

Agenda Item: Declare 2019 Chevy Tahoe Squad Car as Surplus Property

Recommendation/Action Requested: Staff recommends declaring the vehicle as surplus property

Summary/Overview:

In 2019 Redwood Falls Police Department purchased a 2019 Chevy Tahoe squad car after Ford Motor Company stopped taking squad orders with no prior notice to law enforcement departments or dealerships. Historically, RFPD retains squad cars for at least five years, and often more than that. After squad cars are retired from patrol work they are typically turned over to other city departments.

Due to substantial repair and maintenance bills for this vehicle staff is recommending the vehicle be auctioned rather than turned over to another city department. To date, not including recall work, crash repairs, and a complete engine replacement covered by Chevrolet, RFPD has spent over \$22,000.00 to repair and maintain this vehicle.

Attachments:

None.



Trenton Dammann
City Attorney
Phone: (507)616-7400
Fax: (507)637-2417

tdammann@ci.redwood-falls.mn.us

AGENDA MEMO

Meeting Date: March 19, 2024

Agenda Item: Dangerous Dog Appeal Hearing

Recommendation/Action Requested: Hold an appeal hearing for the contested designation of a dangerous dog identified as, "Sofie."

Summary/Overview: On January 29, 2024, the City of Redwood Falls held a hearing, at which Ms. Darla Ann Campbell was present, to decide whether to uphold or overturn the designation of her dog "Sofie" as a dangerous dog pursuant to Minn. Stat. § 347.50 and Redwood Falls City Ordinance § 10.46. By a 3-0 vote, the hearing officers on the Review Panel found by a preponderance of the evidence that Sofie is a dangerous dog and upheld the designation. The Panel's findings and conclusions are attached for the Council's consideration.

On February 20, 2024, Ms. Campbell submitted a written request to City Hall to appeal the Panel's decision to the City Council. Pursuant to Redwood Falls City Ordinance 10.46 subd. 16 (F), "If the owner of the dog disputes the decision of the Panel, the Owner shall have the right to appeal the decision to the City Council." That written request is attached for the Council's consideration.

The procedure for this hearing will be one of appeal and not trial, meaning that the State will not re-try the entire case by providing testimony and exhibits anew, but rather the Council will receive argument from Ms. Campbell and State's counsel and will have the ability to review the Panel's findings and any exhibits of record upon request.

Attachment: Review Panel's Findings of Fact and Conclusions
Owner's Request for Appeal Hearing

STATE OF MINNESOTA
CITY OF REDWOOD FALLS

In re: Sofie (Pitbull, Brown and White)

**CHALLENGE TO DESIGNATION AS
A DANGEROUS DOG UNDER
MINNESOTA STATUTES § 347.50
AND CITY ORDINANCE §10.46**

TO: Darla Campbell, 410 W Park Rd., Rm #111, Redwood Falls, MN 56283:

On January 29, 2024, the City of Redwood Falls held a hearing, at which Ms. Darla Ann Campbell (“Owner”) was present, to decide whether to uphold or overturn the designation of her dog “Sofie” as a dangerous dog pursuant to Minn. Stat. § 347.50 and Redwood Falls City Ordinance § 10.46. By a 3-0 vote, the hearing officers on the Review Panel found by a preponderance of the evidence that Sofie is a dangerous dog and upheld the designation.

FINDINGS OF FACT:

The hearing officers, Matt Smith, City Council Member; Jim Sandgren, City Council Member; and Todd Brassow, Citizen of Redwood Falls, found the following facts to be accurate:

1. At the hearing on January 29, 2024, the Panel was provided with a copy of the police report by Redwood Falls Officer Andrew Mathwig, pictures of the injuries to Victim 1 and Victim 2, a copy of the Notice provided to the Owner designating Sofie as a potentially dangerous dog in 2018 and a copy of the Notice provided to the Owner designating Sofie as a dangerous dog for the current incidents (Exhibits #1 through #4, #6 and #8). The Panel also viewed a copy of Officer Mathwig’s body worn camera video (Exhibit #7) and a copy of surveillance video from the Oyo Hotel (Exhibit #5).
2. The Panel first heard testimony from Redwood Falls Police Officer Andrew Mathwig. Officer Mathwig testified that on January 21, 2024, at approximately 12:36 p.m., he responded to a call at 410 West Park Road in Redwood Falls at the Oyo Hotel for a report of a dog bite that had occurred on January 17, 2024. The reporting party was Victim 1 who advised Officer Mathwig that on January 17, 2024, she was working the front desk at the Oyo Hotel, collecting documents from a patron staying in Room #111 of the hotel when she was bitten. Victim 1 provided Officer Mathwig with a photograph of her injuries as well as a copy of the hotel surveillance video (Exhibit #5) which captured the incident. Victim 1 received medical attention for the inflicted injuries.
3. In viewing Exhibit #5, Victim 1 can be seen approaching the patron’s side of the lobby’s front desk and reaching to take something from the patron, who was later identified as Casey Thomas Bluestone. Mr. Bluestone can be seen with a dog on a leash. As the exchange is occurring, the dog jumps up and bites down onto Victim 1’s forearm/wrist area. The dog does not appear to have been provoked by Victim 1 in any manner.

4. During his investigation of the bite incident, after speaking with Mr. Bluestone, Officer Mathwig was able to identify the dog as Sofie, a Pitbull owned by Ms. Darla Ann Campbell. Officer Mathwig testified that he was able to verify ownership through the City's dog license records which were current at the time. Sofie was also up to date on her rabies vaccination.
5. During his investigation, Officer Mathwig learned of a possible second bite victim from approximately one month prior. This second bite also occurred within the Oyo Hotel. Officer Mathwig responded to room #103 and met with Victim 2, who explained that on December 21, 2023, she was with her children in the hotel's common area when a brown and white Pitbull bit her left arm. Officer Mathwig was able to see an injury on Victim 2's left arm which was visible on his body worn camera recording (Exhibit #7).
6. When responding to room #111, Mr. Bluestone opened the door and Sofie exited the room and lunged at Officer Mathwig, biting and catching the left sleeve of his jacket.
7. Officer Mathwig found a prior incident involving Sofie within the City of Redwood Falls from August 2018 where she was alleged to have attacked and bit another dog. The Notice provided to the Owner designating Sofie as a potentially dangerous dog from that incident was provided to the Panel. Officer Mathwig believed that designation had been overturned.
8. Abby Larson, the Redwood Falls Police Department's lead administrative assistant, testified that there was no record on file that indicated Sofie's prior designation as potentially dangerous had been overturned. Owner testified that she never appealed the prior designation but did receive a copy of the notice.
9. Officer Mathwig was unable to identify anything that had provoked Sofie during any of the current incidents. A copy of Officer Mathwig's police report detailing the current incidents was submitted to the Panel as Exhibit "#8."
10. The Panel also heard testimony from the Owner. Owner advised that Sofie will be 7 years old in April, and she has raised her since she was a puppy. Owner advised that Sofie is her emotional support animal and is very protective of her. Owner didn't believe that Sofie was a dangerous dog, but admitted that due to their circumstances, she had not been properly socialized.
11. Mr. Casey Bluestone also provided testimony as to the bite incidents from December 21, 2023, and January 17, 2024. Mr. Bluestone was present during both incidents and described both incidents similarly to the testimony of Officer Mathwig and the statements of Victim 1 and Victim 2 that were provided to Officer Mathwig. Mr. Bluestone advised that due to his arthritis he has a difficult time restraining Sofie while she is leashed.
12. The Panel found the testimony of all witnesses in the matter to be credible.
13. Once testimony was concluded, the Parties and witnesses were excused, and the Panel undertook deliberations.

14. Each individual Panel member voted to uphold the Dangerous Dog designation of Sofie and notified the Redwood Falls City Attorney of the Panel's decision.

CONCLUSIONS:

1. Pursuant to Minnesota Statute §347.50 and Redwood Falls City Ordinance 10.46 subd. 1(B) (3), "A "Dangerous Dog" means any dog that has: Been found to be potentially dangerous, and after the owner has been sent notice that the dog is potentially dangerous, the dog aggressively bites, attacks or endangers the safety of humans or other domestic animals."
2. It has been proven by a preponderance of the evidence that on December 21, 2023, and January 17, 2023, Sofie attacked, without provocation, and bit Victim 1 and Victim 2 respectively.
3. It has also been proven by a preponderance of the evidence that in August of 2018, Sofie was found to be a potentially dangerous dog and Owner received notice of that designation and did not appeal the designation.
4. Sofie remains designated as a "Dangerous Dog" under Minn. Stat. §347.50 and Redwood Falls City Ordinance 10.46.
5. There was insufficient evidence presented at the hearing of possible provocation of Sofie that would support a finding of an exemption described within Minn. Stat. § 347.51 subd. 5 or Redwood Falls City Ordinance § 10.46 subd. 16 (J), which would prohibit the dangerous dog designation.
6. Pursuant to Redwood Falls City Ordinance 10.46 subd. 16, "No person may own, possess, keep, harbor, maintain or otherwise have a dangerous dog in the city."
7. Per Redwood Falls City Ordinance 10.46 subd. 16 (E), "Within 14 days after the Owner has received notice that the dog is dangerous, the owner must cause the animal to be humanely destroyed or removed from the City limits." Verification of the dog being humanely destroyed or removed from City limits must be provided to the Redwood Falls Police Department or City Hall no later than 14 days after the Owner received notice that the dog is dangerous.
8. Per Redwood Falls City Ordinance 10.46 subd. 16 (F), "If the owner of the dog disputes the decision of the Panel, the Owner shall have the right to appeal the decision to the City Council. The appeal must be filed with the City Clerk within 14 days of the Panel's ruling. If the owner of the dog disputes the findings of the City Council, the owner may appeal to the Minnesota Court of Appeals as provided by State law."
9. During the appeal period Sofie remains designated a Dangerous Dog, therefore pursuant to Minn. Stat. § 347.52 (a), the Owner must continue to keep Sofie, while on the Owner's property, in a proper enclosure. If Sofie is outside the proper enclosure, Sofie must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent Sofie from biting any person or animal but that will not cause injury to Sofie or interfere with its vision or respiration.


10. Pursuant to Minn. Stat. § 347.50 subd. 4, “‘Proper Enclosure’ means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the dog from exiting.”
11. Per Redwood Falls City Ordinance 10.46 subd. 16 (I), “(A) peace officer may immediately seize any dangerous dog and/or issue a citation to the owner of any dangerous dog if within 14 days after the owner has received notice that the dog is dangerous, the dog is not humanely destroyed or removed from the city limits.”
12. If the Owner decides to remove the dangerous dog from City limits, the Owner must abide by specific conditions in order to keep the “dangerous dog” pursuant to Minn. Stat. §347.51 that states, “No person may own a “dangerous dog” in this state unless the dog is registered and the owner can present sufficient evidence of the conditions listed below to the appropriate authority.” If the Owner cannot present proof of the necessary items within 14 days of receipt of this Order, the appropriate authority will immediately seize the animal.
 - a. The Owner has a proper enclosure and posts on the premise with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children;
 - b. The Owner obtained a surety bond issued by a surety company authorized to conduct business in this state in a form acceptable to the appropriate authority in the sum of at least \$300,000, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in this state in the amount of at least \$300,000, insuring the owner of any personal injuries inflicted by the dangerous dog;
 - c. The Owner paid an annual fee of not more than \$500 to the Redwood County Auditor’s Office (if remains in Redwood County outside of city limits), in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog; and
 - d. The Owner had microchip identification implanted in the dangerous dog as required under section §347.515.
13. The Owner must also comply with the conditions listed below pursuant to Minn. Stat. §347.52 if they retain the dog outside of City limits:
 - a. An owner of a dangerous dog shall keep the dog, while on the owner’s property, in a proper enclosure. If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury to the dog or interfere

with its vision or respiration.

- b. An owner of a dangerous dog must renew the registration of the dog annually until the dog is deceased or after a dangerous dog designation review is no longer considered dangerous. If the dog is removed from the jurisdiction, it must be registered as a dangerous dog in its new jurisdiction.
- c. An owner of a dangerous dog must notify the appropriate authority in writing of the death of the dog or its transfer to a new location where the dog will reside within 30 days of the death or of the transfer, and must, if requested by the appropriate authority, execute an affidavit under oath setting forth either the circumstances of the dog's death and disposition or the complete name, address, and telephone number of the person to whom the dog has been transferred or the address where the dog has been relocated.
- d. The appropriate authority shall require a dangerous dog to be sterilized at the owner's expense. If the owner does not have the animal sterilized within 30 days, the appropriate authority shall seize the dog and have it sterilized at the owner's expense.
- e. A person who owned a dangerous dog and who rents property from another where the dog will reside must disclose to the property owner prior to entering the lease agreement and at the time of any lease renewal that the person owns a dangerous dog that will reside at the property.
- f. A person who transfers ownership of a dangerous dog must notify the new owner that the appropriate authority has identified the dog as dangerous. The current owner must also notify the appropriate authority in writing of the transfer of ownership and provide the appropriate authority with the new owner's name, address, and telephone number.

FOR THE HEARING OFFICERS:

Dated: February 5, 2024

By: 
Trenton Dammann (#0396869)
Redwood Falls City Attorney
P.O. Box 526
Redwood Falls, MN 56283
Phone: (507) 616-7400

cc: Hearing Officers
Abby Larson, RFPD

I Am writing to Appeal
The decision of Sofie Being
A Dangerous Dog. I want to
take it to The Full Council. I don't
See why, & she is muzzled when
she is outside And Canceled, & some
one steps over, she is not socialized
for I work And when I'm home we
keep to ourselves. we have A Small
Cercal which is fairly mostly.
in the video you can hear Casey
Say not to Come Close that she will
Bite And the lady kept coming close
to him. what part is that is she at
fault for not listening when she was
clearly told. And why come around
the Desk instead of Behind it. I'm
not saying that Sofie didn't Do wrong
By Biting. She really is A good Dog.

I'm not sure if this was how I
was to do it.

Dwila
Cupola



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

Agenda Item: 2024 Joint City-School Projects

Date: 2/22/2024

Recommendation/Action Requested: Community Center Board requesting approval of 2024 joint city-school projects and Request to disperse 2024 joint city-school funds

Summary/Overview:

The Community Center Board met on Wednesday, February 21st, 2024 to review a list of project requests. The meeting included Ross Nachreiner, Keith Muetzel, Andy Ourada, Tom Anderson, and Becky Cselovszki.

Following discussion, recommendations are:

- A. The City Council and School Board to authorize the projects and purchases shown in Exhibit #1 (attached) at their respective February/March 2024 meetings.
- B. The School Board to declare surplus and authorize the trade or sell the following pieces of equipment: (1) Treadmill, (1) Upright Bike, (1) PowerMill, (1) NuStep, & (2) Barbells
- C. The City Council to authorize disbursement of the 2024 joint-city school funds in the amount of \$10,000 to ISD #2897

Cc: Keith Muetzel
 Becky Cselovszki
 Ross Nachreiner
 Tom Anderson
 Andy Ourada

City-School Joint Powers Projects 2024

Updated: 2/20/2024

<u>Priority (5 High - 1 Low)</u>	<u>Requested Projects</u>	<u>Descriptions</u>	<u>Requested Amount</u>	<u>Total Project Costs</u>	<u>Committee Action</u>
5	Yearly Inspection of Scissor Lift	Yearly Inspection	\$700.00		Approved
	(1) Upright Bike	Replacement	\$3,249.35		Approved
	(1) Powermill (Stair Master)	Replacement	\$7,799.35		Approved
	(1) Treadmill	Replacement	\$6,499.35		Approved
		Shipping for the above 3 items	\$1,301.71		Approved
	(1) NuStep	Replace oldest NuStep (includes trade)	\$4,281.00		Approved
	(2) Barbells	Replace 2-3 older barbells	\$550.00		Approved
	(1) Cross Trainer	Replace Life Fitness Cross Trainer	\$5,199.35		Denied
	Cable Motion Dual Adj Pulley	Add additional but no space	\$5,926.70		Denied due to space limitations
	RV Gym Main Court	Hoop Replacement	\$1,150.00		School will budget & replace
	4-Row Portable Bleacher	Additional Bleacher (Tennis & Indoors)	\$3,500.00		Denied - Andy will approach county
	Arena Rink Cling ons				Ross will work with RAHA on this.
			Total Requested	Total Approved Requests by Committee	
			\$40,156.81	\$24,380.76	

\$10,784.03	Current Joint City-School Account Balance (2023)
\$20,000.00	2024 Contributions
\$30,784.03	Total Amount Available for 2024
minus \$24,380.76	2024 Total Expenses of Approved Projects
	Any credits (trades, sales, donations)
\$6,403.27	Remaining 2024 Balance

AGENDA RECOMMENDATION

Meeting Date: March 19, 2024

Agenda Item: Resolution No. 15 of 2024, 2024 Distribution Improvements DGR Project #421126

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 project is being completed to bury the overhead distribution system and to enhance reliability to provide power to the existing sections of the city. Five bids for the project were received, publicly opened and read on Thursday, February 22, 2024, at 1:15 pm. The attached bid summary is a result of the opening.

All bidders are very qualified to complete this project. DGR had given us a budget estimate of \$660,000 which was in the 2024 capital budget.

DGR reviewed the bids for completeness and mathematical errors. In the end they sent a letter of recommendation that the bid be awarded to Castrejon Incorporated of Blaine Minnesota in the amount of \$589,960.00.

Attachments: Resolution No. 15 of 2024
Bid Summary
DGR Letter of Recommendation

RESOLUTION NO. 15 of 2024

**AUTHORIZATION TO EXECUTE
2024 DISTRIBUTION IMPROVEMENTS DGR PROJECT #421126
WITH CASTREJON INCORPORATED**

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

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

WHEREAS, on Thursday, February 22, 2024, at 1:15 p.m., five bids were received and opened at City Hall; and

WHEREAS, Castrejon Incorporated of Blaine, Minnesota is the responsive, responsible, competent, low apparent bidder for Project #421126 in the amount of \$589,960.00; and

WHEREAS, recommendation to award the contract to Castrejon Inc. has been made by DGR Engineering.

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

1. The bid and subsequent contract described above is awarded, approved and executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The Mayor and/or City Administrator are authorized to execute this contract, quote and negotiate any amendments, change orders and construction site engineering changes on behalf of the City of Redwood Falls pursuant to the Redwood Falls Procurement Policy
3. The awarded contract described above shall be maintained and insured by the City as allowed by law.

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

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 19th day of March 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

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

Notary Public



February 29, 2024

City of Redwood Falls/Public Utilities
Attn: Jason Halvorson, Public Utilities Superintendent
333 South Washington Street, PO Box 526
Redwood Falls, MN 56283

RE: **Recommendation of Award of Contract**
2024 Distribution Improvements
DGR Project No. 421126

Dear Jason:

We have reviewed the bids received on February 22, 2024 for the above-referenced project. A bid summary form and detailed tabulation of the bid results is enclosed. We have checked the bids for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendation.

There were five (5) responsive bids received ranging in price from \$589,960.00 to \$1,497,097.00. The low bid was received from Castrejon, Inc., who submitted a total price of \$589,960.00. Castrejon has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. We recommend that you award the contract to Castrejon, Inc. for a total price of \$589,960.00.

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

Best Regards,

DGR Engineering

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

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

BID SUMMARY

2024 Distribution Improvements City of Redwood Falls/Public Utilities Redwood Falls, Minnesota



DGR Project No. 421126

Bid Letting: February 22, 2024 - 1:15 p.m.

City Hall

Page 1 of 1

Bidder and Address	Bid Security	Total Bid	Comments
Castrejon, Inc. 9201 Isanti Street N Blaine, MN 55449	10% Bid Bond	\$589,960.00	
TE Underground LLC 293 W Tyler Street Tyler, MN 56178	10% Bid Bond	\$730,840.00	
MP Nexlevel, LLC 500 County Road 37 E Maple Lake, MN 55358	10% Bid Bond	\$759,821.00	
Midwest Utility Services, LLC 160 Summit Avenue Mankato, MN 56001	10% Bid Bond	\$793,131.00	
Loosbrock Digging Service, Inc. 221 W 4th Street Lismore, MN 56155	10% Bid Bond	\$1,497,097.00	

Corrected Bid Amount Shown Shaded

BID TABULATION

2024 Distribution Improvements

City of Redwood Falls/Public Utilities
 Redwood Falls, Minnesota
 DGR Project No. 421126
 Bid Letting: February 22, 2024 - 1:15 p.m.



Unit No.	Name and Description of Construction Unit	Units	Castrejon, Inc.				TE Underground LLC					
			Bid Security: 10% Bid Bond				Bid Security: 10% Bid Bond					
			Labor	Material	L & M	Ext. Price L & M	Labor	Material	L & M	Ext. Price L & M		
UD-1/0	Primary cable, 15 kV, 1/0 Str. Al. (Mft.)	17.270	\$2,000.00	\$1,000.00	\$3,000.00	\$51,810.00	\$6,250.00		\$6,250.00	\$107,937.50		
UD-750	Primary cable, 15 kV, 750 MCM Str. Al. (Mft.)	6.990	3,000.00	1,000.00	4,000.00	27,960.00	7,000.00		7,000.00	48,930.00		
UD-4/0 TPLX	Secondary cable, 600 V, 2-#4/0, 1-#2/0 Str. Al. (Mft.)	6.840	2,000.00	1,000.00	3,000.00	20,520.00	5,000.00		5,000.00	34,200.00		
UD-350 TPLX	Secondary cable, 600 V, 2-#350, 1-#4/0 Str. Al. (Mft.)	0.650	4,000.00	1,000.00	5,000.00	3,250.00	5,000.00		5,000.00	3,250.00		
UD-4/0 QPLX	Secondary cable, 600 V, 3-#4/0, 1-#2/0 Str. Al. (Mft.)	0.278	4,000.00	1,000.00	5,000.00	1,390.00	5,000.00		5,000.00	1,390.00		
UD-350 QPLX	Secondary cable, 600 V, 3-#350, 1-#4/0 Str. Al. (Mft.)	0.180	4,000.00	1,000.00	5,000.00	900.00	5,000.00		5,000.00	900.00		
UG-BP	1Ø transformer box pad (ea.)	18	500.00	150.00	650.00	11,700.00	750.00		750.00	13,500.00		
UG3-BP	3Ø transformer box pad (ea.)	2	800.00	200.00	1,000.00	2,000.00	800.00		800.00	1,600.00		
UPS-BP	Padmount switch box pad (ea.)	3	600.00	200.00	800.00	2,400.00	800.00		800.00	2,400.00		
UM33-60GS	3Ø sectionalizing enclosure ground sleeve (ea.)	5	1,000.00	200.00	1,200.00	6,000.00	800.00		800.00	4,000.00		
UK5-F	1Ø secondary junction box-flush mount (ea.)	14	150.00	50.00	200.00	2,800.00	800.00		800.00	11,200.00		
UM33-PB ()	Pull box, 36"W x 60"L x 36"H (ea.)	1	1,300.00	200.00	1,500.00	1,500.00	2,000.00		2,000.00	2,000.00		
UR3-(42)	Trenching-special backfill, 42" Deep (Mft.)	0.050	35,000.00	35,000.00	70,000.00	3,500.00	6,000.00	4,000.00	10,000.00	500.00		
UR3R-(42)	Trenching-rock, shale or limestone, 42" deep (Mft.)	0.050	35,000.00	50,000.00	85,000.00	4,250.00	35,000.00		35,000.00	1,750.00		
UR4-(1)1.25P	Conduit in trench/bore, (1)1.25" (Mft.)	0.630	10,000.00	2,000.00	12,000.00	7,560.00	17,500.00	1,250.00	18,750.00	11,812.50		
UR4-(1)2P	Conduit in trench/bore, (1)2" (Mft.)	2.140	11,000.00	2,000.00	13,000.00	27,820.00	17,500.00	1,500.00	19,000.00	40,660.00		
UR4-(1)3P	Conduit in trench/bore, (1)3" (Mft.)	0.730	11,000.00	3,000.00	14,000.00	10,220.00	19,250.00	2,550.00	21,800.00	15,914.00		
UR5-(1)1.25P	Bore with conduit, (1)1.25" (Mft.)	0.260	12,000.00	2,000.00	14,000.00	3,640.00	18,000.00	1,250.00	19,250.00	5,005.00		
UR5-(1)2P	Bore with conduit, (1)2" (Mft.)	6.880	12,000.00	2,000.00	14,000.00	96,320.00	18,000.00	1,500.00	19,500.00	134,160.00		
UR5-(2)2P	Bore with conduit, (2)2" (Mft.)	0.130	12,000.00	4,000.00	16,000.00	2,080.00	20,000.00	2,550.00	22,550.00	2,931.50		
UR5-(3)2P	Bore with conduit, (3)2" (Mft.)	1.740	19,000.00	6,000.00	25,000.00	43,500.00	21,000.00	4,000.00	25,000.00	43,500.00		
UR5-(4)2P	Bore with conduit, (4)2" (Mft.)	1.350	21,000.00	8,000.00	29,000.00	39,150.00	22,000.00	6,000.00	28,000.00	37,800.00		
UR5-(1)3P	Bore with conduit, (1)3" (Mft.)	0.340	18,000.00	3,000.00	21,000.00	7,140.00	20,000.00	2,550.00	22,550.00	7,667.00		
UR5-(3)3P	Bore with conduit, (3)3" (Mft.)	0.830	23,000.00	9,000.00	32,000.00	26,560.00	33,000.00	8,250.00	41,250.00	34,237.50		
UR5-(1)2P, (3)3P	Bore with conduit, (1)2", (3)3" (Mft.)	0.320	25,000.00	11,000.00	36,000.00	11,520.00	35,000.00	10,250.00	45,250.00	14,480.00		
UR5-(3)2P, (3)3P	Bore with conduit, (3)2", (3)3" (Mft.)	1.080	27,000.00	15,000.00	42,000.00	45,360.00	56,000.00	13,000.00	69,000.00	74,520.00		
UR5-(3)2P, (6)3P	Bore with conduit, (3)2", (6)3" (Mft.)	0.080	38,000.00	24,000.00	62,000.00	4,960.00	75,000.00	20,000.00	95,000.00	7,600.00		
UR8-6	Core drill, 6" diameter (ea.)	4	100.00	50.00	150.00	600.00	500.00		500.00	2,000.00		
UR9-S	Shallow crossing (Mft.)	0.050	65,000.00	35,000.00	100,000.00	5,000.00	12,000.00	12,000.00	24,000.00	1,200.00		
UR-LDS	Lawn damage seeding (Mft.)	0.650	2,750.00	1,250.00	4,000.00	2,600.00	4,000.00	2,000.00	6,000.00	3,900.00		
ASP-REM	Asphalt pavement removal (sq. yd.)	160.0	60.00	20.00	80.00	12,800.00	28.00		28.00	4,480.00		
ASP-REP	Asphalt replacement (ton)	50.0	275.00	125.00	400.00	20,000.00	100.00	175.00	275.00	13,750.00		
PCC-REM	Concrete pavement removal (sq. yd.)	10.0	85.00	40.00	125.00	1,250.00	7.00	17.00	24.00	240.00		
PCC-REP	Portland cement concrete replacement (cu. yd.)	5.0	250.00	130.00	380.00	1,900.00	100.00	185.00	285.00	1,425.00		
MOB	Mobilization (as req'd)	1	80,000.00		80,000.00	80,000.00	40,000.00		40,000.00	40,000.00		
TOTAL - CONSTRUCTION BID			TOTAL BID:				\$589,960.00	TOTAL BID:				\$730,840.00

Corrected Bid Amount Shown Shaded

BID TABULATION

2024 Distribution Improvements

City of Redwood Falls/Public Utilities
 Redwood Falls, Minnesota
 DGR Project No. 421126
 Bid Letting: February 22, 2024 - 1:15 p.m.



Unit No.	Name and Description of Construction Unit	Units	MP Nexlevel, LLC				Midwest Utility Services, LLC					
			Bid Security: 10% Bid Bond				Bid Security: 10% Bid Bond					
			Labor	Material	L & M	Ext. Price L & M	Labor	Material	L & M	Ext. Price L & M		
UD-1/0	Primary cable, 15 kV, 1/0 Str. Al. (Mft.)	17.270	\$4,566.69	\$89.38	\$4,656.07	\$80,410.33	\$2,000.00		\$2,000.00	\$34,540.00		
UD-750	Primary cable, 15 kV, 750 MCM Str. Al. (Mft.)	6.990	4,789.02	67.21	4,856.23	33,945.05	3,000.00		3,000.00	20,970.00		
UD-4/0 TPLX	Secondary cable, 600 V, 2-#4/0, 1-#2/0 Str. Al. (Mft.)	6.840	4,566.69	49.06	4,615.75	31,571.73	2,000.00		2,000.00	13,680.00		
UD-350 TPLX	Secondary cable, 600 V, 2-#350, 1-#4/0 Str. Al. (Mft.)	0.650	4,122.02	619.48	4,741.50	3,081.98	2,000.00		2,000.00	1,300.00		
UD-4/0 QPLX	Secondary cable, 600 V, 3-#4/0, 1-#2/0 Str. Al. (Mft.)	0.278	4,081.51	289.71	4,371.22	1,215.20	2,000.00		2,000.00	556.00		
UD-350 QPLX	Secondary cable, 600 V, 3-#350, 1-#4/0 Str. Al. (Mft.)	0.180	4,081.51	447.44	4,528.95	815.21	2,000.00		2,000.00	360.00		
UG-BP	1Ø transformer box pad (ea.)	18	592.05	108.86	700.91	12,616.38	800.00		800.00	14,400.00		
UG3-BP	3Ø transformer box pad (ea.)	2	721.21	228.17	949.38	1,898.76	1,200.00		1,200.00	2,400.00		
UPS-BP	Padmount switch box pad (ea.)	3	2,100.09	223.71	2,323.80	6,971.40	3,000.00		3,000.00	9,000.00		
UM33-60GS	3Ø sectionalizing enclosure ground sleeve (ea.)	5	1,409.49	147.64	1,557.13	7,785.65	800.00		800.00	4,000.00		
UK5-F	1Ø secondary junction box-flush mount (ea.)	14	272.95	19.17	292.12	4,089.68	500.00		500.00	7,000.00		
UM33-PB ()	Pull box, 36"W x 60"L x 36"H (ea.)	1	1,750.51	1.34	1,751.85	1,751.85	3,000.00		3,000.00	3,000.00		
UR3-(42)	Trenching-special backfill, 42" Deep (Mft.)	0.050	26,518.22	5,428.00	31,946.22	1,597.31	15,000.00		15,000.00	750.00		
UR3R-(42)	Trenching-rock, shale or limestone, 42" deep (Mft.)	0.050	42,266.13	60.00	42,326.13	2,116.31	90,000.00		90,000.00	4,500.00		
UR4-(1)1.25P	Conduit in trench/bore, (1)1.25" (Mft.)	0.630	2,544.40	1,260.00	3,804.40	2,396.77	14,000.00	500.00	14,500.00	9,135.00		
UR4-(1)2P	Conduit in trench/bore, (1)2" (Mft.)	2.140	2,435.36	2,550.00	4,985.36	10,668.67	16,000.00	1,000.00	17,000.00	36,380.00		
UR4-(1)3P	Conduit in trench/bore, (1)3" (Mft.)	0.730	2,460.53	4,820.00	7,280.53	5,314.79	20,000.00	2,500.00	22,500.00	16,425.00		
UR5-(1)1.25P	Bore with conduit, (1)1.25" (Mft.)	0.260	21,090.44	390.00	21,480.44	5,584.91	14,000.00	500.00	14,500.00	3,770.00		
UR5-(1)2P	Bore with conduit, (1)2" (Mft.)	6.880	23,898.06	750.00	24,648.06	169,578.65	16,000.00	1,000.00	17,000.00	116,960.00		
UR5-(2)2P	Bore with conduit, (2)2" (Mft.)	0.130	24,502.55	1,500.00	26,002.55	3,380.33	20,000.00	2,000.00	22,000.00	2,860.00		
UR5-(3)2P	Bore with conduit, (3)2" (Mft.)	1.740	25,528.41	2,250.00	27,778.41	48,334.43	30,000.00	3,000.00	33,000.00	57,420.00		
UR5-(4)2P	Bore with conduit, (4)2" (Mft.)	1.350	26,698.24	3,000.00	29,698.24	40,092.62	35,000.00	4,000.00	39,000.00	52,650.00		
UR5-(1)3P	Bore with conduit, (1)3" (Mft.)	0.340	23,898.06	1,740.00	25,638.06	8,716.94	20,000.00	2,500.00	22,500.00	7,650.00		
UR5-(3)3P	Bore with conduit, (3)3" (Mft.)	0.830	26,538.24	5,220.00	31,758.24	26,359.34	60,000.00	7,500.00	67,500.00	56,025.00		
UR5-(1)2P, (3)3P	Bore with conduit, (1)2", (3)3" (Mft.)	0.320	28,276.54	5,970.00	34,246.54	10,958.89	65,000.00	8,500.00	73,500.00	23,520.00		
UR5-(3)2P, (3)3P	Bore with conduit, (3)2", (3)3" (Mft.)	1.080	30,314.49	7,470.00	37,784.49	40,807.25	75,000.00	10,500.00	85,500.00	92,340.00		
UR5-(3)2P, (6)3P	Bore with conduit, (3)2", (6)3" (Mft.)	0.080	32,431.99	12,690.00	45,121.99	3,609.76	95,000.00	18,000.00	113,000.00	9,040.00		
UR8-6	Core drill, 6" diameter (ea.)	4	1,236.51		1,236.51	4,946.04	1,000.00		1,000.00	4,000.00		
UR9-S	Shallow crossing (Mft.)	0.050	43,750.00		43,750.00	2,187.50	75,000.00		75,000.00	3,750.00		
UR-LDS	Lawn damage seeding (Mft.)	0.650	4,525.96	2,064.91	6,590.87	4,284.07	15,000.00		15,000.00	9,750.00		
ASP-REM	Asphalt pavement removal (sq. yd.)	160.0	190.68	3.27	193.95	31,032.00	300.00		300.00	48,000.00		
ASP-REP	Asphalt replacement (ton)	50.0	491.33	268.44	759.77	37,988.50	300.00		300.00	15,000.00		
PCC-REM	Concrete pavement removal (sq. yd.)	10.0	12.85	26.17	39.02	390.20	1,000.00		1,000.00	10,000.00		
PCC-REP	Portland cement concrete replacement (cu. yd.)	5.0	531.93	477.82	1,009.75	5,048.75	400.00		400.00	2,000.00		
MOB	Mobilization (as req'd)	1	80,544.90	27,728.85	108,273.75	108,273.75	100,000.00		100,000.00	100,000.00		
TOTAL - CONSTRUCTION BID			TOTAL BID:				\$759,821.00	TOTAL BID:				\$793,131.00

Corrected Bid Amount Shown Shaded

BID TABULATION

2024 Distribution Improvements

City of Redwood Falls/Public Utilities
 Redwood Falls, Minnesota
 DGR Project No. 421126
 Bid Letting: February 22, 2024 - 1:15 p.m.



			Loosbrock Digging Service, Inc.			
			Bid Security: 10% Bid Bond			
Unit No.	Name and Description of Construction Unit	Units	Labor	Material	L & M	Ext. Price L & M
UD-1/0	Primary cable, 15 kV, 1/0 Str. Al. (Mft.)	17.270	\$2,000.00		\$2,000.00	\$34,540.00
UD-750	Primary cable, 15 kV, 750 MCM Str. Al. (Mft.)	6.990	4,000.00		4,000.00	27,960.00
UD-4/0 TPLX	Secondary cable, 600 V, 2-#4/0, 1-#2/0 Str. Al. (Mft.)	6.840	4,000.00		4,000.00	27,360.00
UD-350 TPLX	Secondary cable, 600 V, 2-#350, 1-#4/0 Str. Al. (Mft.)	0.650	4,000.00		4,000.00	2,600.00
UD-4/0 QPLX	Secondary cable, 600 V, 3-#4/0, 1-#2/0 Str. Al. (Mft.)	0.278	4,000.00		4,000.00	1,112.00
UD-350 QPLX	Secondary cable, 600 V, 3-#350, 1-#4/0 Str. Al. (Mft.)	0.180	4,000.00		4,000.00	720.00
UG-BP	1Ø transformer box pad (ea.)	18	1,100.00		1,100.00	19,800.00
UG3-BP	3Ø transformer box pad (ea.)	2	2,200.00		2,200.00	4,400.00
UPS-BP	Padmount switch box pad (ea.)	3	2,500.00		2,500.00	7,500.00
UM33-60GS	3Ø sectionalizing enclosure ground sleeve (ea.)	5	3,000.00		3,000.00	15,000.00
UK5-F	1Ø secondary junction box-flush mount (ea.)	14	2,000.00		2,000.00	28,000.00
UM33-PB ()	Pull box, 36"W x 60"L x 36"H (ea.)	1	2,000.00		2,000.00	2,000.00
UR3-(42)	Trenching-special backfill, 42" Deep (Mft.)	0.050	100,000.00	10,000.00	110,000.00	5,500.00
UR3R-(42)	Trenching-rock, shale or limestone, 42" deep (Mft.)	0.050	500,000.00	10,000.00	510,000.00	25,500.00
UR4-(1)1.25P	Conduit in trench/bore, (1)1.25" (Mft.)	0.630	20,000.00	1,350.00	21,350.00	13,450.50
UR4-(1)2P	Conduit in trench/bore, (1)2" (Mft.)	2.140	20,000.00	1,350.00	21,350.00	45,689.00
UR4-(1)3P	Conduit in trench/bore, (1)3" (Mft.)	0.730	20,000.00	3,050.00	23,050.00	16,826.50
UR5-(1)1.25P	Bore with conduit, (1)1.25" (Mft.)	0.260	13,000.00	1,350.00	14,350.00	3,731.00
UR5-(1)2P	Bore with conduit, (1)2" (Mft.)	6.880	14,000.00	1,350.00	15,350.00	105,608.00
UR5-(2)2P	Bore with conduit, (2)2" (Mft.)	0.130	15,000.00	2,700.00	17,700.00	2,301.00
UR5-(3)2P	Bore with conduit, (3)2" (Mft.)	1.740	16,000.00	4,050.00	20,050.00	34,887.00
UR5-(4)2P	Bore with conduit, (4)2" (Mft.)	1.350	17,000.00	5,400.00	22,400.00	30,240.00
UR5-(1)3P	Bore with conduit, (1)3" (Mft.)	0.340	18,000.00	3,050.00	21,050.00	7,157.00
UR5-(3)3P	Bore with conduit, (3)3" (Mft.)	0.830	19,500.00	12,000.00	31,500.00	26,145.00
UR5-(1)2P, (3)3P	Bore with conduit, (1)2", (3)3" (Mft.)	0.320	22,000.00	15,000.00	37,000.00	11,840.00
UR5-(3)2P, (3)3P	Bore with conduit, (3)2", (3)3" (Mft.)	1.080	30,000.00	21,000.00	51,000.00	55,080.00
UR5-(3)2P, (6)3P	Bore with conduit, (3)2", (6)3" (Mft.)	0.080	50,000.00	30,000.00	80,000.00	6,400.00
UR8-6	Core drill, 6" diameter (ea.)	4	1,000.00		1,000.00	4,000.00
UR9-S	Shallow crossing (Mft.)	0.050	100,000.00		100,000.00	5,000.00
UR-LDS	Lawn damage seeding (Mft.)	0.650	5,000.00		5,000.00	3,250.00
ASP-REM	Asphalt pavement removal (sq. yd.)	160.0	225.00		225.00	36,000.00
ASP-REP	Asphalt replacement (ton)	50.0	1,000.00	1,000.00	2,000.00	100,000.00
PCC-REM	Concrete pavement removal (sq. yd.)	10.0	500.00		500.00	5,000.00
PCC-REP	Portland cement concrete replacement (cu. yd.)	5.0	2,500.00	2,000.00	4,500.00	22,500.00
MOB	Mobilization (as req'd)	1	760,000.00		760,000.00	760,000.00
TOTAL - CONSTRUCTION BID			TOTAL BID: \$1,497,097.00			

Corrected Bid Amount Shown Shaded

AGENDA RECOMMENDATION

Meeting Date: March 19, 2024

Agenda Item: Approval of quote from Flagship Recreation to re-locate the Literacy Area

Recommendation/Action Requested: The Redwood Falls Public Library requests approval to dismantle the existing Outdoor Literacy Area and move to a location making space available for the potential expansion of the building. The Flagship quote is \$84,429.44 (see attached).

Summary/Overview: The Redwood Falls Public Library has plans in place to relocate the current Outdoor Literacy Area to make the land space available for the expansion. There are (2) grants available to fund this update. The Redwood Area Library Foundation has received \$50,000 in grant funds from the Schmidt Foundation, and \$25,000 in grant funds from the Redwood Falls Rotary Club. The funds will be received upon contingency of the project completion in 2024. There is slight urgency to schedule Flagship Recreation, so it is feasible to complete the work due to limited time to schedule on their calendar. The original plan is to provide the land for the expansion. However, if for any reason the expansion does not take place, the new Outdoor Literacy Area will be more centrally located on the property to account for additional activities for children and families near the Barnyard area.

On the quotation, any listing with “By Others” is the responsibility of the owner. This would be work done with local companies and City Departments.

Date 3/6/2024
 Expires 3/16/2024
 Quote: Redwood Falls Public Library
 Contact: Keith Muetzel
 Phone: 1-507-616-7400
 Email: kmuetzel@ci.redwood-falls.mn.us



Ship To: Redwood Falls Public Library 509 S Lincoln St Redwood Falls, MN 55283	Please Make PO's & Contracts Out To: Flagship Recreation 11123 Upper 33rd St. N Lake Elmo, MN 55042
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Bill To: Redwood Falls Public Library 509 S Lincoln St Redwood Falls, Mn 56283	Please Remit Payment To: Flagship Recreation 11123 Upper 33rd St. N Lake Elmo, MN 55042
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We are pleased to submit this proposal to supply the following products/services:

QTY	ITEM #	Description	UNIT PRICE	EXT. PRICE
1	EQUIPMENT	Redwood Falls Public Library,TT705RFP156045357		\$3,683.19
1	MOB	Mobilization		\$750.00
	DUMPSTER	Dumpster - Disposal / Equipment Packing (30 Yard)		By Others
1	PER DIEM	Per Diem		\$1,925.00
		<i>(Estimated total is based upon a per person/per day rate for food & lodging)</i>		
1,560	SITE WORK	Excavation (new container)		\$2,121.00
	SITE WORK	Demo of Existing Container/Surfacing after equipment removed		By Others
	SITE WORK	Hauling of Excavated Material (CY)-NEW CONTAINER(stockpiled onsite)		By Others
	SITE WORK	Disposal of Excavated Material (CY)-NEW CONTAINER		By Others
	SITE WORK	Removal of Current Fence and Reinstalling of it		By others
	BORDER	Concrete Border (6"W x 12"D)		By Others
	CONCRETE	Concrete Flatwork		By Others
1	INSTALL	Playground Removal/Reinstallation by Landscape Structures Certified Installers		\$26,695.35
20	SUBGRADE	Draingage Aggregate or Sand for EWF Surfacing		\$1,179.58
61	SUBGRADE	Compacted Class 5 Base for PIP or Turf Surfacing		\$4,055.96
154	SUBGRADE	Drain Tile(stub and line to container must be provided by owner)		\$2,488.64
	EQUIPMENT	Replacement of equipment damaged during take out-Only if needed		TBD
1,560	SURFACING	Poured In Place		\$41,280.72
	FENCE	Construction Fence		By Others
	Security	Security Guard for Pour in Place First 72 hours		By Others
	Site Work	Site Restoration		By Others
			Subtotal	\$84,179.44
			Freight	\$250.00
			Sales Tax	\$0.00
			Total	\$84,429.44

Quotes from Flagship Recreation. are subject to current Flagship Recreation policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Flagship

State Contract #218091

***Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope *(This Section For Quotes Including Installation)*

Inclusions:

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By (Print) Keith Muetzel	PO#:
Signature:	Email: kmuetzel@ci.redwood-falls.mn.us
Title:	Phone:
Date:	Purchase Amount: \$84,429.44



POURED IN PLACE SURFACING COLOR SIGN OFF
Redwood Falls Public Library

Please sign below if you approve of the colors represented in the photo in packet.

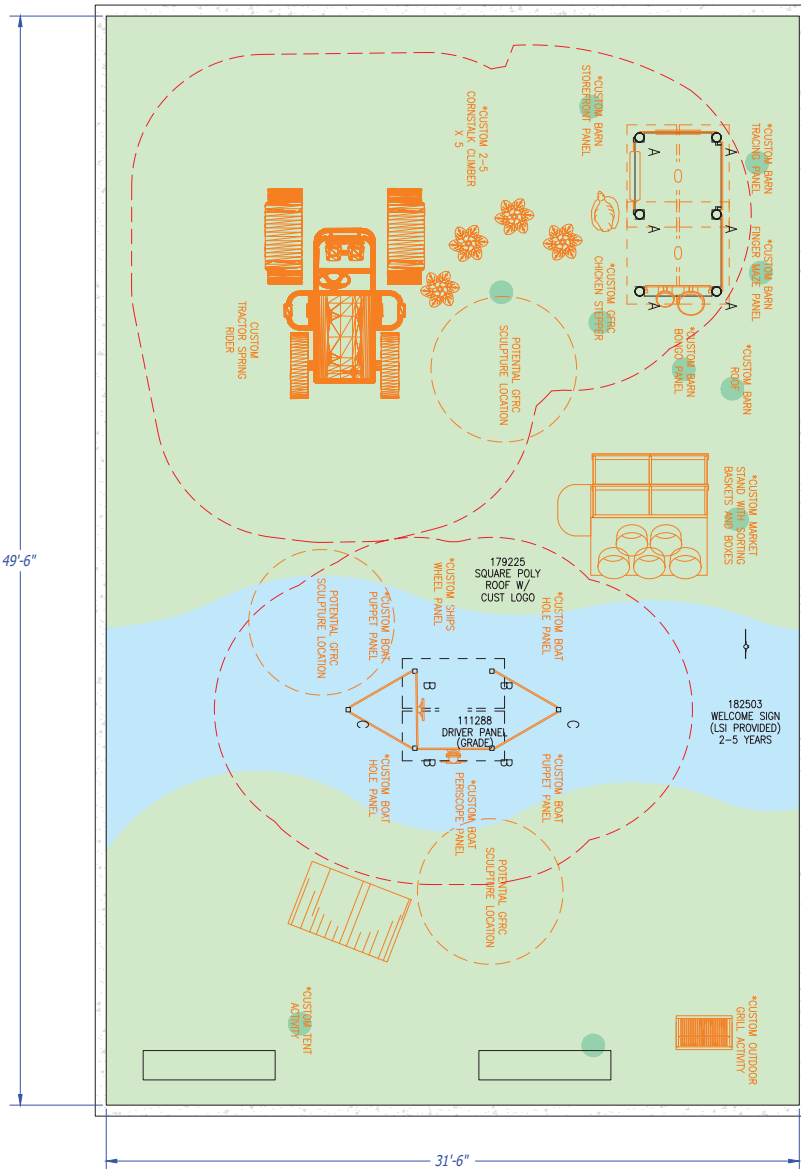
PIP Colors (specify colors & Sq. Ft. of each)

50/50 Sky Blue & Black 281 Sq Ft

50/50 Bright Green & Black 1279 Sq Ft

Customer Signature: _____

Date: _____



CONTAINER DETAILS	
TOTAL AREA	1560 SF
PIP BY CRITICAL FALL HEIGHTS	
5' FH/ 2.5" PIP	1560 SF
TOTAL PIP	1560 SF
PIP BY DESIGN COLOR QTYS	
50% BRIGHT GREEN/ 50% BLACK	1279 SF
50% SKY BLUE/ 50% BLACK	281 SF
TOTAL PIP	1560 SF



FLAGSHIP RECREATION
 11123 UPPER 33RD ST N
 LAKE ELMO, MN 55082
 763-550-7860
 FLAGSHIPPLAY.COM
 @FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGE RANGES AS NOTED ON PLAN.

**Plum Creek Library
 SUBGRADE PREPARATION
 & SAFETY SURFACING**

509 S Lincoln St, Redwood Falls, MN 56283

SALES REPRESENTATIVE:
 Tim Truelson

DESIGNED BY:
 LSI/JLT
 12/14/22

3/8" = 1'-0"

SHEET

LG101

Meeting Date: March 19, 2024

AGENDA RECOMMENDATION

Agenda Item: Seeking Approval on the proposed Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes

Recommendation/Action Requested: Staff recommends approval for the proposed Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes to be included in the City of Redwood Falls Background Screen Policy.

Summary/Overview:

The attached document is newly developed for the City of Redwood Falls. This policy closely resembles the template provided by the BCA.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the practices and procedures of the policy will be followed when doing BCA background checks.

Attachments: Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes to be included in the City of Redwood Falls Background Screen Policy.

CITY OF REDWOOD FALLS
POLICY GOVERNING
FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI)CHECKS
MADE FOR NON-CRIMINAL JUSTICE PURPOSES

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and Minnesota Bureau of Criminal Apprehension (BCA), in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

The City of Redwood Falls has the authority, under The National Child Protection Act/Volunteer for Children Act and Minnesota Statutes §§ 299C.60-64, to conduct fingerprint-based criminal history background checks. After the initial determination for employment or licensing is made, CHRI shall not be reused for any other purpose.

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the BCA and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

III. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/ or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent FBI security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

IV. Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

- Hard copy form in personnel files located in a locked filing cabinet located in the locked filing room
 - CHRI will be retained for a minimum of three (3) years. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy.

V. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the City of Redwood Falls will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on an annual basis. This training will be accomplished using the training materials made available by the BCA.

VI. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the City of Redwood Falls will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and

- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time to correct or complete the CHRI.

VII. Point of Contact and Authorized Recipient Security Officer

Each NCJA receiving CHRI is required to designate a Point of Contact (POC) and an Authorized Recipient Security Officer (ARSO). An individual designated as the POC and the ARSO is:

- An individual who will be considered part of the NCJA's "authorized personnel" group.
- An individual that has completed a fingerprint-based background check and found appropriate to have access to CHRI.
- An employee directly involved in evaluating an individual's qualifications for employment or assignment.

The City of Redwood Falls POC is Sheila Stage. The POC is responsible for the following:

- Being the main point of contact between the City of Redwood Falls and the MN BCA who will function as a liaison between MN BCA Training and Auditing.
- Maintaining knowledge of the City of Redwood Falls retrieval, dissemination, storage and destruction of CHRI.
- Ensuring that CHRI is only used for authorized purposes, that all safeguards in place are followed and that CHRI is not being improperly disseminated.
- Maintaining a list of personnel who are authorized to access CHRI.

The City of Redwood Falls ARSO is Rachel Viergutz. The ARSO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Ensuring that personnel security screening procedures are being followed as stated in this policy.
- Ensuring the approved and appropriate security measures are in place and working as expected.

When changes in the POC and ARSO occur, the City of Redwood Falls shall complete and return a new agreement and a Non-Criminal Justice Agency Point of Contact Notification form. The most current copy of the agreements will be maintained on file indefinitely by the City of Redwood Falls.

XI. Media Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Media Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- Is to be stored within employee records when feasible or by itself when necessary.
- Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container.

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the City of Redwood Falls, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The City of Redwood Falls will ensure such destruction is witnessed or carried out by authorized personnel:

- The POC shall conduct disposal and the ARSO shall witness.
- Cross-cut shredding will be the method of destruction used by the City of Redwood Falls.
- This will occur after the minimum retention period has been met.

X. Incident and Disciplinary Response

Access to, and dissemination of, CHRI is governed by state and federal laws. The security of information and systems in general, and of CHRI in particular, is a top priority for the City of Redwood Falls. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to

minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the ARSO.
- If any records were stolen, the incident will also be reported to appropriate authorities.
- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.

In addition to the above, the ARSO shall report all security-related incidents to the BCA within 24 hours.

All agency personnel with access to FBI and/or BCA CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and City of Redwood Falls regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

Meeting Date: March 19, 2024

AGENDA RECOMMENDATION

Agenda Item: Resolution No.16 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 no concerns, adopt proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: The City of Redwood Falls has a 2024 Municipal State Aid Street (MSAS) balance of 0.31 miles that has not been designated to an eligible City Street and therefore not collecting associated MSAS road funds.

South Gould Street is currently connected to South Swain Street via a segment of East 2nd Street and designated as a major collector street. This proposal seeks to designate another 0.24-mile portion of East 2nd Street between South Lincoln Street (Minor Collector) and South Swain Street to utilize most of the outstanding mileage leaving a remainder of 0.07 miles.

This designation will allow MSAS funds to be collected on that road segment and make it eligible for future MSAS maintenance funding.

Staff recommends certifying this 0.24-mile segment of East 2nd Street and adding it to the 2024 designated mileage for the City of Redwood Falls.

Attachments: Resolution No. 16 of 2024
MnDOT Letter requesting Council Approval

RESOLUTION NO. 16 OF 2024

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the City Council of the City of Redwood Falls that the street hereinafter should be designated Municipal State Aid Street under the provisions of Minnesota Law.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Redwood Falls that the road be described as follows, to-wit:

Street Name	Termini	Termini
East 2 nd Street	South Lincoln Street	South Swain Street

be, and hereby is established, located and designated a Municipal State Aid Street of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Administrator or Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon his approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as a Municipal State Aid Street of the City of Redwood Falls, to be numbered and known as a Municipal State Aid Street.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 19th day of March 2024.

I HEREBY CERTIFY that the above is a true and correct copy of a Resolution presented to and adopted by the Municipality of Redwood Falls, County of Redwood, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of Redwood Falls, Minnesota on the 19th day of March 2024, as disclosed by the records of said Municipality on file and of record in the office.

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
19th day of March 2024.

Notary Public

TO: Owen Todd
Redwood Falls City Engineer

FROM: William Lanoux
Manager, Municipal State Aid Needs Unit

DATE: February 23, 2024

SUBJECT: Municipal State Aid Designation & Renumbering

The following Municipal State Aid Street designation will be approved when the *City Council resolution* has been received.

MSAS 120: *E. 2nd Street* – from S. Lincoln Street to S. Swain Street (0.24 miles)

The following Municipal State Aid Street will be renumbered. This renumbering does not need to be included in the City Council resolution, as it is already on the MSAS system. This is being requested for system continuity. Please revise the numbering when updating your Needs this year:

Renumber MSAS 105 to 120: *E. 2nd Street* – from S. Swain Street to S. Gould Street

A Commissioner's Order will follow.

Needs Update Comments: Routes can receive Needs and be used in the calculation of your 2025 allotment. Include this revision with your 2024 spring Needs update.

Certification of Mileage Update Comments:

You can include this revision on the *2024 Annual Certification of Mileage* that is due in January 2025.

	Available Mileage	0.31	2023 Certified Mileage
+	Revoked Mileage	0.00	
-	<u>Designated Mileage</u>	<u>0.24</u>	
	Remaining Available Mileage	0.07	

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.



Trenton Dammann
City Attorney
Phone: (507)616-7400
Fax: (507)637-2417

tdammann@ci.redwood-falls.mn.us

AGENDA MEMO

Meeting Date: March 19, 2024

Agenda Item: Resolution No. 17 of 2024 – A Resolution of the City of Redwood Falls Providing for Authorization Approving Sale of Real Property.

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: On February 12, 2024, the Redwood Falls Port Authority held a public hearing on the sale of certain property located in Redwood Falls, MN, in the Reflection Prairie Addition. After the hearing, the Porty Authority found that the proposed sale of the Property was in the best interests of the district and its people, and that the transaction furthered the general plan of Port Authority improvement. Lot pricing and sale terms for the Property was previously approved by the City Council on May 3, 2022.

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

However, the City Council may, by resolution adopted by two-thirds vote dispense with the requirements of that subdivision when in its judgment it finds that the proposed disposal of real property has no relationship to the comprehensive municipal plan. Given the existence of restrictive covenants, the requirement that plans and specifications must be submitted and approved prior to conveyance, and the need to close on any purchase agreement in a timely manner, Staff is recommending that Council adopt the proposed resolution to approve the sale and dispense with the requirements found in Minn. Stat. § 462.356, subd. 2.

Attachment: Resolution No. 17 of 2024

RESOLUTION NO. 17 OF 2024

AUTHORIZATION APPROVING SALE OF REAL PROPERTY

WHEREAS, pursuant to Minn. Stat. § 469.065 and Resolution No. 30 of 1988, on February 12, 2024, the Redwood Falls Port Authority (the “**Port Authority**”) held a public hearing on the sale of certain property located in Redwood Falls, MN, legally described in Exhibit “A” (the “**Property**”); and

WHEREAS, at the hearing the Port Authority reviewed the proposed sale of the Property and found that the proposal was in the best interests of the district and its people, and that the transaction furthered the general plan of Port Authority improvement; and

WHEREAS, lot pricing and sale terms for the Property were previously approved by the City Council on May 3, 2022; and

WHEREAS, the Port Authority has reviewed and approved restrictive covenants and those covenants have been recorded against the Property; and

WHEREAS, given the Port Authority’s review of the proposed sale of the Property and the existence of restrictive covenants, the Redwood Falls City Council finds that the proposed sale/disposal of the Property has no relationship to the current comprehensive municipal plan.

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

1. The requirements of Minn. Stat. § 462.356, subd. 2. are hereby dispensed with regarding the sale/disposal of the Property.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 19th day of March 2024.

ACTION ON THIS RESOLUTION:

Motion for Adoption:

Seconded by:

Voted in favor of:

Voted Against:

Abstained:

Absent:

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

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

Notary Public

Exhibit "A"

Legal Description

Lots One (1), Two (2), and Three (3), Block Four (4); Lots One (1), Two (2), Three (3), and Four (4), Block Five (5); Lots One (1), Two (2), and Three (3), Block Six (6); Lots One (1), Two (2), Three (3), and Nine (9), Ten (10), and Eleven (11), Block Seven (7); Lots One (1), Two (2), Three (3), and Four (4), Block Eight (8); and Lots One (1), Two (2), Three (3), Four (4), Five (5), Six (6), and Seven (7), Block Nine (9); of the Reflection Prairie Addition, City of Redwood Falls, Redwood County, Minnesota, according to the recorded plat thereof.

Meeting Date: March 19, 2024

Agenda Recommendation

Agenda Item: Authorization to Submit Application to Southwest Health and Human Services Opioid Settlement Advisory Council

Recommendation/Action Requested: Staff Recommends approval to submit application

Summary/Overview:

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

Beginning in 2023, Southwest Health and Human Services (SWHHS) began receiving annual installments of settlement money. SWHHS was tasked with accepting, reviewing, and approving requests for these funds as they were distributed.

At the September 5, 2023, city council meeting Police Chief Jason Cotner requested permission from city council to submit an application for the first installment of the settlement funds. City council granted permission to apply for those funds. Police Chief Cotner did submit a request to SWHHS but that request was denied.

Police Chief Cotner has been informed the next round of settlement funds will be received by SWHHS and an application process will be opened starting in late March, 2024. Chief Cotner requests permission to submit an application to SWHHS for funding to initiate a K-9 program at RFPD once the application process is opened.

Attachments: None

Meeting Date: March 19, 2024

AGENDA RECOMMENDATION

Agenda Item: 2024 City Deer Hunt Recommendation

Recommendation/Action Requested: The 2023 City Archery Deer Hunt Review Committee, along with Staff are recommending for approval, the submittal of the 2024 hunt application to the DNR with the following listed provisions:

1. Double “Earn A Buck,” 20 hunters with maximum bag limit of 40.
2. Season to coincide with the full archery season, Sept. 14 - December 31.
3. Set the fees as follows: \$20.00 application fee with a \$40 hunt fee to 20 participants selected by a minimum proficiency test and lottery draw with a 20-hour minimum in-stand expectation. (Exemption for those who tag out early) to qualify to participate again in 2024.
4. Continue with the current Hunt Coordinator for the 2024 season.
5. Continue to provide education materials for residents to keep deer off their yards.
6. During the trapping season, maintain (set) tending times between the hours of 10 a.m. and 3 p.m. on City owned property to minimize interference between the two activities.
7. Continue to use the vital area on a 3D deer target for proficiency testing at 20 yards.
8. Continue with the annual review committee each year to determine the program’s effectiveness.
9. The hunt coordinator is eligible to test and participate in the hunt and is subject to the same proficiency criteria for all applicants.

Note: Provisions have remained the same from the previous year.

Summary/Overview: The 2023 Deer Hunt Review Committee met at 3:00 p.m. on March 14, 2024, to review the 2023 results. They were tasked to identify changes to the program, if any and provide a recommendation to the City Council to meet an end of April application deadline. Participating at the committee meeting were John Buckley, Council Member; Jim Sandgren, Council Member; City Administrator Keith Muetzel, Jim Doering, Public Works Project Coordinator; Paul Parsons, Deer Hunt Coordinator; Dr. Steve Medrud adjacent landowner (comments via e-mail) and Police Chief, Jason Cotner (by phone).

Attachments: Reference – Committee minutes

Redwood Falls Deer Hunt Committee

Meeting Minutes

14, March 2024

Meeting Convened at 3:00 p.m.

Jim Doering called to order the annual meeting of the Redwood Falls Deer Hunt Committee in the Redwood Falls Council Chambers.

Roll Call

The following members were present; John Buckley, Council Member; Jim Sandgren, Council Member; City Administrator Keith Muetzel, Jim Doering, Public Works Project Coordinator; Paul Parsons, Deer Hunt Coordinator, Dr. Steve Medrud, adjacent landowner (comments via e-mail) and Police Chief, Jason Cotner (by phone).

Meeting Agenda: Doering presented the agenda: 1. Review 2023 final report 2. Review last year's recommendations 3. Review carry-over recommendations 4. Recommended changes for 2024; and 5. Recommendation to Council for 2024.

Review the Final Report: The 2023 final report was handed out as Paul Parson's presented on February 6, 2024, to the Redwood Falls City Council. He noted the participation rates, hunter's allotted times in stand, harvest/deer counts per stand location and provided a comparison to the previous two hunts, 22 deer were harvested, and the number of deer recorded sightings were slightly lower than last year and correlated with the amount of time hunters sat in the deer stand.

Review 2023 recommendations to Council: Reviewed 2023 recommendations and possible carry over policies to 2024 provided from last year's recommendation and minutes.

What worked in 2023: Overall, the 2023 hunt was better than the previous years with 22 deer harvested considering there were 100 less hours in the stand. The change in qualifying parameters streamlines the process. Applications were down this year and discussion reviewed the change from previous years. Applicants in 2023 only had to place 5 arrows in vital area (larger area than the 5" paper plate used previously) of a 3D deer target at 20 yards to qualify and entered into a draw of the hat drawing for the 20 available stands. This method removes some of the stress of competing for points and allows for a more relaxed shooting experience.

Improvements Needed: No improvements were discussed but continued promotion of the hunt upon Council approval for the 2024 season is a high priority to boost participation. Getting the applications on the website along with texting/emailing previous year's participants of the available application along with timely promotion on the City Facebook page early rather than waiting until July which is when the hunting regulations book is released by the DNR.

Use the City's website and Facebook page to alert resident trappers of the tending times from 10 a.m.-3 p.m. on City property to minimize conflict between the two outdoor activities.

Changes for 2024: As with last year's hunt, developing hunter connectivity where a hunter in a hot stand who has other commitments for a weekend could post that stand availability to the group allowing another hunter from a cold stand to utilize its availability. Discussion was also held for hunters who learn that they will not be able to fulfill their 20 hours in the stand due to unforeseen changes to immediately let the coordinator know they will not be utilizing their stand and allow movement of hunters from non-producing stand locations to that vacant area. Limited stand locations within the City makes this communication aspect important for program success.

Recommendation to Council: The 2023 City Archery Deer Hunt Review Committee, along with Staff are recommending for approval the submittal of the 2024 hunt application to the DNR with the following listed provisions: (Same provisions used in 2023-No Changes)

1. Double “Earn A Buck,” 20 hunters with maximum bag limit of 40.
2. Season to coincide with the full archery season, Sept. 14 - December 31.
3. Set the fees as follows: \$20.00 application fee with a \$40 hunt fee to 20 participants selected by a minimum proficiency test and lottery draw with a 20-hour minimum in-stand expectation. (Exemption for those who tag out early) to qualify to participate again in 2024.
4. Continue with the current Hunt Coordinator for the 2023 season.
5. Continue to provide education materials for residents to keep deer off their yards.
6. During the trapping season, maintain (set) tending times between the hours of 10 a.m. and 3 p.m. on City owned property to minimize interference between the two activities.
7. Continue to use the vital area on a 3D deer target for proficiency testing at 20 yards.
8. Continue with the annual review committee each year to determine the program’s effectiveness.
9. The hunt coordinator is eligible to test and participate in the hunt and is subject to the same proficiency criteria for all applicants.

Next Committee Meeting: March 2025

Adjournment

Meeting adjourned at 3:30 p.m.