



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, APRIL 2, 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. March 19, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
 - A. Approve Block Party/Street Closure Request – The Circle of Healing
 - B. Approve 2024 On-Sale Intoxicating and Sunday Liquor License Application – Redwood County Agricultural Society.
 - C. Approve Quote for Airport Fuel Station Replacement
 - D. Approve 2023 Fixed Asset Disposal List
 - E. Declare Street/Police Equipment as Surplus Property and Authorize Sale
7. **Scheduled Public Hearings**
 - A. Assessments for Delinquent Accounts (Resolutions #18/#19)
8. **Old Business**
9. **Regular Agenda**
 - A. Library Digital Sign Donation (Resolution #20)
 - B. 2024 Street Seal Coat Bid Award (Resolution #21)
 - C. Memorial Park Bathroom Design and Engineering Services (Resolution #22)
 - D. Resolution Accepting Donation to Police Department (Resolution #23)
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, MARCH 19, 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, March 19, 2024, at 5:00 p.m.

Roll call indicated Mayor Tom Quackenbush and Council Members Matt Smith, Denise Kerkhoff, Jim Sandgren, and John T. Buckley were present, constituting a quorum. Council Member Larry Arentson 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 the addition of Consent Agenda Item 6D – Show Permit for Cindy Migley’s Circus Spectacular.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to approve the agenda with the addition of Consent Agenda Item 6D – Show Permit for Cindy Migley’s Circus Spectacular. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to approve the February 20, 2024, minutes as presented. Motion passed by unanimous vote.

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

1. Temporary Street Closure Request – Discover Downtown
2. Police Squad Car/Equipment Purchase
3. Declare 2019 Chevy Tahoe Squad as Surplus Property and Authorize Sale
4. Show Permit for Cindy Migley’s Circus Spectacular

Motion passed by unanimous vote.

Mayor Quackenbush requested to move Agenda Item 9A – Dangerous Dog Appeal Hearing to the end of the agenda due to Ms. Campbell’s absence.

Parks & Recreation Director Ross Nachreiner was present to introduce the 2024 Joint City-School Projects.

Mr. Nachreiner stated the Community Center Board met on Wednesday, February 21, 2024, to review a list of project requests. The Board recommends approval of the 2024 Joint City-School Projects as presented and requests to disperse the 2024 Joint City-School funds to the Independent School District #2897.

Mr. Nachreiner stated the money that is not spent each year will carry over to the next year allowing for larger purchases to align with the Community Center Board’s Capital Improvement Plan. The School District holds the funds and is responsible for the purchases.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve the Community Center Board’s project requests and purchases as presented, disbursement of the 2024 Joint City-School Funds in the amount of \$10,000 to ISD #2897, and the Community Center Board’s request to declare surplus and authorize the trade or sale of the presented equipment, one treadmill, one upright bike, one PowerMill, one NuStep, and 2 barbells. Motion passed by unanimous vote.

Public Utilities Superintendent Jason Halvorson was present to introduce Resolution No. 15 of 2024 – Authorization to Execute 2024 Distribution Improvements DGR Project #421126 with Castrejon Incorporated.

Mr. Halvorson stated 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. All bidders were qualified to complete this project. DGR had provided a budget estimate of \$660,000 which was in the 2024 capital budget. DGR reviewed the bids for completeness and mathematical errors. DGR provided a letter of recommendation that the bid be awarded to Castrejon Incorporated of Blaine Minnesota in the amount of \$589,960.00.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 15 of 2024 – Authorization to Execute 2024 Distribution Improvements DGR Project #421126 with Castrejon Incorporated. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve Resolution No. 15 of 2024 – Authorization to Execute 2024 Distribution Improvements DGR Project #421126 with Castrejon Incorporated. Motion passed by unanimous vote.

Library Director Connie Lechner was present to introduce the Library Outdoor Literacy Area Relocation.

Ms. Lechner stated the Redwood Falls Public Library has plans in place to relocate the current Outdoor Literacy Area to make the space available for the potential expansion. There are two 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 a slight urgency to get on the schedule with Flagship Recreation, so the work can be completed in 2024. The original plan is to complete the relocation in order 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 quote, any listing with “By Others” is the responsibility of the owner. This would be work done with local companies and City Departments. The Library Foundation has agreed to pay the difference from the quote and the grants funds already received.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve the Library Outdoor Literacy Area Relocation quote in the amount of \$84,429.44. Motion passed by unanimous vote.

Human Resources Coordinator Sheila Stage was present to introduce the Policy Governing Fingerprint-Based Criminal History Record Check.

Ms. Stage stated the City recently went through an audit from the BCA. The proposed policy is a result of the recent audit. The 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. 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.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve the Policy Governing Fingerprint-Based Criminal History Record Check. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 16 of 2024 – Resolution Establishing Municipal State Aid Streets.

Mr. Doering stated 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.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 16 of 2024 – Resolution Establishing Municipal State Aid Streets. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to approve Resolution No. 16 of 2024 – Resolution Establishing Municipal State Aid Streets. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 17 of 2024 – Authorization Approving Sale of Real Property.

Mr. Dammann stated 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 Port 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 were previously approved by the City Council on May 3, 2022.

Mr. Dammann stated pursuant to Minn. Stat. § 462.356, subd. 2, because the City has a comprehensive municipal plan and a planning commission, the statute requires that no publicly owned interest in real property within the municipality be disposed of, until after the planning commission has reviewed the proposed disposal and reported in writing to the City Council its findings as to compliance of the proposed disposal with the comprehensive municipal plan. However, the City Council may, by resolution adopted by two-thirds vote dispense with the requirements of that subdivision when in its judgment it finds that the proposed disposal of real property has no relationship to the comprehensive municipal plan. Given the 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.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 17 of 2024 – Authorization Approving Sale of Real Property. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve Resolution No. 17 of 2024 – Authorization Approving Sale of Real Property. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Southwest Health and Human Services Opioid Grant Application.

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

Chief Cotner stated at the September 5, 2023, Council meeting Staff requested permission from Council to submit an application for the first installment of the settlement funds. Council granted permission to apply for those funds but the request to SWHHS 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. Staff requests permission to submit an application to SWHHS for funding to initiate a K-9 program at RFPD once the application process is opened.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Southwest Health and Human Services Opioid Grant Application. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the 2024 Archery Deer Hunt.

Mr. Doering stated the 2023 Archery Deer Hunt Committee met on March 14, 2024, to review the 2023 results and review the program policies. The Committee and Staff recommend approval of the 2024 hunt application to the DNR with no changes to the previous year's provisions. The 2024 hunt application provisions include: set the 2024 fees at \$20.00 for the application fee and \$40.00 for the hunting fee; 20 participants selected by a minimum proficiency test and lottery draw; a 20-hour minimum in-stand expectation to qualify to participate in the following year; Double Earn A Buck, 20 hunters with a maximum bag limit of 40; season to coincide with the full archery season September 14 – December 31; discretion for the Deer Hunt Coordinator and City Staff to replace a participant if they drop out during the hunting season due to unforeseen circumstances; and continue with Hunt Coordinator, Paul Parsons. The Committee is also recommending to provide education materials for residents to keep deer off their yards, and maintain set/tending times during trapping season between the hours of 10:00 a.m. and 3:00 p.m., to minimize interference between the two activities.

A motion was made by Council Member Buckley and seconded by Council Member Smith to approve the 2024 Archery Deer Hunt. Motion passed by unanimous vote.

City Attorney Dammann introduced the Dangerous Dog Appeal Hearing.

Darla Ann Campbell was not present.

Mr. Dammann stated without Ms. Campbell present, Council could proceed in one of three ways. Council can table the hearing until the next meeting, dismiss the appeal for failure to appear, or move forward with the appeal hearing and determine a finding.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to move forward and hold the Dangerous Dog Appeal Hearing with Ms. Campbell not in attendance. Motion passed by unanimous vote.

Mr. Dammann stated that Notice of Intent to Declare Dangerous or Potentially Dangerous Dog was served on Ms. Darla Ann Campbell on January 21, 2024, after investigation that same day, designating her dog named "Sofie," as a Dangerous Dog. Ms. Campbell submitted an initial request for appeal via written form on January 22, 2024. On January 29, 2024, the City of Redwood Falls held a hearing, at which Ms. 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 Review Panel's Findings and Order was completed on February 5, 2024, and a copy was mailed to Ms. Campbell via certified mail on February 6, 2024. 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."

Mr. Dammann stated Ms. Campbell was provided with all the exhibits and there were no objections to the evidence at the initial review hearing. Ms. Campbell was provided an opportunity to present her own evidence and witnesses and to cross examine the State's witnesses, Officer Andrew Mathwig and Abby Larson. There was no evidence before the Panel or Council that would show an exemption applied to the current incident. Evidence showed by a preponderance of the evidence that the bites were unprovoked, and the Review Panel's hearing took place within the time period provided by Statute. The Panel consisted of two Council members and an elector of the City as City Ordinance requires. Mr. Dammann stated that all procedural requirements had been met under ordinance and law; Ms. Campbell received an appropriate level of due process; and the Review Panel's decision was supported by substantial evidence and was not arbitrary or capricious. Mr. Dammann stated that Sofie should remain designated as a Dangerous Dog and Council should uphold that designation.

A motion was made by Council Member Smith and seconded by Council Member Buckley to uphold the Review Panel's decision to designate "Sofie" as a dangerous dog. Motion passed by unanimous vote.

Mayor Quackenbush stated the Southwest Minnesota Housing Partnership is hosting an open house on Thursday, March 21, 2024 from 4:00 – 6:00 p.m. at the Redwood Area Community Center.

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 Kerkhoff and seconded by Council Member Smith to adjourn the meeting at 5:47 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

AGENDA RECOMMENDATION

Meeting Date: April 2, 2024

Agenda Item: Block Party/Street Closure Request – The Circle of Healing

Recommendation/Action Requested:

Rae Lynn Stands on behalf of The Circle of Healing Enrichment Program has requested permission to block off a portion of South Washington St., between 3rd Street and 4th Street, on Saturday, August 24, 2024, from 10:00 a.m. to 10:00 p.m. for a community worship event, “Worship in the Streets”. Staff recommends approval.

Upon approval by City Council, Staff will notify Ms. Stands and reaffirm the City policy regarding barricades and garbage.

cc: Police Chief Jason Cotner
Street Superintendent Darrell Bowers

2/19/24

The Circle of Healing Enrichment Program
321 South Washington
Redwood Falls, MN 56283
Rae Lynn Stands
507.430.1577



Worship in the Streets Proposal

Thank you for taking the time to read and consider this. I am asking the city if I can shut down the street of Washington in front of my building between 3rd and 4th street. To hold a Worship in the Streets on Aug 24th 2024. It's a Saturday so the businesses that are there won't be affected. I would like to have it shut down at 10 am that day to give my team time to get the sound systems in place.

The night will be a free event for the community that is centered around worship. There will be a few different pastors speaking in between times of worship. I will be connecting with different churches in the area seeing if they would like to put up a stand with their information/fundraising for their church. It will also be open to nonprofits and organizations this year as well. All the plans aren't completely in place but I have already started making plans as long as it is approved by the city. So far Northwood church and their worship team, Alliance Church, E Free church and First United Methodist are joining the event. The building will be open for bathrooms. I would like to find a way to have some picnic tables available.

If you have any questions, comments or concerns please email me at thecircleofhealingenrichmentpr@gmail.com or by phone 507-430-1577

Sincerely,

Rae Lynn Stands

AGENDA RECOMMENDATION

Meeting Date: April 2, 2024

Agenda Item: 2024 On-Sale Intoxicating and Sunday Liquor License Application

Recommendation/Action Requested: Approve the Redwood County Agricultural Society Liquor License Application.

Summary/Overview: Cory Faulds, Chair of the Redwood County Agricultural Society has completed the necessary application process with a successful background check for an On-Sale Intoxicating Liquor License and Sunday On-Sale Liquor License effective 5-1-2024. The Redwood County Agricultural Society will be facilitating the liquor sales for the auto-racing facility, Redwood Speedway. The 2024 annual fee has been pro-rated for May – December. Staff recommends approval.

Meeting Date: April 2, 2024

AGENDA RECOMMENDATION

Agenda Item: Quote for Airport Fuel Master Station.

Recommendation/Action Requested: Staff recommends Council approval of the low quote provided by Zahl-Petroleum Maintenance Co. of Minneapolis, MN for the sum of \$18,940.00 as printed in the attached quote and installation of a new FMLIVE system with subscription service.

Summary/Overview: The Airport Fuel Master card station used to fuel aircraft does not meet the new EVM chip card requirements. All fuel point of sale systems were to meet EMV requirements by April 2021. Airports have been in queue for replacements waiting for the new system to avoid EMV penalties. Originally this was in the 2022 budget, \$12,654 was transferred from the airport operations fund to the airport capital project fund for the Fuel Master card station upgrade. Due to supply chain issues, this project was postponed. The updated quote came in at \$18,940, a \$6,286 increase over the original quote. The increase will be covered by the Airport capital project fund reserves. Zahl is the only Minnesota based distributor for Fuel Master and is considered a sole source provider.

The current system is a very old analog system that still uses the old 1980's modem and copper phone lines to communicate. It relies on the magnetic strip on the back of credit cards as it cannot read the new chips. This makes it vulnerable to cloning and hacking along with instant sales rejection with any logged disputes.

The new system will be cellular, and cloud based with hardline interrogation as a redundant backup. Currently staff must go to the airport's dedicated computer and download the data from the system and utilize dedicated software for all card sales and billing. The new system will be web based and allow Staff to interrogate and manage sales from anywhere with the proper credentials.

Attachments: Quote provided by Zahl-Petroleum Maintenance Co. Minneapolis, MN.





ZAHL-PETROLEUM MAINTENANCE CO.

DIV. OF DAN LARSON ENTERPRISES, INC.

**SALES, SERVICE, INSTALLATION
OF PETROLEUM EQUIPMENT SINCE 1952**

www.zahl-pmc.com

March 26, 2024
Redwood Falls Airport
500 Airport Rd.
Redwood Falls, MN 56283

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Proposal

Equipment:

Fuelmaster

- (1) UPG5741 FMLIVE, UPGRADE, CELLULAR, PROKEE/EMV (NO PIN), 2-4 HOSE
- (1) 191F0280-10 Three Line Display Kit
- (1) FMLIVEBA/1+AV Subscription Price for FMLive Services
- (1) CLOUDBA/1 FMLive Setup & Activation
- (1) PMLIVEBA/1+BI+CELL FMLive Project Management
- (1) FMLIVE-DB-CONSTRUCT FMLive Database Construction and/or Conversion
- FMUS Freight to MPLS

Equipment Total:	\$	16,800.00
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Installation:

- Mobilize to site.
- Provide sites electrician with Three-Line Display Kit to mount and wire.
- Remove existing FMU head.
- Install FMLive head on existing pedestal.
- Work with Fuelmaster to confirm operation of FMU.
- Confirm Three-Line Display is functional.

Installation Total:	\$	2,140.00
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Total Bid Amount:	\$	18,940.00
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Notes:

- Site to have all training done with Fuelmaster prior to Zahl arrival.
- Site to provide Electrician to mount and wire Three-Line Display Kit.
- No sales tax is included in proposal amount.
- No network configuration is included if needed.
- Site to work with Fuelmaster prior to Zahl arrival on database migration, construction and/or conversion.

NOTE: DUE TO PRICE FLUCTUATION, PRICE ON EQUIPMENT IS SUBJECT TO CHANGE AFTER 2 WEEKS
We propose to furnish material and/or labor in accordance with specifications and estimates.

Total Proposal: EIGHTEEN THOUSAND NINE HUNDRED FORTY DOLLARS AND 00/100. \$ 18,940.00

Note: DUE TO CURRENT PRICE FLUCTUATIONS THIS QUOTE IS ONLY VALID FOR 15 DAYS.

Note: Payments made by credit card over \$1,500.00 will be subject to a 2.8% processing fee.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Date of Acceptance: _____ Customer's Signature: _____

Zahl Petroleum Maintenance Company Authorized Signature: Adam Johnson

PAYMENT SCHEDULE: BALANCE DUE NET 30 DAYS FROM INVOICE DATE

Date of Acceptance: _____ Customer's Signature: _____

-Continued-



ZAHL-PETROLEUM MAINTENANCE CO.

DIV. OF DAN LARSON ENTERPRISES, INC.

**SALES, SERVICE, INSTALLATION
OF PETROLEUM EQUIPMENT SINCE 1952**

www.zahl-pmc.com

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EXCLUSIONS: ITEMS LISTED WILL BE TIME PLUS MATERIAL IF NOT STATED IN BID

- ANY REPAIRS/UPGRADES TO EXISTING EQUIPMENT NOT LISTED ABOVE.
- VAC TRUCK SERVICES
- ALL WARRANTIES BEYOND MANUFACTURE SPECIFICATION.
- ANY WORK REQUIRED TO EXISTING CONDUITS, WIRES, J-BOXES OR IF THEY ARE UNUSABLE.
- ALL COLD WEATHER CHARGES.
- ENVIRONMENTAL / SHOP SUPPLIES THAT MAY BE NEEDED AND NOT LISTED WILL BE ADDITIONAL TO BID AMOUNTS
- ALL ELECTRICAL WORK
- INSTALLATION OF ALL SOFTWARE
- DATABASE MIGRATION, CONSTRUCTION AND/OR CONVERSION
- INSTALLATION OF THREE-LINE DISPLAY KIT
- REPAIRS TO EXISTING PEDESTAL IF NEEDED

3101 SPRING STREET NE | MINNEAPOLIS MN 55413

612.331.8550 | FAX 612.331.8553

EQUAL OPPORTUNITY EMPLOYER



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

Date: April 2, 2024

To: Mayor and Council

From: Kari Klages, Finance Director

RE: Ratification of 2023 Fixed Asset Disposal List

The City's Capital Asset Policy requires that the City Council ratify all annual fixed asset disposals or trades. Attached is the list of the 2023 fixed asset disposals and trades for the City.

CITY OF REDWOOD FALLS									
2023 FIXED ASSET DISPOSALS									
	DATE			TOTAL	TOTAL	OTHER PERIODS	CURRENT PERIOD		
	ACQUIRED	DESCRIPTION	ID	LIFE	COST	ACCUM DEPR	01/2023-12/2023	NET VALUE	
703	12/31/2022	NEW HOLLAND L320 SKIDLOADER	202207	120	\$42,000.00	\$0.00	\$4,200.00	\$37,800.00	
703	12/31/2022	NEW HOLLAND L328 SKIDLOADER	202206	120	\$46,500.00	\$0.00	\$4,650.00	\$41,850.00	
703	12/31/2023	NEW HOLLAND L320 SKIDLOADER	202301	120	\$48,500.00	\$0.00	\$0.00	\$48,500.00	
703	12/31/2023	NEW HOLLAND L328 SKIDLOADER	202302	120	\$53,250.00	\$0.00	\$0.00	\$53,250.00	
703	12/31/2021	CASE BACKHOE 580N	202121	120	\$108,134.00	\$10,813.44	\$10,813.44	\$86,507.12	
703	12/31/2018	JOHN DEERE 624K LOADER	201815	120	\$169,288.00	\$67,715.08	\$16,928.82	\$84,644.10	
703	12/31/2012	PJ 22' TILT TRAILER (9121)	201218	240	\$5,482.25	\$2,740.85	\$274.14	\$2,467.26	
703	12/31/2018	JOHN DEERE ZERO TURN MOWER	201807	36	\$9,950.00	\$9,950.00	\$0.00	\$0.00	
703	5/1/1998	ROLLER SD-387 DD 24	000721	120	\$21,606.54	\$21,606.54	\$0.00	\$0.00	
703	7/1/1997	1996 TRUCK FORD F-350	000346	120	\$21,623.46	\$21,623.46	\$0.00	\$0.00	
703	8/1/2000	2000 CHEV PICKUP	000827	60	\$25,190.50	\$25,190.50	\$0.00	\$0.00	
703	1/1/1995	1995 FLAHERTY SPREAD MASTER CHIP SPREADER	000324	120	\$5,857.50	\$5,857.50	\$0.00	\$0.00	
703	6/13/2001	2001 PNEUMATIC ROLLER MODEL 530A	001033	120	\$13,845.00	\$13,845.00	\$0.00	\$0.00	
703	2/20/2002	1991 1H4900 INT'L 2 TON TRUCK W/ETNRE OIL DISTRIBUTOR	001144	120	\$14,967.50	\$14,967.50	\$0.00	\$0.00	
901	12/31/2016	CITY HALL/RACC COMPUTER BACKUP EQUIPMENT	201625	36	\$8,680.02	\$8,680.02	\$0.00	\$0.00	
901	12/31/1996	DREW ST - FROM BROADWAY TO FIFTH ST	001243	300	\$225,627.93	\$225,627.93	\$0.00	\$0.00	
901	12/31/2005	INCODE UTILITY BILLING SOFTWARE,	200526	60	\$46,140.77	\$46,140.77	\$0.00	\$0.00	
901	12/31/2014	HUMAN RESOURCE SOFTWARE MODULE	201417	60	\$12,445.68	\$12,445.68	\$0.00	\$0.00	
901	12/31/1997	COMPRESSOR, AIR, 7.5 hp/85 CU. FT.	000563	180	\$10,733.00	\$10,733.00	\$0.00	\$0.00	
901	12/31/2004	CARPET EXTRACTOR MODEL 1530	001279	120	\$5,234.48	\$5,234.48	\$0.00	\$0.00	
901	12/31/2011	METASYS SYSTEM-SOFTWARE UPGRADE	201124	120	\$8,697.00	\$8,697.00	\$0.00	\$0.00	
604	12/31/1998	TRANSMISSION & DIST. ADDITIONS: 1998	902395	300	\$5,872.62	\$5,637.72	\$234.90	\$0.00	Under New Capitalization Threshold
604	12/31/1998	NORTH REDWOOD IMPROVEMENTS (JOB 204)	902400	300	\$3,738.89	\$3,589.43	\$149.46	\$0.00	Under New Capitalization Threshold
604	12/31/2003	AIRPORT JOB 231	902910	240	\$5,716.29	\$5,430.51	\$285.78	\$0.00	Under New Capitalization Threshold
604	12/31/2003	URD CAMPGROUND JOB 239	902920	240	\$13,080.31	\$12,426.25	\$654.06	\$0.00	Under New Capitalization Threshold
604	12/31/2003	URD CAR WASH JOB 240	902925	240	\$1,864.74	\$1,771.56	\$93.18	\$0.00	Under New Capitalization Threshold
901	12/31/2006	LIBRARY BOOKS-BEGINNING READER	200655	144	\$8,073.58	\$8,073.58	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/31/2002	LIBRARY BOOKS-ADULT REFERENCE	200658	228	\$43,379.98	\$43,379.98	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/31/2005	LIBRARY-DVD'S	200660	36	\$4,730.24	\$4,730.24	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/1/2014	LIBRARY NON-PRINT MEDIA	201453	25	\$61,565.60	\$61,565.60	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/1/2014	LIBRARY EASY BOOKS	201455	49	\$39,694.68	\$39,694.68	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/1/2014	LIBRARY LARGE-TYPE FICTION	201456	49	\$25,601.72	\$25,601.72	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/1/2014	LIBRARY COLLECTION (PRIOR TO 1/1/2014)	201454	49	\$101,201.62	\$101,201.62	\$0.00	\$0.00	Partial Disposal
901	12/31/2016	AVIGILON CAMERA SYSTEM @ RACC - 4 CAMERAS / NVR	201669	84	\$12,628.46	\$10,818.75	\$1,809.71	\$0.00	Partial Disposal
					\$1,230,902.36	\$835,790.39	\$40,093.49	\$355,018.48	2023 Fixed Asset Totals
CITY OF REDWOOD FALLS									
2023 OTHER DISPOSALS									
	DATE			TOTAL	TOTAL	OTHER PERIODS	CURRENT PERIOD		
	ACQUIRED	DESCRIPTION	ID	LIFE	COST	ACCUM DEPR	01/2023-12/2023	NET VALUE	
901	12/31/2013	TNT 9000862 T7 26" SCRUBBER	201301	36	\$14,413.87	\$14,413.87	\$0.00	\$0.00	

Meeting Date: April 2, 2024

AGENDA RECOMMENDATION

Agenda Item: Declare Street/Police Equipment as Surplus Property and Authorize Sale

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

1995 Flaherty Spread Master Chip Spreader
2001 Pneumatic Roller Model 530A
1991 1H4900 International 2 Ton Truck with Etnyre Oil Distributor
2014 Ford Explorer (to be sold in lieu of the 2019 Tahoe declared surplus on 3/19/24)

Attachments: None

AGENDA RECOMMENDATION

Meeting Date: April 2, 2024

Agenda Item: Resolution No. 18 of 2024 – Resolution Adopting Assessments for Delinquent Utility Accounts
Resolution No. 19 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges

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

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

Delinquent Process:

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

Attachments: Resolution No. 18 of 2024
Resolution No. 19 of 2024

**RESOLUTION NO. 18 OF 2024
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

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

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

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

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

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

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

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

ACCOUNT	LEGAL DESCRIPTION	PARCEL	AMOUNT
01-05510-06	HITCHCOCK 2 ND , NORTH 1/2 LOT 1 & EAST 40' OF NORTH 1/2 LOT 2, BLOCK 4	88-423-0620	\$132.98
02-02090-01	HITCHCOCK, LOT 6, BLOCK 7	88-422-1360	\$92.45
02-04630-01	LAMBERTON, LOT 5, BLOCK 1	88-533-0100	\$132.98
02-07130-06	EASTERN, LOT 5, BLOCK 6	88-323-1100	\$136.93
02-07840-03	HITCHCOCK 2 ND , LOT 1, BLOCK 7	88-423-1160	\$136.93
02-08210-02	HITCHCOCK 3 RD , TRACT 50' X 120' IN EAST SIDE, BLOCK 3	88-424-0320	\$140.57
03-04320-02	WATSON 3 RD , LOTS 5 & 6 EXCEPT COMMENCE 17' EAST OF SOUTHWEST CORNER; THENCE WEST 17', NORTH TO NORTHWEST CORNER, EAST 50', SOUTHWESTERLY TO POB LOT 6, BLOCK 10	88-867-1740	\$132.98
04-01030-01	CRESTVIEW, LOT 12 & PART OF OUTLOT A, BLOCK 1	88-283-2040	\$281.50
04-02870-11	RIDGEVIEW TOWNHOMES, TOWNHOME UNIT 4	88-727-0080	\$398.11
06-02140-04	AUDITOR SUBDIVISION 1, COMMENCE NORTHWEST CORNER LOT 21, THENCE EAST 40', SOUTH 240', WEST 40', NORTH 240' TO POB, 01-112-36	88-001-2031	\$136.93

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota, on the 2nd day of April 2024.

ATTEST:

Keith T. Muetzel
City Administrator

(City Seal)

Tom Quackenbush
Mayor

Subscribed and sworn to before me

This 2nd day of April 2024.

RESOLUTION NO. 19 OF 2024
RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID SURCHARGES

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

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

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

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

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

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

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

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

ACCOUNT #	LEGAL DESCRIPTION	PARCEL #	AMOUNT
00-00385-00	AUDITOR SUBDIVISION 1, SOUTHEAST ¼ LOT 3, 36-113-36	88-036-4170	\$250.00
02-07840-03	HITCHCOCK 2 nd , LOT 1, BLOCK 7	88-423-1160	\$400.00

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota, on the 2nd day of April 2024.

ATTEST:

Keith T. Muetzel
City Administrator

(City Seal)

Tom Quackenbush
Mayor

Subscribed and sworn to before me
This 2nd day of April 2024.

Notary Public

Council Meeting Date: April 2, 2024

Agenda Item: Resolution No. 20 of 2024 – Resolution Accepting Donation of Daktronics sign and funding for complete installation of the base.

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: Attached is Resolution No. 20 of 2024 accepting a digital sign from Daktronics. Tom Quackenbush reviewed the location and space designated for placement of the sign on library property. The digital sign value is \$21,000. The Redwood Area Library Foundation has agreed to donate \$10,681 as quoted by Quicksigns of Willmar to pay for the installation of the base and surround for the sign. Placement of the two-sided sign would be in the same space where the current sign is located but would face East/West on Lincoln Street. There is currently an electrical line in the expected location for a light.

Staff is requesting approval to accept the financial donation from Daktronics and the Redwood Area Library Foundation to fund the placement of a digital sign at the library.

Attachments: Resolution No. 20 of 2024

RESOLUTION NO. 20 OF 2024
A RESOLUTION ACCEPTING DONATIONS TO THE CITY.

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

WHEREAS, the following persons and entities have offered to contribute a digital sign and a cash amount set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Redwood Area Library Foundation	\$10,681.00
Daktronics (sign value – it is the physical sign)	\$21,000.00

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

Terms or Conditions

Contribution of a Daktronics sign to be placed on library property, and a cash amount to purchase all materials related to installation of the base.

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

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

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

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

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 2nd day of April 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
2nd day of April 2024.

Notary Public



919 First Street S • Willmar, MN 56201
 Phone 320-235-8055 • Phone 320-235-7411
 PrintMastersofWillmar.com • QuickSignsofWillmar.com



NAME / ADDRESS
Redwood Falls Public Library 509 South Lincoln Street Redwood Falls, MN 56283

DATE	ESTIMATE NO.
3/11/2024	1392

DESCRIPTION	QTY	TOTAL
Daktronics GS6 Two-sided Full Color 10mm Digital Sign - 50" x 61"	1	21,000.00
In-kind Donation from Daktronics	1	-21,000.00
Daktronics GS6 Two-sided Full Color 10mm Digital Sign - 50" x 61" (Install & Frame Work Only)	1	880.00
Double-sided LED Lighted Cabinet Sign With Graphics - 16" X 61'	1	3,551.00
Double-sided Hardened Foam Faux Monument - 36" x 61"	1	4,180.00
Masonry Work With 6" x 6" Steel Posts For Mounting Signs	1	2,070.00
Pricing includes digital sign, cabinet sign, foam monument, graphics, mounting structure, installation & training. Does not include electrical work, sign permit or sales tax if applicable.		
SALES TAX (7.375%)		\$0.00
TOTAL		\$10,681.00

Phone #	Fax #	E-mail	Web Site
3202358055	320-235-7149	ryan@quicksignsofwillmar.com	QuickSignsofWillmar.com

 City of Redwood Falls Library

**CURBSIDE PICK UP
AVAILABLE!**

DAKTRONICS

GALAXY





Jim Doering
 Public Works Project Coordinator
 Phone: 507-616-7400
 Fax: 507-637-2417
 jdoering@ci.redwood-falls.mn.us

Meeting Date: April 2, 2024

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 21 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: In response to the Advertisement for Bids, the city received four proposals for construction of the 2024 Seal Coat Improvements. The proposals were opened and publicly read at 10:00 a.m. on March 28, 2024.

The low responsible bidder was Pearson Brothers Inc. of Hanover, MN for the 2024 Seal Coat Improvements per bid unit prices for CRS2P bituminous oil, FA-2, Class A Aggregate, and flexible chip seal markers. The resulting base bid was \$277,434.00. The engineer's estimate was \$307,094.00. Staff recommends the award.

The 2024 Seal Coat Improvement Project has a budget of \$375,000.00 for streets, alley ways 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 \$307,094.00.

The attached map shows the same area from 2019 which is the area predominantly the east side of DeKalb Street and CSAH 101 including North Redwood. In addition, the scope also includes trails and parking lots that were removed last year due to budgetary constraints.

Attachments: Resolution No. 21 of 2024
 Recommendation to Award by Owen Todd P.E. Bolton & Menk Inc.
 Project area map

RESOLUTION NO. 21 OF 2024

**AUTHORIZATION TO EXECUTE
AWARD OF CONTRACT
FOR THE 2024 SEAL COAT IMPROVEMENTS**

WHEREAS, the City of Redwood Falls is authorized to enter into a contract with Pearson Brothers Inc. of Hanover, MN pursuant to Minnesota Statutes § 412.221, subd. 2 for the benefit of its citizens; and

WHEREAS, at the February 20, 2024, City Council meeting, the Council authorized the Advertisement for Bids for the 2024 Seal Coat Improvement Project; and

WHEREAS, on Thursday, March 28, 2024, at 10:00 a.m., four bids were received and opened at City Hall; and

WHEREAS, Pearson Brothers Inc. of Hanover, MN is the competent, low apparent bidder with the base bid and bid alternate for the construction of the 2024 Seal Coat Improvements. The scope includes CRS2P bituminous oil, FA-2, Class A Aggregate, and flexible chip seal markers at a sum of \$277,434.80 per bid unit pricing; and

WHEREAS, the recommendation to award the contract to Pearson Brothers Inc. has been made by the City's appointed Engineer, Owen J. Todd, Bolton and Menk, Inc.

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 Public Works Project Coordinator shall be listed as the Project Representative on behalf of the City of Redwood Falls.
3. The Mayor and/or City Administrator are authorized to execute this contract and any amendments on behalf of the City of Redwood Falls pursuant to the Redwood Falls Procurement Policy
4. The awarded contract described above shall be maintained and insured as allowed by law.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 2nd day of April 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

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

Notary Public



**BOLTON
& MENK**

Real People. Real Solutions.

1243 Cedar Street NE
Sleepy Eye, MN 56085

Ph: (507) 810-4184
Bolton-Menk.com

March 28, 2024

VIA E-MAIL

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

RE: 2024 Seal Coat Improvements
City of Redwood Falls, MN
BMI Project No.: OS1.133519

Dear Jim:

In response to the Advertisement for Bids, the Council received 4 proposals for the construction of the referenced project. The proposals were opened and publicly read at 10:00 a.m. on March 28, 2024.

The bids ranged between \$277,434.80 and \$525,381.26. The Summary of Bids is attached.

The low bidder for both the Base Bid and Base Bid Plus Alternate was Pearson Bros., Inc. of Hanover, MN. The low bid was 15% below the Engineer's Estimate of \$272,114.00 for the Base Bid and 10% below the Engineer's Estimate \$307,094.00 for the Base Bid plus Alternate.

In accordance with Minnesota Statutes §16C.285, Pearson Bros., Inc. has furnished the executed Responsible Contractor Initial Contractor Verification of Compliance and indicates that there will not be any subcontractors used on the project.

If the Council determines the project is financially feasible, we recommend awarding the contract to Pearson Bros., Inc. in the amount of \$277,434.80 for Base Bid plus Alternate depending on availability of funds.

Please contact our office with any questions or comments regarding this project.

Sincerely,
Bolton & Menk, Inc.

Owen J. Todd, P.E.

OJT/rlj

Enclosure



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& MENK**

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1243 Cedar Street NE
Sleepy Eye, MN 56085

Ph: (507) 810-4184
Bolton-Menk.com

Summary of Bids

Project:	2024 Seal Coat Improvements	Bid Letting:	March 28, 2024
Client:	City of Redwood Falls	Time:	10:00 a.m.
Project No.:	0S1.133519		
Addendum(s)	None		

Bidder	Bid Amount	Remarks
Pearson Bros., Inc. Hanover, MN-55341	\$277,434.80	
Allied Blacktop Company Maple Grove, MN-55369	\$282,229.80	
Asphalt Surface Technologies Corp. St. Cloud, MN-56302	\$327,924.00	
Morris Sealcoat & Trucking Morris, MN-56267	\$525,381.26	



LEGEND

SEAL COAT IMPROVEMENT - BASE BID

SEAL COAT IMPROVEMENT - ALTERNATE BID

Bolton & Menk, Inc. 2024. All Rights Reserved.
 11.18.2024\03113107\02\02\112018_1046.DWG



1243 CEDAR STREET NE
 SLEEPY EYE, MN 56085
 Phone: (507) 830-4184
 Email: SleepyEye@bolton-menk.com
 www.bolton-menk.com



DESIGNED	DRAWN	CHECKED	DATE

REDWOOD FALLS, MINNESOTA 2024 SEAL COAT IMPROVEMENTS	SHEET 1 OF 5
PLAN OVERVIEW	

Meeting Date: April 2, 2024

AGENDA RECOMMENDATION

Agenda Item: Resolution No.22 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: Resolution No. 22 Authorizes Task Order No. 2024-2 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services for the 2024 Memorial Athletic Complex Bathroom Project. Completion of the project scope is anticipated to facilitate construction during the 2024 season.

Attachments: Resolution No. 22 of 2024
Task Order No. 2024-2

RESOLUTION NO. 22 OF 2024
AUTHORIZATION TO EXECUTE TASK ORDER NO. 2024-2
FOR 2024 MEMORIAL ATHLETIC COMPLEX BATHROOM PROJECT

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

WHEREAS, Bolton & Menk, Inc. of Mankato, MN is the designated Redwood Falls Municipal Civil Engineer under a Professional Service Contract also known as the “Master Agreement;” and

WHEREAS, Task Order No. 2024-2 outlines the specific professional tasks to be completed by Bolton & Menk, Inc. and is estimated to be \$18,840.00 which is not to be exceeded without prior authorization; and

WHEREAS, with approval, the Council authorizes the use of the budgeted Park and Rec Capital Improvement Fund to cover the expense of Task Order 2024-2; and

WHEREAS, with completed bid package, the Council authorizes the immediate solicitation of bids to expedite construction in 2024; and

FURTHERMORE, the Parks and Rec Director shall be listed as the Project Representative on behalf of the City of Redwood Falls; and

FURTHERMORE, the Mayor and/or City Administrator are authorized to execute this contract, pre-applications, grant applications, subsequent federal and state grant agreements and amendments and negotiate in good faith, as are necessary to implement the project pursuant to the Redwood Falls Procurement Policy.

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

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

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

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 2nd day of April 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
2nd day of April 2024.

Notary Public

**CITY OF REDWOOD FALLS AND BOLTON & MENK, INC.
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES**

TASK ORDER NO: 2024-2

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: April 2, 2024

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: January 1, 2024

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services (“Master Agreement”) as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

1.0 Scope of Services:

CONSULTANT shall perform the Services listed below or in the attached Scope. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

2.0 Fees:

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows or as described in the attached Scope. Total cost of services provided by CONSULTANT for this Task Order shall not exceed **\$18,840** without prior approval of CLIENT.

3.0 Schedule:

Schedule for performance of Services will be as follows or as set forth in attached Scope, such that all services will be completed by December 1, 2024 depending on schedule of the construction contractor.

4.0 Deliverables

Deliverables will be as follows or as set forth in the attached Scope.

5.0 Term

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT’S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

6.0 Other Matters

7.0 Project Managers

Project managers and contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CITY OF REDWOOD FALLS
Attn: Jim Doering
333 S. Washington St.
P.O. Box 526
Redwood Falls, MN 56283
Office Phone: 507-616-7400
Email: jdoering@ci.redwood-falls.mn.us

BOLTON & MENK, INC.
Attn: Owen J. Todd, P.E.
1243 Cedar Street NE
Sleepy Eye, MN 56085
Office Phone: 507-794-5541
Email: Owen.Todd@Bolton-Menk.com

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

ATTACHMENTS TO THIS TASK ORDER:
PROJECT SCOPE

PROJECT SCOPE:

2024 Memorial Athletic Complex Restroom Building

Professional Services for design and acquiring contractors for new bathrooms adjacent to the concession building at the Memorial athletic complex:

Provide preliminary engineering planning and study.

Collection of topographical survey of the building area.

Prepare the architectural plans and specifications.

Prepare structural design of slab, walls, and roof trusses.

Preparation of utility plans and specifications for sewer and water.

Assist with bidding process and answers bidders questions.

Evaluate and tabulate all received bids for compliance with the bidding documents.

Facilitate preconstruction meetings with selected contractor and city staff.

Provide assistance during construction as requested by staff.

Meeting Date: April 2, 2024

Agenda Recommendation

Agenda Item: Resolution No. 23 of 2024 – Resolution Accepting Donation From Anonymous Citizen to RFPD

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 March 28, 2024, a longtime resident of the Redwood Falls community who wished to remain anonymous met with Police Chief Jason Cotner to make a \$1000 donation to the Redwood Falls Police Department. The donation was made in light of the tragic events in Burnsville, Minnesota, and the citizen felt compelled to express support and gratitude for the Redwood Falls Police Department officers and staff.

Attachments: Resolution No. 23 of 2024

RESOLUTION NO. 23 OF 2024
A RESOLUTION ACCEPTING A DONATION TO THE CITY.

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

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Anonymous	\$1,000.00

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

Terms or Conditions
For use by the Redwood Falls Police Department;

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

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

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

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

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 2nd day of April 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
2nd day of April 2024.

Notary Public