



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, JULY 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. June 18, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
7. **Scheduled Public Hearings**
  - A. Assessments for Delinquent Accounts (Resolutions #36/#37)
8. **Old Business**
  - A. Accounts Payable/Payroll Coordinator Position
9. **Regular Agenda**
  - A. Solid Waste Collection Proposals
  - B. Donation for Zeb Gray Shelter Bathroom (Resolution #38)
  - C. Memorial Park Bathroom Project (Resolution #39)
  - D. Donation from Redwood Falls Fire Relief Association (Resolution #40)
  - E. Donation from Redwood Library Foundation (Resolution #41)
  - F. Police Department Body Worn Camera Audit
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, JUNE 18, 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, June 18, 2024, at 5:00 p.m.

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

Council President John T. Buckley presided over the meeting.

Also present were City Administrator Keith Muetzel, Finance Director Kari Klages, City Attorney Trenton Dammann, Public Works Project Coordinator Jim Doering, and Deputy City Clerk Caitlin Kodet.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the agenda. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the June 4, 2024, minutes as presented. Motion passed by unanimous vote.

Zoning Administrator Matt Johnson was present to introduce Resolution No. 34 of 2024 – A Resolution of the City of Redwood Falls Approving the Proposed Planned Unit Development for Normandale Mobile Home Park Located at 201 Normandale Road.

Brian Ertel, owner of Normandale Mobile Home Park was present.

Mr. Johnson stated the City received a request for a Planned Unit Development from Brian Ertel, owner of the Normandale Mobile Home Park located at 201 Normandale Road. Mr. Ertel has requested the Planned Unit Development overlay district because the current configuration of the park does not allow adequate space to complete the desired infrastructure improvements. Currently, the street and all underground utilities within the mobile home park are considered private property and maintained by the property owner. To bring the street and utilities to municipal standards, Mr. Ertel would need to reduce the front property line setbacks from the road to the structures.

Mr. Ertel stated he has applied for and been approved for grant funding to upgrade the infrastructure within the property.

Mr. Johnson stated the PUD request will not change the current zoning of the (R-M) Manufactured Home Park District but will allow for modifications to the front setback requirements and property configuration. Mr. Ertel has worked with City Staff to ensure the proposed infrastructure meets the necessary requirements and provided a concept site plan.

City Attorney Dammann stated approval of the PUD allows Mr. Ertel to proceed with the final plat and development agreement. If the PUD is approved, Mr. Ertel will improve the street, sanitary sewer, storm sewer, and water within the property. Once the street meets municipal standards, Mr. Ertel intends to dedicate the street to the City as a public right-of-way and continue to operate the property as a manufactured housing community. The Planning Commission recommends approval of the Planned Unit Development with the findings of fact and conditions as outlined in Resolution No. 34.

A motion was made by Council Member Smith and seconded by Council Member Arentson to waive the reading of Resolution No. 34 of 2024 – A Resolution of the City of Redwood Falls Approving the Proposed Planned Unit Development for Normandale Mobile Home Park Located at 201 Normandale Road. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve Resolution No. 34 of 2024 – A Resolution of the City of Redwood Falls Approving the Proposed Planned Unit Development for Normandale Mobile Home Park Located at 201 Normandale Road. Motion passed by unanimous vote.

Miranda Wendlandt, CPA and CFE with CliftonLarsonAllen was present to give an overview of the 2023 audit results for the City of Redwood Falls.

Ms. Wendlandt stated this was an unmodified clean audit with no internal control finding. Due to the amount of Federal funds received for Highway Planning & Construction, a Single Audit was required. The Single Audit found that the City complied with the specific funding requirements. The audit findings are an indication of the City's high-quality internal control process, reviews that are in place, and overall attention Staff gives to the year-end balances.

A motion was made by Council Member Smith and seconded by Council Member Arentson to accept the 2023 City Audit results and reports as submitted. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 35 of 2024 – Resolution Committing to Certain Financial Obligations for the Sewer System in Conjunction with Federal and State Funding for the Wastewater Treatment Facility Improvements Project.

Ms. Klages stated on April 16, 2024, Council awarded the bid for the Wastewater Treatment Facility Improvements project. The total overall cost of the project including non-construction costs is \$9,450,010.00. The project's funding source includes a Point Source Implementation Grant (PSIG) of \$6,718,137.00, as well as, a low interest loan through the Public Facilities Authority (PFA) in the amount of \$2,731,873.00.

Ms. Klages stated one of the requirements of the PFA Clean Water Revolving Loan program is for the City to commit to maintaining revenues sufficient to pay for system expenses, including debt service, operations and maintenance. The anticipated rate increases in Resolution No. 35 are based on the most recent approved rate study updated to include this PFA loan. These anticipated rate increases are subject to change based on the City's future annual rate studies.

A motion was made by Council Member Kerkhoff and seconded by Council Member Sandgren to waive the reading of Resolution No. 35 of 2024 – Resolution Committing to Certain Financial Obligations for the Sewer System in Conjunction with Federal and State Funding for the Wastewater Treatment Facility Improvements Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 35 of 2024 – Resolution Committing to Certain Financial Obligations for the Sewer System in Conjunction with Federal and State Funding for the Wastewater Treatment Facility Improvements Project. Motion passed by unanimous vote.

City Attorney Dammann introduced the Approval of Plat Correction Pursuant to Minn. Stat. §505.174.

Mr. Dammann stated on April 19, 2022, Council approved the preliminary plats and final plats for the parcels described as the Reflection Prairie Addition (Parcel #62-008-2020) and Reflection Ridge Business Park Addition (Parcel #62-005-4020). The approved final plats were filed with the office of the Redwood County Recorder on July 7, 2022. Pursuant to Minn. Stat. § 505.174, when a land plat has been executed and filed in the office of the county recorder of the county where the land is situated, and the plat fails to correctly describe the land to be platted, the registered surveyor who prepared such plat or subdivision may execute a certificate stating the nature of the error, omission or defect and stating the correct information to correct such error.

Mr. Dammann stated a Land Surveyors Certificate of Correction to Plat has been prepared to change the street name of Kestral Lane to Foxtail Road. Kestral Lane currently runs east and west, the length of two lots, connecting Foxtail Road and Sunflower Road. During the address assignment process, City Staff noticed an issue with the naming of Kestral Lane. To eliminate potential confusion while locating Foxtail Road, Staff is recommending to eliminate Kestral Lane by extending Foxtail Road through to Sunflower Road. Once approved, the certificate will be filed with the Redwood County Recorder's Office.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the Reflection Prairie Addition Plat Correction Pursuant to Minn. Stat. §505.174. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the 2024 Solid Waste Review Committee.

Mr. Doering stated Staff is recommending the development of a special review committee of the Residential Solid Waste Collection RFP and initial meeting at 3:00 p.m. June 25, 2024. Recommended appointees include Mayor Tom Quackenbush, and Council Members Matt Smith and Larry Arentson. The Council Approved the RFP and solicitation of waste haulers on May 21, 2024. Responses to the RFP are due on June 25, 2024, at 11:00 a.m. for the appointed committee members and Staff to summarize the quotes and present a recommendation to award by July 16, 2024. Staff members will include City Administrator Keith Muetzel, City Attorney Trenton Damman, and Public Works Project Coordinator Jim Doering. This will allow time for the awarded hauler to coordinate with the current franchise holder to ensure a smooth transition. This will also allow for an RFP required public informational meeting to be held prior to the transition in order to introduce the awarded hauler and review Chapter 3, Section 3.20 of the Redwood Falls City Code with the residents of Redwood Falls.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve the 2024 Solid Waste Review Committee. Motion passed by unanimous vote.

Council Member Smith stated he received a complaint from a resident regarding the burn pile on Peabody Road and the amount of smoke blowing towards the resident's property. The burn pile had been unintentionally started and the Fire Department was able to extinguish the pile. The complaint was referred to City Staff and the issue was quickly addressed.

City Administrator Muetzel stated the burn pile is not typically used when wind is not favorable. Unfortunately, the burn pile can be inadvertently ignited if it is disturbed, especially during dry periods.

Public Works Project Coordinator Doering stated Staff has received inquiries about relocating the burn pile. However, DNR foresters that approve the permit for the City think where it is currently located is ideal to control the burning. Residents are encouraged to contact City Staff during business hours or the non-emergency police department number after-hours, if there are any concerns with the burn pile.

Public Works Project Coordinator Doering stated the Water Department worked quickly to repair two water leaks over the weekend between the Fire Department and St. Catherine's Catholic Church. Water was shut off for a portion of the day while repairs were made.

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 Arentson and seconded by Council Member Kerkhoff to adjourn the meeting at 5:53 p.m. Motion passed by unanimous vote.

ATTEST:

---

Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor

## AGENDA RECOMMENDATION

**Meeting Date:** July 2, 2024

**Agenda Item:** Resolution No. 36 of 2024 – Resolution Adopting Assessments for Delinquent Utility Accounts  
Resolution No. 37 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. 36 of 2024  
Resolution No. 37 of 2024

**RESOLUTION NO. 36 OF 2024  
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

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

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

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

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

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

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

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

ACCOUNT	LEGAL DESCRIPTION	PARCEL	AMOUNT
01-03400-01	ORIGINAL, SOUTH 50' OF WEST 55' LOT 5 & SOUTH 50' LOT 6, BLOCK 10	88-200-180	\$566.94
01-03420-04	ORIGINAL, LOT 1, BLOCK 12	88-200-2080	\$132.22
02-00300-08	HITCHCOCK, COMMENCE 180' WEST OF NORTHEAST CORNER, SOUTH 120', WEST 60', NORTH 120', EAST 60', PART OF NORTH ½ BLOCK, BLOCK 1	88-424-0080	\$491.16
02-02090-01	HITCHCOCK, LOT 6, BLOCK 7	88-422-1360	\$132.22
02-02400-00	HITCHCOCK, LOT 5, BLOCK 10	88-422-2000	\$158.79
02-03370-03	HITCHCOCK 3 <sup>RD</sup> , LOT 6, BLOCK 4	88-424-0680	\$725.14
02-04630-01	LAMBERTON, LOT 5, BLOCK 1	88-533-0100	\$132.22
02-07130-97	EASTERN, LOT 5, BLOCK 6	88-323-1100	\$132.22
02-07840-03	HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7	88-423-1160	\$136.49
02-08210-02	HITCHCOCK 3 <sup>RD</sup> , TRACT 50' X 120' EAST SIDE OF BLOCK, BLOCK 3	88-424-0320	\$136.49
03-04320-97	WATSON 3 <sup>RD</sup> , LOTS 5 & 6 EXCEPT COMMENCE 17' EAST OF SOUTHWEST CORNER; THENCE WEST 17' NORTH TO NORTHWEST CORNER, EAST 50' SOUTHWESTERLY TO POB OF LOT 6, BLOCK 10	88-867-1740	\$132.22
03-04850-05	WATSON, LOT 9, BLOCK 3	88-867-0440	\$185.60
04-00080-01	NORTHWOOD TERRACE 4 <sup>TH</sup> , LOT 1, BLOCK 3	88-613-0640	\$132.51
06-00590-01	RAMSEY HEIGHTS 3 <sup>RD</sup> , LOT 3, BLOCK 2	88-718-0200	\$627.01
06-02140-04	AUDITOR SUBDIVISION ONE, COMMENCE NORTHWEST LOT 21, THENCE EAST 40', SOUTH 240', WEST 40', NORTH 240' TO POB, 01-112-36	88-001-2031	\$132.22

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 2<sup>nd</sup> day of July 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me

This 2<sup>nd</sup> day of July 2024.

\_\_\_\_\_

**RESOLUTION NO. 37 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 SUBIVISION 1, SOUTHEAST ½ LOT 3, 36-113-36	88-036-4170	\$300.00
02-07840-03	HITCHCOCK 2 <sup>nd</sup> , LOT 1, BLOCK 7	88-423-1160	\$200.00

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 2<sup>nd</sup> day of July 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 2<sup>nd</sup> day of July 2024.

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



**Meeting Date: July 2, 2024**

**AGENDA RECOMMENDATION**

**Agenda Item:** Accounts Payable/Payroll Coordinator Position

**Recommendation/Action Requested:** Staff will present a recommendation at the July 2 meeting.

**Summary/Overview:**

The reassignment of Rachel Viergutz to our accountant position creates an accounts payable/payroll coordinator position vacancy. The vacancy was posted internally and externally, and eleven applications were received, with seven candidates being interviewed. The hiring committee is scheduled to reconvene and will provide a recommendation to the City Council on July 2.

**Attachments:** None

**Meeting Date: July 2, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Recommendation to award the five-year (September 23, 2024 – September 21, 2029), City of Redwood Falls Residential Solid Waste Franchise Vendor.

**Recommendation/Action Requested:** The Solid Waste Committee and Staff recommends the award of the five-year (September 23, 2024 – September 21, 2029), City of Redwood Falls Residential Solid Waste Vendor to West Central Sanitation of Willmar, MN and commence the development of the corresponding franchise agreement.

**Summary/Overview:** Bids were opened on June 25, 2024, at 11:00 a.m. and read aloud in the Council Chambers. The three proposals opened and read allowed in the order received were: Sweetman Sanitation Inc. of Echo, Waste Management of MN, and West Central Sanitation of Willmar. West Central Sanitation of Willmar was the apparent low bidder as residential hauler for the next five-year franchise agreement. The Solid Waste Committee met the same day at 3:00 p.m. to review the abstract and rank responses to the RFP. The ranked cumulative scores out of 300 total points are as follows: 291-West Central Sanitation, 268-Sweetman Sanitation and 195-Waste Management of MN.

Based on the cumulative scoring, the Solid Waste Committee recommends the approval of West Central Sanitation of Willmar to provide services for the next five-year Solid Waste Franchise Agreement. Upon approval Staff will work with West Central Sanitation to develop the Solid Waste Franchise Agreement which will be presented to the Redwood Falls City Council on August 6th for final approval.

**Attachments:** RFP Bid Tab



**City of Redwood Falls Minnesota**

Hauler West Central Sanitation, Inc.

**Solid Waste Collection Proposal**

**Bid:**

Weekly curb side pickup of approximately 2,024 residences utilizing arm-pickup and rolling containers ranging in 3 approximate sizes of 35, 64, and 96 gallons.

Monthly rate per residential unit for one pick up per week including all applicable tax and surcharges.

1-35 gallon container per month	<u>\$ 7.50</u>
1-64 gallon container per month	<u>\$ 8.40</u>
1-96 gallon container per month	<u>\$ 10.90</u>
Additive Valet Service Fee per month	<u>\$ 10.00</u>
Overflow tags: (spring cleaning-etc.)	<u>\$ 2.50</u>
<ul style="list-style-type: none"><li>• Max 35 lbs.</li><li>• Max 30 gal</li><li>• Max Can 32 gal</li><li>• Each bag, can, or carton must be tagged, that is outside the primary container.</li></ul>	

Is there a Fuel /Enviro. Surcharge Figured Into Costs Above? YES  NO

(If Yes, How Is The Fuel Surcharge Calculated?) \_\_\_\_\_

West Central Sanitation was the lowest bidder in 2014 when we began services in Redwood Falls. Since 2014, our rates have not kept pace with the 31% increase in inflation during this same period. We believe we have saved the City an additional 10% over the last ten years.

We have reviewed our rates and found we can pass further savings to Redwood Falls. Here are three simple reasons:

- 1) We will soon install Compressed Natural Gas fuel for our trucks in town. Natural gas is less expensive than diesel fuel. These trucks are quieter, more environmentally friendly, and easier to maintain in Winter.
- 2) West Central Sanitation has grown in Redwood Falls and the surrounding area since 2014 and we have established greater efficiency and better utilization of our service vehicles and supporting/overhead costs.
- 3) Our equipment used to serve Redwood Falls is already in place. Neither WCS nor the City need to pay for a costly transition.

**NOTE:** Our bid is made with the intent to send Redwood Falls trash to the RRRSWA. This ensures compliance with the County's wishes as well as further supporting local, Redwood Falls jobs.

**Accessory Items --**

1 ½ yard dumpster tipping charge	<u>\$40.00</u>
3 yard dumpster tipping charge	<u>\$55.00</u>
6 yard dumpster tipping charge	<u>\$75.00</u>
10 yard dumpster tipping charge <i>Aollitt</i>	<u>\$150.00</u>

**Fleet size and Equipment Description --**

Size and # of Service Vehicle(s)

West Central Sanitation has a uniform fleet in Redwood Falls, we run frontload residential vehicles. They are 28yd bodies. We have 9-10 trucks total in Redwood Falls.

We have one side-load residential vehicle, it is also a 28yd body.

**All Proposals must be returned to the City of Redwood Falls, Municipal Office Building, 333 S. Washington, PO Box 526, Redwood Falls, MN 56283-0526, no later than June 25, 2024, by 11:00 a.m. Any proposals received after that time will not be considered and will be returned unopened. The bid will be awarded by July 16, 2024. All proposals must remain valid for 90 days to facilitate award notification along with the development and approval of the Franchise Agreement.**

**We propose to furnish residential solid waste collection in accordance with above rates in accordance with the terms and conditions of the awarded franchise agreement.**

Company Name West Central Sanitation, Inc. Date June 25, 2024

Authorized Signature *[Signature]* Position *President/Owner*

**Note:** This proposal may be withdrawn by us if not accepted within 30 days.

**City of Redwood Falls Minnesota**

**Hauler** Sweetman Sanitation Inc.

**Solid Waste Collection Proposal**

**Bid:**

Weekly curb side pickup of approximately 2,024 residences utilizing arm-pickup and rolling containers ranging in 3 approximate sizes of 35, 64, and 96 gallons.

Monthly rate per residential unit for one pick up per week including all applicable tax and surcharges.

1-35 gallon container per month	<u>\$8.50</u>
1-64 gallon container per month	<u>\$11.00</u>
1-96 gallon container per month	<u>\$13.00</u>
Additive Valet Service Fee per month	<u>\$0.00</u>
Overflow tags: (spring cleaning-etc.)	<u>\$3.00</u>

- Max 35 lbs.
- Max 30 gal
- Max Can 32 gal
- Each bag, can, or carton must be tagged, that is outside the primary container.

---

Is there a Fuel /Enviro. Surcharge Figured Into Costs Above? YES

**NO**

(If Yes, How Is The Fuel Surcharge Calculated?) NA

---

**Accessory Items --**

1 ½ yard dumpster tipping charge	<u>30.00</u>
3 yard dumpster tipping charge	<u>60.00</u>
6 yard dumpster tipping charge	<u>120.00</u>
10 yard dumpster tipping charge	<u>200.00</u>

**Fleet size and Equipment Description –**

Size and # of Service Vehicle(s)

1 20-yard (main service vehicle)

1 additional 20 yard (spare service vehicle)

2 25-yard (spare service vehicles)

**All Proposals must be returned to the City of Redwood Falls, Municipal Office Building, 333 S. Washington, PO Box 526, Redwood Falls, MN 56283-0526, no later than June 25, 2024, by 11:00 a.m. Any proposals received after that time will not be considered and will be returned unopened. The bid will be awarded by July 16, 2024. All proposals must remain valid for 90 days to facilitate award notification along with the development and approval of the Franchise Agreement.**

***We propose to furnish residential solid waste collection in accordance with above rates in accordance with the terms and conditions of the awarded franchise agreement.***

Company Name Sweetman Sanitation Date 23 June 2024

Authorized Signature  Position President

**Note:** This proposal may be withdrawn by us if not accepted within 90 days.

**City of Redwood Falls Minnesota**

**Hauler Waste Management of Minnesota, Inc.**

**Solid Waste Collection Proposal**

**Bid:**

Weekly curb side pickup of approximately 2,024 residencies utilizing arm-pickup and rolling containers ranging in 3 approximate sizes of 35, 64, and 96 gallons.

Monthly rate per residential unit for one pick up per week including all applicable tax and surcharges.

1-35 gallon container per month	\$14.10
1-64 gallon container per month	\$15.78
1-96 gallon container per month	\$18.85
Additive Valet Service Fee per month	Free of charge
Overflow tags: (spring cleaning-etc.)	\$5.00 per tag
<ul style="list-style-type: none"><li>• Max 35 lbs.</li><li>• Max 30 gal</li><li>• Max Can 32 gal</li><li>• Each bag, can, or carton must be tagged, that is outside the primary container.</li></ul>	

---

Is there a Fuel /Enviro. Surcharge Figured Into Costs Above? YES

(If Yes, How Is The Fuel Surcharge Calculated?) A fuel Surcharge will be added to the monthly fee and based on a \$5.00 fuel table. The surcharge will be 2% for every \$0.25 over \$5.00 per gallon according to The Department of Energy's Weekly retail On-Highway Diesel Prices.

---



**Accessory Items --**

1 ½ yard dumpster tipping charge	No charge for City Use
3 yard dumpster tipping charge	No charge for City use
6 yard dumpster tipping charge	\$155.00
10 yard dumpster tipping charge	\$ 185.00

**Fleet size and Equipment Description –**

Size and # of Service Vehicle(s) Our trucks will be 20-yard capacity with a limit of 10-ton. The arms are automated to keep the driver in the truck and the route efficiently run. All trucks are equipped with onboard computers for efficient routing and notes for the driver.

**All Proposals must be returned to the City of Redwood Falls, Municipal Office Building, 333 S. Washington, PO Box 526, Redwood Falls, MN 56283-0526, no later than June 25, 2024, by 11:00 a.m. Any proposals received after that time will not be considered and will be returned unopened. The bid will be awarded by July 16, 2024. All proposals must remain valid for 90 days to facilitate award notification along with the development and approval of the Franchise Agreement.**

---

**We propose to furnish residential solid waste collection in accordance with above rates in accordance with the terms and conditions of the awarded franchise agreement.**

*Company Name Waste Management of Minnesota, Inc. Date 6/25/2024*

Authorized Signature  Position Public Sector Services

**Note:** This proposal may be withdrawn by us if not accepted within 90 days.

## AGENDA RECOMMENDATION

**Council Meeting Date:** July 2<sup>nd</sup>, 2024

**Agenda Item:** Resolution No. 38 of 2024 – Resolution Accepting Donation for Ramsey Park Improvements

**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:** Attached is Resolution 38 of 2024 accepting a financial donation in the amount of \$13,000 from The Friends of Ramsey Park. The donation allows us to meet the required match (\$7,000.00) per grant guidelines.

City staff would like to thank the Friends of the Park for their generous donation. We would also like to recognize their continued hard work with the fundraising efforts they do to make the park what it is today.

Staff is requesting approval to accept the financial donation from The Friends of the Park.

**Attachments:** Resolution No. 38 of 2024

**RESOLUTION NO. 38 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; and

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

<u>Name of Donor</u>	<u>Amount</u>
Friends of Ramsey Park	\$13,000.00

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

Terms or Conditions

Contribution towards Ramsey Park improvements which include the building and installation of the bathroom facility near the Zeb Gray Shelter, installation of a lift station at the Falls Bathroom complex, and boring of new water & sewer lines to each of the facilities.

**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 2<sup>nd</sup> day of July 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of July 2024.

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

## AGENDA RECOMMENDATION

**Meeting Date:** July 2<sup>nd</sup>, 2024

**Agenda Item:** Resolution No. 39 of 2024

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

**Summary/Overview:** Attached is a resolution to approve the quote and enter into a contract with Salonek, Inc to construct a Bathroom facility at Memorial Park Baseball Field.

Within the Parks and Recreation Master Plan as well as a capital budgeted item for 2024 is the construction of a new bathroom facility at the Memorial Park Baseball Field. We are currently using the bathrooms in the old pool building which as you can imagine are outdated and not ADA compatible. The new restroom facility will be a two door/stall unisex restroom built within the fenced area of the field just east of the concessions stand and will structurally match the concessions stand. The contractor is responsible for water and sewer hook-up to the facility. Attached you will see a general sketch of the restroom & the scope of work for this project.

For 2024 we had budgeted \$100,000.00 for this project. I have secured additional \$5,000.00 in donations from both the Redwood Valley Baseball Association and \$5,000.00 from the Redwood American Legion Post #38. The remaining funds will come out of the Park & Rec capital budget.

I was able to obtain two quotes for the project. Salonek, Inc.'s quote was \$138,520.00 while Everstrong Construction's quote was \$151,530.72.

I would ask that you approve Resolution 39 of 2024 and accept the quote from Salonek, Inc in the amount of \$138,520.00.

### Attachments:

Resolution No. 39 of 2024  
Bid from Salonek, Inc  
Bid from Everstrong Construction  
Site Plan & Scope of Work to be Completed

**RESOLUTION NO. 39 OF 2024  
AUTHORIZATION TO EXECUTE QUOTE  
FOR CONSTRUCTION OF A BATHROOM FACILITY AT MEMORIAL PARK**

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

**WHEREAS**, Salonek, Inc. of Springfield, MN has provided a complete quote; and

**WHEREAS**, additional quotes were requested from two other parties, Everstrong Construction in the amount of \$151,530.72.00 and Deming Construction in the amount of \$23,500 (Block Layers Only-not a General Contractor); and

**WHEREAS**, the quote provided outlines the specific professional tasks to be completed by Salonek, Inc. and is estimated to be \$138,520.00 which is not to be exceeded without prior authorization; and

**FURTHERMORE**, the Parks and Recreation 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 the corresponding contract, and any 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 quote and corresponding contract described above are approved and shall be executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The quote and corresponding contract described above shall be maintained and insured as allowed by law.

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 2<sup>nd</sup> day of July 2024.

ATTEST:

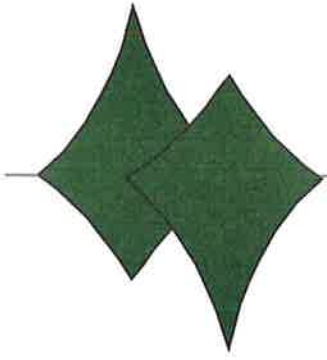
\_\_\_\_\_  
Keith Muetzel  
City Administrator

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of July 2024.

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



*Salonek, Inc.*

CONCRETE & CONSTRUCTION

OFFICE (507) 723-4218  
PLANT (507) 723-4314  
FAX (507) 723-6355

12 WEST LINCOLN  
SPRINGFIELD, MINNESOTA 56087  
scc@salonekconstruction.com

**PROPOSAL**

Date: May 29, 2024 - REVISED  
Submitted To: City of Redwood Falls  
333 S. Washington St., PO Box 526  
Redwood Falls, MN 56283  
Re: **Baseball Park Restroom Facility**

Ross:

Pursuant to your request, specs, drawings, and email provided, we propose to furnish all labor, material, equipment, and insurance necessary to complete the following:

- **Complete construction of new restroom facility as indicated on provided plans and specs.**
- **200 Amp electrical service included.**
- **We assume we can connect to the water service at the adjacent concession building.**
- **No floor removal/replacement in concession building included for water connection.**
- **Metal roof panels to be 24 gauge, not 22 gauge as specified.**
- **Mechanical and electrical systems as specified.**
- **Plywood/FRP ceiling lid cannot be utilized due to exhaust fans not specified.**
- **Final grading included, seed/sod by others.**

PROPOSAL .....	\$129,420.00
ADD: (Sewer and Water Site Utilities).....	\$9,100.00

**We exclude permits, bonds, builder's risk insurance, testing, engineering, liquidated damages, and any work not stated above.**

**\*\*\*One-year standard contractors warranty will be provided, prevailing wage rates not included.\*\*\***

We look forward to working with you on this project.

Sincerely,

Ryan Breisch  
Salonek, Inc.  
Project Manager



30263 County Highway 1, Redwood Falls, MN 56283  
Ph. 507-644-3616 Fax 507-644-8188  
Email: [uren@everstrongconstruction.com](mailto:uren@everstrongconstruction.com)

Proposal To: City of Redwood Falls  
Proposal For: Restroom Facility  
Date: 5-28-2024

Work to be started: 2024  
Bid good for: 20 days

**Scope of Work**

Bolton & Menk Plans & specs

We propose to furnish labor, material, and equipment, complete in accordance with above specifications, for the **Sum of: \$151,530.72**

Payments to be made as follows: progress Payments

Interest of 1.5% monthly will be added to all invoices not paid within 30 days of date of invoice.  
Reasonable collection and attorney fees will be added to all accounts placed for collection.  
A transaction fee of up to 4% will apply to invoices paid by credit card.

Contractor's Signature: 

Acceptance of contract: The above price, specifications, and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pre-Lien Notice:** 1) Subcontractors or materials suppliers may file a lien against the property upon which the work is being done if they are not paid for their contributions; 2) The property owner has the right to pay subcontractors or materials suppliers directly and deduct the amounts paid from the contract price or withhold the amounts due them under certain circumstances. This notice is part of the contract between the owner and the contractor and is given per Minnesota Statute 514.01. This notice is not a reflection on the integrity, business relationship, or credit worthiness of you as project owner, Everstrong Construction, or any other party to this.

GENERAL NOTES:

- 1. TYPICAL STRUCTURAL DETAILS AND NOTES SHALL APPLY UNLESS NOTED OTHERWISE ON THE DRAWINGS.
2. EXAMINE SITE AND DRAWINGS TO DETERMINE LOCATIONS AND DIMENSIONS OF UTILITIES, AND SITE IMPROVEMENTS.
3. BEFORE CONSTRUCTION FABRICATION AND ERECTION OF ANY MATERIALS, CONTRACTOR SHALL FIELD VERIFY ALL EXISTING ELEVATIONS, DIMENSIONS AND CONDITIONS AS SHOWN ON THE DRAWINGS AND REPORT DISCREPANCIES TO THE ENGINEER AT ONCE FOR RESOLUTION.
4. THE STRUCTURAL DESIGN IS BASED ONLY ON THE STRUCTURE IN ITS COMPLETED STATE. CONTRACTORS AND THEIR SUBCONTRACTORS SHALL TAKE WHATEVER PRECAUTIONS ARE NECESSARY TO WITHSTAND ALL HORIZONTAL AND VERTICAL LOADING THAT MAY BE ENCOUNTERED DURING THE CONSTRUCTION PROCESS PRIOR TO THE COMPLETION OF THE STRUCTURE.
5. WRITTEN DISTANCES & ELEVATIONS SHALL GOVERN OVER SCALED DISTANCES & ELEVATIONS.

DESIGN CRITERIA & LOADING NOTES:

- 1. CODE: 2018 INTERNATIONAL BUILDING CODE (IBC), AS AMENDED BY THE 2020 MINNESOTA STATE BUILDING CODE (MSBC)
2. DESIGN LOADING
DEAD LOADS (D)
MATERIALS CALCULATED
ROOF LIVE LOADS (Lr) UNIFORM 20 PSF
SNOW LOADS (S) Pg GROUND SNOW LOAD 50 PSF
Pf FLAT-ROOF SNOW LOAD 37.8
Ce SNOW EXPOSURE FACTOR 0.9
Is SNOW LOAD IMPORTANCE FACTOR 1.0
Ct THERMAL FACTOR 1.2
Cs SLOPE FACTOR 1.0
WIND LOAD (W) V BASIC WIND SPEED 111 MPH (3 SECOND GUST)
Vasd ASD WIND SPEED (V\*(0.6)) 86 MPH
RISK (OCCUPANCY) CATEGORY II
EXPOSURE CATEGORY B
GCo INTERNAL PRESSURE COEFFICIENT +/-0.18

MATERIAL NOTES:

REINFORCED CONCRETE:

- CONCRETE: 4000 PSI @ 28 DAYS
GROUT: 5000 PSI @ 28 DAYS
EUCILD EUCONCRETE OR APPROVED EQUAL
NON-SHRINK GROUT: ASTM C1107
EUCILD NC GROUT OR APPROVED EQUAL
REINFORCEMENT BARS: ASTM A615, GRADE 60
DEFORMED BARS ASTM 185/A497, (Fy = 65,000 PSI)
SMOOTH WELDED WIRE FABRIC (WWF)
MASONRY
MASONRY STRENGTH REQUIRED, F'm 2000 PSI
GROUT: 5000 PSI @ 28 DAYS

MASONRY NOTES:

- 1. CONCRETE MASONRY UNITS (CMU) AND FACE BRICK SHALL BE LAID IN RUNNING BOND UNLESS NOTED OTHERWISE.
2. PROVIDE STANDARD HORIZONTAL JOINT REINFORCEMENT AT 16" OC FULL HEIGHT OF WALL.
3. PROVIDE VERTICAL REINFORCEMENT FULL HEIGHT OF WALL (FOOTING TO TOP OF WALL OR PARAPET) - DOWEL TO FOOTING.
3.b. 8" CMU - #5 AT 32" OC, UNO
4. BOND BEAM REINFORCEMENT SHALL BE CONTINUOUS AT CONTROL JOINTS, CORNERS, AND STEPPED BOND BEAMS - LAP REINFORCEMENT 48 BAR DIAMETERS.
5. LAP ALL VERTICAL AND HORIZONTAL REINFORCEMENT 48 BAR DIAMETERS, MINIMUM.
6. FOR ALL OPENINGS THROUGH MASONRY WALLS INCLUDING MECHANICAL AND ELECTRICAL OPENINGS, PROVIDE ONE OF THE FOLLOWING UNLESS NOTED OTHERWISE.
6.a. STEEL ANGLE LINTELS (FLOATING)
6.a.1. 1-3 1/2x3 1/2x1/4 ANGLE FOR EACH 4" THICKNESS OF WALL FOR SPANS UP TO 4'-0"
6.a.2. 1-5x3 1/2x5/16 ANGLE FOR EACH 4" THICKNESS OF WALL FOR SPANS UP TO 5'-0"
6.a.3. 1-6x3 1/2x5/16 ANGLE FOR EACH 4" THICKNESS OF WALL FOR SPANS UP TO 6'-0"
7. ALL LINTELS OR STEEL BEAMS SHALL BEAR A MINIMUM OF 8" ON SOLID MASONRY. FILL ALL BLOCK CORES UNDER ALL BEARINGS WITH CONCRETE CMU VERTICAL COREFILL A MINIMUM OF 3 COURSES DOWN FOR A 24" LENGTH OF WALL, UNO.
8. FILL ALL BLOCK LINTELS AND BOND BEAMS SOLID WITH CMU COREFILL.
9. ALL BEARING PLATES SHALL BE CENTERED ON WALLS, UNO.
10. SEE PLANS, ELEVATIONS & SECTIONS FOR LOCATIONS OF CONTROL JOINTS, MASONRY OPENINGS AND EMBEDDED ANCHORS FOR DOORS, EXTEND CONTROL JOINTS FULL HEIGHT OF CMU WALL.
10.a. PROVIDE MASONRY CONTROL JOINTS WHERE INDICATED ON THE DRAWINGS OR AT A SPACING OF NOT GREATER THAN 20 FEET.
11. 8" BOND BEAMS TO BE PROVIDED AT THE TOPS OF ALL WALLS AND SILLS W/ 2-#5 BOTTOM, UNO.
12. TOOL ALL MASONRY JOINTS CONCAVE.
13. CONTRACTOR TO PROVIDE MASONRY WALL SHOP DRAININGS TO ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.

CONCRETE NOTES:

- 1. LAP SPICES AND 90 DEGREE END HOOKS SHALL BE AS SHOWN BELOW UNLESS NOTED. WHEN BARS OF TWO DIFFERENT SIZES ARE SPICED, THE LONGER LAP LENGTH SHALL APPLY.

Table with 4 columns: Fc=4,000 PSI, SLAB, WALL, COLUMN, 90 DEGREE HOOK. Rows show BAR SIZE (#3, #4, #5, #6) and corresponding BAR LAP and TOP BAR dimensions.

\*TOP BAR LAP SPICES ARE HORIZONTAL REINFORCEMENT PLACED SUCH THAT MORE THAN 12 IN. OF CONCRETE IS CAST IN THE MEMBER BELOW THE SPICE

- 2. REINFORCING BARS SHALL HAVE THE FOLLOWING CONC. COVER UNLESS NOTED OTHERWISE.
FOOTINGS AND OTHER UNFORMED SURFACES 3"
CONCRETE EXPOSED TO EARTH, WEATHER OR FLUIDS
#6 BARS OR LARGER 2"
#5 BARS OR SMALLER 1-1/2"
CONCRETE NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND
BEAMS, COLUMNS, TIES, SPIRALS AND STIRRUPS 1-1/2"
SLABS, WALLS & JOISTS 3/4"
3. CONCRETE SHALL BE PLACED WITHOUT CONSTRUCTION JOINTS EXCEPT WHERE SPECIFICALLY SHOWN ON THE DRAWINGS OR AS APPROVED BY THE ENGINEER.
4. CAST-IN-PLACE CONCRETE SHALL NOT BE PLACED IN STANDING WATER, ON FROZEN SOIL OR ON FROZEN CONCRETE.
5. FOR LOCATIONS AND DIMENSIONS OF SLEEVES, CURB, OPENINGS AND DEPRESSIONS NOT SHOWN ON THE STRUCTURAL DRAWINGS, SEE ARCHITECTURAL, CIVIL/MECHANICAL, YARDWORK, PLUMBING, HVAC AND ELECTRICAL DRAWINGS. CONTRACTOR SHALL VERIFY AND COORDINATE REQUIREMENTS FOR AND LOCATION OF ABOVE ITEMS WHETHER SHOWN ON THE STRUCTURAL DRAWINGS OR NOT.
6. BEVEL ALL EXPOSED CORNERS OF CONCRETE 3/4" x 3/4".
7. CONTRACTOR TO PROVIDE FOUNDATION SHOP DRAININGS TO ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.

EXCAVATION NOTES:

- 1. TEMPORARY GROUND CONTROL IS BY CONTRACTOR DESIGN.
2. CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL TEMPORARY SHEETING AND BRACING NECESSARY TO PROTECT PERSONNEL AND ADJACENT PROPERTY FROM INJURY OR DAMAGE DURING CONSTRUCTION OPERATION.
3. EXCAVATIONS OR TRENCHING WITHIN CLOSE PROXIMITY TO UNDERGROUND STRUCTURES, UTILITIES, OR UTILITY POLES WILL REQUIRE PROTECTION AND SUPPORT TO PREVENT DAMAGE OR INTERRUPTION TO SERVICE. THE COST TO PROVIDE THIS PROTECTION SHALL BE INCLUDED IN THE CONTRACTOR'S TOTAL BASE BID PRICE.

FOUNDATION & SOIL NOTES:

- 1. THE GEOTECHNICAL ENGINEER SHALL REVIEW AND APPROVE FOUNDATION BEARING SURFACES PRIOR TO THE PLACEMENT OF FOOTINGS OR FOUNDATION.
2. PROVIDE A MINIMUM OF 3'-6" OF SOIL COVER AT ALL HEATED STRUCTURE EXTERIOR WALL FOOTINGS. PROVIDE A MINIMUM OF 5'-0" OF SOIL COVER AT ALL UNHEATED STRUCTURE FOOTINGS.
3. PROTECT FOUNDATION SOILS FROM FREEZING DURING CONSTRUCTION.
4. PLACE FILL AND BACKFILL AND COMPACT TO FOLLOWING MAXIMUM STANDARD PROCTOR DENSITIES UNLESS NOTED OTHERWISE IN THE SPECIFICATIONS:
LOCATION DENSITY
FILL BELOW FOOTINGS 100%
FILL BELOW SLABS ON GRADE 98%
PIPE AND STRUCTURE EXCAVATIONS 95%
GREEN SPACES 90%
5. ASSUMED ALLOWABLE SOIL BEARING PRESSURE: 1,500 PSF

LUMBER NOTES:

LUMBER:

- 1. WOOD REQUIREMENTS FOR VARIOUS USES SHALL BE AS FOLLOWS:
A. WOOD BEAM AND JOIST: SOUTHERN PINE, DENSE SELECT STRUCTURAL GRADE
a. E=1,900 KSI, Fb=1,950 PSI
B. BLOCKING: #2 SY
C. FOR RAIL, BLOCKING, AND PLATING DIMENSIONS ARE NOMINAL
D. ALL LUMBER SHALL BE TREATED PER THE PROJECT SPECIFICATIONS.
2. ALL WORK SHALL BE CUT AND FITTED AS NECESSARY BY CONDITIONS ENCOUNTERED AND SHALL BE PLUMBED, LEVELLED, AND BRACED WITH SUFFICIENT NAILS, SPIKES, BOLTS, AND OTHER FASTENERS TO ENSURE RIGIDITY.
3. WASHERS SHALL BE USED IN CONTACT WITH ALL BOLT HEADS AND NUTS THAT WOULD OTHERWISE BE IN CONTACT WITH WOOD.
4. CONNECTORS, HANGERS, AND STRAP TIES ARE HOT DIPPED GALVANIZED AND INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.

DIMENSION LUMBER NOTES:

- 1. NATIONAL DESIGN SPECIFICATION FOR STRESS-GRADE LUMBER AND ITS FASTENINGS - LATEST EDITION.
2. DIMENSION LUMBER SHALL BE AS NOTED IN THE "STRENGTH OF MATERIALS" SECTION.
3. ALL MEMBER SIZES GIVEN ON PLAN ARE NOMINAL DIMENSIONS.
4. SPACING OF BRIDGING FOR JOISTS SHALL NOT EXCEED 6 FEET.
5. WOOD LINTELS OR HEADERS SHALL BEAR FULLY ON POSTS OR TRIMMERS.
6. PROVIDE 1 STUD AND 1 TRIMMER MINIMUM AT ENDS OF ALL LINTELS, SEE PLANS FOR ADDITIONAL MEMBERS.
7. SILL PLATES BEARING ON CONCRETE OR MASONRY SHALL BE TREATED WITH A PRESERVATIVE AND ANCHORED AS REQUIRED IN THE WOOD WALL SCHEDULE.
8. ALL TOP PLATES OF BEARING WALLS SHALL BE MINIMUM OF 2 - 2X'S, ALL BOTTOM PLATES SHALL BE A MINIMUM OF 1 - 2X.
9. ALL BEAMS AND JOISTS NOT BEARING ON SUPPORTING MEMBERS SHALL BE FRAMED WITH "SIMPSON" JOIST HANGERS OR EQUAL.
10. WOOD JOISTS SHALL BEAR ON THE FULL WIDTH OF SUPPORTING MEMBERS (STUD WALLS, BEAMS, ETC.) UNLESS NOTED OTHERWISE.
11. ROOF SHEATHING SHALL BE EXTERIOR GRADE 5/8" APA, INDEX 32/16 EXPOSURE 1. NAILS SHALL BE 8d COATED COMMON SMOOTH THUS: 6" OC ALONG PANEL EDGES, 12" OC AT INTERMEDIATE SUPPORTS.
12. WHERE NOTED ON PLAN, EXTERIOR WALL SHEATHING SHALL BE 15/32" OR GREATER PLYWOOD/OSB EXTERIOR GRADE. NAILS AT EXTERIOR WALLS SHALL BE GALVANIZED, SEE WALL PLAN FOR NAILING REQUIREMENTS AND SPACING.
13. MINIMUM FASTENING REQUIREMENTS, UNLESS NOTED OTHERWISE:

Table with 3 columns: CONNECTION, FASTENING, LOCATION. Lists various connection types like JOIST TO STILL OR GIRDER, BRIDGING TO JOIST, etc. and their corresponding fastening and location requirements.

- MAXIMUM HOLE SIZE THROUGH WOOD STUDS:
- HOLES BORED UP TO 40% OF STUD DEPTH - 2X4 STUDS (1 3/8" DIAMETER HOLES); 2X6 STUDS (2 1/4" DIAMETER HOLES); 2X8 STUDS (3" DIAMETER HOLES). NO HOLES SHALL BE LOCATED CLOSER THAN 5/8" TO FACE OF STUD.
- BORED HOLES 40% TO 60" OF STUD DEPTH - THE CONTRACTOR SHALL DOUBLE THE STUDS.
• MAXIMUM HOLES SIZE THROUGH WOOD JOISTS AND BEAMS:
- HOLES BORED IN JOISTS SHALL NOT BE CLOSER THAN 2" FROM THE TOP OR BOTTOM OF THE JOIST, AND THE DIAMETER OF ANY SUCH HOLE SHALL NOT EXCEED 1/3 THE JOIST DEPTH.
- DO NOT BORE HOLES WITHIN 1/4 SPAN FROM SUPPORTS.
- SPACING OF BORED HOLES SHALL BE A MINIMUM OF 4 TIMES THE HOLE DIAMETER.





**GENERAL MEP NOTES:**

1. THESE DRAWINGS ARE DIAGRAMMATIC AND SHOW GENERAL LOCATION AND ARRANGEMENT OF ALL MATERIALS AND EQUIPMENT. THE DRAWINGS SHALL BE FOLLOWED AS CLOSELY AS BUILDING CONSTRUCTION AND ALL OTHER WORK WILL PERMIT.
2. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION, AND INSTALLATION OF ALL MEP UTILITIES AND ASSOCIATED EQUIPMENT

**MECHANICAL**

1. THE MECHANICAL CONTRACTOR IS TO DESIGN ALL MECHANICAL SYSTEMS AND OBTAIN NECESSARY PERMITS. MECHANICAL DOCUMENTS ARE TO BE PROVIDED BY THE MECHANICAL CONTRACTOR AND SIGNED BY A PROFESSIONAL ENGINEER AS REQUIRED BY CODE. THE MECHANICAL DESIGN IS TO BE COORDINATED WITH THE ATTACHED ENGINEERING CONSTRUCTION DOCUMENTS. THE DESIGN IS TO BE REVIEWED BY THE CLIENT PRIOR TO IMPLEMENTATION.
2. THE MECHANICAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL NECESSARY MECHANICAL EQUIPMENT AND CONTROLS TO COMPLETE THE JOB. THE MECHANICAL CONTRACTOR IS TO COORDINATE WITH THE ELECTRICAL CONTRACTOR ALL THE NECESSARY WIRING TO COMPLETE THE JOB. WIRING IS TO BE COMPLETED BY THE ELECTRICAL CONTRACTOR.
3. VERIFY LOCATIONS AND SIZES OF ALL OPENINGS WITH GENERAL CONTRACTOR PRIOR TO COMMENCING WORK. THE GENERAL CONTRACTOR IS RESPONSIBLE TO CUT AND PATCH OR ADD STRUCTURAL REINFORCEMENT AS REQUIRED FOR THE INSTALLATION OF MECHANICAL EQUIPMENT.
4. ALL MECHANICAL EQUIPMENT, INCLUDING EXHAUST FANS AND TANKLESS WATER HEATER, SHALL BE SIZED APPROPRIATELY BY MECHANICAL CONTRACTOR AND INSTALLED PER MANUFACTURERS SPECIFICATIONS.

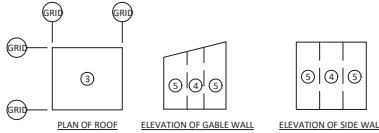
**ELECTRICAL**

1. THE ELECTRICAL CONTRACTOR IS TO DESIGN ALL ELECTRICAL SYSTEMS AND OBTAIN ALL NECESSARY PERMITS. THE ELECTRICAL DESIGN IS TO BE COORDINATED WITH THE ATTACHED ENGINEERING CONSTRUCTION DOCUMENTS. THE ELECTRICAL DESIGN IS TO BE REVIEWED BY THE ENGINEER OF RECORD AND CLIENT PRIOR TO IMPLEMENTATION.
2. THE ELECTRICAL CONTRACTOR IS TO COORDINATE THE INSTALLATION OF ALL MECHANICAL EQUIPMENT AND TO PROVIDE DISCONNECT AND POWER WIRING FOR ALL MECHANICAL EQUIPMENT.
3. THE ELECTRICAL CONTRACTOR IS TO PROVIDE EXIT AND EMERGENCY LIGHTS AS REQUIRED BY APPLICABLE CODES AND ORDINANCES.
4. THE ELECTRICAL CONTRACTOR IS TO PROVIDE SMOKE DETECTION AND ALARM DEVICES AND WIRING OF THE SPACE AS REQUIRED BY APPLICABLE CODES AND ORDINANCES FOR THE INTERIOR BUILD-OUT SPACE.
5. THE ELECTRICAL CONTRACTOR SHALL INSTALL JUNCTION BOXES WITH PULL STRINGS FOR ALL VOICE/ DATA AND PHONE LOCATIONS.
6. NEW ELECTRICAL OUTLETS ARE SHOWN AT APPROXIMATE LOCATION. NO OUTLETS ARE TO BE BACK-TO-BACK.
7. THE ELECTRICAL SCHEMATIC PLAN IS FOR REFERENCE ONLY, REGARDING LOCATION, QUANTITIES, AND TYPES OF LIGHT FIXTURES. THE ELECTRICAL PLAN REFERENCES LIGHT FIXTURES, HOWEVER, THE ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR VERIFYING FIXTURE TYPE, APPROPRIATE FOOT-CANDLES AND VOLTAGE REQUIREMENTS OF ALL SPECIFIED LIGHT FIXTURES IN ASSOCIATION W/ THE SPECIFIC SITE CONDITIONS AND PROVIDE SHOP DRAWINGS FOR REVIEW AND APPROVAL PRIOR TO THE ORDERING OR INSTALLATION OF ANY FIXTURES.

**PLUMBING**

1. THE PLUMBING CONTRACTOR IS TO DESIGN ALL PLUMBING SYSTEMS AND OBTAIN ALL NECESSARY PERMITS. THE PLUMBING DESIGN IS TO BE COORDINATED WITH THE ATTACHED ENGINEERING CONSTRUCTION DOCUMENTS. THE PLUMBING DESIGN IS TO BE REVIEWED BY THE ENGINEER OF RECORD AND CLIENT PRIOR TO IMPLEMENTATION.
2. ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH NATIONAL PLUMBING CODE AND ALL OTHER APPLICABLE CODES.
3. BEFORE BEGINNING WORK INVERT ELEVATIONS SHALL BE ESTABLISHED. PC IS TO ENSURE PROPER SLOPES OF ALL WASTE AND STORM PIPING CAN BE MAINTAINED, CONTACT ENGINEER IMMEDIATELY IF PROBLEM/ISSUE IS DISCOVERED.
4. PLUMBING CONTRACTOR TO COORDINATE W/ G.C. AND ENGINEERING PLANS TO ENSURE NECESSARY BACKING/SUPPORTS ARE INSTALLED TO ALLOW INSTALLATION OF PLUMBING FIXTURES.
5. THE PLUMBING CONTRACTOR SHALL COORDINATE CLOSELY WITH ALL OTHER TRADES TO AVOID CONFLICT AND ENSURE OTHER TRADES PROVIDE MEASURES TO ACCOMMODATE PLUMBING WORK (I.E. ACCESS DOORS, SLAB/WALL/ROOF OPENINGS, ELECTRICAL CONNECTIONS, ETC)
6. PIPING SHOULD BE COORDINATED WITH ALL STRUCTURAL FOOTINGS AND FOUNDATIONS. PIPE SHOULD BE OFFSET TO AVOID CONTACT WITH FOOTINGS AND FOUNDATION WALLS. IF PIPING MUST RUN UNDERNEATH A FOOTING OR THROUGH A FOUNDATION WALL, THE PIPE MUST BE INSTALLED WITH A RELIEVING ARCH OR IN A PIPE SLEEVE.
7. PLUMBING FIXTURES SHALL ADHERE TO ADA COMPLIANCE STANDARDS
8. PLUMBING FIXTURE HEIGHTS SHALL ADHERE TO ADA COMPLIANCE STANDARDS
9. PLUMBING CONTRACTOR TO FOLLOW MANUFACTURER'S INSTRUCTIONS WHEN INSTALLING PLUMBING EQUIPMENT. ENSURE REQUIRED MAINTENANCE ACCESS AND CLEARANCES ARE MAINTAINED. IF CONFLICT EXISTS BETWEEN THESE PLANS AND MFG INSTRUCTIONS CONTACT ENGINEER.
10. PLUMBING CONTRACTOR RESPONSIBLE FOR EXECUTING ALL CODE REQUIRED TESTS AND INSPECTIONS, INCLUDING BUT NOT LIMITED TO, LEAK & PRESSURE TESTING OF GAS, WASTE, VENT & WATER PIPING AND SANITIZING OF WATER PIPING.
11. ENSURE PIPING LOCATED ON EXTERIOR WALLS (OR OTHER WALLS EXPOSED TO FREEZING CONDITIONS) IS INSTALLED ON WARM-SIDE OF WALL INSULATION.
12. PROVIDE SHUT OFF VALVES ON THE FIXTURE SUPPLY TO EACH PLUMBING FIXTURE, APPLIANCE, OR MECHANICAL EQUIPMENT.

**WIND - COMPONENTS & CLADDING NOTES:**



**RESTROOM BUILDING:**

ZONE	STRENGTH LEVEL (LRFD) DESIGN WIND PRESSURE (PSF)			
	TRIBUTARY AREA (SQ FT)			
	10	20	30	50
3	-30.3	-27.5	-25.9	-23.8
4	-17.9	-17.1	-16.7	-16.2
5	-22.0	-20.5	-19.7	-18.6

**NOTES:**

1. IT IS PERMITTED TO INTERPOLATE BETWEEN VALUES OF TRIBUTARY AREA
2. SEE ASCE 7 FOR ADDITIONAL INFORMATION
3. VALUES SHOWN CAN ACT POSITIVELY OR NEGATIVELY

© Bolton & Menk, Inc. 2020. All Rights Reserved. 11/18/2019 11:31:27 AM Server:boltonmenk.com, Path: \\BOLTONMENK.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Jason Graham*  
51637 05/02/2024



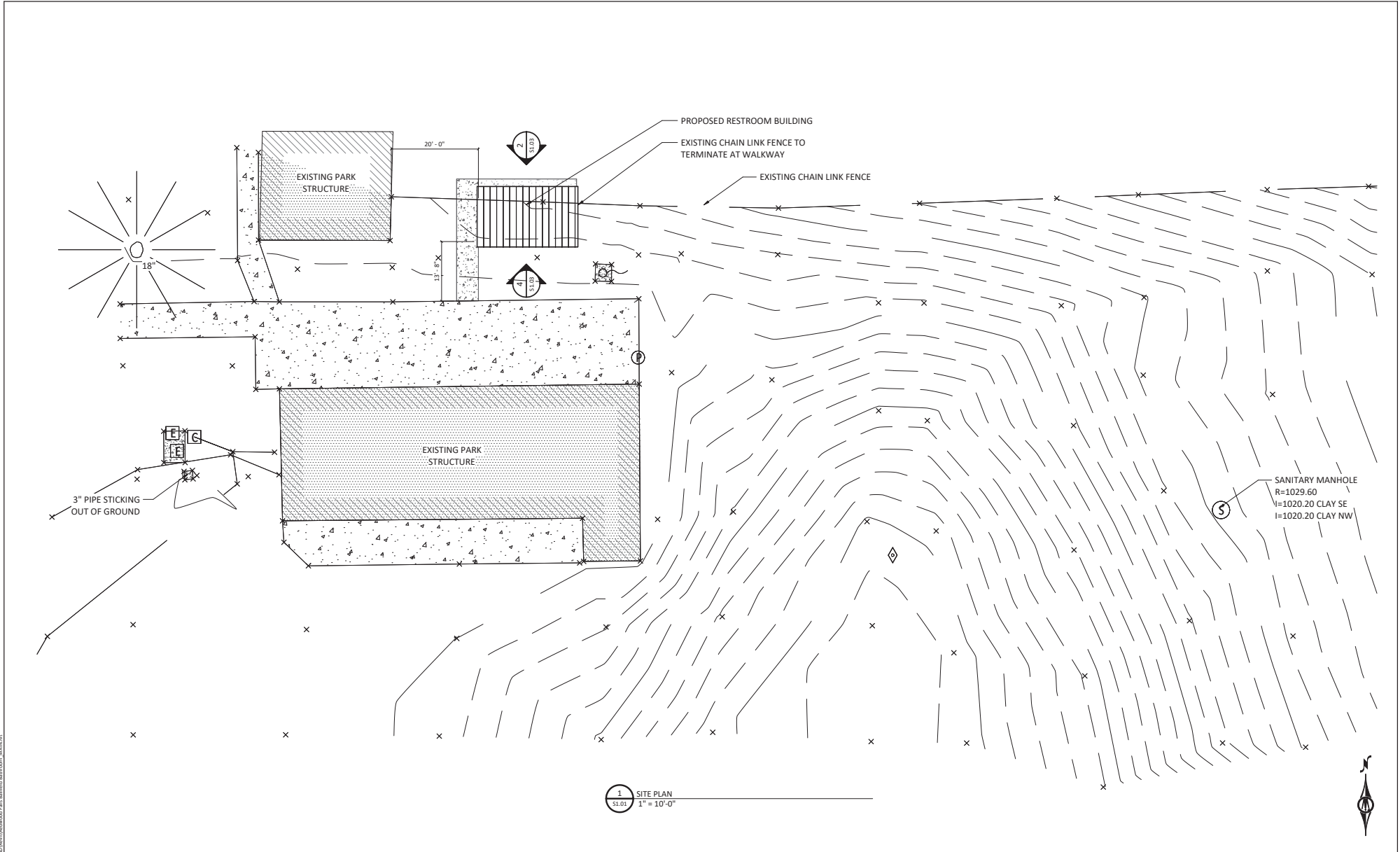
1224 MCCOLLET AVENUE  
BURGOINVILLE, MN 55337-4549  
PHONE: 651-500-6000  
FAX: 651-500-6000  
EMAIL: BURGONVILLE@BOLTON-MENK.COM  
WWW.BOLTON-MENK.COM

REVISION	BY	DATE	DESCRIPTION
MDH			
MDH			
JCG			

CLIENT PROJECT NO.: 051133420

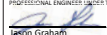
CITY OF REDWOOD FALLS  
RESTROOM FACILITY  
GENERAL (DESIGN CRITERIA & LOADING)

SHEET  
50.02



1 SITE PLAN  
 51.01 1" = 10'-0"

© Bolton & Menk, Inc. 2020. All Rights Reserved.  
 11/MT/20/0511133420/051133420/Restroom/051133420/MT/20/0511133420

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED  
 BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED  
 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
  
 Jason Graham 51637 05/02/2024



12224 NICOLLET AVENUE  
 BURNSVILLE, MN 55337-4549  
 PHONE: 952-890-6000  
 EMAIL: BURNSVILLE@BOLTON-MENK.COM  
 WWW.BOLTON-MENK.COM

ENGINEER	DATE	REVISION	DATE
IMDH			
IMDH			
JCG			
CLIENT PROJ. NO.	051133420		

CITY OF REDWOOD FALLS  
 RESTROOM FACILITY  
 SITE PLAN

SHEET  
 S1.01

**GENERAL NOTES:**

1. SCALES SHOWN ARE BASED ON FULL SIZE (22X34) DRAWINGS. REDUCE SCALES BY 2 FOR 11X17 DRAWINGS.
2. FOR GENERAL STRUCTURAL NOTES, SEE SHEET 50.01.
3. V.I.F. INDICATES FOR CONTRACTOR TO VERIFY IN FIELD.
4. TFE INDICATES TOP OF FINISH ELEVATION.
5. TSE INDICATES TOP OF SLAB ELEVATION.
6. TWE INDICATES TOP OF WALL ELEVATION.
7. TOP OF FOOTING, TFE = 96'-0" U.N.O.
8. TOP OF SLAB, TSE = 100'-0" U.N.O.
9. VERIFY ALL SIZES AND LOCATIONS OF OPENINGS WITH FLOOR PLAN, ELEVATIONS & SECTIONS ON SHEET S1.03.
10. VERIFY ALL DIMENSIONS.
11. FOR WIND COMPONENTS AND CLADDING DIAGRAM, SEE DTL 2 / S0.02

**FOUNDATION PLAN NOTES:**

1. STRIP FOOTINGS ARE CENTERED ON WALLS, U.N.O.
2. FOR TYPICAL FOUNDATION WALL CORNER REINFORCING, SEE DTL 6 / S5.01
3. FOR TYPICAL PENETRATION REINFORCEMENT, SEE DTL 1 / S5.02
4. FOR MECHANICAL LINES BENEATH FOOTING, SEE DTL 4 / S5.01
5. FOR STEPPED FOOTING FOR PIPE, SEE DTL 5 / S5.01
6. FOR STEPPED FOOTING FOR PIPE BELOW, SEE DTL 7 / S5.01

**SLAB PLAN NOTES:**

1. CJT INDICATES SLAB CONTROL JOINT, REFER TO CONTROL JOINT NOTES THIS SHEET AND DTL 8 / S5.01
2. INTERIOR SLABS SLOPE 1/8" V. 1'-0" H TO DRAIN, SEE SLAB PLAN FOR SLOPE ARROWS.

**INTERIOR WALLS & LINTEL NOTES:**

1. LINTELS NOT SHOWN TO BE PER MASONRY NOTES SHEET 50.01.
2. COORDINATE INTERIOR WALL LOCATIONS AND OPENINGS WITH FLOOR PLAN SHEET S1.03.
3. FOR THICKENED SLAB BENEATH INTERIOR NON-LOAD BEARING MASONRY WALLS, SEE DTL 10 / S5.01

**FRAMING PLAN NOTES:**

1. FOR WOOD FRAMING, SEE DIMENSIONAL LUMBER NOTES AND LUMBER NOTES ON SHEET S1.01.
2. FOR ROOF SLOPES, SEE ELEVATION VIEW.
3. FOR TYPICAL MASONRY WALL OPENING REINFORCEMENT, SEE DTL 2 / S5.02
4. FOR ROOF DECKING, SEE DTL 7 / S5.02
5. FOR SHEAR WALL, SEE DTL 8 / S5.02
6. HD INDICATES HOLD DOWN, FOR LOCATIONS SEE ROOF FRAMING PLAN THIS SHEET.
7. FOR STUD WALL CONNECTION TO MASONRY WALL, SEE DTL 3 / S5.02

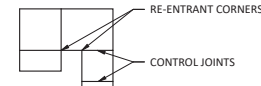
**NOTE TO MEP CONTRACTORS:**

1. ALL MECHANICAL/ELECTRICAL/PLUMBING TO BE DESIGN BUILD.
2. CONTRACTORS SHALL BE RESPONSIBLE FOR COORDINATION WITH ALL OTHER DISCIPLINES & VENDORS.
3. CONTRACTORS SHALL BE RESPONSIBLE FOR DEVELOPING AND IMPLEMENTING MEP PLANS AS PER PROJECT SPECIFICATIONS AND LOCAL BUILDING CODES.
4. CONTRACTORS ARE REQUIRED TO FURNISH MEP DESIGN PLANS AND SELECTED PRODUCT DESCRIPTIONS FOR CLIENT APPROVAL PRIOR TO CONSTRUCTION.
5. CONTRACTORS ARE RESPONSIBLE FOR SECURING ALL REQUISITE BUILDING PERMITS NECESSARY FOR CONSTRUCTION.
6. SEE GENERAL NOTE SHEET 50.02 FOR ADDITIONAL MEP NOTES UTILITIES ARE TO BE ROUTED TO UTILITY ROOM.
7. TANKLESS WATER HEATER, SHALL BE SIZED APPROPRIATELY BY MECHANICAL CONTRACTOR AND INSTALLED PER MANUFACTURERS SPECIFICATIONS.

**CONTROL JOINT NOTES:**

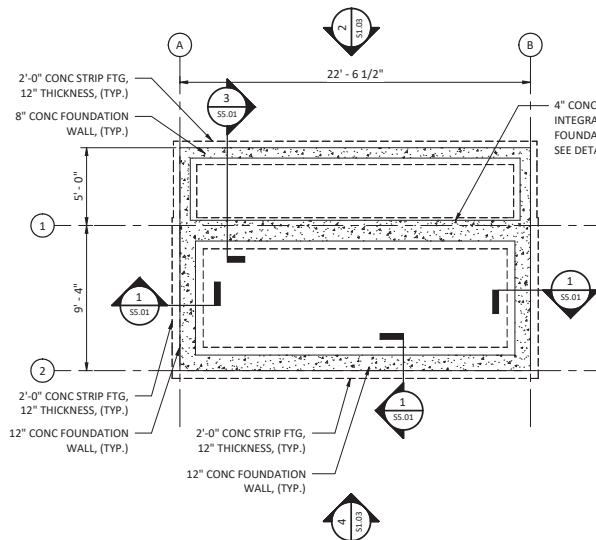
**CONTROL JOINT PLACEMENT GUIDELINES:**

1. CUT JOINTS USING GROOVING TOOLS IN FRESH CONCRETE OR SAW CUTTING JOINTS AS SOON AS THE CONCRETE IS HARD ENOUGH THAT THE EDGES ABUTTING THE CUT DON'T CHIP FROM THE SAW BLADE.
2. IN HOT WEATHER, CONCRETE MIGHT CRACK IF JOINTS ARE NOT CUT WITHIN 6-12 HOURS AFTER FINISHING CONCRETE. PLAN ALTERNATE JOINT CUTTING EQUIPMENT ACCORDINGLY.
3. WHERE POSSIBLE, PLACE JOINTS UNDER PROPOSED NON-LOAD BEARING WALL LOCATIONS OR UNDER CARPET AREAS.

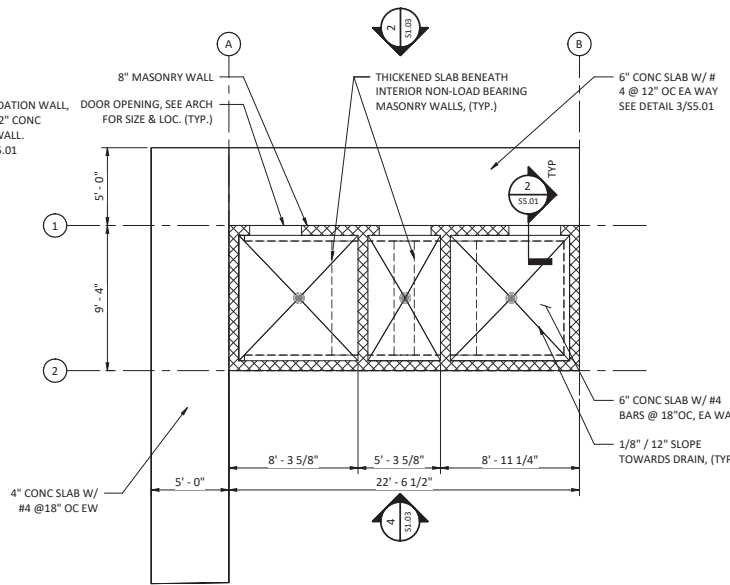


EXAMPLE CONTROL JOINT PLAN

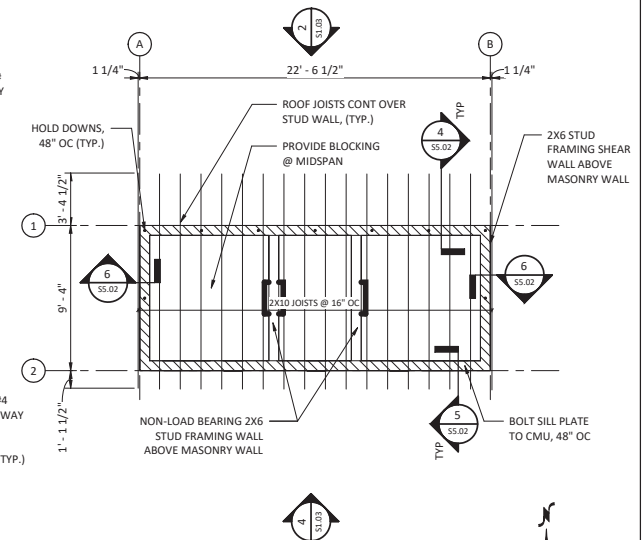
SHEAR WALL SCHEDULE					
BUILDING	GRID LINES	END POSTS	THICKNESS	NAIL	NAIL EDGE SPACING (IN.)
RESTROOM	1, 2	2	15/32"	8d	6"
	A, B	2	15/32"	8d	6"



1 STRUCTURAL FOUNDATION PLAN  
1/4" = 1'-0"



2 SLAB PLAN  
1/4" = 1'-0"



3 STRUCTURAL ROOF FRAMING PLAN  
1/4" = 1'-0"

© Bolton & Menk, Inc. 2020. All Rights Reserved. 11/18/2019 11:31:27 AM C:\Users\jgraham\OneDrive\Boltmen\Projects\2020\Restroom\MAIN.DWG

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jason Graham  
51637 05/02/2024

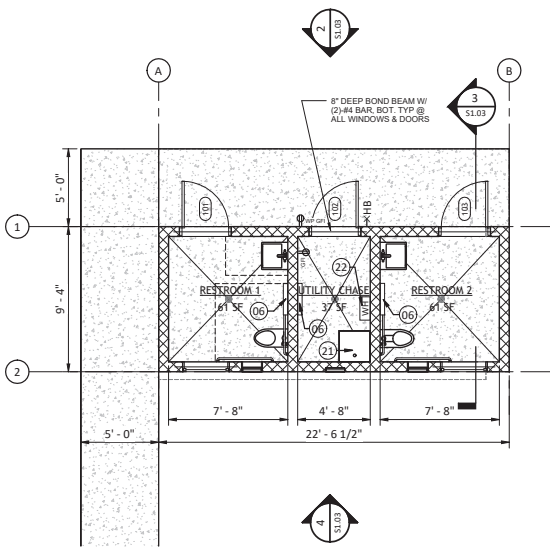


1224 MCCOLLET AVENUE  
BURNSVILLE, MN 55337-4549  
PHONE: 952-899-6000  
FAX: 952-899-6000  
WWW.BOLTON-MENK.COM

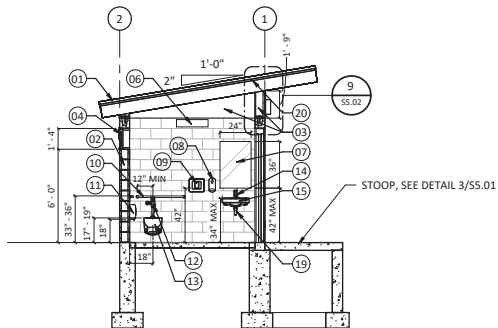
REVISION	NO.	DESCRIPTION	DATE
MDH			
MDH			
JCG			

CITY OF REDWOOD FALLS  
RESTROOM FACILITY  
STRUCTURAL PLANS

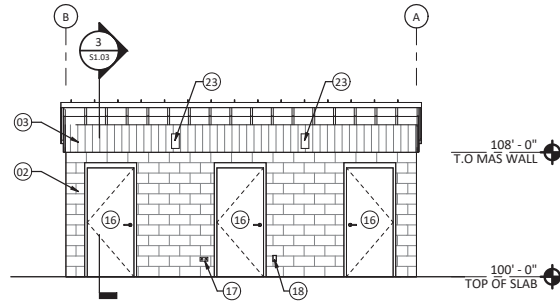
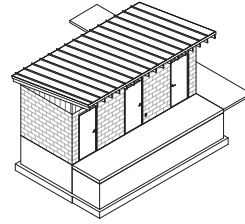
SHEET  
S1.02



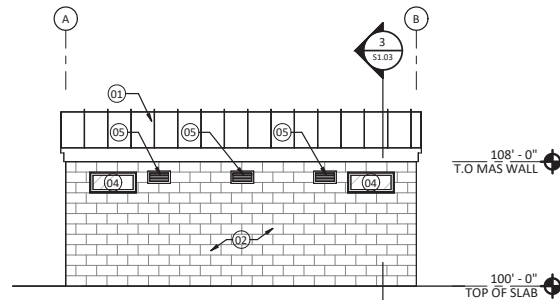
1 LAYOUT PLAN  
S1.03 1/4" = 1'-0"



3 SECTION  
S1.03 1/4" = 1'-0"

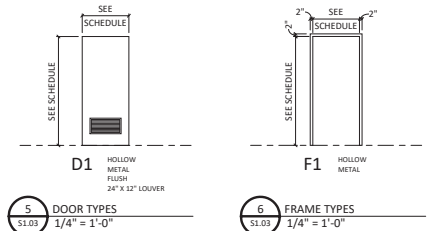


2 EAST ELEVATION  
S1.03 1/4" = 1'-0"



4 WEST ELEVATION  
S1.03 1/4" = 1'-0"

KEYNOTES	
NO.	DESCRIPTION
01	STANDING SEAM METAL ROOF, 22-GUAGE. MECHANICAL DOUBLE LOCK SEAM, 2" RIB. COLOR TO MATCH ADJACENT CONCESSION BUILDING. CONTRACTOR SHALL SUBMIT MATERIAL CUTSHEETS FOR ENGINEER APPROVAL.
02	SPLIT FACE 16" X 8" CMU. COLOR & TEXTURE TO MATCH ADJACENT CONCESSION BUILDING. CONTRACTOR SHALL SUBMIT MATERIAL CUTSHEETS FOR ENGINEER APPROVAL.
03	2X6 STUD WALL. FINISH TO MATCH ADJACENT CONCESSION BUILDING. SEE DETAILS FOR WALL ASSEMBLY. CONTRACTOR SHALL SUBMIT MATERIAL CUTSHEETS FOR ENGINEER APPROVAL.
04	ALUMINUM CLAD WINDOW. APPROX SIZE 24" X 16", OPENING TO BE V.I.F. MANUF: MARVIN. MODEL: COASTLINE AWNING OR EQUIV. COLOR: BRONZE
05	AIR VENT, 16" X 8", MANUF: ARCHITECTURAL LOUVERS. MODEL: EX BRICK VENT OR EQUIV.
06	LIGHT FIXTURE, SURFACE MOUNTED. MANUF: COOPER. MODEL: 2AWS-L3C3-UNV W/ INTEGRATED OCCUPANCY SENSOR, TEMP: 3500K.
07	MIRROR. HEIGHT FROM BOTTOM OF MIRROR TO FLOOR TO BE 40" MAX. MANUF: ACORN, MODEL: 1812 SERIES, SIZE 12" X 22-1/2"
08	LIQUID SOAP DISPENSER, SURFACE MOUNTED. MANUF: ASI, FINISH: STAINLESS
09	HAND DRYER, SURFACE MOUNTED. MANUF: ASI, FINISH: STAINLESS
10	ADA COMPLIANT VERTICAL & HORIZONTAL GRAB BARS, CONCEALED MOUNTING. MANUF: ASI, FINISH: STAINLESS
11	SURFACE MOUNTED 9" JUMBO ROLL TOILET PAPER DISPENSER. MANUF: ASI, FINISH: STAINLESS
12	TOUCHLESS FLUSH VALVE, HARD WIRED. MANUF: SLOAN OR EQUIV. FINISH: STAINLESS. CONTRACTOR TO VERIFY COMPATIBILITY W/ TOILET
13	TOILET. MANUF: ACORN. MODEL: 2100-T-1 OR EQUIV. FINISH: STAINLESS.
14	TOUCHLESS FAUCET, HARD WIRED. MANUF: SLOAN OR EQUIV. FINISH: STAINLESS. CONTRACTOR TO VERIFY COMPATIBILITY W/ SINK
15	SINK, 20" X 22", ADA COMPLIANT. MANUF: ACORN OR EQUIV. FINISH: STAINLESS
16	HOLLOW METAL DOORS. SEE SCHEDULE. OPENINGS TO BE V.I.F.
17	HOSE BIB. FIXTURE TO BE FREEZE PROOF & TAMPER PROOF
18	GFCI OUTLET. WEATHER PROOF
19	P-TRAP. MANUF: SLOAN OR EQUIV. FINISH: STAINLESS
20	2X6 T&G WD ROOF DECKING, SPECIES: SOUTHERN PINE
21	UTILITY SINK, 24" X 24"
22	TANKLESS WATER HEATER, ELECTRIC. CONTRACTOR IS RESPONSIBLE FOR ENSURING UNIT IS SIZED AND INSTALLED CORRECTLY.
23	LIGHT FIXTURE, SURFACE MOUNTED. MANUF: COOPER. MODEL: ENTRY WALL PACK. ENABLE PHOTOCCELL SENSOR



DOOR SCHEDULE										
DOOR NUMBER	TYPE	WIDTH	HEIGHT	THICKNESS	MATERIAL	FRAME		HARDWARE SET	FIRE RATING	COMMENTS
						FRAME TYPE	FRAME MATERIAL			
101	D1	3' - 0"	7' - 0"	1 3/4"	MTL	F1	HOLLOW MTL	HW1		PAINT DOOR & FRAME TO MATCH ADJ CONCESSION BLDG
102	D1	3' - 0"	7' - 0"	1 3/4"	MTL	F1	HOLLOW MTL	HW2		PAINT DOOR & FRAME TO MATCH ADJ CONCESSION BLDG
103	D1	3' - 0"	7' - 0"	1 3/4"	MTL	F1	HOLLOW MTL	HW1		PAINT DOOR & FRAME TO MATCH ADJ CONCESSION BLDG

DOOR HARDWARE SETS			
HW1	LATCH ON TIMER	HW2	LATCH
	LEVER LOCKSET KICKPLATE CLOSER ELECTRIC STRIKE KEY LOCK OVERRIDE 365-DAY TIMER HEAVY DUTY CONTINUOUS HINGE WEATHER STRIPPING DOOR SWEEP WALL STOP		LEVER LOCKSET HEAVY DUTY CONTINUOUS HINGE KICKPLATE WALL STOP WEATHER STRIPPING DOOR SWEEP WALL STOP

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jason Graham  
S11637  
05/02/2024

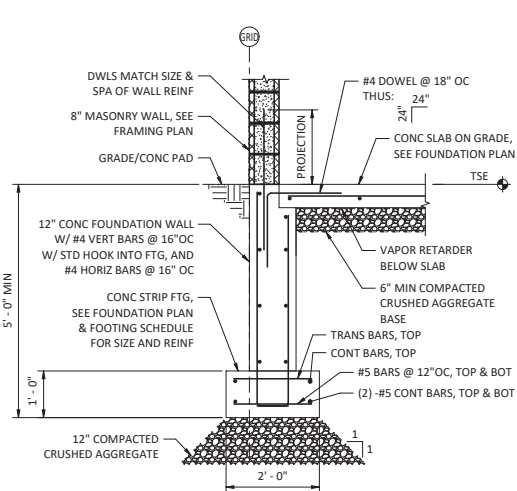


12224 MCOLLET AVENUE  
BURNSVILLE, MN 55337-4549  
PHONE: (651) 800-6000  
FAX: (651) 800-6000  
WWW.BOLTON-AMENK.COM

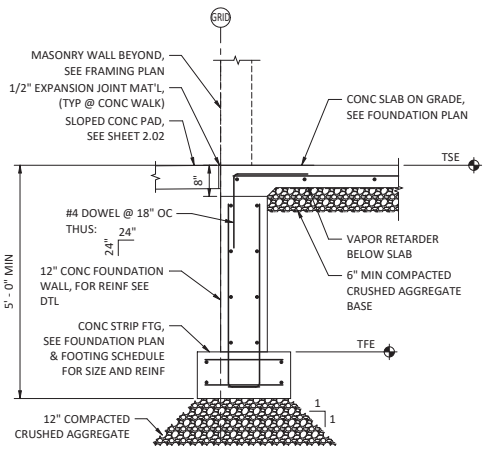
DESIGNED BY	MDH	DATE
DRAWN BY	MDH	
CHECKED BY	JCG	
CLIENT PROJ. NO.	051133420	

CITY OF REDWOOD FALLS  
RESTROOM FACILITY  
BUILDING PLANS ELEVATIONS & SECTIONS

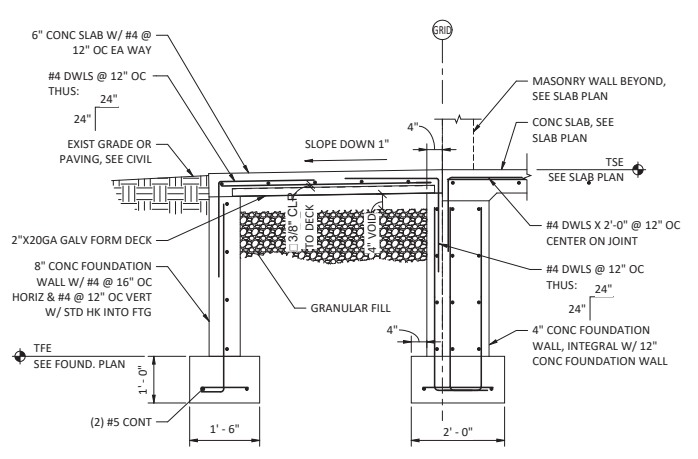
SHEET  
S1.03



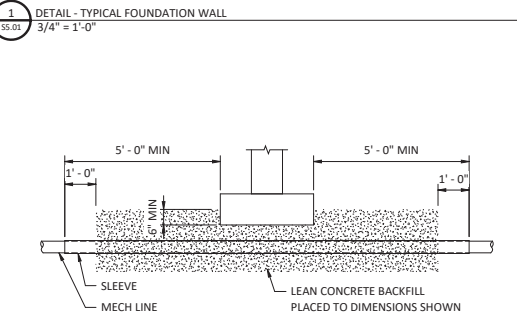
1  
SS.01  
DETAIL - TYPICAL FOUNDATION WALL  
3/4" = 1'-0"



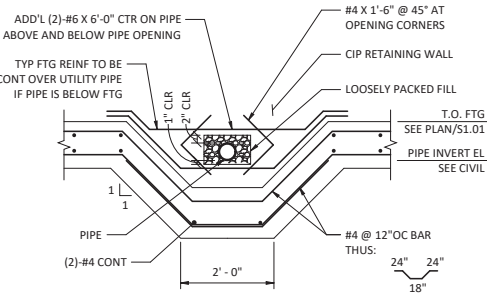
2  
SS.01  
DETAIL - TYPICAL FOUNDATION WALL @ OPENING  
3/4" = 1'-0"



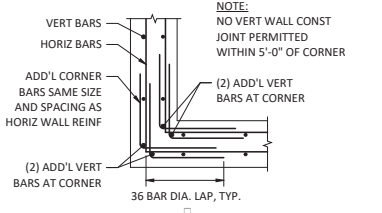
3  
SS.01  
DETAIL - STOOP  
3/4" = 1'-0"



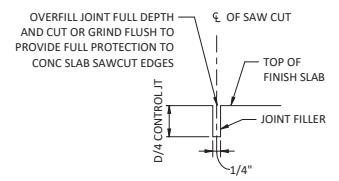
4  
SS.01  
DETAIL - CONTRACTORS OPTIONS AT MECH LINES BENEATH FTG  
1/2" = 1'-0"



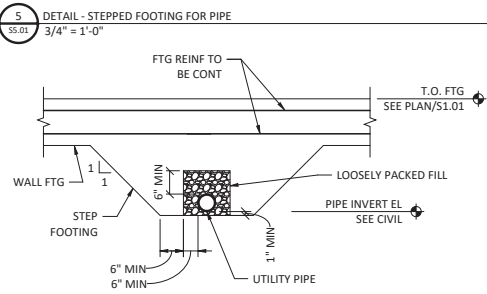
5  
SS.01  
DETAIL - STEPPED FOOTING FOR PIPE  
3/4" = 1'-0"



6  
SS.01  
DETAIL - TYPICAL FOUNDATION WALL CORNER  
3/4" = 1'-0"



9  
SS.01  
DETAIL - TYPICAL SAWCUT  
6" = 1'-0"



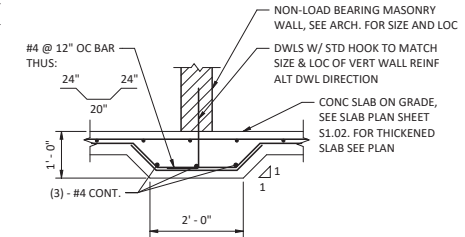
7  
SS.01  
DETAIL - STEPPED FOOTING FOR PIPE BELOW  
3/4" = 1'-0"

NOTE:  
SEE SLAB PLAN SHEET S1.01 FOR JOINT LOCATIONS, SLAB THICKNESSES AND REINFORCEMENT.  
ALL SLABS ON GRADE - SAWCUT JOINT  
FOR SLAB SAWCUT, SEE DTL 9 / SS.01  
INTERRUPT REINF AT CONST AND CONTROL JT

REINFORCED SLAB DEPTH	PREFERRED SPACING	CONTROL JOINT DEPTH (MIN.)
4"	8' TO 12'	1"
5"	10' TO 15'	1.25"
6"	12' TO 18'	1.5"
7"	14' TO 21'	1.75"
≥ 8"	16' TO 24'	2"

REFER TO CONTROL JOINT PLACEMENT GUIDE FOR ADDITIONAL CONTROL JOINT INFORMATION

8  
SS.01  
DETAIL - TYP SLAB CONTROL JOINT  
1" = 1'-0"



10  
SS.01  
DETAIL - TYP THICKENED SLAB EDGE  
3/4" = 1'-0"

© Bolton & Menk, Inc. 2020. All Rights Reserved. 11/17/2019 11:31:27 AM 11/17/2019 11:31:27 AM 11/17/2019 11:31:27 AM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

**Jason Graham**  
51537  
05/02/2024



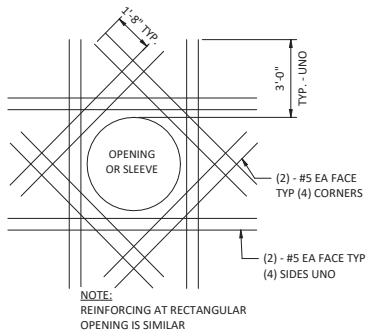
12224 MCCOLLEY AVENUE  
BURNSVILLE, MN 55337-4549  
PHONE: 952-890-6000  
FAX: 952-890-6000  
WWW.BOLTON-AND-MENK.COM

REVISION	NO.	DESCRIPTION	DATE
MDH			
MDH			
JCG			

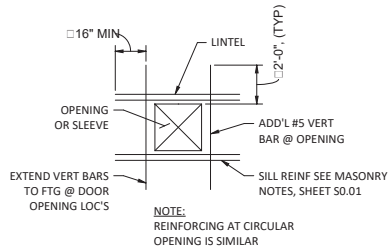
CLIENT PROJ. NO.: 051133420

CITY OF REDWOOD FALLS  
RESTROOM FACILITY  
STRUCTURAL DETAILS

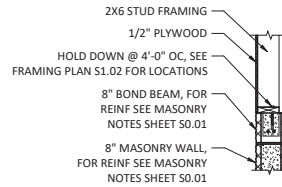
SHEET  
SS.01



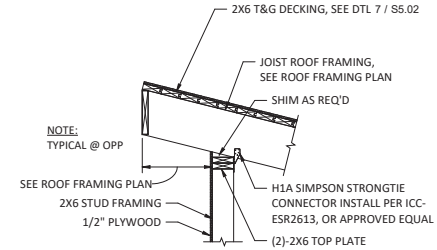
1  
SS.02  
DETAIL - TYPICAL PENETRATION REINFORCEMENT  
1 1/2" = 1'-0"



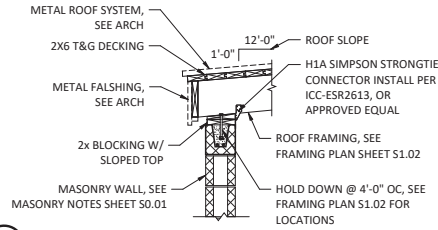
2  
SS.02  
DETAIL - TYPICAL OPENING REINFORCEMENT  
3/4" = 1'-0"



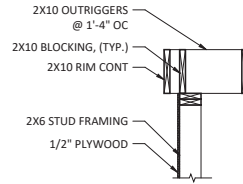
3  
SS.02  
DETAIL - STUD WALL CONNECTION TO MASONRY WALL  
3/4" = 1'-0"



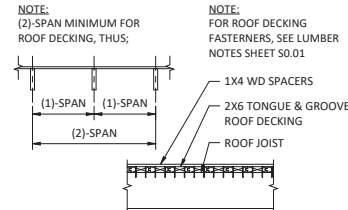
4  
SS.02  
DETAIL - TYPICAL JOIST CONNECTION TO STUD WALL  
3/4" = 1'-0"



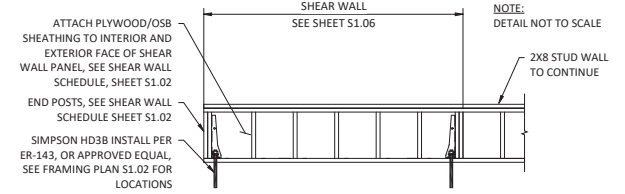
5  
SS.02  
DETAIL - TYPICAL JOIST CONNECTION TO STUD WALL 2  
3/4" = 1'-0"



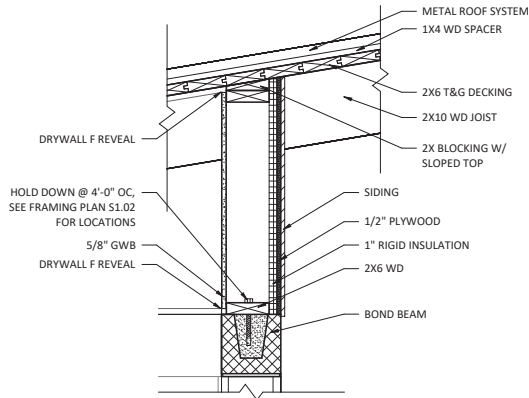
6  
SS.02  
DETAIL - TYPICAL OUTRIGGER  
3/4" = 1'-0"



7  
SS.02  
DETAIL - ROOF DECKING  
3/4" = 1'-0"



8  
SS.02  
DETAIL - TYPICAL FORCE TRANSFER SHEAR WALL  
1/2" = 1'-0"



9  
SS.02  
DETAIL @ SECTION 1  
1 1/2" = 1'-0"

© Bolton & Menk, Inc. 2020. All Rights Reserved. 11/17/2019 11:31:27 AM Rev: 00000001.dwg, Billed By: Pwong, M.A.N./J.T.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Jason Graham*  
51637  
05/02/2024



1224 MCCOLLET AVENUE  
BURNSVILLE, MN 55337-4549  
PHONE: 952-890-6000  
FAX: 952-890-6000  
EMAIL: BURNSVILLE@BOLTON-MENK.COM  
WWW.BOLTON-MENK.COM

DESIGNED	CHK	INSTR. DATE	DATE
MDH			
MDH			
JCG			

CLIENT PROJ. NO.  
051133420

CITY OF REDWOOD FALLS  
RESTROOM FACILITY  
STRUCTURAL DETAILS

SHEET  
S5.02



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

---

## AGENDA RECOMMENDATION

**Meeting Date:** July 2, 2024

**Agenda Item:** Resolution No. 40 of 2024 – Resolution Accepting Donation from the Redwood Falls Fire Relief Association

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

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

Attached is a resolution accepting two financial donations in a total amount of \$4,615.94. The donations are to be used towards the purchase of a pressure washer system and a rescue training dummy for use by the Redwood Falls Fire Department.

**Attachments:** Resolution No. 40 of 2024

**RESOLUTION NO. 40 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; and

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

<u>Name of Donor</u>	<u>Amount</u>
Redwood Falls Fire Relief Association	\$2,801.35
Redwood Falls Fire Relief Association	\$1,814.59

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

Terms or Conditions  
Purchase of a pressure washer system and supplies and a rescue training dummy.

**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 2<sup>nd</sup> day of July 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of July 2024.

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



**Council Meeting Date:** July 2, 2024

**Agenda Item:** Resolution No. 41 of 2024 – Resolution Accepting Donation from Redwood Area Library Foundation for \$7,365.00

**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 41 of 2024 accepting a donation from the Redwood Area Library Foundation. \$2,365.00 is donated by Anne and Chad Johnson for a fiberglass book bench to be placed on a cement slab at the Library in memory of Anne's mother. This had been approved in 2019 by the City Council and had not been re-addressed post-Covid, so it was advised to request current approval. The Capital Bonding Application completed by Engan Associates became a much higher expense than previously estimated. The City Council had approved \$5,200.00 at the April 2<sup>nd</sup> meeting from the Capital Projects Fund. The total amount due is \$16,835.25. The Redwood Area Library Foundation has agreed to pay \$5,500.00 as agreed to with Engan Associates, with the balance of \$6,135.25 as an in-kind donation for a physical marker with their name and logo near the entrance of the Expansion space when it occurs.

Staff is requesting approval to accept the financial donation from the Redwood Area Library Foundation for the book bench and Engan Associates balance due.

**Attachments:** Resolution No. 41 of 2024

**RESOLUTION NO. 41 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	\$7,365.00

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

Terms or Conditions  
Contribution of \$5,500.00 to pay Engan Associates for Library Capital Bonding application.  
\$2,365.00 to pay for a fiberglass book bench from the family of Anne and Chad Johnson.

**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 2<sup>nd</sup> day of July 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of July 2024.

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

Meeting Date: July 2, 2024

### **Agenda Recommendation**

**Agenda Item:** Approve Results of State Mandated Body Worn Camera Audit

**Recommendation/Action Requested:** Staff recommends approval of the audit

### **Summary/Overview:**

On, or about, June 1, 2022 Redwood Falls Police Department deployed the Axon Body Worn Camera (BWC) system for use by officers while on patrol. By state statute, once a BWC system is deployed by a law enforcement agency an audit of the system and all the data collected must be audited every two years from the date of deployment.

On April 12, 2024, Lynn Lembcke of Lynn Lembcke Consulting conducted the very first audit of the RFPD BWC program. On June 17, 2024, Police Chief Jason Cotner received the final draft of her report and confirmed no discrepancies in any of the audit categories were found.

Per statute, the final draft of the audit must be submitted to the Redwood Falls City Council as well as several officials with the State of Minnesota who oversee BWC Data Practices.

### **Attachments:**

2024 BWC Audit

# INDEPENDENT AUDIT REPORT

Chief Jason Cotner  
Redwood Falls Police Department  
303 E. 3<sup>rd</sup> St., Box 526  
Redwood Falls, MN 56283

Dear Chief Cotner:

An independent audit of the Redwood Falls Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on April 12, 2024. The objective of the audit was to verify Redwood Falls Police Department's compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

## Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

## Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

The Redwood Falls Police Department is located in Redwood County, Minnesota and employs twelve (12) peace officers. The Redwood Falls Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period June 1, 2022, through March 31, 2024.

### **Audit Requirement: Data Classification**

*Determine if the data collected by BWCs are appropriately classified.*

Redwood Falls Police Department BWC data is presumptively private. All data collected during the audit period is classified as private or nonpublic data. The Redwood Falls Police Department had no incidents of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

*No discrepancies noted.*

### **Audit Requirement: Retention of Data**

*Determine if the data collected by BWCs are appropriately retained and destroyed in accordance with statutes.*

The Redwood Falls Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. At the conclusion of a BWC recording, officers assign meta data, including an Evidence.com category, to the recording. Each Evidence.com category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of the data is captured in the audit trail.

A report was produced from Evidence.com for all BWC data collected during the audit period. Records from the Evidence Created Report were reviewed, and the date and time the data was created was verified against the deletion date. All records were deleted in accordance with the record retention schedule. A group of uncategorized videos were deleted in less than the ninety (90) days required by statute due to a system error created by Axon Support in the course of updating the retention period of uncategorized video to “until manually deleted.” Randomly selected records from the Evidence Created Report were verified against audit trail reports, and each record was deleted or maintained in accordance with the record retention.

The Redwood Falls Police Department had received no requests from data subjects to retain BWC data beyond the applicable retention period.

*No discrepancies noted.*

### **Audit Requirement: Access by Data Subjects**

*Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release are redacted.*

BWC data is available to data subjects and access may be requested by submission of a City of Redwood Falls Information Disclosure Request form. During the audit period, the Redwood Falls Police Department had received no requests to view BWC video but did receive and fulfill requests for copies of BWC video from data subjects. The requested video contained no data subjects other than the requester. The request form is scanned into the case file and the request is documented in the records management system dissemination log.

*No discrepancies noted.*

### **Audit Requirement: Inventory of Portable Recording System Technology**

*Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and*

*maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.*

Redwood Falls Police Department's BWC inventory consists of thirteen (13) devices. An inventory report produced from Evidence.com detailed the total number of recording devices owned and maintained by the agency. The inventory included the device model, serial number, device name, the officer assigned to the device, date of last upload, device status, error status, firmware version, and warranty date.

The Redwood Falls Police Department BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The Department's BWC policy requires officers to conduct a function test of their BWC at the beginning of each shift and to report any malfunction during testing or at any other time to their supervisor. Peace officers were trained on the use of the portable recording system by Axon during implementation. Newly hired officers are trained as part of their field training program.

Officers working on randomly selected dates, and randomly selected calls for service, were verified against the Evidence Created Report and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs. A comparison between the total number of BWC videos created per quarter and total calls for shows a consistent collection of BWC data.

Evidence.com queries and the Evidence Created Report detail the total amount of BWC data created, stored/maintained, and deleted.

The Redwood Falls Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. BWC video is fully deleted from Evidence.com upon reaching its scheduled deletion date. Meta data and audit trails are maintained in Evidence.com after deletion of BWC audio and video. BWC data is available upon request, and access may be requested by submission of a City of Redwood Falls Information Disclosure Request form.

*No discrepancies noted.*

#### **Audit Requirement: Use of Agency-Issued Portable Recording Systems**

*Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.*

The Redwood Falls Police Department's BWC policy states that officers may use only department-issued BWCs while engaged in the performance of official duties.

*No discrepancies noted.*

#### **Audit Requirement: Authorization to Access Data**

*Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of*

*portable recording systems and in maintaining portable recording system data.*

Random reviews of BWC data are conducted to ensure BWC data is being properly categorized and that BWCs are being used in compliance with policy.

Nonpublic BWC data is only available to persons whose work assignment reasonably requires access to the data. User access to BWC data is managed by the assignment of roles and permissions in Evidence.com. Permissions are based on staff work assignments. Roles and Permissions are administered by the Chief of Police and Assistant Chief. Access to Evidence.com is password protected and requires dual authentication.

The agency's BWC Policy governs access to BWC data. Agency personnel may access BWC data only when there is a legitimate law enforcement or data administration need for doing so. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law-enforcement-related purposes. User access to data is captured in the audit trail. The BWC policy states that supervisors shall monitor for compliance with the policy, and noncompliance may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

When BWC data is deleted from Evidence.com, its contents cannot be determined. The Redwood Falls Police Department has had no security breaches. A BCA CJIS Security audit was conducted in May of 2022.

*No discrepancies noted.*

#### **Audit Requirement: Sharing Among Agencies**

*Determine if nonpublic BWC data is shared with other law enforcement agencies, government entities, or federal agencies.*

The Redwood Falls Police Department's BWC policy allows for the sharing of data with other law enforcement agencies for legitimate law enforcement purposes only and for the sharing of data with prosecutors, courts and other criminal justice entities as provided by law. Law enforcement agencies seeking access to BWC data submit a written request. Data is downloaded from Evidence.com and shared via iCrimeFighter software. Written requests are retained and sharing of data is documented in the records management system dissemination log.

*No discrepancies noted.*

#### **Audit Requirement: Biennial Audit**

*Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and*

*whether data are destroyed as required.*

Evidence.com and the Evidence Created Report document the date and time portable recording system data were collected and deleted. All BWC data collected during the audit period is classified as private or nonpublic data. The Evidence.com audit trail documents how the data are used. The audit trail is maintained in Evidence.com after deletion of video. The Evidence.com audit trail documents each and every action taken from the creation of the recording to its deletion, as well as access to the audit trail after BWC has been deleted.

*No discrepancies noted.*

### **Audit Requirement: Portable Recording System Vendor**

*Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.*

An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

*No discrepancies noted.*

### **Audit Requirement: Public Comment**

*Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.*

The Redwood Falls Police Department solicited for public comment by notice in their official publication. Public comments were accepted mail or email. The Redwood Falls City Council held a public hearing at their November 16, 2021, meeting. The BWC program was implemented in June of 2022.

*No discrepancies noted.*

### **Audit Requirement: Body-worn Camera Policy**

*Determine if a written policy governing the use of portable recording systems has been*



*established and is enforced.*

The Redwood Falls Police Department has established and enforces a BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The agency's policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3. The BWC policy is posted on the agency's website.

*No discrepancies noted.*

This report was prepared exclusively for the City of Redwood Falls and Redwood Falls Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: June 17, 2024

Lynn Lembcke Consulting

*Lynn Lembcke*

---

Lynn Lembcke