



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, JULY 16, 2024 – 5:00 P.M.**

1. **Pledge of Allegiance**
2. **Call to Order**
 - Roll Call and Establishment of Quorum
3. **Approval of Agenda**
 - Council Changes
 - Staff Changes
4. **Approval of Minutes**
 - A. July 2, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
 - A. Approve Purchase of Single-Phase Electric Transformers
 - B. Approve Purchase of Waste Oil Furnace
 - C. Approve Temporary On-Sale Liquor License – Church of St. Catherine’s
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Appoint 2024 Election Judges (Resolution #42)
 - B. Police Officer Position
 - C. Reflection Cove Housing Development Phase One Engineering Services (Resolution #43)
 - D. July 30 City Council Work Session
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, JULY 2, 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, July 2, 2024, at 5:00 p.m.

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

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

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

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve the June 18, 2024, minutes as presented. Motion passed by unanimous vote.

Mayor Quackenbush presented Matthew Muetzel with an Outstanding Citizen Award. Matthew Muetzel was in Ramsey Park near the swayback bridge when he heard Virginia Hansen scream for help. Ms. Hansen was walking along the swayback bridge with her granddaughter and six-year-old grandson, Ben, when Ben fell into the river. Due to the strong river current, Ben was pulled under the bridge but was able to hold onto one of the bridge's pillars. Matthew quickly ran to the bridge and was able to communicate with Ben and pull him back onto the bridge. Ms. Hansen is very grateful for Mathew's actions and fully supports awarding him the Outstanding Citizen Award. Ms. Hansen and her grandchildren were present along with Matthew Muetzel and his family.

Gale Morley, resident at 152 Baker Drive and Sandy Sander, resident at 204 Baker Drive were present to discuss concerns with the commercial business located behind their properties at 635 W. Bridge St., owned by Williamson Properties LLC and operated as West Central Sanitation. Ms. Sander stated there are concerns about the level of noise, the time of day the noise is happening, and foul smells coming from the property. Ms. Sander and Ms. Morley stated their concerns have been discussed with City Staff as well as the current owners. There has been some improvement to the issues, but the properties are still being negatively affected by the current business operations and they wanted to make Council aware of the issues.

Mr. Muetzel stated Staff has been working with the Ms. Morley and Ms. Sander to address the concerns with the property owner.

Mayor Quackenbush opened a public hearing at 5:16 p.m. to discuss delinquent utility accounts and unpaid surcharges.

Finance Director Klages introduced Resolution No. 36 of 2024 – Resolution Adopting Assessments for Delinquent Accounts and Resolution No. 37 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges.

Ms. Klages stated the proposed Resolutions are to adopt assessments for delinquent utility accounts, maintenance cost charges, and surcharges that are more than 30 days past due. Similar resolutions are brought to the City Council on a quarterly basis in order to improve the time between the delinquent billing and the ability to disclose the information to new property owners. The delinquent account resolutions will be presented each year at the first meeting in January, April, July, and October.

Ms. Klages further explained the delinquent process. Delinquent letters are first mailed to the utility account holders. Delinquent letters are then mailed to the property owners if not collected from the account holders. Electricity consumed by a tenant is not assessable to the property. Any unpaid balance is then brought to Council to be approved by resolution. Any pending assessments passed by resolution and still outstanding as of November 1st will be charged a \$50.00 fee and are then transferred to Redwood County to be assessed on the tax rolls.

No one was present to voice any concerns.

Mayor Quackenbush closed the public hearing at 5:17 p.m.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 36 of 2024 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve Resolution No. 36 of 2024 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Buckley to waive the reading of Resolution No. 37 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 37 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

City Administrator Muetzel introduced the open Accounts Payable/Payroll Coordinator Position.

Mr. Muetzel stated the reassignment of Rachel Viergutz created an Accounts Payable/Payroll Coordinator position vacancy. Seven interviews were completed by Finance Director Klages, HR Coordinator Sheila Stage, and City Administrator Muetzel. An employment offer was made to Nichole Mathwig to start at grade 6, step 2 of the 2024 Non-Union Step Structure. Ms. Mathwig has accepted the employment offer with an anticipated start date of Monday, July 22, 2024. Staff is requesting approval of the employment offer to Nichole Mathwig.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve the employment offer to Nichole Mathwig for the Accounts Payable/Payroll Coordinator Position. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Solid Waste Collection Proposals.

Council Member Sandgren stated to provide full transparency, it is relevant to disclose that a family member is in a relationship with an employee of Sweetman Sanitation. Council Member Sandgren and his family do not have any financial investment in Sweetman Sanitation. The current relationship will not have any bearing on the decision-making ability and participation in the discussion, and voting will be in the best interest of the residents of Redwood Falls. After consulting with the City Attorney and League of MN Cities, Council Member Sandgren will participate in the discussion and vote.

Mr. Muetzel stated the Solid Waste Committee and Staff met on June 25, 2024 at 3:00 p.m. to review the abstract and rank the RFP responses. Proposals were opened on June 25, 2024, at 11:00 a.m. and read aloud in the Council Chambers. The three proposals opened and read aloud 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 ranked cumulative scores out of 300 total points are as follows: 291-West Central Sanitation, 268-Sweetman Sanitation and 195-Waste Management of MN.

Mr. Muetzel stated 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 (September 23, 2024 – September 21, 2029), Solid Waste Franchise Agreement. Upon approval of the award, Staff will work to develop the Solid Waste Franchise Agreement, which will be presented to the Redwood Falls City Council on August 6th for final approval.

Council Member Buckley stated support for the Solid Waste Committee's recommendation to award the bid to West Central Sanitation.

A motion was made by Council Member Buckley to approve the Solid Waste Collection Proposals and accept the bid from West Central Sanitation. Motion failed due to lack of second.

Council Member Smith stated support for Sweetman Sanitation and requested comments from audience members.

Resident Candace Tissue spoke in support of Sweetman Sanitation.

Resident and owner of the Redwood Falls Golf Club Ryan Fernelius described problems he has had with Waste Management.

Residents and members of the Discover Downtown Board, Jessica Johnson, David Steinkraus, and Shannon Guetter spoke in support of Sweetman Sanitation. Sweetman Sanitation provided garbage removal services free of charge to all downtown businesses for a cleanup event.

Resident Tom Ochs spoke in support of Sweetman Sanitation.

Resident Sandy Sander spoke in support of Sweetman Sanitation.

Resident Gale Morley spoke in support of Sweetman Sanitation.

Ray Sweetman, owner of Sweetman Sanitation was present to address Council and discuss the Solid Waste Collection Proposals.

Don Williamson, owner of West Central Sanitation was present to address Council and discuss the Solid Waste Collection Proposals.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Solid Waste Collection Proposals and accept the bid from Sweetman Sanitation. Motion passed by the following vote:

AYE: Council Members Smith, Kerkhoff, Sandgren, and Arentson

NO: Council Member Buckley

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 38 of 2024 – A Resolution Accepting A Donation To The City.

Mr. Nachreiner stated Resolution 38 of 2024 is to accept a financial donation in the amount of \$13,000 from the Friends of Ramsey Park. The donation allows the City to meet the required match of \$7,000.00 per grant guidelines. City staff would like to thank The Friends of the Park for their generous donation. Staff 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.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 38 of 2024 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 38 of 2024 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 39 of 2024 – Authorization to Execute Quote for Construction of a Bathroom Facility at Memorial Park.

Mr. Nachreiner stated Resolution No. 39 is to approve the quote and enter into a contract with Salonek, Inc to construct a bathroom facility at the 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. The bathrooms in the old pool building are currently being used, which 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.

Mr. Nachreiner stated Staff budgeted for 2024, \$100,000.00 for this project. An additional \$5,000.00 in donations has been secured from the Redwood Valley Baseball Association and \$5,000.00 from the Redwood American Legion Post #38. The remaining funds will come from the Park & Rec capital budget. Two quotes were obtained for the project. Salonek, Inc.'s quote was \$138,520.00 and Everstrong Construction's quote was \$151,530.72. Staff is requesting Council approve Resolution No. 39 of 2024 and accept the quote from Salonek, Inc in the amount of \$138,520.00

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 39 of 2024 – Authorization to Execute Quote for Construction of a Bathroom Facility at Memorial Park. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 39 of 2024 – Authorization to Execute Quote for Construction of a Bathroom Facility at Memorial Park. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 40 of 2024 – A Resolution Accepting A Donation To The City.

Ms. Klages stated Minnesota Statute 465.03 gives the City authority to receive donations and requires them to be formally accepted by resolution, adopted by a two-thirds vote of the Council. Resolution No. 40 is to accept two financial donations from the Redwood Falls Fire Relief Association 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.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 40 of 2024 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 40 of 2024 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

Library Director Connie Lechner was present to introduce Resolution No. 41 of 2024 – A Resolution Accepting A Donation To The City.

Ms. Lechner stated Resolution No. 41 of 2024 is to accept a donation from the Redwood Area Library Foundation. Anne and Chad Johnson donated \$2,365.00 to the Library Foundation 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 but had not been re-addressed post-Covid, so it was advised to request current approval.

Ms. Lechner further stated the Capital Bonding Application completed by Engan Associates became a larger expense than previously estimated. The City Council had approved \$5,200.00 at the April 2nd meeting from the Capital Projects Fund. The total amount due is \$16,835.25. The Redwood Area Library Foundation has agreed to donate \$5,500.00 with Engan Associates agreeing to cover 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 Library 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 in the amount of \$7,865.00.

Ms. Lechner stated due to a mathematical error, the total donation amount was listed incorrectly on the resolution that was provided to Council. The donation amounts have not changed but the total donation being received has been changed on the resolution to reflect the correct total of \$7,865.00.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to waive the reading of Resolution No. 41 of 2024 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to approve Resolution No. 41 of 2024 – A Resolution Accepting A Donation To The City. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Police Department Body Worn Camera Audit.

Chief Cotner stated 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.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the results of the Police Department Body Worn Camera Audit. Motion passed by unanimous vote.

City Administrator Muetzel stated work on the 4th Street reconstruction project has slowed due to the weather but the contractor continues to make progress.

City Administrator Muetzel stated there was some minor damage to a road in North Redwood due to the recent flooding but there hasn't been any other major damage incurred from flooding. City Staff is keeping track of any expenses incurred from flooding, but FEMA requires at least \$3,900.00 in damages before receiving any reimbursement. The City has not met that threshold for damages at this time.

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

There being no further business, a motion was made by Council Member Smith and seconded by Council Member Arentson to adjourn the meeting at 6:24 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor



Jason Halvorson
Public Utilities Superintendent

Phone: 507-616-7490

Cell: 507-430-2114

jhalvorson@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

Meeting Date: July 16, 2024

Agenda Item: Approve Purchase of 41 Single-phase Pad-mount Transformers from RESCO for \$138,964.72

Recommendation/Action Requested: Public Utilities Staff Recommends Approval

Summary/Overview: On May 22, 2024, I requested quotes for single phase transformers from RESCO, who also won our summer URD conversion bid to quote transformers that have been on order since May 18, 2022, with Irby. The delivery date has been changed multiple times from Irby with the latest delivery date of December 31, 2024. As time has gone on our transformer inventory has dwindled down to almost nothing. I also spoke to the Irby salesman, and he would not even quote single phase transformers currently.

Lead times on these transformers is 4th quarter of 2024. With the Reflections Project and our other customers needs Staff recommends purchasing 41 Single phase transformers from RESCO.

If nothing changes the total cost of the transformers will be \$138,964.72 including tax and delivered to Redwood Falls from RESCO. Prices are subject to Escalation/De-escalation at time of shipment.

Attachments: RESCO Quote



SUPPLYING THE COOPERATIVE ADVANTAGE

Rural Electric Supply Cooperative
4100 30th Avenue South
Warehouse 20
Moorhead, MN 56560
218-233-1596

QUOTATION

Order Number	
1028593	
Order Date	Page
06/17/2024	1 of 1
Customer PO Number	

Quote Expires On: 07/17/2024

Bill To:

REDWOOD FALLS, CITY OF ELECTRIC DEP
PO BOX 526
500 EAST TIN STREET
REDWOOD FALLS, MN 56283
507-616-7400

Ship To:

REDWOOD FALLS, CITY OF ELECTRIC DEP
500 EAST TIN STREET
REDWOOD FALLS, MN 56283

Requested By: JASON HALVORSON

Customer Number	Freight Terms	Quote Expiration Date	CSR
13819	FREIGHT ALLOWED	07/17/2024	RACHELE.RUHL

Line #	Item ID Item Description	Ship Location	Quantities		Unit Price	Extended Price
			Ordered	UOM		

Order Note: ERMCO QUOTE 705516-00 UPDATED 6/14/2024
PRICES SUBJECT TO ESCALATION/DE-ESCALATION AT TIME OF SHIPMENT.
ESTIMATED DELIVERY 4TH QTR 2024.

1	25KVA 13800GRDY/7970 TRANSFORMER 1PH PAD 240Y/120 NL = 56 LL = 348	RESCO - Moorhead	8	EA	3,737.00000	29,896.00
2	37.5KVA 13800GRDY/7970 TRANSFORMER 1PH PAD 240Y/120 NL = 82 LL = 441	RESCO - Moorhead	10	EA	4,195.00000	41,950.00
3	50KVA 13800GRDY/7970 TRANSFORMER 1PH PAD 240Y/120 NL = 89 LL = 617	RESCO - Moorhead	10	EA	4,795.00000	47,950.00
4	10KVA 13800GRDY/7970 TRANSFORMER 1PH PAD 240Y/120 NL = 31 LL = 158	RESCO - Moorhead	3	EA	3,208.00000	9,624.00

Total Lines: 4

SUB-TOTAL: 129,420.00
TAX: 9,544.72
AMOUNT DUE: 138,964.72
U.S. Dollars

Meeting Date: July 16, 2024

AGENDA RECOMMENDATION

Agenda Item: Clean Burn Waste Oil Furnace.

Recommendation/Action Requested: Staff recommends approval of the purchase order.

Summary/Overview: The 2024 operating budget includes \$14,000.00 to update a 1980 model waste oil furnace that is used to heat the old central garage building.

Attachments: Derson Manufacturing: \$12,795.00

DERSON MANUFACTURING

200 MADISON ST.
 P.O. BOX 849
 WATERTOWN, MN 55388
 952-955-2668
 FAX 952-955-2669
 dersonmfginc@aol.com

QUOTATION

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO CITY of Redwood Falls

QUOTATION DATE <u>7/10/24</u>	SALESPERSON <u>SKIP</u>
INQUIRY DATE	INQUIRY NUMBER

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS
<u>IN STOCK</u>	<u>OUR TRUCK</u>	<u>JOB</u>	<u>NET</u>

QUANTITY	DESCRIPTION	PRICE	AMOUNT
<u>1</u>	<u>CB-1750</u>		<u>9995 -</u>
<u>1</u>	<u>Class A Chimney ↗</u>		<u>-1200 -</u>
<u>1</u>	<u>TRADE IN ↘</u>		<u>1250 -</u>
<u>1</u>	<u>RE INSTALLATION</u>		<u>2800 -</u>
			<u>12,795 -</u>

DERSON MANUFACTURING, INC.

Skip Johnson
 Vice President

200 Madison Street • PO Box 849
 Watertown, MN 55388

952.955.2668
 Fax 952.955.2669
 Cell 952.210.3365

skip@dersonmfg.com

USED OIL=FREE HEAT



CLEAN BURN

Multi-oil heating system

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR _____ DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

BY _____ ACCEPTED _____ DATE _____

SIGN AND RETURN YELLOW ACCEPTANCE COPY WHEN ORDERING

Thank You

AGENDA RECOMMENDATION

Meeting Date: July 16, 2024

Agenda Item: Temporary On-Sale Liquor License Application

Recommendation/Action Requested: Approve the Temporary On-Sale Liquor License Application for the Church of Saint Catherine's.

Summary/Overview: The Church of Saint Catherine's has completed the necessary application process for a Temporary (one-day) On-Sale Liquor License for the Fall Festival event to be held September 8, 2024, on church property located at 900 E. Flynn St. Staff recommends approval.



Caitlin Kodet
 Deputy City Clerk
 Phone: 507-616-7400
 Fax: 507-637-2417
 ckodet@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

Meeting Date: July 16, 2024

Agenda Item: Resolution No. 42 of 2024 – Appointing 2024 Election Judges

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: Under Section 204B.21, Subdivision 2 of the Election Laws of the State of Minnesota, the City Council of each municipality shall appoint in the manner provided, qualified voters as judges of election.

The following qualified voters are hereby designated as Judges of Election for the August 13, 2024, Primary Election and November 5, 2024, General Election with the understanding that amendments can be made by the Election Administrator to the appointments in order to fill vacancies and meet party requirements.

- | | |
|-------------------------------|-----------------------|
| 1. Caitlin Kodet – Head Judge | 16. Mary Bratsch |
| 2. Amy Kerkhoff – Head Judge | 17. Dorie Oja |
| 3. Marcee Stromberg | 18. Ernie Fiala |
| 4. Mary Wetmore | 19. Julie Fiala |
| 5. Bruce Tolzmann | 20. Jenifer Manthei |
| 6. Wayne Junker | 21. Janelle Medrud |
| 7. Abby Larson | 22. Jeannette Mertens |
| 8. Mary Walz | 23. Connie Bohn |
| 9. Eric Lovett | 24. Joan Koster |
| 10. Jessica Lovett | 25. Kari Klages |
| 11. Mary Liebl | 26. Jan C. Nelson |
| 12. Stephanie Klavetter | 27. Nicole Tisue |
| 13. Julie Faugstad | 28. Julie Rath |
| 14. Daniel Faugstad | 29. Margaret Blue |
| 15. Jacalyn Lueck | 30. Greg Smith |

Attached: Resolution No. 42 of 2024 to Appoint 2024 Election Judges.

RESOLUTION NO. 42 OF 2024

RESOLUTION APPOINTING 2024 ELECTION JUDGES

WHEREAS, under Section 204B.21, Subdivision 2 of the Election Laws of the State of Minnesota, the City Council of each municipality shall appoint in the manner provided, qualified voters as judges of election.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Redwood Falls, Minnesota, that the following qualified voters are hereby designated as Judges of Election for the August 13, 2024, Primary Election and November 5, 2024, General Election, with the understanding that amendments can be made by the Election Administrator to the appointments in order to fill vacancies and meet party requirements:

Caitlin Kodet, Amy Kerkhoff, Marcee Stromberg, Mary Wetmore, Bruce Tolzmann, Stephanie Klavetter, Wayne Junker, Abby Larson, Mary Walz, Eric Lovett, Jessica Lovett, Mary Liebl, Julie Faugstad, Daniel Faugstad, Jacalyn Lueck, Mary Bratsch, Dorie Oja, Ernie Fiala, Julie Fiala, Jenifer Manthei, Janelle Medrud, Jeannette Mertens, Connie Bohn, Joan Koster, Kari Klages, Jan C. Nelson, Nicole Tissue, Julie Rath, Margaret Blue, and Greg Smith.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 16th day of July 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

Subscribed and sworn to before me this
16th day of July 2024.

(City Seal)

Notary Public

Meeting Date: July 16, 2024

Agenda Recommendation

Agenda Item: Police Officer Employment Offer to Lucas Hodges

Recommendation/Action Requested: Staff Recommends approval of the employment offer

Summary/Overview:

At the February 20, 2024, City Council meeting, Council approved a Police Officer Recruit Agreement with Lucas Hodges. That Recruit Agreement provided an opportunity for Mr. Hodges to continue his law enforcement education with the possibility of having up to \$7,500 reimbursed to him in exchange for three years of service as a full-time Redwood Falls Police Officer. The agreement contained several provisions but the most important one being the Redwood Falls Police Department must have a vacant police officer position in order to qualify for the reimbursement.

Since that approval, Mr. Hodges has been employed as a Community Service Officer (CSO) with the Redwood Falls Police Department. Furthermore, on July 17, 2024, Mr. Hodges will graduate from Alexandria Technical College's Law Enforcement Skills program. This graduation marks the conclusion of all state mandated education and training requirements to obtain a Peace Officer Standards and Training (POST) license.

Prior to graduation, Mr. Hodges applied for RFPD's vacant police officer position. On July 2, 2024, City Administrator Keith Muetzel, Asst. Police Chief Steve Schroeder, Sgt. Brady Stough and myself interviewed Mr. Hodges. At the conclusion of that interview a conditional job offer was presented to Mr. Hodges and he accepted.

The conditional offer that was presented contained several provisions. First, successful completion of a psychological and physical examination. Second, pass the POST Board licensing exam. Third, successful completion of a police officer background check. Fourth, approval by Redwood Falls City Council. At this time, Mr. Hodges has successfully completed the psychological exam and background check. He is scheduled to take the POST test and we anticipate receiving the results of his physical test later this week.

Due to scheduling of the regular City Council meetings and staff shortages at RFPD, Staff is requesting City Council approve an employment offer for the vacant police officer position with the understanding that the requirements referenced above are met.

Attachments:

None.



Sheila Stage
Human Resources Coordinator
Phone: 507-616-7400
Fax: 507-637-2417
sstage@ci.redwood-falls.mn.us

July 2, 2024

Mr. Lucas Hodges
804 9th Ave.
Clarkfield, MN 56223

Dear Lucas,

We are very pleased to offer you the full-time position of Police Officer for the City of Redwood Falls. We look forward to having you as part of our team. Please be advised that this offer of employment is contingent upon the following:

- A satisfactory background check conducted by the Redwood Falls Police Department.
- A satisfactory report from your drug test, pre-employment physical, and psychological testing.
- City Council approval at the next scheduled City Council meeting after the above items have been completed.

This position is classified as full-time, non-exempt (overtime eligible). The normal work period for Police Officers consists of 28 consecutive days. The City of Redwood Falls complies with the Fair Labor Standards Act in relation to overtime for any hours worked in excess of 171 hours during a normal 28-day work period. Your position is eligible for overtime. This position will require varying hours of work that will necessitate evening and weekend work.

In accordance with City policy and applicable law, the following deductions will be made from your payroll checks:

- Insurance premiums for health, life, flex accounts, and group accident plans *only if you elect them*.
- Statutorily required PERA contributions.
- Federal and State withholding for taxes, etc.
- Applicable union dues.

As permitted by City policy, you are entitled to the following allowances:

- An annual \$800.00 Uniform allowance as per the 2022-2024 LELS Union Contract.

Your starting wage will be \$32.36 per hour or step two of the 2024 LELS Wage Schedule and your first day of work is projected to be approximately August 1, 2024. In January of 2025, you will be eligible for a COLA as established by the City Council. On March 7, 2025, you will be eligible for a step increase as long as you have a satisfactory evaluation. All newly hired LELS employees shall serve a twelve (12) month probationary period.

Per our standard procedure, this offer letter is not intended, nor should it be considered as, an employment contract for a definite or indefinite period of time.

Page 2
Offer Letter
Lucas Hodges

Your position is subject to a 14 day pay period and our regularly scheduled pay period is bi-weekly.

As a full-time employee, you will accrue vacation and sick leave on a bi-weekly basis. Your vacation leave accrual will begin at 1.85 hours per pay period. Your sick leave accrual will be 3.69 hours per pay period. As per the 2024 LELS Union Contract you are able to accumulate up to 80 hours of comp time.

In accordance with the Immigration and Reform and Control Act of 1986, you must provide appropriate documentation to establish identity and eligibility for employment on your first day of work. I've included a copy of the Department of Homeland Security's list of acceptable documents for your review. Please complete Section 1 of the I-9 form and bring this completed document with you on your first day of employment. You will need to bring documents for this form showing proof of identity and employment authorization. See page 3 of the I-9 document for a list of acceptable documents.

I have also included Form **SSA-1945** that contains information about the Windfall Elimination Provision and the Government Pension Offset Provision for you to sign since your employment in this job will not be covered by Social Security. I will need you to sign this form and return it to me.

In addition, prior to your first day of employment I will be sending you new-hire paperwork and your benefit enrollment forms to complete. However, some benefit forms may still need to be completed on your first day of employment so please make sure to bring dates of birth and social security numbers for any dependent you want covered by health insurance.

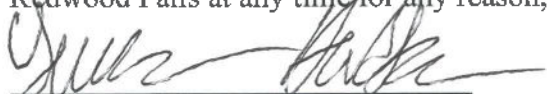
We are pleased that you will be joining our team and look forward to working with you in this position. If you have any questions prior to your start date, please feel free to contact me.

Sincerely,



Sheila Stage
HR Coordinator
cc: Personnel File

By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits provided in accordance with Minnesota Statutes sec. 181.032. I understand that the City of Redwood Falls employment is not for a specific term and can be terminated by me or by the City of Redwood Falls at any time for any reason, with or without cause.



Name



Date

Once signed to indicate you'll be joining our team, email the entire offer letter to sstage@ci.redwood-falls.mn.us or send to our confidential fax number at (507) 637-2417.

You have a right to receive this notice in a language other than English. If you need this letter translated in other languages, please contact our office at (507) 616-7400.

Meeting Date: July 16, 2024

AGENDA RECOMMENDATION

Agenda Item: Reflection Cove Housing Development Phase One Engineering Services – Resolution #43

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

Summary/Overview: In April of 2024, the City Council approved the submittal of a State of MN Workforce Housing Program grant application to assist with the phase one development of the Southwest MN Housing Partnership's Reflection Cove housing project. Phase one of the proposed project consists of nine market rate rental housing units.

In anticipation of the workforce housing grant award, the Southwest MN Housing Partnership is requesting preparation of infrastructure plans and specifications. Bolton & Menk's preliminary infrastructure cost estimate (including engineering) is \$385,000.00. Approval of the attached engineering services task order will allow for the preparation of infrastructure plans and specifications. The engineering portion of the infrastructure cost estimate is \$58,750.00 which is 15% of the total cost.

Attachments: Resolution No. 43 of 2024
Engineering Services Task Order 2024-4
Reflection Cove Phase One Lot Layout Plan

RESOLUTION NO. 43 OF 2024
AUTHORIZATION TO EXECUTE TASK ORDER NO. 2024-4
FOR THE REFLECTION COVE HOUSING ADDITION PHASE 1 IMPROVEMENTS

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

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

WHEREAS, Task Order No. 2024-4 outlines the specific professional tasks to be completed by Bolton & Menk, Inc. and is estimated to be \$58,750.00 which is not to be exceeded without prior authorization; and

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

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

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

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

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 16th day of July, 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
16th day of July, 2024.

Notary Public

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

TASK ORDER NO: 2024-4

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: July 16, 2024

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

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

1.0 Scope of Services:

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

2.0 Fees:

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows or as described in the attached Scope. Total cost of services provided by CONSULTANT for this Task Order shall not exceed \$58,750 without prior approval of CLIENT.

3.0 Schedule:

Schedule for performance of Services will be as follows or as set forth in attached Scope, such that all services will be completed by December 1, 2025 depending on schedule of the construction contractor.

4.0 Deliverables

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

5.0 Term

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

6.0 Other Matters

7.0 Project Managers

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

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

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

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

ATTACHMENTS TO THIS TASK ORDER:
PROJECT SCOPE

PROJECT SCOPE:

Reflection Cove Housing Addition Phase 1 Improvements

Professional services for improvements related to the complete construction the Reflection Cove Housing Addition Phase 1 Site Improvements to surfaces and public utilities including the following:

Provide preliminary engineering planning and study.

Perform an engineering survey of the project sites to obtain existing topographic information for the design of the work.

Prepare plans for site grading, sanitary sewer extension, watermain extension, sewer and water end services, storm sewer improvements, aggregate base, bituminous surface, concrete curb and gutter, and required MPCA Storm Water Pollution Prevention Plan.

Conduct utility meetings to coordinate work with public and private utilities.

Prepare the bid documents including plans and specifications for the work. The bid documents will conform to any funding sources providing funds to make the proposed improvements.

Submit plans to City Staff and Site Developer for review and approval.

Prepare permit applications for execution by the CLIENT.

Assist with the bidding process and provide contract award recommendation letter.

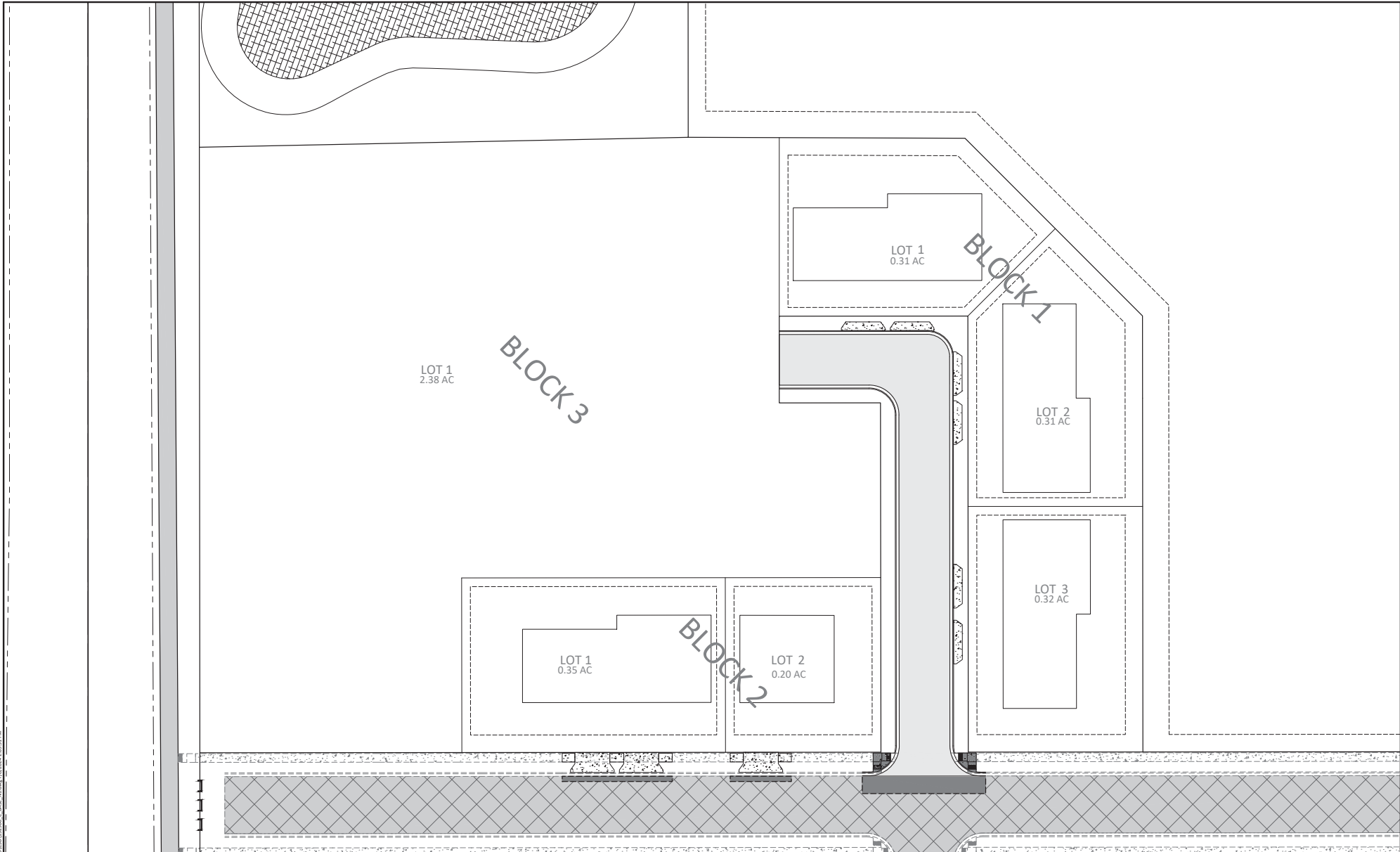
Provide construction staking and construction project representative services during construction.

Provide construction contract administration as required by the City and any funding sources.

Prepare record drawings of the as-constructed work based on the as-built information provided by the contractor.

Update the City GIS system to reflect changes to utilities made during construction.

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

OWEN J. TODD
LIC. NO. 24751 DATE: MM/DD/YYYY



1243 CEDAR STREET NE
SLEEPY EYE, MN 56085
Phone: (507) 810-4184
Email: SleepyEye@bolton-menk.com
www.bolton-menk.com

DATE	DESCRIPTION	BY
	DRAWN	JGB
	CHECKED	JGB
	DATE	01/11/2024
	COUNTY PROJ. NO.	051.132900

REDWOOD FALLS, MINNESOTA
REFLECTION COVE HOUSING ADDITION
LOT LAYOUT PLAN

SHEET
NA



Meeting Date: July 16, 2024

AGENDA RECOMMENDATION

Agenda Item: July 30 City Council Work Session

Recommendation/Action Requested: Cancel July 30 City Council work session.

Summary/Overview: Due to schedule conflicts, staff requests cancelation of the July 30 City Council work session.

Attachments: None