



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 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. August 20, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
 - A. Approve Women’s Rural Advocacy Program (WRAP) Display at Ramsey Falls Overlook
 - B. Approve Temporary On-Sale Liquor License – Redwood Area Chamber & Tourism
 - C. Approve City Assistance with Redwood Area Chamber & Tourism Fall Festival
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Architectural and Professional Services Agreement for Library Expansion (Res. #49)
 - B. Fee Schedule Amendment – Solid Waste Administration Fee (Resolution #50)
 - C. Updated Red Skye Lofts Property Assessed Clean Energy (PACE) Assessment (Resolution #51)
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, AUGUST 20, 2024**

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

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

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

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

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

Krysta Schroeder, Abby Larson, Patti Machart, Board Members of PROTECTS - Redwood Falls were present to introduce the newly formed non-profit to Council. PROTECTS - Redwood Falls is a local non-profit designed to financially support Law Enforcement in the Redwood area, above and beyond their annual budgets, by providing resources, officer training, equipment, canine, and team support.

Mary Kamolz-Miner, Redwood Falls resident, was present to express concern regarding the Farmer's Market held in the City public M & L parking lot. Ms. Kamolz-Miner requested Council revoke the Farmer's Market use of the public parking lot because of the way the vendors are selected.

Tracci Nelson Lyon, Cindy Grams, and Steph Helsper, Farmer's Market Board Members, were present to provide an overview of the Farmer's Market's vendor selection process and explain the situation with Ms. Kamolz-Miner.

Mayor Quackenbush stated Council does not have authority over the vendor selection process for the Farmer's Market and would not be limiting the use of the parking lot.

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

1. Purchase of 2025 Police Squad

Motion passed by unanimous vote.

City Attorney Dammann introduced Ordinance No. 92, Fourth Series – An Ordinance Amending The Redwood Falls City Code of Ordinances §10.35 and §11.15, Subd. 4 Pertaining to Grass, Weeds, and Other Vegetation.

Mr. Dammann stated the proposed Ordinance was introduced at the August 6, 2024, City Council Meeting. Staff is proposing changes to the City Code of Ordinances to make the City's regulation of grass, weeds, and other vegetation consistent with Minnesota law, specifically Minn. Stat. § 412.925 relating to the installation and maintenance of "Managed Natural Landscapes," which cities must allow to be installed and maintained on all parcels of land. "Managed Natural Landscapes," as defined in Minn. Stat. § 412.925, may exceed 8 inches in height and be allowed to go to seed, but Minnesota cities can still require maintenance of these landscapes, including the elimination of noxious weeds. Under the changes to §11.15, Subd. 4, weeds and grasses that are not part of a "Managed Natural Landscape," may not exceed 8 inches or be allowed to go to seed.

Mr. Dammann stated during the process of updating City Code to reflect changes in state law, it was also determined that the existing City Code does not take into account other types of property and situations within the City of Redwood Falls that in all fairness and practicality should be exempt from regulation. A list of exempt properties and conditions has also been added to §11.15, Subd. 4 to take these property interests into account. Minor changes to the ordinance have been made since the first reading to add clarity to the ordinance's language.

Mr. Dammann further stated State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 92, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 44 of 2024 and Exhibit A, which contains the summary of Ordinance No. 92 for publication.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve Ordinance No. 92, Fourth Series – An Ordinance Amending The Redwood Falls City Code of Ordinances §10.35 and §11.15, Subd. 4 Pertaining to Grass, Weeds, and Other Vegetation. Motion passed by the following roll call vote:

AYE: Council Members Kerkhoff, Sandgren, Buckley, and Arentson
NO: None
ABSENT: Council Member Smith

Public Works Project Coordinator Jim Doering introduced Ordinance No. 93, Fourth Series – An Ordinance Granting a Franchise To Sweetman Sanitation, To Collect and Haul Residential Municipal Solid Waste Generated By Residential and Multi-Residential Units Located Within The City of Redwood Falls, Minnesota

Mr. Doering stated the proposed Ordinance was introduced at the August 6, 2024, City Council Meeting. At the regular meeting of the City Council held on July 2, 2024, Council heard public comment before selecting by motion and vote to award the five-year (September 23, 2024 – September 21, 2029), City of Redwood Falls Residential Solid Waste Vendor franchise agreement to Sweetman Sanitation. Staff have worked with Sweetman Sanitation on the development of Ordinance No. 93, Fourth Series. State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 93, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 45 of 2024 and Exhibit A, which contains the summary of Ordinance No. 93 for publication.

Council Member Buckley expressed concern regarding the decision to award Sweetman Sanitation the franchise agreement.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Ordinance No. 93, Fourth Series – An Ordinance Granting a Franchise To Sweetman Sanitation, To Collect and Haul Residential Municipal Solid Waste Generated By Residential and Multi-Residential Units Located Within The City of Redwood Falls, Minnesota. Motion passed by the following roll call vote:

AYE: Council Members Kerkhoff, Sandgren, and Arentson
NO: Council Member Buckley
ABSENT: Council Member Smith

City Attorney Dammann introduced Resolution No. 44 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 92, Fourth Series, An Ordinance Amending The Redwood Falls City Code of Ordinances §10.35 and §11.15, Subd. 4 Pertaining to Grass, Weeds, and Other Vegetation.

Mr. Dammann stated State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 92, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 44 of 2024 and Exhibit A, which contains the summary of Ordinance No. 92 for publication.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to waive the reading of Resolution No. 44 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 92, Fourth Series, An Ordinance Amending The Redwood Falls City Code of Ordinances §10.35 and §11.15, Subd. 4 Pertaining to Grass, Weeds, and Other Vegetation. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve Resolution No. 44 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 92, Fourth Series, An Ordinance Amending The Redwood Falls City Code of Ordinances §10.35 and §11.15, Subd. 4 Pertaining to Grass, Weeds, and Other Vegetation. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 45 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 93, Fourth Series, An Ordinance Granting a Franchise to Sweetman Sanitation to Collect and Haul Residential Municipal Solid Waste Generated by Residential and Multi-Residential Units Located Within the City of Redwood Falls, Minnesota.

Mr. Dammann stated State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 93, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 45 of 2024 and Exhibit A, which contains the summary of Ordinance No. 93 for publication.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 45 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 93, Fourth Series, An Ordinance Granting a Franchise to Sweetman Sanitation to Collect and Haul Residential Municipal Solid Waste Generated by Residential and Multi-Residential Units Located Within the City of Redwood Falls, Minnesota. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 45 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 93, Fourth Series, An Ordinance Granting a Franchise to Sweetman Sanitation to Collect and Haul Residential Municipal Solid Waste Generated by Residential and Multi-Residential Units Located Within the City of Redwood Falls, Minnesota. Motion failed by the following vote:

AYE: Council Members Kerkhoff, Sandgren, and Arentson
NO: Council Member Buckley
ABSENT: Council Member Smith

City Attorney Dammann stated Resolutions approving an Ordinance Summary Publication require a four-fifths majority vote for approval.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 45 of 2024 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 93, Fourth Series, An Ordinance Granting a Franchise to Sweetman Sanitation to Collect and Haul Residential Municipal Solid Waste Generated by Residential and Multi-Residential Units Located Within the City of Redwood Falls, Minnesota. Motion passed by the following vote:

AYE: Council Members Kerkhoff, Sandgren, Arentson, and Buckley
NO: None
ABSENT: Council Member Smith

HR Coordinator Sheila Stage was present to introduce the Policy Governing Fire Department Fingerprint-Based Criminal History Record Information (CHRI) Checks.

Ms. Stage stated this policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for Fire Department employment purposes. Where such checks are allowable by law, the practices and procedures of the policy will be followed when doing BCA background checks for Firefighters. Staff recommends approval of the proposed Policy Governing Fire Department Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes to be included in the City of Redwood Falls Background Screen Policy.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to approve the Policy Governing Fire Department Fingerprint-Based Criminal History Record Information (CHRI) Checks. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 46 of 2024 – A Resolution of the City of Redwood Falls Providing for Authorization Approving Sale of Real Property Located at 803 S Washington Street and 206 E Broadway St.

Mr. Dammann stated on August 12, 2024, the Redwood Falls Port Authority held a public hearing on the sale of the property located at 803 S. Washington Street and 206 E. Broadway Street to Mike and Linda U'ren, whose proposal includes plans to construct a single-family home on the property. After the hearing, the Port Authority found that the proposal was in the best interests of the district and its people, and that the transaction furthered the general plan of Port Authority improvement. The Port Authority authorized executing and closing on the approved purchase agreement.

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

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 46 of 2024 – A Resolution of the City of Redwood Falls Providing for Authorization Approving Sale of Real Property Located at 803 S Washington Street and 206 E Broadway St. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve Resolution No. 46 of 2024 – A Resolution of the City of Redwood Falls Providing for Authorization Approving Sale of Real Property Located at 803 S Washington Street and 206 E Broadway St. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 47 of 2024 – Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase A \$2,731,873.00 General Obligation Sewer Revenue Note of 2024A, Providing for its Issuance, and Authorizing Execution of a Bond Purchase and Project Loan Agreement with Point Source Implementation Grant.

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 planned funding source included a Point Source Implementation Grant (PSIG) as well as a low interest loan through the Minnesota Public Facilities Authority (PFA). Resolution No. 47 of 2024 formally authorizes the loan from PFA in the amount of up to \$2,731,873.00 at an interest rate of 2.044% over a twenty-year term. In addition to the loan, the resolution authorizes the grant of up to \$6,718,137.00 from the Point Source Implementation Grant Program.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 47 of 2024 – Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase A \$2,731,873 General Obligation Sewer Revenue Note of 2024A, Providing for its Issuance, and Authorizing Execution of a Bond Purchase and Project Loan Agreement with Point Source Implementation Grant. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 47 of 2024 – Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase A \$2,731,873 General Obligation Sewer Revenue Note of 2024A, Providing for its Issuance, and Authorizing Execution of a Bond Purchase and Project Loan Agreement with Point Source Implementation Grant. Motion passed by unanimous vote.

City Administrator Muetzel introduced Resolution No. 48 of 2024 – A Resolution Adopting a Property Assessed Clean Energy (PACE) Special Assessment as Requested By Property Owner.

Mr. Muetzel stated on June 4, 2024, Council approved a Joint Powers Agreement to participate in the Minnesota Property Assessed Clean Energy Program (PACE). The PACE program provides developers with energy efficiency loan funds that are repaid solely from special assessments levied by the City against the benefiting property. Under this repayment arrangement, the City agrees to collect the assessments representing the loan repayments and remit those payments to the lender. The energy efficiency loans do not constitute a liability or indebtedness of the City and the City has no repayment obligation. The developers of the Red Sky Lofts Project have received approval to participate in the PACE program and are requesting approval of the attached resolution establishing a \$2,250,000.00 assessment on their property.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 48 of 2024 – A Resolution Adopting a Property Assessed Clean Energy (PACE) Special Assessment as Requested By Property Owner. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 48 of 2024 – A Resolution Adopting a Property Assessed Clean Energy (PACE) Special Assessment as Requested By Property Owner. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the 2022 Drew Street Improvements – Final Pay Application.

Mr. Doering stated the final contract price totals \$2,545,136.99 which is lower than the original budget amount of \$2,684,596.41. The cost savings were due to less subgrade corrections needed and the ability to salvage and re-use millings and salvage gravel materials on site. The two-year warranty period, per contract started upon substantial completion of the final wear course of bituminous which occurred on May 17, 2023. The final acceptance date will be May 17, 2025. Any material deficiencies observed during the warranty period must be brought to the attention of the Contractor, in writing, before the expiration date. A warranty walk through is scheduled this November with a final in April of 2025. Staff is recommending for approval the Final Pay Application No. 8 (2022 Drew Street Improvements) in the amount \$58,602.01.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to approve the 2022 Drew Street Improvements – Final Pay Application in the amount of \$58,602.01. Motion passed by unanimous vote.

Mayor Quackenbush expressed appreciation to the Parks & Recreation Department for assistance with “Joe Hendry Day” and the Falls Fury event at the Community Center.

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

There being no further business, a motion was made by Council Member Sandgren and seconded by Council Member Arentson to adjourn the meeting at 6:15 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH



In October of 2023, WRAP invited its supporters and the community members to stop by displays placed within the communities of Redwood Falls, Granite Falls, Marshall, and Ivanhoe to view the memorial put up by the WRAP staff in honor of those who lost their lives due to domestic violence in Minnesota in 2022.

WOMEN'S RURAL ADVOCACY PROGRAMS, INC. (WRAP)

SERVING VICTIMS OF DOMESTIC VIOLENCE SINCE 1994
IN LINCOLN, LYON, REDWOOD, AND YELLOW MEDICINE COUNTIES

This year, we will honor of the 40 victims that lost their lives in 2023, this is the highest number recorded since they started tracking domestic homicides in 1989.

WRAP is hoping to work with the City Councils of Granite Falls, Ivanhoe, and Redwood Falls, as well as the Court Administrator in Lyon County, again this year to display purple ribbons and the names of the victims to in each of these communities to honor their lives as well as raise awareness of domestic violence.

If you would like a WRAP representative to attend a meeting to answer questions about this request, please reach out to Becci, the WRAP Executive Director.

Thank you for your support.

Please follow up with Becci at becci@letswrap.com or via phone at 507-828-6849.

REQUESTED DATES:

10/6-13/24:

**Ramsey Falls,
Redwood Falls**

10/13-20/24:

**Lyon County Courthouse,
Marshall**

10/20-27/24:

**Walking Bridge,
Granite Falls
(bridge lit up purple)**

10/23-30/24:

**Ivanhoe City Park,
Ivanhoe**



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

AGENDA RECOMMENDATION

Meeting Date: September 3, 2024

Agenda Item: Redwood Area Chamber & Tourism Temporary On-Sale Liquor License Application

Recommendation/Action Requested:

Approve the Redwood Area Chamber & Tourism's Temporary On-Sale Liquor Application.

Summary/Overview:

The Redwood Area Chamber & Tourism has completed the necessary application process for a 1-day temporary on-sale liquor license. The Chamber Mixer event will be held at the downtown Minnwest Bank, located at 300 S. Washington Street on Tuesday, September 10, 2024 from 5:00-7:00 p.m. Staff recommends approval of the 1-day Temporary On Sale Liquor License.



200 South Mill Street
Redwood Falls, MN 56283
507-637-2828

Email: chamber@redwoodfalls.org Website: www.redwoodfalls.org

August 29, 2024

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

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

Redwood Area Chamber & Tourism and the Fall Festival Committee thanks you for your past support of the Annual Fall Festival held in Downtown Redwood Falls. We are excited for the 2024 Fall Festival with this year's event scheduled for Saturday, September 28th, from 9a.m. – 3p.m. Our tradition continues with tasty festival food, farmers market, great craft and retail vendors and kids activities. We will also be promoting other events that are going on that day in our community, with our goals of hosting both an event for people of all ages, and attracting people to the Redwood Area for a full day of things to enjoy.

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

1. Closure of the "festival streets" downtown on Saturday, September 28th, beginning at 6:00am through 3:00 pm. Street closures should include from the corner of Mill and 2nd Street to the corner of Jefferson and 2nd Street, and from the corner of Bridge Street and Washington to the corner of 3rd Street and Washington.
2. Delivery and placement of 10 picnic tables and 8 street barricades (2 per corner) by 6:00 am* on Saturday, September 28. Picnic tables - please deliver to grass area in public park by Alliance Church. *Notes: Tables and barricades have traditionally been delivered on Friday - the day before the festival. Also, NO bleachers are being requested this year.

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

Sincerely,

Anne Johnson, Executive Director
Redwood Area Chamber & Tourism
507-637-2828
anne@redwoodfalls.org
CC: Public Works Department

Meeting Date: September 3, 2024

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 49 of 2024

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

Summary/Overview: In January of 2023 the Council approved the predesign plan and proposed estimated budget of the Library Renovation and Expansion project. The initial fundraising initiative and awarded grant from the State Department of Education has achieved the goal of \$3.2 million and it is time to move forward with the schematic design, design development, bid packaging, construction documents and finally construction.

Approval to hire Engan Associates is necessary to begin the next phase of the Expansion Project. As we move forward through the schematic design and design phases, we will be able to create a project budget that reflects current pricing and alternatives. The original budget was derived a year and a half ago so keep in mind that pricing may fluctuate. As always, the full design and bid package will be brought forward to the Council for approval prior to bidding.

The current schedule estimates bidding in February of 2025, with a possible bid award in March and the construction phase starting in April through January of 2026 with a projected move in the Spring of 2026.

The AIA Document B101-2017 agreement form with Engan Associates P.A. will provide Architectural, Engineering, Bidding and Construction Administration services for the Redwood Falls Public Library at a rate of 8.25% of the cost of work as stipulated in Article 11.1.2 of this agreement.

Engan Associates P.A. were initially selected through an RFP process to develop concept designs, layouts, cost estimates and provide assistance with legislative funding bills and grant applications. This agreement was contingent with the success of these efforts and resulting successful funding initiatives.

The Redwood Area Library Foundation, Library Expansion Committee and Staff recommend its approval.

Attachments: Resolution No. 49 of 2024
Agreement: AIA Document B101-2017

RESOLUTION NO. 49 OF 2024

**AUTHORIZATION TO ENTER INTO
AN ARCHITECTURAL AND ENGINEERING AGREEMENT
WITH ENGAN ASSOCIATES P.A.**

WHEREAS, the City of Redwood Falls is authorized to enter into an agreement for professional services with Engan Associates P.A. of Willmar, MN pursuant to Minnesota Statutes Section 412.221, subd. 2 for the benefit of its citizens; and

WHEREAS, the City of Redwood Falls in conjunction with the Redwood Falls Public Library, Redwood Area Library Foundation (“Foundation”), and Appointed Library Expansion Committee have pledged funding of \$3.2 million to design, engineer, bid, construct and close out an approximate 7,000 square foot addition to the Redwood Falls Library with a 13,077 square foot renovation of the existing facility (the “Project”); and

WHEREAS, a grant of \$1,000,000.00 was received from the 2023 Minnesota State Capital Library Construction Bonding bill for the project; and

WHEREAS, the community, corporate, and Foundation donations and commitments have been made in the amount of \$2,200,000.00; and

WHEREAS, the City of Redwood Falls Public Library, through received grants and donations, has met or exceeded the initial \$3,200,000.00 project funding goal; and

WHEREAS, the Project will begin upon approval of this resolution and Agreement with construction to begin Spring of 2025; and

WHEREAS, Engan Associates P.A. (“Engan”) was initially selected through an RFP process to develop concept designs, layouts, cost estimates and provide assistance with legislative funding bills and grant applications. This Agreement was contingent upon the success of these efforts and resulting successful funding initiatives; and

WHEREAS, The Agreement with Engan will provide architectural, engineering, bidding and construction administration services for the Project at a rate of 8.25% of the cost of work as stipulated in Article 11.1.2 of the Agreement; and

FURTHERMORE, the Mayor or City Administrator are authorized to execute the Agreement, any amendments, and negotiate changes in scope on behalf of the City of Redwood Falls, and the Public Works Project Coordinator shall be listed as the Project Representative on behalf of the City of Redwood Falls.

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

1. The Agreement with Engan Associates P.A. described above is approved and executed by the City Council and made a part of this resolution by reference.
2. The Agreement described above shall be maintained and insured by the City as allowed by law.

BE IT FURTHER RESOLVED that the City Council of the City of Redwood Falls, Minnesota, approves the agreement 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 3rd day of September, 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

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

Notary Public



AIA[®] Document B101[®] – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty-ninth day of July in the year Two Thousand Twenty-Four
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Redwood Falls Public Library
509 S Lincoln ST
Redwood Falls MN 56283

and the Architect:
(Name, legal status, address and other information)

Engan Associates P.A.
311 4th Street SW
Willmar, MN 56201

for the following Project:
(Name, location and detailed description)

855.01 Redwood Falls Public Library
Redwood Falls MN

Basic Architectural Services for Library Addition/Renovation.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 16:27:42 ET on 07/29/2024 under Order No.4104248564 which expires on 01/23/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents[®] Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(3B9ADA4C)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

As described in the Predesign dated December 27, 2022.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

As described in the Predesign dated December 27, 2022.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

To be determined

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

Init.

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 16:27:42 ET on 07/29/2024 under Order No.4104248564 which expires on 01/23/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(3B9ADA4C)

To be determined

.2 Construction commencement date:

To be determined

.3 Substantial Completion date or dates:

To be determined

.4 Other milestone dates:

Not Applicable

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Design-Bid-Build

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not Applicable

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Connie Lechner
509 S Lincoln ST
Redwood Falls MN 56283

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

Not Applicable

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

TBD

.2 Civil Engineer:

TBD

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Dawn Engstrom, CID, Project Manager
Richard Engan, Architect
311 4th Street SW
Willmar, MN 56201

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Bryan Asche, PE
Asche Engineering

.2 Mechanical Engineer:

Brian Martin, PE
Martin Mechanical

.3 Electrical Engineer:

Jeff Blake, PE
JB Electric

§ 1.1.11.2 Consultants retained under Supplemental Services:

Not Applicable

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than Two Million Dollars and Zero Cents (\$ 2,000,000.00) for each occurrence and Four Million Dollars and Zero Cents (\$ \$4,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages

Init.

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 16:27:42 ET on 07/29/2024 under Order No.4104248564 which expires on 01/23/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(3B9ADA4C)

required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than Five Hundred Thousand Dollars and Zero Cents (\$ 500,000.00) each accident, Five Hundred Thousand Dollars and Zero Cents (\$ 500,000.00) each employee, and Five Hundred Thousand Dollars and Zero Cents (\$ 500,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars and Zero Cents (\$ 2,000,000.00) per claim and Two Million Dollars and Zero Cents (\$ 2,000,000.00) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the

further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner’s approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner’s review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect’s knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect’s inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Included in Predesign
§ 4.1.1.2 Multiple preliminary designs	Included in Predesign
§ 4.1.1.3 Measured drawings	Included in Predesign
§ 4.1.1.4 Existing facilities surveys	Included in Predesign
§ 4.1.1.5 Site evaluation and planning	Included in Predesign

§ 4.1.1.6	Building Information Model management responsibilities	Not Provided
§ 4.1.1.7	Development of Building Information Models for post construction use	Not Provided
§ 4.1.1.8	Civil engineering	Not Provided
§ 4.1.1.9	Landscape design	Not Provided
§ 4.1.1.10	Architectural interior design	Included in Basic Services
§ 4.1.1.11	Value analysis	Not Provided
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13	On-site project representation	Not Provided
§ 4.1.1.14	Conformed documents for construction	Included in Basic Services
§ 4.1.1.15	As-designed record drawings	Included in Basic Services
§ 4.1.1.16	As-constructed record drawings	By Contractor
§ 4.1.1.17	Post-occupancy evaluation	Not Included
§ 4.1.1.18	Facility support services	Not Included
§ 4.1.1.19	Tenant-related services	Not Included
§ 4.1.1.20	Architect's coordination of the Owner's consultants	Included in Basic Services
§ 4.1.1.21	Telecommunications/data design	Can be included as additional service
§ 4.1.1.22	Security evaluation and planning	Not Included
§ 4.1.1.23	Commissioning	Not Included
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	Not Included
§ 4.1.1.25	Fast-track design services	Not Included
§ 4.1.1.26	Multiple bid packages	Not Included
§ 4.1.1.27	Historic preservation	Not Included
§ 4.1.1.28	Furniture, furnishings, and equipment design	Can be included as additional service
§ 4.1.1.29	Other services provided by specialty Consultants	Not Included
§ 4.1.1.30	Other Supplemental Services	Not Included

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

Not Applicable

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

Not Applicable

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

Init.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 (Not Applicable) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 (Not Applicable) visits to the site by the Architect during construction
- .3 (Not Applicable) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

4 (Not Applicable) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the

Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the

interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

1. The value of all work completed by the architect and consultants and incurred expenses before the date of termination, shall be paid to the architect.

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

1. If the architect is not able to complete its professional services for the project and although Engan Associates have made all reasonable efforts to ensure the accuracy of its design drawings and documents, it is agreed that Engan Associates shall not be held responsible for the accuracy, completeness, or construct ability of any drawings or documents prepared by Engan Associates and its consultants for this project.
2. Therefore the owner agrees to the fullest extent permitted by law to indemnify, defend and hold harmless the architect, if the architect cannot complete the contract requirements.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for

the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

- .2 Percentage Basis
(Insert percentage value)

Eight and one-quarter (8.25) % of the Owner’s budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other
(Describe the method of compensation)

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

At our normal hourly billing rates

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

At out normal hourly billing rates

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

Not Applicable

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (15	%)
Design Development Phase	Twenty	percent (20	%)
Construction Documents Phase	Forty	percent (40	%)
Procurement Phase	Five	percent (5	%)
Construction Phase	Twenty	percent (20	%)
<hr/>				
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect’s consultants are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Categor

Licensed Architect\$110.00 to \$150.00

Technical Support\$75.00 to \$150.00

Office Support\$60.00 to \$100.00

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner’s prior written approval, the Architect’s consultants’ expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect’s consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect’s consultants plus Ten percent (10.00 %) of the expenses incurred.

§ 11.9 Architect’s Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

Not Applicable

§ 11.10 Payments to the Architect**§ 11.10.1 Initial Payments**

§ 11.10.1.1 An initial payment of Zero Dollars and Zero Cents (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner’s account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Zero Dollars and Zero Cents (\$ 0.00) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect’s payments to the Certifying Authority shall be credited to the Owner’s account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect’s invoice. Amounts unpaid () days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

1 % Monthly

Init.

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect’s compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

Not Applicable

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect
- .2 Other documents:
(List other documents, if any, forming part of the Agreement.)

Proposal for Services Dated December 27, 2022

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

City of Redwood Falls Public Library

(Printed name and title)

ARCHITECT (Signature)

Engan Associates P.A.
Richard Engan, AIA, LEED AP, CID, Principal

(Printed name, title, and license number, if required)

Init.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:27:42 ET on 07/29/2024 under Order No. 4104248564 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ - 2017, Standard Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)

Principal

(Title)

July 29, 2024

(Dated)



PROPOSAL FOR SERVICES

Prepared on December 27, 2022 for:

Redwood Falls Public Library
Connie Lechner, Director
509 S. Lincoln St.
Redwood Falls, MN 56283

RE: Redwood Falls Public Library- Redwood Falls, MN (855.01)

Engan Associates presents the following proposal to provide architectural services per the Standard Form of Agreement Between Owner and Architect (AIA B105) for the following project.

PROJECT UNDERSTANDING

The understanding of Engan Associates:

1. Continue to develop the floor plan that was produced as a result of the predesign process.
 - a. See attached floor plan
2. Provide documents and leadership for Schematic Design, Design Development, Construction Documents, Procurement, Construction Administration, and Post Occupancy.

SCOPE OF SERVICES

The scope of services includes:

1. Schematic Design
 - a. Further develop the floor plan that resulted from the predesign study
 - b. Develop exterior elevations and review with stakeholders
2. Design Development
 - a. Site planning
 - i. Review grading
 - ii. Identify utilities
 - iii. Define site improvements for this phase of work
 - b. Building planning
 - i. Building Code
 - ii. Floor plans
 - iii. Reflected ceiling plan
 - iv. Exterior elevations
 - v. Building sections
 - vi. Wall sections
 - vii. Interior elevations
 - viii. Description of finishes
 - ix. Structural concept/system
 - x. Mechanical concept/system
 - xi. Electrical concept/system
 - c. Review with stakeholders

3. Construction Documents
 - a. Drawings
 - i. Finalization of drawings noted in Design Development
 - ii. Additional details to convey intent within each listed area
 - iii. Energy Code Analysis
 - b. Project Manual
 - i. Written descriptions
 1. General information
 2. Products
 3. Execution
 - c. Review with stakeholders
4. Procurement
 - a. Work with the owner to receive approvals from required approval agencies
 - b. Issue documents for bidding
 - c. Answer questions via addendum
5. Construction Administration
 - a. Act as the owner's agent
 - b. Participate in preconstruction meeting
 - c. Review shop drawings
 - d. Answer questions from contractor
 - e. Process pay requests
 - f. Conduct substantial completion
6. Post Occupancy
 - a. Set up 10-month review
 - b. Learn from shared experience

SERVICES & FEES

Schematic Design-Post Occupancy	Engan Associates & Consultants	8.25% of the total final cost of construction
------------------------------------	--------------------------------	--

All prices are valid for 90 days, after that time they may need to be re-evaluated.

NOT INCLUDED/BY OTHERS

1. Topographical Survey
2. Geotechnical Report
3. Hazardous Material Survey

IN CLOSING

The information shall be gathered through visits with the Owner and the team at Redwood Falls Public Library. This information may be exchanged via:

- i. Phone
- ii. Email
- iii. Video conference

For any questions regarding this Proposal for Services for Redwood Falls Public Library, please contact Dawn Engstrom at 320-214-7146 or by email at dawn.engstrom@engan.com. Thank you for your time and attention to this proposal, we look forward to working with you to achieve a successful outcome for your project.



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

AGENDA MEMO

Meeting Date: September 3, 2024

Agenda Item: Resolution No. 50 of 2024 – Resolution Amending Resolution No. 45 of 2023 – Setting Fee Schedule for 2024

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

Summary/Overview: The City established a Solid Waste Administration fee of \$1.00 per account per month in 2009. Since that time, the fee has not been changed. Staff planned to propose an adjustment to the fee in the 2025 fee schedule, however staff feels it is more appropriate to have the fee adjustment align with the start of the new Solid Waste Collection Franchise Agreement effective September 2024.

Staff proposes increasing the fee from \$1.00 to \$1.50 per account per month. The fee covers customer billing services provided by the City on a monthly basis.

Attachments: Resolution No. 50 of 2024

RESOLUTION NO. 50 OF 2024
RESOLUTION AMENDING RESOLUTION NO. 45 OF 2023 -
SETTING FEE SCHEDULE FOR 2024

BE IT RESOLVED, by the City of Redwood Falls, Minnesota as follows:

That the following fees are to be updated on the 2024 Fee Schedule as shown below and have an effective date of September 3, 2024:

ACCT. #	DESCRIPTION	FEE SCHEDULE	Previous Fee	Changed
604-3-9590-37219 and 101-3-1520-36508	Solid Waste Administrative Fee	\$1.50 per account/per month	2009 - \$1.00	2024

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 3rd day of September, 2024.

ATTEST:

Keith T. Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this 3rd day of September, 2024.

Notary Public



Keith Muetzel
City Administrator
Phone: 507-616-7400
Fax: 507-637-2417
kmuetzel@ci.redwood-falls.mn.us

Meeting Date: September 3, 2024

AGENDA RECOMMENDATION

Agenda Item: Updated Red Skye Lofts Property Assessed Clean Energy (PACE) Assessment – Resolution #51

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: On August 20th the City Council approved an application from Red Skye Lofts to participate in the Minnesota Property Assessed Clean Energy Program (PACE). The PACE program provides developers with energy efficiency loan funds that are repaid solely from special assessments levied against the benefiting property.

The resolution approving the application listed the estimated loan amount as \$2,250,000.00 with a 20-year term. The lender is requesting that the City of Redwood Falls adopt a revised resolution showing the final loan amount as \$2,221,325.00 with a 30-year term.

Attachments: Assessment Request
Resolution #51



August 29, 2024

Dear Stephanie:

The Saint Paul Port Authority is requesting the city of Redwood Falls to place Property Assessed Clean Energy (PACE) special assessments on the following parcels as requested by the property owner. There was preliminary approval action taken on August 20, 2024, resolution 48. This request is amending resolution 48, with final the final loan amount, interest rate, and term.

<u>Property Owner</u>	<u>Parcel Number</u>	<u>Assessment Amount</u>	<u>Assessment Start Date</u>	<u>Amortization (years)</u>	<u>Interest Rate (%)</u>
Redwood Holdings LLC	88-106-2175	\$2,221,325	1/1/25	30	9.22%

As the administrator of PACE for the city of Redwood Falls, the Port Authority has reviewed these assessments and it has determined that the project conforms with the Minnesota PACE statutes. The interest rate is **9.22%** over **30** years beginning in **2025**.

Thank you for your assistance with this exciting project in Redwood Falls. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Holly Huston'.

Holly Huston
VP of Finance

RESOLUTION NO. 51 OF 2024

A RESOLUTION AMENDING RESOLUTION NO. 48 OF 2024 ADOPTED ON AUGUST 20, 2024, AND TITLED, “A RESOLUTION ADOPTING A PROPERTY ASSESSED CLEAN ENERGY (PACE) SPECIAL ASSESSMENT AS REQUESTED BY PROPERTY OWNER.”

WHEREAS, On June 4, 2024, the City Council adopted Resolution No. 33 of 2024, A “Resolution Designating The Port Authority To Implement And Administer A Property Assessed Clean Energy Improvement Financing On Behalf Of The City, And Providing For The Imposition Of Special Assessments As Needed In Connection With That Program,” pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the “Act”); and

WHEREAS, to implement and administer the Property Assessed Clean Energy Program (“MinnPACE”), the City of Redwood Falls entered into a Joint Powers Agreement with the Port Authority of the City of Saint Paul (“Port Authority”); and

WHEREAS, the Port Authority previously received a Special Assessments Application and Petition Agreement from Redwood Property Holdings, LLC (“Property Owner”); and

WHEREAS, the Port Authority reviewed the proposed assessment and determined that the project conforms with Minnesota PACE statutes and made a request to the City of Redwood Falls to place a PACE special assessment on the following parcel as requested by the Property Owner; and

WHEREAS, on August 20, 2024, the Council adopted Resolution No. 48 of 2024, a Resolution Adopting A Property Assessed Clean Energy (PACE) Special Assessment as Requested by Property Owner; and

WHEREAS, the City has now received a request to amend the terms of that special assessment.

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

1. The special assessment approved on August 20, 2024, by Resolution No. 48 of 2024 shall be amended in the amount and according to the terms specified herein.
2. The Assessment shall be amended to carry a term of up to 30 years and will be certified by the City or Redwood County annually to County for collection with Property Owner’s taxes. Owner may choose to prepay all or a portion of the assessment directly to the City or County at any time during the term of the Assessment. All principal amounts certified annually will carry interest amounts calculated on a fixed interest rate as established by the Port Authority prior to ratification of the Assessment by the City or County.

Property Owner	Assessment Start Date	Parcel #	Assessed Amount	Interest Rate(%)	Amortization (Years)
Redwood Holdings LLC	1/1/2025	88-106-2175	\$2,221,325	9.22%	30

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 3rd Day of September 2024.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

Subscribed and sworn to before me this 3rd day of
September, 2024.

Notary Public