



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 17, 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. September 3, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve Redwood Area Chamber & Tourism Temporary On-Sale Liquor License
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
  - A. Donation for Ramsey Park Improvements - Resolution #52
  - B. Quote for Library Topographical Survey
  - C. Firefighters Relief Association Bylaw Amendment
  - D. Airport Clear Zone Acquisition Plan – Resolution #53
  - E. Donation for Library Outdoor Literacy Area – Resolution #54
  - F. Engineering Services Agreement for 2025 Underground Electric Distribution Improvements – Resolution #55
  - G. 2025 Preliminary Tax Levy and Budget – Resolutions #56/#57
  - H. Airport Capital Improvement Plan
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, SEPTEMBER 3, 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, September 3, 2024, at 5:00 p.m.

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

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

City Administrator Muetzel requested an addition to the Regular Agenda for a Block Party/Street Closure Request from Jena Beller at Retro 71 and noted a change to the promotional flyer with Consent Agenda Item 6A.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve the agenda with the addition to the Regular Agenda for a Block Party/Street Closure Request from Jena Beller at Retro 71 and the change to the promotional flyer with Consent Agenda Item 6A. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the August 20, 2024, minutes as presented. Motion passed by unanimous vote.

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

1. Women's Rural Advocacy Program (WRAP) Display at Ramsey Falls Overlook
2. Temporary On-Sale Liquor License – Redwood Area Chamber & Tourism
3. City Assistance with Redwood Area Chamber & Tourism Fall Festival

Motion passed by unanimous vote.

Jena Beller was present to request approval for a Block Party/Street Closure for a Grand Opening celebration on Saturday, September 21, 2024 from 10:00 a.m. to 4:00 p.m. Ms. Beller requested the closure of West 3<sup>rd</sup> Street between South Mill Street and South Minnesota Street as well as the alley between 226 S. Mill Street and 210 S. Mill Street. Ms. Beller stated she has support for the closure from the adjacent business owners.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to approve the Block Party/Street Closure Request for Saturday September 21, 2024. Motion passed by unanimous vote.

Library Director Connie Lechner was present to introduce Resolution No. 49 of 2024 – Authorization to Enter Into An Architectural And Engineering Agreement With Engan Associates P.A.

Ms. Lechner stated in January of 2023, 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 construction.

Ms. Lechner stated 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 and pricing may fluctuate. As always, the full design and bid package will be brought to 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 completion date in the Spring of 2026.

Ms. Lechner stated 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 the 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. The agreement was contingent upon the success of these efforts and resulting successful funding initiatives. The Redwood Area Library Foundation, Library Expansion Committee, and City Staff recommend its approval.

A motion was made by Council Member Buckley and seconded by Council Member Smith to waive the reading of Resolution No. 49 of 2024 – Authorization to Enter Into An Architectural And Engineering Agreement With Engan Associates P.A. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 49 of 2024 – Authorization to Enter Into An Architectural And Engineering Agreement With Engan Associates P.A. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 50 of 2024 – Resolution Amending Resolution No. 45 of 2023 – Setting Fee Schedule for 2024.

Ms. Klages stated 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.

A motion was made by Council Member Smith and seconded by Council Member Arentson to waive the reading of Resolution No. 50 of 2024 – Resolution Amending Resolution No. 45 of 2023 – Setting Fee Schedule for 2024. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve Resolution No. 50 of 2024 – Resolution Amending Resolution No. 45 of 2023 – Setting Fee Schedule for 2024. Motion passed by unanimous vote.

City Administrator Muetzel introduced 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.”

Mr. Muetzel stated on August 20th 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.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to waive the reading of 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.” Motion passed by unanimous vote.

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

Mayor Quackenbush stated he will be hosting a booth for the Reflections Prairie housing development at the Fall Festival downtown on Saturday, September 28.

City Administrator Muetzel stated the Budget Committee would be meeting after the Council meeting to prepare the 2025 budget. The 2025 preliminary budget will be presented at the next Council meeting on Tuesday, September 17.

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 5:25 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor



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

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## **AGENDA RECOMMENDATION**

**Meeting Date:** September 17, 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 Furniture Mart, located at 1501 E. Bridge Street on Tuesday, October 8, 2024 from 5:00-7:00 p.m. Staff recommends approval of the 1-day Temporary On Sale Liquor License.



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

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## AGENDA RECOMMENDATION

**Council Meeting Date:** September 17<sup>th</sup>, 2024

**Agenda Item:** Resolution No. 52 of 2024 – Resolution Accepting Donation for Ramsey Park Improvements

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

**Summary/Overview:** Attached is Resolution No. 52 of 2024 accepting a financial donation in the amount of \$7,500 from The Friends of Ramsey Park. This donation assists in the payment for the 54” secondary fence that was installed. We now meet the new legislative requirement to prevent physical contact between farmed white-tailed deer and wild Cervidae at Ramsey Park.

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

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

**Attachments:** Resolution No. 52 of 2024

**RESOLUTION NO. 52 OF 2024**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

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

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

<u>Name of Donor</u>	<u>Amount</u>
Friends of Ramsey Park	\$7,500.00

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

Terms or Conditions

Contribution towards a secondary fence in the deer pen at Ramsey Park. We now meet the new legislative requirement to prevent physical contact between farmed white-tailed deer and wild Cervidae at Ramsey Park.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 17<sup>th</sup> day of September 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
17<sup>th</sup> day of September 2024.

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



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

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**Meeting Date: September 17, 2024**

### **AGENDA RECOMMENDATION**

**Agenda Item:** Quote for Library Topographic Survey.

**Recommendation/Action Requested:** Staff recommends Council approval of the quote provided by Bolton & Menk Inc. for the sum of \$10,500.00 as printed in the attached quote and listed scope of services.

**Summary/Overview:** As part of the Library Renovation and Expansion Project, a certified site survey must be completed as a first step to the development of a site layout, grading and plan development.

The architectural agreement with Engan Associates lists the site survey as to be provided by owner utilizing our engineering firm. Jesse Zeig, Land Surveyor out of the Sleepy Eye office has provided the attached proposal in response to the request for proposal developed by Engan Associates for the project.

As per our procurement policy any quote above \$10,000.00 shall be reviewed and approved by the City Council. This basic service proposal is in line with the 2024 Master Service Agreement approved by the Council on December 19, 2023.

**Attachments:** Quote provided by Bolton & Menk Inc. Jesse Zeig L.S.  
Topographic Survey Proposal Request – Engan Associates





August 22, 2024

Bolton and Menk Inc.  
Jessie Zieg, Land Surveyor  
1243 Cedar Street NE  
Sleepy Eye, MN 56085

**RE: Redwood Falls Public Library-Redwood Falls, MN**  
**Request for Proposal-Survey (855.01)**

Dear Jessie,

Below you will find information that we request related to the survey for Redwood Falls Public Library in Redwood Falls. We are also including the preliminary floor plan and preliminary site plan.

City of Redwood Falls requests a proposal for a topographic survey for the above-mentioned project. It is anticipated that the project will begin construction Spring 2025.

This survey should include, but not be limited to:

1. Property Lines.
2. Easements.
3. The contours in one-foot intervals, or spot elevations at 25-foot spacing on hard improvements.
4. Direction of water flow onto the site and off the site should be clear.
5. Location and elevation of utilities on the property and in the adjoining public way that will serve this property. Please include storm sewer, sanitary sewer, gas, water, fire hydrants, and telephone. This is based on Gopher One Call, utilities records, and owner information.
6. The plan is to use the sanitary sewer in the street north of the library.
7. All surface improvements including retaining walls, steps, paving, light poles, existing trees, and areas of dense vegetation.
8. Floor elevations at each existing openings and also all proposed openings into the existing construction.
9. Top of curb and flow line of gutter in streets.
10. Other areas that you would find to be of value for site improvements in this vicinity.
11. Identify vicinity benchmark tied to sea level or elevation system used in the city on final drawing.
  - a. Whenever possible, please use the top of the nut of a fire hydrant on or nearest to the site.

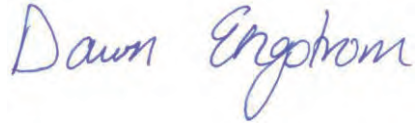
Provide this information in a 22-inch by 34-inch horizontally formatted AutoCAD compatible electronic file and an accompanied, signed PDF. A scale of 1-inch per 20-feet is also desired. We are currently operating with the most current AutoCAD Release.

The proposal and any invoices should be directed to Jim with a copy provided to Engan Associates, P.A.

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

Please do not hesitate to contact us with any questions. We look forward to working with you on this project.

Respectfully,

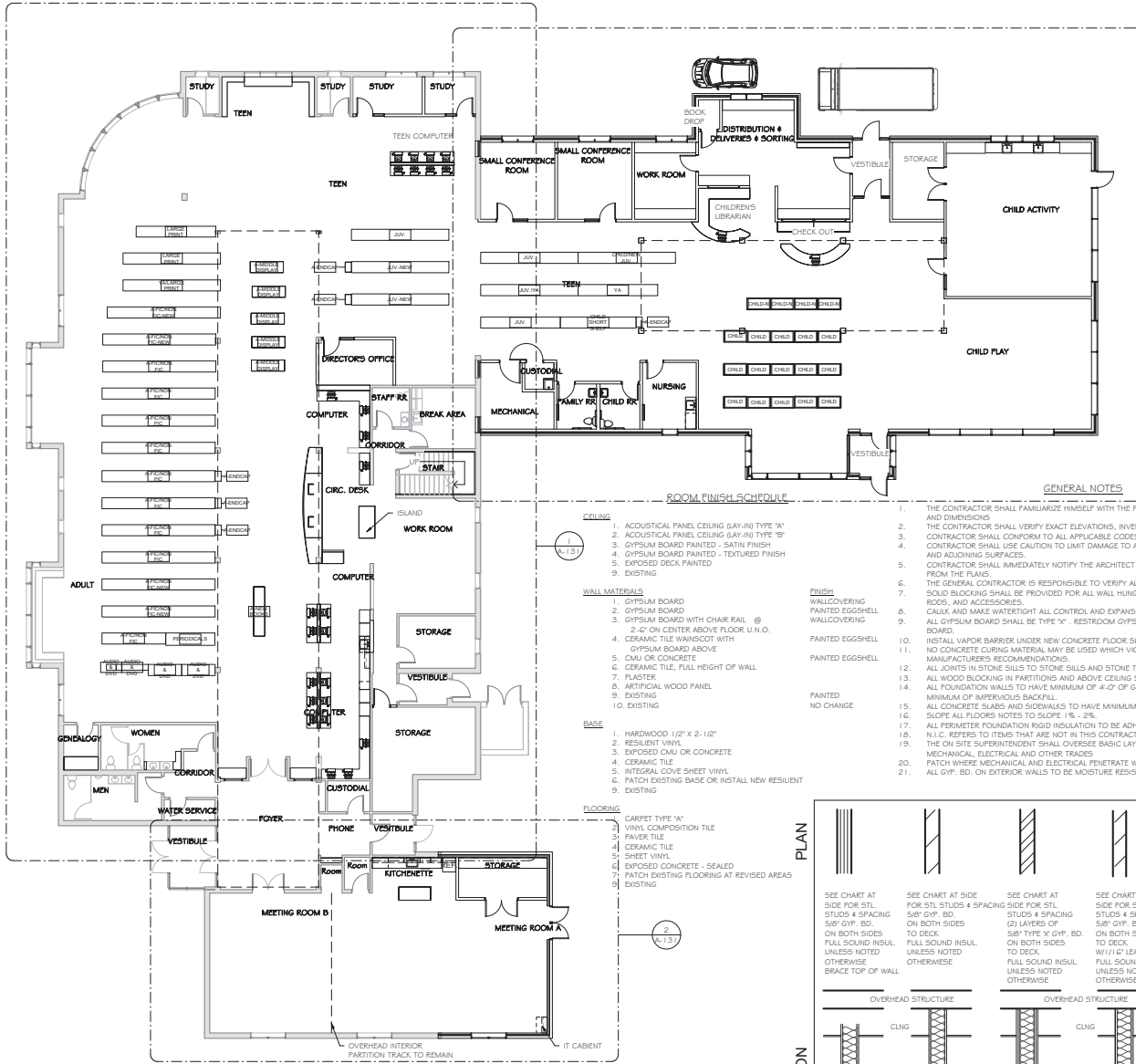


Dawn Engstrom, Interior Designer  
DE

cc: Jim Doering – Public Works Coordinator  
Owen Todd P.E. – Bolton and Menk Inc.

Attachment: 855.01-Preliminary Site  
855.01-03-A-130-Overall Main Level Floor Plan and Notes





**ROOM FINISH SCHEDULE**

- CEILING**
- ACOUSTICAL PANEL CEILING (GAY-IN) TYPE "A"
  - ACOUSTICAL PANEL CEILING (GAY-IN) TYPE "B"
  - GYP-SUM BOARD PAINTED - SATIN FINISH
  - GYP-SUM BOARD PAINTED - TEXTURED FINISH
  - EXPOSED DECK PAINTED
  - EXISTING
- WALL MATERIALS**
- GYP-SUM BOARD
  - GYP-SUM BOARD
  - GYP-SUM BOARD WITH CHAIR RAIL @ 2'-0" ON CENTER ABOVE FLOOR U.N.D.
  - CERAMIC TILE WANSOCT WITH GYP-SUM BOARD ABOVE
  - CMU OR CONCRETE
  - CERAMIC TILE, FULL HEIGHT OF WALL
  - PLASTER
  - ARTIFICIAL WOOD PANEL
  - EXISTING
  - EXISTING
- PAINTED**
- FINISH**
- WALLCOVERING  
PAINTED EGGSHELL  
WALLCOVERING  
PAINTED EGGSHELL  
PAINTED EGGSHELL
- BASE**
- HARDWOOD 1/2" X 2-1/2"
  - RESILIENT VINYL
  - EXPOSED CMU OR CONCRETE
  - CERAMIC TILE
  - INTEGRAL COVE SHEET VINYL
  - PATCH EXISTING BASE OR INSTALL NEW RESILIENT
  - EXISTING
- FLOORING**
- CARPET TYPE "A"
  - VINYL COMPOSITION TILE
  - PAVER TILE
  - CERAMIC TILE
  - SHEET VINYL
  - EXPOSED CONCRETE - SEALED
  - PATCH EXISTING FLOORING AT REVISED AREAS
  - EXISTING

**GENERAL NOTES**

- THE CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE PROJECT AND VERIFY ALL CONDITION AND DIMENSIONS
- THE CONTRACTOR SHALL VERIFY EXACT ELEVATIONS, INVERTS, AND LOCATIONS OF ALL UTILITIES.
- CONTRACTOR SHALL CONFORM TO ALL APPLICABLE CODES.
- CONTRACTOR SHALL USE CAUTION TO LIMIT DAMAGE TO ANY EXISTING PLANTINGS, PROPERTY AND ADJOINING SURFACES.
- CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IF ANY EXISTING CONDITIONS DIFFER FROM THE PLANS.
- THE GENERAL CONTRACTOR IS RESPONSIBLE TO VERIFY ALL DIMENSIONS.
- SOLID BLOCKING SHALL BE PROVIDED FOR ALL WALL HUNG EQUIPMENT, CABINETS, CURTAIN ROOLS, AND ACCESSORIES.
- CAULK AND MAKE WATER-TIGHT ALL CONTROL AND EXPANSION JOINTS.
- ALL GYP-SUM BOARD SHALL BE TYPE "X". RESTROOM GYP-SUM BOARD SHALL BE CEMENT BACKING BOARD.
- INSTALL VAPOR BARRIER UNDER NEW CONCRETE FLOOR SLABS ON GRADE.
- NO CONCRETE CURING MATERIAL MAY BE USED WHICH VIOLATES FLOOR COVERING MANUFACTURER'S RECOMMENDATIONS.
- ALL JOINTS IN STONE SILLS TO STONE SILLS AND STONE TO BRICK SHALL BE CAULKED.
- ALL WOOD BLOCKING IN PARTITIONS AND ABOVE CEILING SHALL BE FIRE RETARDANT TREATED.
- ALL FOUNDATION WALLS TO HAVE MINIMUM OF 4" OF GRANULAR BACKFILL COVERED WITH 1" OF MINIMUM OF IMPERVIOUS BACKFILL.
- ALL CONCRETE SLABS AND SIDEWALKS TO HAVE MINIMUM OF 4" GRANULAR BASE.
- SLOPE ALL FLOORS NOTES TO SLOPE 1% - 2%.
- ALL PERIMETER FOUNDATION RIGID INSULATION TO BE ADHERED TO CMU BLOCK.
- N.I.C. REFERS TO ITEMS THAT ARE NOT IN THIS CONTRACT.
- THE ON SITE SUPERINTENDENT SHALL OVERSEE BASIC LAYOUT AND COORDINATION FOR MECHANICAL, ELECTRICAL AND OTHER TRADES.
- PATCH WHERE MECHANICAL AND ELECTRICAL PENETRATE WALL.
- ALL GYP. BD. ON EXTERIOR WALLS TO BE MOISTURE RESISTANT.

**FINISH NOTES**

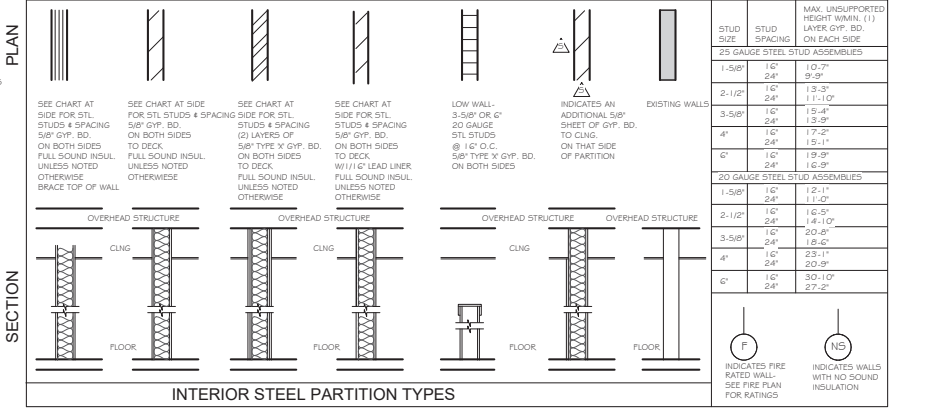
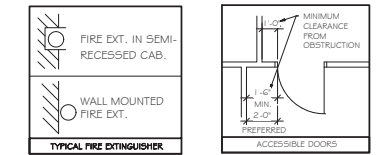
- THE EXTERIOR STUCCO SHALL HAVE PRIMER COAT BEFORE FINISH COAT.
- ALL EXISTING STUCCO AND NEW STUCCO TO HAVE FINISH COAT OF STUCCO.
- CERAMIC WALL TILE ON WALLS NOTED AS GYP-SUM BOARD SHALL BE MOUNTED ON CEMENTIOUS BACKER UNITS BY SECTIONS CROSS. THIS IS MOUNTED OVER THE GYP-SUM BOARD CALLED FOR IN THE PARTITION TYPES. WHEN INSTALLATION CALLS FOR A WANSOCT, INSTALL AN ADDITIONAL LAYER OF 1/2" GYP-SUM BOARD ABOVE BACKER UNITS TO MAKE WALL FLUSH.
- ALL EXISTING WALLS ARE TO BE CLEANED AND PATCHED IF NEEDED, BEFORE APPLYING NEW PAINT.
- ALL CLOSETS OR RECESSES WITHOUT NOTED FINISH SHALL HAVE SAME FINISH AS ADJOINING ROOM.
- APPLY A SEMI COAT TO GYP-SUM BOARD AT WALLS TO BE PAINTED.
- PAINT ALL GYP-SUM BOARD IN FINISHED AREAS THAT IS NOT CALLED TO BE COVERED WITH OTHER MATERIAL.
- PAINT ALL EXPOSED UNFINISHED FERROUS METAL, INCLUDING ALL STEEL DOORS AND FRAMES AND OVERHEAD DOORS. THIS INCLUDES BUT IS NOT LIMITED TO: UNTELS, UNDER CABINET SUPPORTS, EXPOSED CONDUIT, AND EXPOSED DUCTWORK. PAINT THE EXISTING STEEL IN THE AREA OF RENOVATION.
- ALL EXPOSED CONCRETE FLOORS SHALL RECEIVE CHEMICAL HARDENERS AND SEALER. PAINT ALL RELOCATED PIPING AND EXPOSED CONDUITS. PAINT ALL PATCHED HOLES FROM MECHANICAL AND ELECTRICAL WORK TO MATCH EXISTING.
- PAINT MISC. ITEMS ON ROOF, INCLUDING BUT NOT LIMITED TO, ROOF JACKS, PLUMBING VENTS.
- STAIN AND FINISH ALL NEW EXPOSED WOODWORK.
- STAIN AND FINISH WOOD CABINETS AND WOOD PANELING COMPLYING WITH CLASS II FLAME SPREAD.
- PROVIDE A FINAL COAT OF FINISH ON ALL EXISTING WOODWORK, IN THE AREA OF RENOVATION.
- ALL EXTERIOR WOOD SHALL BE STAINED.
- EXPOSED WOODWORK, WITH THE EXCEPTION OF DOORS AND MISCELLANEOUS TRIM, SHALL HAVE FINISH OF CLASS II FLAME SPREAD RATING.
- ROOMS CONTAINING EXISTING WALL COVERING THAT ARE TO BE RENOVATED - CONTRACTOR TO REMOVE, PATCH, CLEAN AND SKIM COAT AS NECESSARY TO PROVIDE A UNIFORM SUBSTRATE BEFORE APPLYING NEW FINISH.
- INDICATES LOCATION TO RECEIVE WOOD OUTSIDE CORNER GUARD - SEE SPEC SECTION 06402

**ROOM SCHEDULE REMARKS**

- A. 2-4'X8' FLOOR MAT BY SECTION 1 240 1 3
- B. INSTALL 4" HIGH FIBERGLASS REINFORCED WALL PANEL BY SECTION 06200.
- C. MANUFACTURED WALL PANELS TO RECEIVE SAME WALLCOVERING.
- D. SEE A-5#F FOR MFR. WALL PANEL DETAILS.
- E. NO FINISHES EXCEPT TAPING GYP. BD. ON ALL STUDIOS.
- F. PATCH WHERE MECHANICAL AND ELECTRICAL PENETRATE WALL.
- G. 7'-0" (APF) GYP-SUM BOARD SOFFIT ABOVE COUNTER.
- H. SEE REFLECTED CEILING PLAN FOR AREA OF ACOUSTICAL CEILING.
- I. CLEAN AND TUCK POINT BRICK WHERE REQUIRED.

**FLOOR PLAN KEYNOTES - NOTED AS ON PLAN**

#	NOTE
1	(XX)
2	
3	
4	
XX	



NORTH

OVER ALL MAIN LEVEL

SCALE: 3/32" = 1'-0"

1'-4" 5'-4" 10'-8"



**ENGAN ASSOCIATES**  
ARCHITECTS / INTERIOR DESIGNERS  
shared vision, innovative design.  
511 4th Street SW, P.O. Box 308, Winnetka, MN 56391  
820-235-0886 FAX: 820-235-0881 | www.engan.com



Certification # Seal:

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**

PROJECT # 855.01 DATE:

DRAWN BY: ??? CHECKED BY: ???

OWNER: CLIENT NAME

Revision: \_\_\_\_\_ Date: \_\_\_\_\_

REDWOOD FALLS  
PUBLIC LIBRARY

REDWOOD FALLS,  
MN

OVERALL MAIN LEVEL FLOOR  
PLAN

A-130



Real People. Real Solutions.

1243 Cedar Street NE  
Sleepy Eye, MN 56085

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

September 4, 2024

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

RE: Redwood Falls Library Addition  
Redwood Falls, MN  
City of Redwood Falls

Dear Jim:

Bolton & Menk, Inc. is pleased to present a proposal to perform a topographic and boundary survey on the land described above.

We propose to perform the field work with survey staff in our Sleepy Eye office. All work would be managed and supervised by a licensed land surveyor.

Bolton & Menk puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. Please review the attached documents and contact me if this proposal does not meet your expectations.

If you have any questions or comments, please contact me at 507-810-4184 Ext. 2314 or email at [Jesse.Zeig@bolton-menk.com](mailto:Jesse.Zeig@bolton-menk.com).

Sincerely,  
**BOLTON & MENK, INC.**

**Jesse D. Zeig, L.S.**  
Associate Land Surveyor

Attachments: Scope of Services Budget (2 pages)  
Terms & Conditions of Proposal (2 pages)  
Survey Limits (1 page)

## SCOPE OF WORK

Bolton and Menk, Inc. will complete the scope of work in compliance with the items identified in the Engan Associates RFP. The proposed survey limits are identified on the attached sketch.

### Topographic Survey:

- Establish horizontal and vertical survey control, based on Redwood County coordinate system and NAVD 88
- Ground contours (1 foot) and spot elevations; elevations will be measured on a 50-ft grid with spot elevations at important points including building corners, curbs, culverts, walks, road centerlines, and all manhole inverts
- Types and locations of surfaces (gravel, concrete, bituminous)
- Buildings (if any) and any other significant structures
  - Location of downspouts, rain leaders, stoops and steps
  - Exterior building lines will be shown on the survey at the point of intersection of the most exterior façade at the ground level
    - The building lines and corners will have a horizontal accuracy of  $\pm 0.03$  feet
  - Interior finished floor elevations will be obtained to a vertical accuracy of  $\pm 0.01$  feet at designated locations
  - Building addresses
- Street signs, fences, retaining walls, landscaping and any other permanent site features
- Landscaping and individual trees will be located
  - Tree sizes to be included
  - Areas that include multiple small trees will be clustered together and only the exterior limits will be displayed (tree lines)
- Utility Information
  - Place a Minnesota Gopher One Call request for field markings and maps prior to fieldwork beginning; utilities shown will be based on visual observation, utility company marking, or from plans made available to Bolton & Menk; private utilities and those not visible or marked by utility companies will not be shown
    - Upon the completion of the initial design drawing Bolton & Menk will distribute a review copy to all the utility companies identified through the Gopher One Call

process requesting review and comments; after comments are received, we will make appropriate revisions and provide a final CAD file and hard copy

- Storm Sewer, Watermain and Sanitary Sewer
  - Marked and/or visible structures and service lines
    - Catch basins and Manholes
    - Hydrants
    - Water valves and curb stops
  - Structure inventories
    - Rim elevations
    - Pipe sizes
    - Pipe inverts and direction of flow
- Natural Gas, Communication (Phone/Cable) and Electric
  - Meters, transformers, and pedestals
  - Marked and/or visible service lines
- Set two site benchmarks
- Any other significant topographic features visible to survey crew
- Building setback requirements will be obtained from the Nicollet County and graphically plotted on the survey

### Boundary Survey:

- Establish the boundary of the property based on the legal description provided
- Survey markers will be found and verified or placed on the exterior boundary of the site
- Survey map will detail the evaluated evidence and results of the survey; survey map will also display any other potential encroachments to/from the property that were physically observed
- Establish existing right-of-way limits based on the field monumentation, observed prescriptive easement limits, and title reports provided by the County.

## DELIVERABLES

We will furnish print copies of map along with an electronic PDF copy. Upon request, we can also provide a version of the survey with an aerial photo used as a background.

Certified topographic/boundary survey drawing will be submitted in an electronic (Civil3D2019file) and hard copy format. The CAD file will include a surface model (XML file) and contours of existing ground.

## ASSUMPTIONS

This proposal is based upon the following assumptions:

- Owner will provide copies of the current deed and any easements required to be shown on the Certificate of Survey; Bolton & Menk, Inc. will not perform any title research
- Title issues that may arise (gaps/overlaps, poor legal description, etc.) will be considered additional services and will be invoiced on an hourly basis.
- Bolton & Menk, Inc. maintains professional services and Errors and Omissions insurance. A certificate of insurance can be provided upon request.
- We will not provide information regarding depth of underground utility lines (except storm and sanitary lines), pressure of water or gas lines, buried tanks, or septic fields on the properties unless that information is provided by the client. We do not have the knowledge or expertise to derive that information reliably. Bolton & Menk, Inc. will work with the client to hire sub consultants to acquire this information if necessary.
- Bolton & Menk staff will only acquire invert elevations that can be measured without entering confined space (manholes, underground tanks, etc.) structures.
- We will locate all trees 2 inches or greater in diameter and delineate its general type by deciduous or coniferous but will not provide English or botanical names for each tree. If you require this information we can hire a forester to identify the species at an additional cost.
- The relative positional accuracy of the boundary survey shall not exceed 0.07 feet (or 20 mm) + 50 ppm or have an error of closure greater than 1/30000.
- Proposal doesn't include wetland delineations. Bolton & Menk can provide this service for an additional fee.
- Engineering and surveying services not specifically identified herein are not part of this proposal.
- Any additional studies, tasks, or coordination (e.g. wetland delineations, environmental or archaeological studies, permit applications, meetings representing the client, etc.) not explicit in the proposed Scope of Work will be performed by others or as additional services.
- The scope of services provided above is inclusive of all tasks offered under this contract and fee. Parties agree that additional understandings that conflict with this document (including oral agreements) must be negotiated in writing.
- Only utilities that are marked in the field along with utility maps provided by utility companies will be graphically shown on the survey map. Proposed costs are based on assumption that field markings by utilities will be made within the time allotted for such requests through Gopher State One Call. No allowance has been included if return trips to the site must be made by survey staff to locate delayed utility markings.

## FEES

Bolton & Menk, Inc's proposed fee for the described Scope of Services is as follows:

Scope of Services	
Total Lump Sum Fee	\$10,500

<https://www.bolton-menk.com/invoicepayment>

## SCHEDULE

Bolton & Menk, Inc. has the staff to meet any reasonable time frame required. We expect the finished survey map will be delivered to you within 15 working days after we have received authorization to proceed and a title commitment. (The Minnesota Gopher One Call process takes three days to get the underground utilities marked, which needs to be completed prior to fieldwork commencing.)

## APPROVALS AND SIGNATURES

City of Redwood Falls acknowledges that it is the owner of the property described above or is a legally authorized representative of the property owner with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

Bolton & Menk, Inc. and City of Redwood Falls agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The undersigned represents that it is the City of Redwood Falls or has been authorized to accept this Agreement on behalf of the City of Redwood Falls. Unless also executed by a person(s) or firm guaranteeing payment, the undersigned accepts financial responsibility for all services and costs of collection incurred by Bolton & Menk, Inc., including reasonable attorney's fees, in the event of default by the City of Redwood Falls.

Accepted by:

---

**Print Name/Title**

---

**Signature and Date**

*I/We personally guarantee payment of all obligations for services to be provided by BMI under this Agreement. I/We further agree to pay all costs of collection incurred by BMI, including reasonable attorney's fees.*

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**Print Name/Title**

---

**Signature and Date**



**Terms of Proposal – Limited Scope General Project MN  
Bolton & Menk, Inc.**

**The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the accompanying Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. (BMI). Such changes may require an adjustment in the proposed fee, schedule, or scope of Proposal.**

**A. Services:** BMI proposes to perform the services outlined in the Proposal for the stated fee arrangement. Changes required by the Client or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule of services described in the Proposal are "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

**B. Information from Client:** Unless otherwise stated, Client agrees to provide BMI with all site information necessary to complete the proposed services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, utility locates, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. BMI may rely on accuracy of Client provided information. Client shall promptly inform BMI of any alleged defects in the services.

**C. Access to Site:** Unless otherwise stated, Client agrees to provide BMI with access to the site, including adjoining properties, for activities necessary for the performance of services. It is understood that in the normal course of work, unavoidable property damage may occur due to excavations, tree and brush trimming, marking lines, etc. BMI will take reasonable precautions to minimize damage due to its activities. The cost to correct resulting damage has not been included in the fee and the Client agrees to reimburse BMI for any costs associated with required restoration work.

**D. Standard of Care:** Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

**E. Certifications:** Any certification provided by BMI is a professional opinion based upon knowledge, information, and beliefs available to BMI at the time of certification. Such certifications are not intended as and shall not be construed as a guarantee or warranty. BMI shall not be required to certify the existence of conditions whose existence BMI cannot reasonably ascertain.

**F. Utilities:** Unless otherwise explicitly stated in the proposal, if utility surveys are included in scope of services,

utilities will be located from available utility records, utility company locates and surface evidence of underground improvements. Some subsurface improvements may not be disclosed by such methods and Client assumes responsibility for exploratory excavations and other work to assure utility locations. BMI assumes no liability for matters arising from subsurface utilities that vary from locations depicted on previous plans or locates provided by Client or utility companies.

**G. Project Approval:** Due to site limitations, code interpretation, regulatory reviews, political considerations, and Client directed design and improvements; BMI makes no representations as to acceptability or approvability of the project, or, zoning requests, permit applications, site and development plans, plats and similar documents. Client's obligation for payment of fees owed BMI is not contingent upon project approval.

**H. Opinions or Estimates of Project Costs:** Where included as part of project scope or otherwise, opinions or estimates of project cost will generally be based upon public construction cost information. Since BMI has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the Client and BMI does not warrant or guarantee the accuracy of construction cost opinions or estimates. Project financing should be based upon actual, contracted construction costs with appropriate contingencies.

**I. Construction Phase Services:** Client is notified that BMI shall not be responsible for means, methods, techniques, sequences, or procedures of construction selected by any contractor employed on the project nor for the safety precautions or programs incident to the work of any contractor.

**J. Ownership and Alteration of Documents:** All documents, including reports, drawings, field data, notes, plans, specifications and documents or electronic media prepared or furnished by BMI under this agreement remain the property of BMI. Upon payment of all amounts owed, the Client is granted a limited license to BMI's submittals for Client's reasonable use and to make and retain copies for such use. However, BMI's submittals are not intended for reuse by the Client or third parties on other projects or alteration by others without the written consent of BMI. Electronic media may be furnished for convenience of Client; however, only signed and certified paper copies of submittals may be relied upon as documentation of

professional services provided.

**K. Billings and Payments:** Invoices for BMI's services shall be submitted, at BMI's option, either upon completion of such services or on a monthly basis. Unless credit to Client is approved, payment is due upon receipt of services and deliverables. If, at sole discretion of BMI, credit is advanced to Client, invoices shall be due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, BMI may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services. BMI reserves the right to withhold any deliverables until all unpaid fees are paid in full. Amount of retainer (if applicable) will be applied to amount owed on final invoice.

**L. Late Payments:** Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion or all of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney fees.

**M. Waiver:** To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers, and subcontractors, claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or any way related to this Agreement, from any cause or causes. Client waives claims against BMI individual employees and agrees any claim, demand or suit shall be asserted only against the BMI corporate entity.

**N. LIMITATION OF LIABILITY:** In recognition of the relative risks, rewards, and benefits of the project to both the Client and BMI, the risks have been allocated such that the Client agrees that BMI's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed **total compensation paid to BMI**. Such claims include, but are not limited to, BMI's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

**O. Certificates of Insurance:** BMI will maintain, at its expense, statutory worker's compensation insurance coverage, automobile liability insurance, commercial general liability insurance and professional liability coverage for claims arising from bodily injury, death or property damage which may arise from the negligent performance by BMI or its employees. BMI will, upon request, furnish Certificates of Insurance documenting terms of coverages. BMI will not be required to extend coverages beyond those which are usual and customary for similar firms practicing similar surveying and engineering services unless BMI is reimbursed for additional premium expenses.

**P. Dispute Resolution:** Any claims or disputes made during or after the performance of services between BMI

and the Client, with the exception of claims by BMI for non-payment of services rendered, shall first be submitted to mediation for resolution prior to initiating any other legal proceedings.

**Q. Agreement:** If the Proposal is accepted, the Client and BMI will enter into an Agreement incorporating the accompanying Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to BMI and Client. In the absence of a separate, executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between BMI and the Client.

**R. Termination of Services:** The Agreement created under Paragraph Q may be terminated by the Client or BMI should the other fail to perform its obligations hereunder; or, by BMI if the presence of an unknown or undisclosed federally, state or locally regulated hazardous material is encountered. In the event of termination, the Client shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

**S. Withdrawal of Proposal:** This Proposal constitutes a non-binding offer to perform services and BMI reserves the right to withdraw or modify this proposal, without liability to the Client, at any time prior to receipt of written acceptance from the Client and execution of a signed agreement in accordance with Paragraph Q.

**T. LIEN RIGHTS:** Pursuant to the representations by the CLIENT in this Agreement and improvements to be made to the project property, BMI reserves the right to file a lien against the project property in the event of delinquent or non-payment of monies owed to BMI by the CLIENT. In accordance with Minnesota law, the CLIENT and PROJECT PROPERTY OWNER are hereby advised:

“(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.”



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AGENDA MEMO

**Meeting Date:** September 17, 2024

**Agenda Item:** Redwood Falls Firefighters Relief Association Bylaw Amendment

**Recommendation/Action Requested:** Staff recommends approval of the proposed amendment to the Bylaws of the Redwood Falls Firefighters Relief Association.

**Summary/Overview:** In August, members of the Fire Relief Association Board of Trustees and staff met to discuss an increase in the annual benefit level for their lump sum pension plan. The last increase took place in 2023.

Following review of the financial condition of the Fire Relief Association, a consensus was reached to propose an increase to the annual benefit amount of \$150. This increase would move the current annual pension benefit for each firefighter from \$3,450 to \$3,600 per year of service. This change is projected to maintain a surplus of assets over liabilities and will not require a City contribution in 2025.

**Attachments:** Redwood Falls Firefighters Relief Association Bylaw Amendment Request

September 9, 2024

TO: REDWOOD FALLS CITY COUNCIL MEMBERS AND MAYOR.

FROM: DARWIN ANDERSON, PRESIDENT REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION.

SUBJECT: CHANGING OF THE BYLAWS OF THE REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION.

WE THE MEMBERS OF THE REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION WOULD LIKE APPROVAL FOR THE CHANGES IN OUR BYLAWS.

UNDER THE RELIEF ASSOCIATION BYLAWS WE WOULD LIKE TO AMEND IT AS FOLLOWS:

ARTICLE: XII, SECTION 1. THE SUM OF \$ 3,450.00 TO \$ 3,600.00 FOR EACH FIRE YEAR.

ARTICLE: XIII, SECTION 2. THE SUM OF \$ 3,450.00 TO \$ 3,600.00 FOR EACH YEAR THAT THE DECEASED MEMBER SERVED AS AN ACTIVE FIREFIGHTER IN THE REDWOOD FALLS FIRE DEPARTMENT; BUT IN NO CASE SHALL SUCH DEATH BENEFIT BE LESS THAN \$ 3,450.00 TO \$ 3,600.00.

APPROVAL BY THE REDWOOD FALLS CITY COUNCIL AND MAYOR MUST BE OBTAINED.

THIS CHANGE SHALL COME EFFECTIVE JANUARY 1ST, 2025

THANK YOU

PRESIDENT OF THE REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION.

APPROVAL SIGNATURE:



DATE:

9.10.24

**Meeting Date: September 17, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 53 of 2024

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

**Summary/Overview:** Resolution No. 53 authorizes the MNDOT Clear Zone Acquisition Plan (CZAP) Grant Application and plan development proposal from Bolton & Menk for the development of the plan and to develop exemption requests on the identified parcels.

Staff is recommending the approval of Resolution No. 53 that will enable the development of the CZAP. MNDOT Aeronautics has earmarked the 70/30 grant funds for the plan development. The total cost of the project is not to exceed \$10,000.00 with the state share of \$7,000.00 and local share of \$3,000.00.

MNDOT grant ranking weighs heavily on having a CZAP in place for future requests.

**Attachments:**

- Resolution No. 53 of 2024
- MNDOT Grant offer
- Draft Application Letter
- CZAP development proposal; Silas Parmar P.E. Bolton & Menk

**RESOLUTION NO. 53 OF 2024**

**RESOLUTION SUPPORTING GRANT APPLICATION  
AND PLAN DEVELOPMENT PROPOSAL FOR AN  
AIRPORT CLEAR ZONE ACQUISITION PLAN**

**WHEREAS**, The Redwood Falls Airport Commission is authorizing the submission of an Airport Clear Zone Acquisition Plan (CZAP) grant application to the Minnesota Department of Transportation (MNDOT); and

**WHEREAS**, MnDOT has developed a policy on “Clear Zones” or areas that begin 200 feet from the end of the runway and are trapezoidal in shape and that airport sponsors own the land within that area; and

**WHEREAS**, the CZAP is required, or State funding will be limited; and

**WHEREAS**, it is understood that fee acquisition of all land under the clear zone may not be feasible and the CZAP will provide justification for exemption requests; and

**WHEREAS**, the City of Redwood Falls is hereby applying to the Minnesota Department of Transportation for up to \$7,000.00 in funds to be used for the completion of the plan; and

**WHEREAS**, Bolton & Menk Inc. the appointed airport engineering firm has provided a proposal of not to exceed \$10,000.00; and

**FURTHERMORE**, the City of Redwood Falls has the legal authority to apply for the 70/30 grant with a local share of \$3,000.00; and

**FURTHERMORE**, that upon approval of its application by MNDOT, the City of Redwood Falls may enter into an agreement with the MNDOT for the above referenced project, and that the City of Redwood Falls certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

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

1. The Mayor or City Administrator or their successors in office, are hereby authorized to execute such grant applications, grant awards and subsequent contracts, amendments and negotiate changes in the scope of thereto, as are necessary to implement the above project on behalf of the City of Redwood Falls.; and
2. The City Council hereby approves the attached proposal from Bolton & Menk Inc. for completion of the “Clear Zone Acquisition Plan” for the Redwood Falls Municipal Airport.

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 17<sup>th</sup> day of September 2024.

ATTEST:

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

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

STATE OF MINNESOTA  
REDWOOD COUNTY

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City of Redwood Falls at a duly authorized meeting thereof held on the \_\_\_ day of September 2024, as shown by the minutes of said meeting in my possession.

Witness my hand as the City Clerk and the corporate seal of the City of Redwood Falls, this \_\_\_ day of September 2024.

\_\_\_\_\_  
CAITLIN KODET  
City Clerk

Seal



June 28, 2024

James Doering  
Public Works Project Coordinator

Redwood Falls Airport

Dear James Doering,

The Minnesota Department of Transportation Aeronautics Office has completed its review and prioritization of requests for the State Fiscal Year 2025 funding grant solicitation.

I am pleased to inform you that: The **Clear Zone Acquisition Plan (CZAP)** project, for an estimated total cost of **\$10,000.00**, has been selected to receive a State Grant Offer. MnDOT will execute a Grant Contract under the following conditions:

- These funds have been identified for the project(s) identified in this letter and cannot be applied toward another project at your airport.
- The funds are available to execute the grant during State Fiscal Year 2025 (July 1, 2024 to June 30, 2025). To improve the use of State Airports funds, **we are requiring a complete grant request by November 30, 2024**. If you are not able to make this November 30th deadline, you must work with your Regional Engineer to schedule a submittal date that works for you. If a grant request cannot be submitted by November 30th, or an extended submittal date cannot be agreed upon, you may move the project to the next fiscal year on the CIP, and submit an application to be re-scored and prioritized against the next year's projects. If you don't communicate within these requirements, the offer for funding will be rescinded for SFY 2025 and reprogrammed to address other airport needs.
- If you plan to move forward with this project, the following are required by email for a complete grant request:
  - A Grant Request Letter stating the project/funding requested and on sponsor letterhead.
  - A Cost Split detailing the costs of the project in an Excel File that can be found on the MnDOT Aero website: <http://www.dot.state.mn.us/aero/airportdevelopment/forms.html>
  - Any other supporting documents that detail costs for the project (i.e. bid tabs, professional services agreement)
  - We will reach out if further explanation or documentation is needed.
- Once these documents are received and approved, MnDOT will encumber funds and a grant contract will be sent to you for signature. No reimbursement can be made until a fully executed (signed) Grant Contract has been completed. If there is some urgency to start work prior to grant execution, consult with your regional engineer to proceed with an "Early Encumbrance" process. With this process, work done prior to an encumbrance cannot be reimbursed. However, work done (costs incurred) after an encumbrance is completed, but before a grant is executed, can be reimbursed – but only after the grant is fully executed. If you use the "Early Encumbrance" process, it is done at your own risk as a fully executed Grant Contract is the only guarantee of funding.

Please communicate with me at your convenience if you wish to proceed with the project, but no later than August 31, 2024. If you no longer wish to pursue funding for the identified project in State Fiscal Year 2025, please notify me as soon as possible. Below is a summary of the deadlines outlined above:

1. August 31, 2024 – respond to this letter and communicate intent to pursue this grant.
2. November 30, 2024 – submit complete grant request documents to Regional Engineer or approved extended submittal date.
3. December 1, 2024 – selected projects that have not met deadlines 1 and 2 are reprogrammed. You must add the project to the SFY26 CIP and submit another application during the solicitation opening.

Let me know if any questions or concerns.

Sincerely,

Luke Bourassa, P.E.  
South Region Engineer  
luke.bourassa@state.mn.us.

CC: Silas Parmar, silas.parmar@bolton-menk.com

*Equal Opportunity Employer*

August 27, 2024

Mr. Luke Bourassa  
Airport Development Engineer  
MnDOT Office of Aeronautics  
395 John Ireland Boulevard  
St. Paul, MN 55155

RE: Grant Application  
Redwood Falls Municipal Airport (RWF)  
Runway 12/30 & 5/23 Clear Zone Acquisition Plan (CZAP)

Dear Mr. Bourassa:

Please find enclosed the following document for the aforementioned project at the Redwood Falls Municipal Airport located in Redwood Falls, Minnesota:

- Runway 12/30 & 5/23 CZAP Proposal

The Clear Zone Acquisition Plan (CZAP) will detail existing and future ownership of the MnDOT clear zone.

Redwood Falls requests a State grant agreement in the amount of **\$7,000** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at [jdoering@ci.redwood-falls.mn.us](mailto:jdoering@ci.redwood-falls.mn.us) or (507) 616-7400.

Sincerely,

Jim Doering  
Public Works Project Coordinator

cc: Brian Conklin, MnDOT Aeronautics  
Chris Gardner, Bolton & Menk, Inc.  
Silas Parmar, Bolton & Menk, Inc.

Enclosures:



Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

August 27, 2024

Mr. James Doering  
Public Works Project Coordinator  
City of Redwood Falls  
333 South Washington Street  
Redwood Falls, MN 56283

RE: Redwood Falls Municipal Airport (RWF)  
Runway 12/30 and 5/23 Clear Zone Acquisition Plan (CZAP)  
BMI Work Order No.5  
Proposal for Professional Services

Dear Mr. Doering,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Runway 12/30 and 5/23 Clear Zone Acquisition Plan (CZAP) at the Redwood Falls Municipal Airport.

For the protection of people and property near airports and pilots, MnDOT has established a policy on clear zones. Clear zones are a trapezoidal shape which begin 200-feet beyond the end of each runway which should be free of all obstructions. The MnDOT policy desires all airport sponsors own the land under the clear zone in fee. For those airport sponsors which do not, State funding is limited.

MnDOT understands that fee acquisition of all land under the clear zone may not be feasible for every airport sponsor. For these airports, the sponsor can request an exemption to the MnDOT clear zone policy by completing a Clear Zone Acquisition Plan (CZAP). The CZAP must provide justification why the airport sponsor is unable to fully comply with the MnDOT policy.

For Runways 12/30 and 5/23, the city owns portions of the clear zones in fee and easement but not all. By completing a CZAP, Redwood Falls can request an exemption from the MnDOT Clear Zone Policy and not have State funding opportunities be limited. Funding shall be provided by MnDOT at a 70% participation rate with the city share being 30%.

## **SCOPE OF SERVICES:**

### **TASK 1 CLEAR ZONE ACQUISITION PLAN (CZAP)**

#### **1.1 Project Meetings**

Up to a maximum of three (3) meetings with the Airport Sponsor and MnDOT Office of Aeronautics are included. It is anticipated that these meetings will include appropriate personnel from the Airport Sponsor and MnDOT Office of Aeronautics. It is anticipated the meetings will take place virtually and may cover the following topics or decision points:

1. Kickoff meeting to review project purpose and goal.
2. Initial review of draft CZAP.
3. Final review of draft CZAP.

#### **1.2 Clear Zone Acquisition Plan**

The CZAP will be prepared in accordance with the Minnesota State Aviation System Plan Phase II, established in September of 2023.

The CZAP will include the components described below.

##### **1.2.1 Airport and Surrounding Vicinity Map**

The Airport Sponsor will be displayed on a 22" x 34" layout to provide a graphic depiction of the airport and the surrounding vicinity. The information on this layout will include the following:

- MnDOT Clear Zone dimensions as established by the MnDOT Clear Zone Guidance Statement established in 2022.
- Existing land ownership within MnDOT Clear Zone, including parcels owned by the Airport Sponsor in fee simple.
- Property interests proposed for future fee simple ownership.
- Property interests neither proposed nor designated for future fee simple ownership.
- Natural and manmade features, structures, and objects pertaining to the airport compatibility of land uses within and in the vicinity of MnDOT Clear Zone, including those that may result in congregations of people or exceed height standards defined by Minnesota Administrative Rules Part 8800.1200.
- Existing airport property boundary.
- Part 77 approach surface at ultimate airport build-out.

##### **1.2.2 Narrative Report**

The Narrative report will provide explanation as to why the Airport Sponsor currently does not own 100% of the MnDOT Clear Zone. The report will also suggest possible alternative options for the MnDOT Clear Zone if ownership is not feasible, such as possible easements. The report will describe any efforts that have already been taken to enact any alternative options.

**1.2.3 Property Ownership Table**

A table will be included on the Airport and Surrounding Vicinity Map as described in Task 1.3.2 and will include the following information:

- Property Owner.
- Estimated market value.
- Existing land use.
- Distance of all buildings from extended runway centerline.
- Height of all buildings.
- When the parcel is anticipated to be acquired and proposed funding source(s).

**CONSIDERATION:**

The services described above in this proposal shall be completed on a LUMP SUM basis of **\$10,000.00**.

The anticipated funding participation is as follows:

- State (70%): \$ 7,000.00
- Local (30%): \$ 3,000.00

**SCHEDULE:**

We anticipate the work can be performed according to the following schedule.

- CZAP: October 2024 – January 2025
- Adoption: February 2025

Bolton & Menk, Inc. puts a high priority on ensuring that our company’s efforts are consistent with our clients’ needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

**Bolton & Menk, Inc.**



**Silas Parmar, P.E.**

Aviation Project Manager

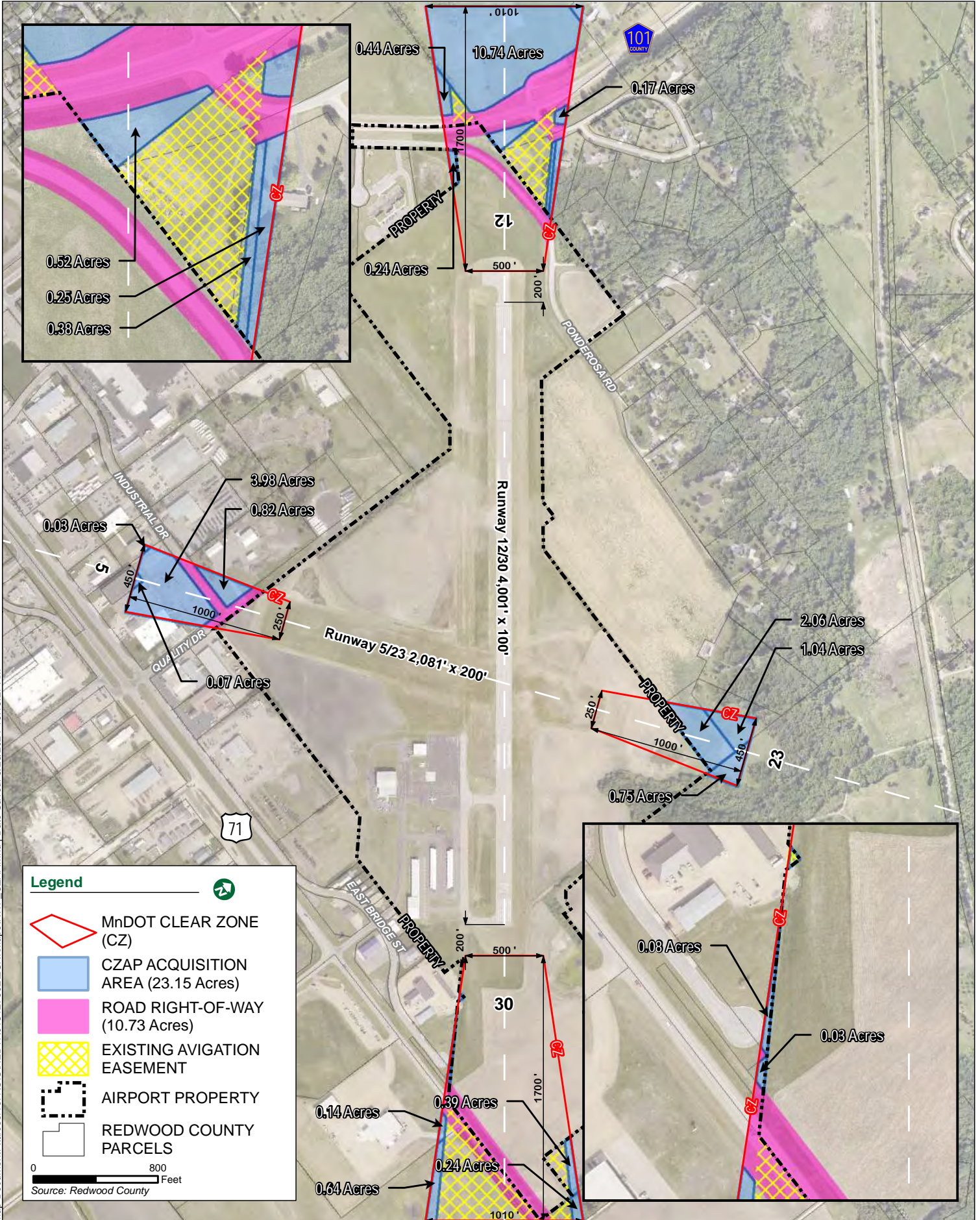
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**Authorization and acceptance of this letter proposal.**

**City of Redwood Falls, Minnesota**

\_\_\_\_\_  
Mr. Keith Muetzel  
City Administrator

\_\_\_\_\_  
Date



**Legend**

- MnDOT CLEAR ZONE (CZ)
- CZAP ACQUISITION AREA (23.15 Acres)
- ROAD RIGHT-OF-WAY (10.73 Acres)
- EXISTING AVIGATION EASEMENT
- AIRPORT PROPERTY
- REDWOOD COUNTY PARCELS

0 800 Feet  
Source: Redwood County

Map Document: \\arcserver1\GIS\IREDW\DOTS\127862\ESRI\MapInfo\RWF\_CZAP.mxd | Date Saved: 8/29/2024 10:13:27 AM

**Council Meeting Date:** September 17, 2024

**Agenda Item:** Resolution No. 54 of 2024 – Resolution Accepting Donation for Outdoor Literacy Area from the Redwood Area Library Foundation.

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

**Summary/Overview:** Attached is Resolution 54 of 2024 accepting a donation from the Redwood Area Library Foundation. Flagship has submitted (2) invoices for the completion of moving the Outdoor Literacy Area to its new space making room for the Expansion.

Staff is requesting approval to accept the financial donation from the Redwood Area Library Foundation for the Outdoor Literacy Area.

**Attachments:** Resolution No. 54 of 2024



**RESOLUTION NO. 54 OF 2024**  
**A RESOLUTION ACCEPTING DONATIONS TO THE CITY.**

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

**WHEREAS**, the following persons and entities have offered to contribute a payment amount set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Redwood Area Library Foundation	\$83,968.45

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

Terms or Conditions  
Payment to Flagship Recreation for completion of moving Outdoor Literacy Area and pouring new poured-in-place outdoor flooring. (2) invoices totaling \$83,968.45.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 17th day of September 2024.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
17<sup>th</sup> day of September 2024.

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



Jason Halvorson  
Public Utilities Superintendent  
Phone: 507-616-7490  
Cell: 507-430-2114  
jhalvorson@ci.redwood-falls.mn.us

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## AGENDA RECOMMENDATION

**Meeting Date:** September 17, 2024

**Agenda Item:** Resolution No. 55 of 2024 – DGR Engineering Task Order No. 16 – 2025 Distribution Improvements

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

**Summary/Overview:** Planning has begun for next year's underground electric line conversion project. The areas to be converted from overhead to underground electric distribution is between Ramsey Street and Drew Street in the east-west direction, and between Chestnut Street and Tin Street in the north-south direction. These improvements are Phase 2 of the Long-Range Plan. Some of this work will be completed by a contractor and some of the work will be completed by the electric department staff.

DGR has provided us with Task Order #16 for the preliminary phase, estimated material and construction cost of this project. The cost estimate for this project is \$2,488,000 and the proposed engineering fee is \$208,800. Staff requests approval of the engineering proposal.

If you have any questions or concerns, please feel free to contact me anytime.

**Attachments:** Resolution No.  
DGR Amendment Task Order No. 16  
Map of the 2025 Construction Work

**RESOLUTION NO. 55 OF 2024**

**AUTHORIZATION TO EXECUTE  
DGR ENGINEERING TASK ORDER 16  
AMENDMENT TO THE MASTER AGREEMENT FOR  
2025 DISTRIBUTION IMPROVEMENTS**

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

**WHEREAS**, DGR Engineering of Rock Rapids, Iowa is the designated Redwood Falls Electrical Engineer under a Professional Service Contract also known as the “Master Agreement”; and

**WHEREAS**, Task Order No. 16 outlines the proposed Amendment to the Master Agreement and the specific professional tasks to be completed by DGR Engineering, for Preliminary Design work for 2025 Distribution Improvements totaling approximately \$2,488,000; and

**WHEREAS**, the cost for the professional services in Task Order No. 16 is estimated to be \$208,800.00 and not to be exceeded without prior authorization; and

**FURTHERMORE**, the Public Utilities Superintendent shall be listed as the Project Representative on behalf of the City of Redwood Falls, and

**FURTHERMORE**, the Mayor and/or City Administrator are authorized to execute this agreement pursuant to the Redwood Falls Procurement Policy.

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 17th 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

## TASK ORDER

Task Order No. 16

Effective Date: \_\_\_\_\_

### **Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services**

DGR Engineering (Consultant) agrees to provide to: **Redwood Falls Public Utilities - Redwood Falls, Minnesota**(Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 14<sup>th</sup> day of October, 2014.

**TASK ORDER PROJECT NAME:** 2025 Distribution Improvements

**TASK ORDER PROJECT DESCRIPTION:** The project includes the conversion of segments of Feeder 1W, Feeder 1S, and Feeder 3S from overhead to underground, as shown in the “Circuit Diagram – 2025 Distribution Improvements” drawing. Included are areas between Ramsey Street and Drew Street in the east-west direction, and between Chestnut Street and Tin Street in the north-south direction. The conversion area comprises approximately 23 city blocks. In addition to the overhead primary circuitry, the project also includes converting the overhead secondary circuitry associated with this conversion area to underground. Certain segments of the work are expected to be completed by Utility electric department staff including switch installation, final hookups, cut-overs, and existing equipment removals. These improvements were identified as Phase 2 recommendations in the recently completed Electric System Long Range Plan Update.

**DGR CONTACT PERSON:** Chad Rasmussen, Asst Dept Head – Electric Power

**CLIENT CONTACT PERSON:** Jason Halvorson, Superintendent

#### **SCOPE OF WORK:**

##### Preliminary Phase:

- Meet with RFP staff to identify and determine the locations and extents of the areas to be constructed and improved on the distribution system.
- Conduct fieldwork to ascertain the required facilities necessary to develop the circuitry, including development of a work scope definition by all parties.
- Prepare a preliminary primary circuitry plan that shows new 13.8 kV circuitry and connections to the existing system.
- Develop a cost estimate for the project.
- Develop a schedule for the project.

Design Phase:

- Provide field design staking, which includes walking the entire project, developing notes and collecting data required to finish the design.
- Develop a detailed location-by-location unit tabulation of required work.
- Complete design and staking sheet production utilizing digital aerial photography for the construction area.
- Perform calculations to determine appropriate transformer, cable, and associated equipment sizing.
- Develop a material list for the project.
- Develop contracts for major materials (transformers, primary cable, padmount switches). Furnish bidding documents to interested parties.
- Prepare permit application forms for utility accommodation, if required.
- Develop plans, specifications, contract documents, and bidding units with drawings, for the labor and materials construction contract.

Bidding Phase:

- Provide bidding documents to interested bidders, issue planholder lists, and respond to bidder questions.
- Assist RFPU in receiving bids, analyze bids, develop spreadsheets detailing bid results, and make recommendations of award of contracts.

Construction Phase:

- Organize and attend a preconstruction conference.
- Review shop drawings.
- Assist in staking distribution equipment locations if desired by RFPU.
- Assist in construction administration and scheduling.
- Make periodic site visits at intervals appropriate to the stage of construction, to observe construction and measure units completed. Resident project observation will be provided by the Owner.
- Respond to Contractor questions.
- Process pay requests.

Final Phase:

- Conduct project walk-throughs, and develop Contractor work “punch lists”.
- Develop close-out documents for signatures.
- Assemble construction record drawings.

**PROJECT BUDGET:** Following is the initial project budget:

Estimated material cost	\$1,090,000
Estimated construction cost (labor/installation)	\$956,000
Contingencies	\$233,200
Engineering	\$208,800
Subtotal:	<u>\$2,488,000</u>

**FEE ARRANGEMENT:** We propose the following fee arrangement for this work:

<u>Component</u>	<u>Fee Type</u>	<u>Fee</u>
Preliminary Phase	Lump Sum	\$14,500
Design	Lump Sum	\$144,800
Bidding	Lump Sum	\$16,500
Construction Administration	Hourly Estimate	\$30,000
Post Construction	Hourly Estimate	\$3,000

All “Lump Sum” work is inclusive of personnel, subsistence, travel, computer, and other costs.

All “Hourly” work will be billed at the then-current Hourly Fee Schedule. The 2024 Hourly Fee Schedule A is attached as Appendix I. In addition, expenses associated with travel and vehicle mileage at IRS rates will be charged while personnel are on-site.

The following services are not included in the above proposal:

- Soil exploration, land surveying, etc.
- Easement procurement
- Meter changeout and cutover design
- Resident project observation

If any of these services are found to be necessary, we can perform them as an Additional Service on an Hourly basis.

**SPECIAL TERMS AND CONDITIONS:** None

**Redwood Falls Public Utilities**  
**Redwood Falls, Minnesota**  
\_\_\_\_\_  
(Client)

**DeWild Grant Reckert and Associates Company**  
**d/b/a DGR Engineering**  
\_\_\_\_\_  
(Consultant)

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Authorized signature and Title)

Title: \_\_\_\_\_  
(Authorized signature and Title)

Address: \_\_\_\_\_

Address: 1302 South Union Street

City: \_\_\_\_\_

City: Rock Rapids, IA 51246

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX I

**DGR ENGINEERING**

JANUARY 2024

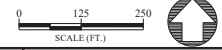
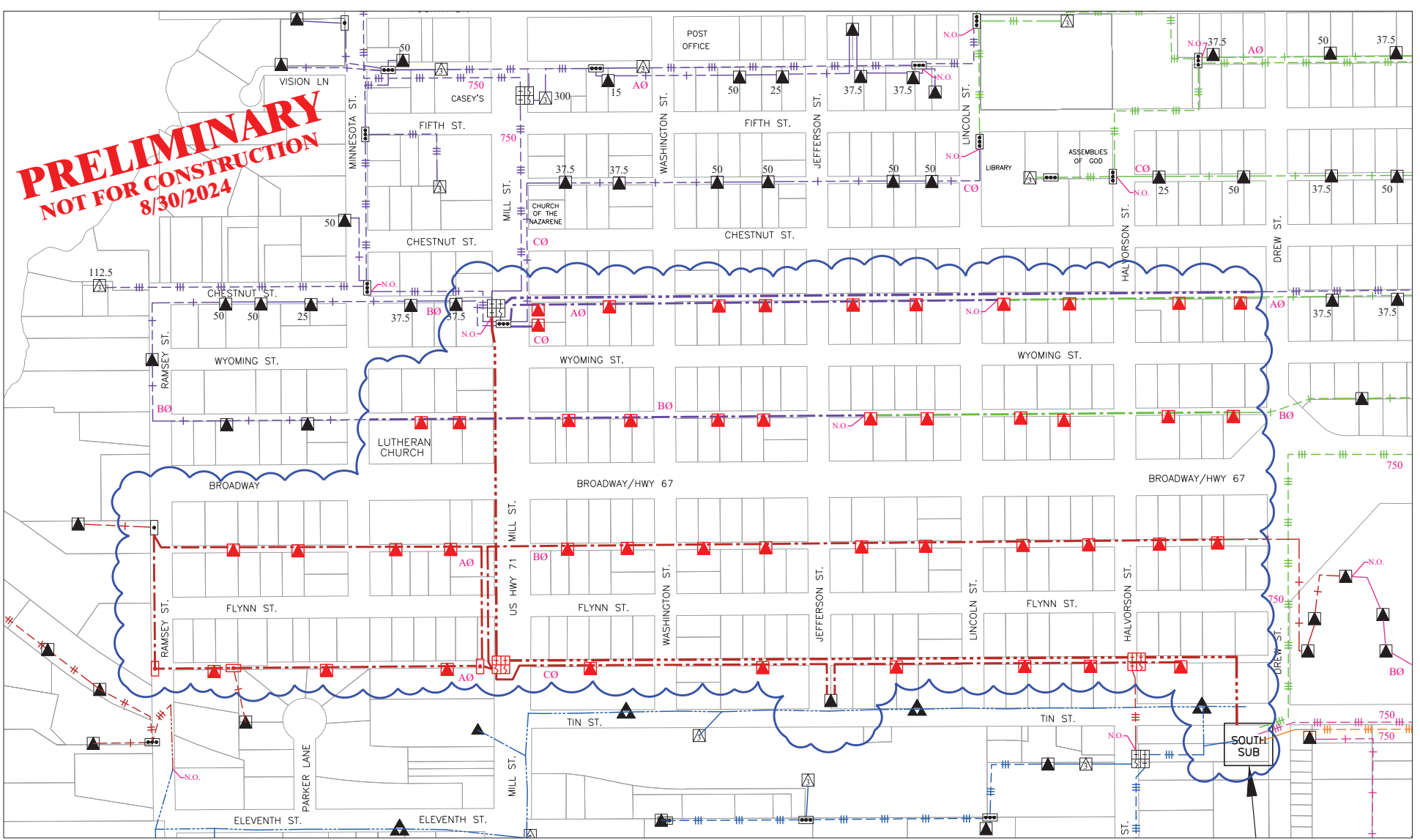
**HOURLY FEE SCHEDULE A**

<b>Personnel Grade</b>	<b>Engineer Hourly Rate</b>	<b>Technician Hourly Rate</b>	<b>Administrative Hourly Rate</b>
01	\$126	\$75	\$75
02	\$134	\$80	\$80
03	\$142	\$85	\$85
04	\$152	\$90	\$90
05	\$162	\$95	\$95
06	\$172	\$100	\$102
07	\$182	\$106	\$109
08	\$193	\$113	\$117
09	\$204	\$120	\$125
10	\$216	\$127	\$135
11	\$228	\$135	\$145
12	\$241	\$143	\$155
13	\$254	\$151	\$170
14	\$264	\$161	\$200
15	\$271	\$172	\$249

Reimbursable Expenses:

1. Standard vehicle mileage at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at IRS standard mileage rate plus \$0.25 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**  
8/30/2024



REV	DATE	DESCRIPTION

**DGR ENGINEERING**  
 Project Manager: CAR  
 Designer: SPM  
 Project Number: 421127  
 Phone: (712) 472-2531

REDWOOD FALLS PUBLIC UTILITIES  
 REDWOOD FALLS, MINNESOTA

CIRCUIT DIAGRAM  
 2025 DISTRIBUTION IMPROVEMENTS



## AGENDA RECOMMENDATION

**Meeting Date:** September 17, 2024

**Agenda Item:** Resolution Nos. 56 & 57 – Resolutions Setting Preliminary Tax Levy and Budget

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

**Summary/Overview:** State law requires local units of government to adopt the preliminary levy and budget and to certify the proposed tax levy to the County Auditor by September 30<sup>th</sup> of each year. Cities must also provide the county auditor with the date, place, and time of the regularly scheduled meeting at which a final budget and levy will be determined. The preliminary levy can be lowered when setting the final levy, but it cannot be increased.

The proposed budget includes a tax levy increase of 7.9%. Based on preliminary tax capacity calculations provided by the County Assessor, the City's tax capacity has increased less than a quarter percent (.16%), resulting in an estimated increase in the City's overall tax rate of 5.9%. The attached document provides additional budget highlights for the proposed 2025 budget.

Staff will continue to fine tune the budget over the next few months. The proposed final levy and budget will be reviewed by the budget committee and a recommendation will be presented to the City Council. The date when the final levy and budget will be discussed and approved and at which the public will be allowed to speak will be set for December 17, 2024, at 6:00 p.m. in the City Council Chambers.

**Attachments:** 2025 Budget Highlights  
Resolution No. 56 of 2024  
Resolution No. 57 of 2024

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## **2025 PRELIMINARY BUDGET HIGHLIGHTS**

### **Overall Levy Increase: \$278,404 or 7.9%**

- Based on preliminary numbers from the county assessor, the City's net tax capacity will see a very small (.16%) increase in 2025.
- The 7.9% increase in the City's tax **levy** would result in a projected increase of 5.9% in the City's tax **rate**. (Levy / Net Tax Capacity = Tax Rate)
  - Actual 2024 Tax Rate: 76.065%
  - Projected 2025 Tax Rate: 81.965%

### **Wages & Benefits:**

- Assumed implementation of compensation study / approximately 9% increase in health insurance
- Total Increase: \$499,683.83 (6.62%)
  - Levy Portion: \$287,379.24 (6.32%) Increase in wages and benefits.
    - Includes General Fund, Library, Port Authority
  - Non-Levy Portion: \$212,304.59 (7.08%) Increase in wages and benefits.
    - Includes Airport, Utilities, Liquor, Central Garage

### **Local Government Aid**

- The state's overall appropriation will remain the same as 2024.
- The City's certified amount for 2025 is \$2,044,016, an increase of \$3,309.

### **Debt**

- There are no new debt service payments that affect the levy in 2025.
- A total of \$294,809 (approximately 8% of the total levy) is for debt service payments related to the 2021A Fire Equipment Bonds used to purchase a ladder truck and the 2022A Bonds for the Drew Street Reconstruction project.
- Abatements
  - The levy includes the same three abatements as last year:
    - Garnette Gardens
    - Redwood Property Holdings (old hospital)
    - Snug as a Bug Childcare

### **Other Items to Note in 2025 Budget**

- The 2025 budget includes funding for a new IT position.
- Current union contracts end 12/31/24. Negotiations are in process.
- Staff continue to work with the insurance committee to review 2025 health insurance options. The current proposal includes an approximately 9 % increase in health insurance costs based on responses we have received so far from a request for proposals.
- As in prior years, the budget contains a \$25,000 reserve / contingency.

**CITY OF REDWOOD FALLS  
ANALYSIS OF TAX LEVY**

<u>Purpose</u>	<u>2024 Final Levy</u>	<u>2025 Prelim Levy</u>	<u>Increase/ (Decrease)</u>
<b>General Operations</b>			
*General Fund	\$2,694,430	\$2,890,910	\$196,480
*Library Fund	\$428,914	\$502,067	\$73,153
<b>Other Levies:</b>	\$0	\$0	
* Port Authority	\$81,191	\$89,232	\$8,040
<b>Subtotal - General Levy</b>	<b><u>\$3,204,535</u></b>	<b><u>\$3,482,209</u></b>	<b><u>\$277,673</u></b>
<b>Debt Service:</b>			
2014A GO Refunding Bonds	\$0	\$0	\$0
2021A Fire Equipment Bonds	\$146,549	\$145,184	(\$1,365)
2022A Drew Street	\$152,565	\$149,625	(\$2,940)
<b>Abatements:</b>			
Garnette Gardens Tax Abatement	\$3,906	\$4,256	\$350
Redwood Valley 4th Addition Tax Abatement	\$0	\$0	\$0
Ponderosa Business Park	\$0	\$0	\$0
Redwood Property Holdings Abatement	\$14,396	\$13,982	(\$414)
Snug as a Bug Childcare Abatement	\$3,096	\$8,196	\$5,100
<b>Subtotal - Debt / Abatement Levies</b>	<b><u>\$320,512</u></b>	<b><u>\$321,243</u></b>	<b><u>\$731</u></b>
<b>TOTAL LEVIES</b>	<b><u>\$3,525,047</u></b>	<b><u>\$3,803,452</u></b>	<b><u>\$278,404</u></b>

\* Included in Operating Levy on Tax Statements

**TAX LEVY SUMMARY**

Operating Levy	\$3,123,344	\$3,392,977	\$269,633
Debt Service	\$299,114	\$294,809	(\$4,305)
Abatements	\$21,398	\$26,434	\$5,036
Port Authority	\$81,191	\$89,232	\$8,040
<b>Total</b>	<b><u>\$3,525,047</u></b>	<b><u>\$3,803,452</u></b>	<b><u>\$278,404</u></b>
<b>Incr (Decr) over prior year</b>	<b><u>\$229,085</u></b>	<b><u>\$278,404</u></b>	
<b>Percentage Incr (Decr) - Total</b>	<b>6.95%</b>	<b>7.90%</b>	

**RESOLUTION NO. 56 OF 2024**  
**RESOLUTION SETTING PROPOSED CERTIFIED LEVY**  
**AD VALOREM TAXES FOR THE YEAR 2025**

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

That the following represents the proposed certified levy for Ad Valorem taxes for the year 2025 for the following purposes as shown:

<b>General Tax Levy</b>	
General	\$ 2,890,910
Library	\$ 502,067
Port Authority	\$ 89,232
<b>Subtotal General Levy</b>	<b><u>\$ 3,482,209</u></b>
<b>Debt Service:</b>	
2021A Fire Equipment Bonds	\$ 145,184
2022A Drew Street Bonds	\$ 149,625
<b>Abatements:</b>	
Garnette Gardens Tax Abatements	\$ 4,256
Redwood Property Holdings Tax Abatement	\$ 13,982
Snug as a Bug Childcare Abatement	\$ 8,196
<b>Subtotal Debt Service / Abatements</b>	<b><u>\$ 321,243</u></b>
<b>TOTAL PROPOSED 2025 TAX LEVY</b>	<b><u><u>\$ 3,803,452</u></u></b>

And that the date when the final levy and budget will be discussed and approved and at which the public will be allowed to speak be set for December 17, 2024 at 6:00 p.m. in the Municipal Building City Council Chambers.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 17th day of September 2024.

ATTEST:

\_\_\_\_\_  
Keith T. Muetzel

City Administrator

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

Mayor

(City Seal)

**RESOLUTION NO. 57 OF 2024**

**RESOLUTION APPROVING 2025 PRELIMINARY BUDGETS**

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

That the 2025 Preliminary Budgets as shown below are approved.

	<u>Revenues</u>		<u>Expenditures</u>
General Fund	\$ 7,761,435	\$	7,761,435
Library	\$ 563,297	\$	563,297
Airport	\$ 385,812	\$	365,446
Park Development	\$ 100	\$	-
Fire Equipment	\$ 207,119	\$	139,620
Port Authority	\$ 141,732	\$	138,497
Revolving Loan	\$ 8,000	\$	150
Downtown Loan Program	\$ 4,944	\$	65
Community Development	\$ 64,112	\$	40,297
TIF#10-1 Runnings Redevelopment	\$ 72,400	\$	17,674
G.O. Drew Street Bonds 2022	\$ 149,625	\$	144,060
G.O. PIR Fund Bonds	\$ 60,269	\$	57,177
Airport Capital Improvements	\$ 5,388,165	\$	5,526,579
Capital Projects	\$ 224,100	\$	166,100
Water Utility	\$ 1,989,598	\$	2,117,430
Sanitary Sewer Utility	\$ 1,313,909	\$	1,702,970
Storm Sewer Utility	\$ 442,315	\$	489,443
Electric Utility	\$ 7,773,186	\$	10,625,832
Liquor	\$ 2,635,500	\$	2,744,770
Central Garage	\$ 877,582	\$	1,503,735
	<u>\$ 30,063,199</u>	<u>\$</u>	<u>34,104,577</u>

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 17th day of September 2024.

ATTEST:

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

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

(City Seal)

**Meeting Date: September 17, 2024**

**AGENDA RECOMMENDATION**

**Agenda Item:** Approve Airport Capital Improvement Plan.


**Recommendation/Action Requested:** Staff recommends Council approval of Redwood Falls Municipal Airport five-year capital improvement plan (CIP).

**Summary/Overview:** In correlation with the 2025 budget, the Airport CIP plan outlines the projects planned for 2025. Currently the airport capital improvement funds contain sufficient match to accomplish projects listed in the CIP for 2025 and are subject to bid actuals. Most of the projects listed are pavement and lighting related and will be bundled together under one bid package except for the 80x80 hangar and the hangar door replacement.

The Federal Highway Administration through the FAA has reduced the 10% local cost share requirement down to 5% for Fed FY's 2025 and 2026. In addition, MnDOT has agreed to contribute half of the local share or 2.5%, leaving the remaining 2.5% as the local share for the Airport Capital Improvement Fund.

The total realized savings in local share is approximately \$498,400.00 allowing for more projects to come to fruition. The Airport Commission has reviewed the revised list and is supportive of making use of this substantial cost savings.

**Attachments:** Redwood Falls Municipal Airport CIP

REDWOOD FALLS MUNICIPAL AIRPORT (RWF)			FFY 2025 - FFY 2029 CIP						9/10/2024				
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal BIL Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal BIL Balance
			FAA %	State %	Local %								
<b>FFY 2025</b>										<b>FFY 2025 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 375,493.00	\$ 592,000.00
2026	2025	RUNWAY 12/30 REHAB (MILL & OVERLAY) - DESIGN & CNST (FFY 25)	95%	2.5%	2.5%	\$ 2,081,000.00	\$ 375,493.00		\$ 1,601,457.00	\$ 52,025.00	\$ 52,025.00	\$ -	\$ 592,000.00
2026	2025	RUNWAY 12/30 GROOVING (FFY 25)	95%	2.5%	2.5%	\$ 284,000.00	\$ -	\$ -	\$ 269,800.00	\$ 7,100.00	\$ 7,100.00	\$ -	\$ 592,000.00
2026	2025	AIRPORT AGIS SURVEY (FFY 25)	95%	2.5%	2.5%	\$ 80,000.00	\$ -	\$ -	\$ 76,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 592,000.00
2026	2025	RWY EDGE LIGHTING SYSTEM REPL. (MIRL, MITL, SIGNS) - DESIGN & CNST (FFY 25)	95%	2.5%	2.5%	\$ 774,000.00	\$ -	\$ -	\$ 735,300.00	\$ 19,350.00	\$ 19,350.00	\$ -	\$ 592,000.00
2026	2025	TAXIWAY CONNECTOR A2 RELOCATION - DESIGN & CNST (FFY 25)	95%	2.5%	2.5%	\$ 247,000.00	\$ -	\$ -	\$ 234,650.00	\$ 6,175.00	\$ 6,175.00	\$ -	\$ 592,000.00
2026	2025	CONSTRUCT RUNWAY 12 TURNAROUND - DESIGN & CNST (FFY 25)	95%	2.5%	2.5%	\$ 418,000.00	\$ -	\$ -	\$ 397,100.00	\$ 10,450.00	\$ 10,450.00	\$ -	\$ 592,000.00
2026	2025	REMOVE NON-STANDARD PVMT (RWY 12 END) - DESIGN & CNST (FFY 25)	95%	2.5%	2.5%	\$ 140,000.00	\$ -	\$ -	\$ 133,000.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 592,000.00
2026	2025	REMOVE NON-STANDARD PVMT (RWY 12 HOLDING BAY) - DESIGN & CNST (FFY 25)	95%	2.5%	2.5%	\$ 57,000.00	\$ -	\$ -	\$ 54,150.00	\$ 1,425.00	\$ 1,425.00	\$ -	\$ 592,000.00
2026	2025	CONSTRUCT 80' X 80' HANGAR - BIL (FFY 25)	95%	2.5%	2.5%	\$ 903,000.00		\$ 592,000.00	\$ 265,850.00	\$ 22,575.00	\$ 22,575.00	\$ -	\$ -
2026	2025	HANGAR DOOR REPLACEMENT (4)	0%	70%	30%	\$ 200,000.00	\$ -		\$ -	\$ 140,000.00	\$ 60,000.00	\$ -	\$ -
2026	2025	HANGAR TAXILANES PVMT. MAINT. (CRACK REPAIR & SEAL COAT) - DESIGN & CNST	0%	70%	30%	\$ 150,000.00	\$ -		\$ -	\$ 105,000.00	\$ 45,000.00	\$ -	\$ -
<b>FFY 2025 TOTALS</b>						\$ 5,334,000.00	\$ 375,493.00	\$ 592,000.00	\$ 3,767,307.00	\$ 369,600.00	\$ 229,600.00		
<b>FFY 2026</b>										<b>FFY 2026 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 150,000.00	\$ 144,000.00
2027	2026	BORROW ENTITLEMENTS FROM (3) SPONSORS	100%	0%	0%	\$ 450,000.00	\$ 450,000.00	\$ -		\$ -	\$ -	\$ 600,000.00	\$ 144,000.00
2027	2026	RWY 15/33 PAPI, REIL, BEACON, WINDCONE REPLACEMENT - DESIGN & CNST (FFY 26)	95%	2.5%	2.5%	\$ 500,000.00	\$ 475,000.00	\$ -	\$ -	\$ 12,500.00	\$ 12,500.00	\$ 125,000.00	\$ 144,000.00
2027	2026	CONSTRUCT 80' X 80' HANGAR - BIL PRORATION (FFY 26)	95%	2.5%	2.5%	\$ 279,842.11	\$ 121,850.00	\$ 144,000.00	\$ -	\$ 6,996.05	\$ 6,996.05	\$ 3,150.00	\$ -
<b>FFY 2026 TOTALS</b>						\$ 779,842.11	\$ 596,850.00	\$ 144,000.00	\$ -	\$ 19,496.05	\$ 19,496.05		
<b>FFY 2027</b>										<b>FFY 2027 ENTITLEMENT BALANCE</b>		\$ 153,150.00	\$ -
2028	2027	REPAY BORROWED ENTITLEMENTS FROM (1) SPONSOR	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,150.00	\$ -
<b>FFY 2027 TOTALS</b>						\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -		
<b>FFY 2028</b>										<b>FFY 2028 ENTITLEMENT BALANCE</b>		\$ 153,150.00	\$ -
2029	2028	TAXIWAY A RECON - DESIGN & CNST (FFY 28)	90%	5%	5%	\$ 314,468.00	\$ 153,150.00		\$ 129,871.20	\$ 15,723.40	\$ 15,723.40	\$ -	\$ -
2029	2028	APRON RECON - DESIGN & CNST (FFY 28)	84.3199%	9.1023%	6.5778%	\$ 907,735.00	\$ -		\$ 765,401.04	\$ 82,624.86	\$ 59,709.10	\$ -	\$ -
<b>FFY 2028 TOTALS</b>						\$ 1,222,203.00	\$ 153,150.00	\$ -	\$ 895,272.24	\$ 98,348.26	\$ 75,432.50		
<b>FFY 2029</b>										<b>FFY 2029 ENTITLEMENT BALANCE</b>		\$ 150,000.00	\$ -
2030	2029	REPAY BORROWED ENTITLEMENTS FROM (1) SPONSOR	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FFY 2029 TOTALS</b>						\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -		