



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, OCTOBER 15, 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. October 1, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve Quote for Community Center Door Replacement
7. **Scheduled Public Hearings**
  - A. Assessments for Delinquent Accounts – Resolution #65, #66 & #67
8. **Old Business**
9. **Regular Agenda**
  - A. Engineering Agreement for Airport Taxiway Connector A2 Relocation and Turnaround Project - Resolution #68
  - B. 2024 Street Seal Coat Improvements – Final Pay Request
  - C. Presentation by Redwood Animal Shelter
  - D. Updated Purchasing Policy
  - E. IT Coordinator Position
  - F. Establish City Council Work Session Agenda
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, OCTOBER 1, 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, October 1, 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 Kerkhoff to approve the agenda. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to approve the September 17, 2024, minutes as presented. Motion passed by unanimous vote.

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

1. Quote for Community Center & Aquatic Center Camera Replacement
2. City Assistance with Celebrate Redwood Falls – Haunted Hotel

Motion passed by unanimous vote.

Human Resources Coordinator Sheila Stage was present to introduce Resolution No. 58 of 2024 – A Resolution Setting and Adopting the 2025 Contract Renewal of Group Health Insurance and the Employer's Share of Premium for Health Insurance Coverage.

Ms. Stage stated City staff worked with the City's Insurance Broker, Jenny Van Deinse, from Gallagher Insurance Consulting to obtain Group Health Insurance proposals for 2024. A newly formed insurance committee also worked to review different health insurance options for the employees of the City. The Committee consists of six employees from both non-union and union groups as well as an additional three individuals from administration. This committee was formed early this year and has met several times. The Insurance Committee and City Staff worked with Jenny to obtain Group Health Insurance proposals for 2025 for both the HRA and an HSA plan. Four vendors responded to the renewal and marketing summary. Jenny renegotiated with our current health insurance provider United Healthcare as well as three other providers. At the time of renewal, the City was running a 112% loss ratio with United Healthcare.

Ms. Stage stated the City's current HRA Health Insurance plan, which includes the self-funding model, has been in existence for over 15 years. These types of plans are getting less popular and are complicated to administer. During renewals, Staff is finding it difficult to find carriers that can process the self-funding claims and most carriers are moving to Health Savings Account plans. The committee felt for retention of current employees and attraction of new employees offering more than one plan option for health insurance is a way to enhance our benefits. Therefore, for 2025 it is recommended to offer both an HRA health benefit as well as an HSA option.

Ms. Stage stated Staff recommends accepting the renewal of our HRA group health plan with United Healthcare in 2025 at an increase of 6.7% in premiums for the HRA Plan with United Health Care in 2025. This proposal maintains the same coverages provided in 2024 with a \$500/\$1000 deductible and Annual In-Network Out-of-Pocket Max of \$2,400/\$4,800. For the HRA plan, Staff calculated employee/employer contributions for 2025 using the 80/20 family policy formula and 90/10 single policy formula approved in prior years.

Ms. Stage stated Staff also recommends adding an HSA group plan with United Healthcare in 2025 at a decrease of -7.7% in premiums. This proposal is offering a 2<sup>nd</sup> option of health insurance for employees with the City contributing HSA contributions in lieu of self-funding with a \$5,000/\$10,000 deductible and an Annual In-Network Out-of-Pocket Max of \$6,000/\$12,000. The lower premium for the HSA allows for the City's contribution to the employee's HSA. The City's HSA Contribution for single coverage is \$1,341.36 and \$4,189.54 for family coverage. In both plan options, the total City contribution is equal for both family and single coverage. This proposal maintains the same coverages provided in 2024.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to waive the reading of Resolution No. 58 of 2024 – A Resolution Setting and Adopting the 2025 Contract Renewal of Group Health Insurance and the Employer's Share of Premium for Health Insurance Coverage. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 58 of 2024 – A Resolution Setting and Adopting the 2025 Contract Renewal of Group Health Insurance and the Employer's Share of Premium for Health Insurance Coverage. Motion passed by unanimous vote.

Human Resources Coordinator Stage introduced Resolution No. 59 of 2024 – A Resolution Setting and Adopting the 2025 Contract For Voluntary Group Dental Insurance and the Employee's Share of Premium for Dental Insurance Coverage.

Ms. Stage stated City Staff worked with the City's Insurance Broker, Jenny Van Deinse, from Gallagher Insurance Consulting to obtain Group Dental Insurance proposals for 2024. Jenny renegotiated with the City's current dental insurance provider, Delta Dental of MN to renew the current contract. Staff recommends accepting the renewal of the current group dental plan with Delta Dental in 2025 at an increase of 1.5% in premiums. This proposal maintains the same coverages provided in 2024. The proposal is a 100% employee-paid benefit plan for 2025. Staff recommends accepting the Delta Dental Pathfinder 3 Plan for 2025.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 59 of 2024 – A Resolution Setting and Adopting the 2025 Contract For Voluntary Group Dental Insurance and the Employee's Share of Premium for Dental Insurance Coverage. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 59 of 2024 – A Resolution Setting and Adopting the 2025 Contract For Voluntary Group Dental Insurance and the Employee's Share of Premium for Dental Insurance Coverage. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 60 of 2024 – A Resolution Accepting A Donation To The City.

Mr. Nachreiner stated Resolution No. 60 of 2024 is to accept a financial donation in the amount of \$3,997.28 from The Friends of Ramsey Park. This donation allows the City to replace an old display board located at the Ramsey Park Campground. With this display board, the City will be able to post park information as well as community & park events. City staff would like to thank The Friends of the Park for their generous donation and recognize their continued hard work and 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.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 60 of 2024 – A Resolution Accepting A Donation To The City in the amount of \$3,997.28. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 60 of 2024 – A Resolution Accepting A Donation To The City in the amount of \$3,997.28. Motion passed by unanimous vote.

Public Utilities Superintendent Jason Halvorson was present to introduce Resolution No. 61 of 2024 – Authorization To Terminate Material Agreement With Irby Utilities.

Mr. Halvorson stated on May 18, 2022, a transformer order for 33 transformers was placed with Irby Utilities with a delivery date of May 1, 2023. After many back-and-forth emails, to this date Staff have not received these transformers. The latest delivery date that has been seen is December 31, 2024. After consulting with DGR Engineering, Staff feels it is in the City's best interest to cancel the transformer order due to a breach of agreement and for failing to complete it within a reasonable timeframe.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 61 of 2024 – Authorization To Terminate Material Agreement With Irby Utilities. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 61 of 2024 – Authorization To Terminate Material Agreement With Irby Utilities. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 62 of 2024 – Authorization to Execute Minnesota Department of Transportation Grant Agreement For Airport Improvement Excluding Land Acquisition.

Mr. Doering stated Council approved the grant submission for the Clear Zone Protection Plan Development (CZAP) at the Council meeting held on September 17, 2024. That was submitted and MnDOT Aeronautics was able to immediately issue grant agreement 1058059 for Council approval and signature. Staff is recommending the approval of Resolution No. 62 which 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's share of \$7,000.00 and the local share of \$3,000.00.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 62 of 2024 – Authorization to Execute Minnesota Department of Transportation Grant Agreement For Airport Improvement Excluding Land Acquisition. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 62 of 2024 – Authorization to Execute Minnesota Department of Transportation Grant Agreement For Airport Improvement Excluding Land Acquisition. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 63 of 2024 – Authorization to Execute Task Order No. 2024-6 For Redwood Falls Municipal Airport 80 X 80 Hangar Design Project.

Mr. Doering stated Resolution No. 63 Authorizes Task Order No. 2024-6 with Bolton and Menk, Inc. (BMI) to provide the listed scope of planning, design, and bidding services for the Redwood Falls Airport 80 x 80 Hangar Project. Completion of the project scope is anticipated to facilitate construction during the 2025 and 2026 seasons. Council approved the Airport CIP on September 17, 2024. This hangar project is listed on the CIP for 2025 construction and the 2025 proposed budget. To facilitate construction of the project in 2025 and get allotted funds under contract before expiration, engineering and design work needs to start this fall to have the project ready for bidding in February of 2025.

Mr. Doering stated Staff recently met with the Federal Aviation Administration (FAA) and determined the funds designated for this project would be available immediately and construction could begin in May 2025. Staff currently has an individual interested in leasing the 80 x 80 hangar upon its completion. Staff recommends approval of Task Order 2024-6.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 63 of 2024 – Authorization to Execute Task Order No. 2024-6 For Redwood Falls Municipal Airport 80 X 80 Hangar Design Project. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 63 of 2024 – Authorization to Execute Task Order No. 2024-6 For Redwood Falls Municipal Airport 80 X 80 Hangar Design Project. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 64 of 2024 – Authorization to Execute Task Order No. 2024-7 For Redwood Falls Municipal Airport 12/30 Rehab, Edge Lighting, NAVAID, Beacon and Windcone Replacement Project.

Mr. Doering stated Resolution No. 64 authorizes Task Order No. 2024-7 with Bolton and Menk, Inc. (BMI) to provide the listed scope of planning, design, and bidding services for the Redwood Falls Airport 12/30 Rehab and Edge Lighting, NAVAIDS, Beacon and Windcone Replacement Project. Completion of the project scope is anticipated to facilitate construction during the 2025 and 2026 seasons. Council approved the Airport CIP on September 17, 2024. This project is listed on the CIP for 2025 construction and the 2025 proposed budget. To facilitate construction of the project in 2025 and get allotted funds under contract before expiration, engineering and design work needs to start this fall to have the project ready for bidding in April of 2025.

Mr. Doering stated Council should be aware the pre-application for the earmarked funds is due in June with bid results, approved plans, and specifications. The execution of the Federal and State grants by Council is anticipated to take place at the first meeting in August 2025. Construction can then commence upon execution of the grant. The first draw of the grant to cover accrued expenses would be September 2025. Staff recommends approval of Task Order 2024-7.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 64 of 2024 – Authorization to Execute Task Order No. 2024-7 For Redwood Falls Municipal Airport 12/30 Rehab, Edge Lighting, NAVAID, Beacon and Windcone Replacement Project. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 64 of 2024 – Authorization to Execute Task Order No. 2024-7 For Redwood Falls Municipal Airport 12/30 Rehab, Edge Lighting, NAVAID, Beacon and Windcone Replacement Project. Motion passed by unanimous vote.

Council Member Buckley stated he has received a couple of complaints about improper use of golf carts. Mr. Buckley requested additional information about golf cart use and enforcement.

Police Chief Jason Cotner was present to address some of the concerns regarding specialty vehicles and enforcement.

Mayor Quackenbush requested law enforcement prepare for potential disruptions from residents following the election on November 5, 2024.

Mayor Quackenbush stated he hosted a booth at the Fall Festival with Council Member Kerkhoff and Council Member Buckley on Saturday, September 28, 2024. They were available to answer questions and provide information on the new housing development, Reflection Prairie. They received good questions, comments, and feedback on projects happening in the community.

City Administrator Muetzel stated the next City Council Work Session is scheduled for Tuesday, October 29, 2024, at 5:00 p.m. Council will need to develop potential agenda topics. A suggested agenda item is cannabis licensing and regulations.

Shannon Guetter, Discover Downtown Redwood Falls Board Member, was present and provided a brief update of projects happening downtown.

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 Buckley to adjourn the meeting at 5:59 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor



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:** October 15<sup>th</sup>, 2024

**Agenda Item:** Exterior Door Replacement at RACC

**Recommendation/Action Requested:** Approve Quote for Door Replacement

**Summary/Overview:**

Within the 2024 budget City staff budgeted \$15,000 to start the process of replacing a few of our exterior doors at the RACC. Unfortunately, our winters are hard on these doors (all are original doors) and staff feel we need to start replacing a few each year.

The total price, as provided by Mid Central Door out of Waite Park, to replace 4 steel insulated doors at the RACC is \$14,964.32. RACC staff attempted to gain an additional quote from Redwood Building Center, but the contact failed to show up and supply a bid. Staff spent time to locate other suppliers but failed due to lack of suppliers & installers in our area. Mid Central Door will supply the doors as well as install the doors at the RACC.

Staff is recommending we accept the quote from Mid Central Door.

Attachments:

Mid Central Door Quote for Doors and Labor to install.



# SALES QUOTE

Page: 1  
 Sales Quote Number: SQ009739  
 Sales Quote Date: 9/23/2024  
 Quote Valid Till: 10/23/2024

Job Name: #10 & #15

**Sell**  
 To: NEW CUSTOMER QUOTE  
 Ross Nachreiner  
 12345 6th St. SE  
 Waite Park, MN VALIDATE

**Ship**  
 To: NEW CUSTOMER QUOTE  
 Ross 507-430-3406  
 Redwood Area Community Center  
 901 E Cook St  
 Redwood Falls, MN 56283-1943

Ship Via	Install	SalesPerson	BRYAN WENTLAND
Terms	NET	Phone #	
Customer ID	NEW CUST QUOTE	Email	

Item No.	Description	Prod. Group	Unit	Quantity
** #10 **				
NSHMF3S	F16 A60 4 534 4070 RHR RPD CR EMA-P 4H	HMF-3 SIDED	EACH	1
		FRAME		
NSHMDDPD	L18 A60 4 4070 RHR RPD CR POLY STC 4H	HM DOOR	EACH	1
HHIVE01900	5BB1HW x 4.5 X 4.5 x NRP x 652	HINGES	EACH	4
HCCOR01000	DC6210 x M54 x 689	CLOSERS	EACH	1
HWREE08100	S425A x 48"w x A	THRESHOLDS	EACH	1
HPROC03100	K1050 x 4BE x 10" x 46" x US32D	KICK PLATES	EACH	1
HWREE03200	DB469C x 48"w x C	SWEEPS	EACH	1
HWREE09220	815A x #6 Tek x 48" x 84" x A	WEATHER	EACH	1
		STRIPPING		
FIELD INSTALL	Field Tech Install/Service	INSTALLATION	EACH	1
		-FIELD		
-----				
	Reuse Exit Device, Pull & Rim Cylinder			
	Painted (Autobody Workmanship) 4296 White			
-----				
** #15 **				
NSHMFSLT	F16 A60 4 534 (3) 3070 RHR RPD CR EMA-P	HMF-3 SIDED	EACH	1
		FRAME W/		
		SIDELITE		
MCHMD80585	L18 A-60 4 3070 F L 86ED POLY (ADD STC)	HM DOOR	EACH	3
HHIVE01700	5BB1 x 4.5 X 4.5 x NRP x 652	HINGES	EACH	9
HOVON01100	22EO x 299 x 3-0 x SP28	EXIT DEVICES	EACH	3
HCCOR01000	DC6210 x M54 x 689	CLOSERS	EACH	3
HPXXX01000	K1050 x 4BE x 10" x 34" x US32D	KICK PLATES	EACH	3
HWREE08000	S425A x 36"w x A	THRESHOLDS	EACH	3

\*\*\*Mid Central Door, Co. shall not be held liable for any delay of material deliveries by acts of god, failure of third party freight suppliers, or other circumstances beyond Mid Central Door's control. Factory shipment or delivery dates are the best estimates of our suppliers. In no case, shall Mid Central Door, Co. be held liable for any consequential or special damages arising from any delay in shipment or delivery, regardless of any other signed contract for this project or wording in reference to late deliveries, back charges and liquidated damages.\*\*\*



# SALES QUOTE



Page: 2  
 Sales Quote Number: SQ009739  
 Sales Quote Date: 9/23/2024  
 Quote Valid Till: 10/23/2024

Job Name: #10 & #15

Sell  
 To: NEW CUSTOMER QUOTE  
 Ross Nachreiner  
 12345 6th St. SE  
 Waite Park, MN VALIDATE

Ship  
 To: NEW CUSTOMER QUOTE  
 Ross 507-430-3406  
 Redwood Area Community Center  
 901 E Cook St  
 Redwood Falls, MN 56283-1943

Ship Via	Install	SalesPerson	BRYAN WENTLAND
Terms	NET	Phone #	
Customer ID	NEW CUST QUOTE	Email	

Item No.	Description	Prod. Group	Unit	Quantity
HWREE09200	815A x #6 Tek x 36" x 84" x A	WEATHER STRIPPING	EACH	3
HWREE03100	DB469C x 36"w x C	SWEEPS	EACH	3
FIELD INSTALL	Field Tech Install/Service	INSTALLATION -FIELD	EACH	1
----- Painted (Autobody Workmanship) 4296 White				

Amount Subject to Sales Tax	0	<b>Subtotal:</b>	<b>14,964.32</b>
Amount Exempt from Sales Tax	14,964.32	Total Sales Tax:	0.00
		<b>Total:</b>	<b>14,964.32</b>

\*\*\*Mid Central Door, Co. shall not be held liable for any delay of material deliveries by acts of god, failure of third party freight suppliers, or other circumstances beyond Mid Central Door's control. Factory shipment or delivery dates are the best estimates of our suppliers. In no case, shall Mid Central Door, Co. be held liable for any consequential or special damages arising from any delay in shipment or delivery, regardless of any other signed contract for this project or wording in reference to late deliveries, back charges and liquidated damages.\*\*\*



Amy Kerkhoff  
 Accounts Receivable/Customer Service Coordinator  
 Phone: 507-616-7400  
 Fax: 507-637-2417  
 akerkhoff@ci.redwood-falls.mn.us

## AGENDA RECOMMENDATION

**Meeting Date:** October 15, 2024

**Agenda Item:** Resolution No. 65 of 2024 – Resolution Adopting Assessments for Delinquent Utility Accounts  
 Resolution No. 66 of 2024 – Resolution Adopting Assessments for Unpaid Maintenance Costs  
 Resolution No. 67 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges

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

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

### Delinquent Process:

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

**Attachments:** Resolution No. 65 of 2024  
 Resolution No. 66 of 2024  
 Resolution No. 67 of 2024

**RESOLUTION NO. 65 OF 2024  
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

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

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

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

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

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

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

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

ACCOUNT	LEGAL DESCRIPTION	PARCEL	AMOUNT
02-00300-08	COMMENCE 180' WEST OF NORTHEAST CORNER, SOUTH 120', WEST 60', NORTH 120', EAST 60', PART OF NORTH ½ BLOCK, BLOCK 1	88-424-0080	\$136.49
02-02090-01	HITCHCOCK, LOT 6, BLOCK 7	88-422-1360	\$136.49
02-03370-03	HITCHCOCK 3 <sup>RD</sup> , LOT 6, BLOCK 4	88-424-0680	\$186.49
02-04630-01	LAMBERTON, LOT 5, BLOCK 1	88-533-0100	\$136.49
02-06560-08	EASTERN, EAST ½ LOT 11 & ALL LOT 12, BLOCK 4	88-323-0540	\$385.83
02-07130-06	EASTERN, LOT 5, BLOCK 6	88-323-1100	\$136.49
02-07840-03	HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7	88-423-1160	\$136.49
02-08210-02	HITCHCOCK 3 <sup>RD</sup> , TRACT 50' X 120' ON EAST SIDE OF BLOCK, BLOCK 3	88-424-0320	\$132.22
02-00760-07	WATSON 1 <sup>ST</sup> , NORTH ½ LOTS 1 & 2, BLOCK 1	88-865-0060	\$206.38
03-04850-05	WATSON, LOT 9, BLOCK 3	88-867-0440	\$136.49
04-00080-01	NORTHWOOD TERRACE 4 <sup>TH</sup> , LOT 1, BLOCK 3	88-613-0640	\$143.74
04-01810-01	AUDITOR SUBDIVISION, EAST 250' OF LOT 3 & LOT 4 WESTERLY C/L STREET EXCEPT SOUTH 132'	88-030-1020	\$72.83

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 15<sup>th</sup> day of October 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me

This 15<sup>th</sup> day of October 2024.

\_\_\_\_\_

**RESOLUTION NO. 66 OF 2024  
RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID MAINTENANCE COSTS**

**WHEREAS**, Sections 7.05 and 11.15 of the Redwood Falls City Code of Ordinances imposes certain maintenance obligations upon every property owner; and

**WHEREAS**, said sections provide that in the event the property owner fails to do so, the City may go upon the property and perform the necessary maintenance; and

**WHEREAS**, said sections further provide that the costs associated therewith may be certified as special assessments against such property; and

**WHEREAS**, on or about the date as hereinafter set forth, the City found it necessary to perform the necessary maintenance on the following described properties, all of which are located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, the City incurred costs as specified herein in maintaining the said properties; and

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

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

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

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

ACCOUNT #	LEGAL DESCRIPTION	PARCEL #	AMOUNT
00-00385-00	AUDITOR SUBDIVISION 1, SOUTHEAST ½ LOT 3, 36-113-36	88-036-4170	\$102.77
02-03370-03	HITCHCOCK 3 <sup>RD</sup> , LOT 6, BLOCK 4	88-424-0680	\$221.06
02-07840-03	HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7	88-423-1160	\$322.12
02-08210-04	HITCHCOCK 3 <sup>RD</sup> , TRACT 50' X 120' ON EAST SIDE OF BLOCK, LOT 3	88-424-0320	\$161.06
03-04320-02	WATSON 3 <sup>RD</sup> , WEST 17', NORTH TO NORTHWEST CORNER, EAST 50' SOUTHWESTERLY TO POB LOT 6, BLOCK 10	88-867-1740	\$161.06
04-00080-01	NORTHWOOD TERRACE 4 <sup>TH</sup> , LOT 1, BLOCK 3	88-613-0640	\$161.06

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 15<sup>th</sup> day of October 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 15<sup>th</sup> day of October 2024.

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

**RESOLUTION NO. 67 OF 2024**  
**RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID SURCHARGES**

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

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

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

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

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

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

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

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

ACCOUNT #	LEGAL DESCRIPTION	PARCEL #	AMOUNT
02-07840-03	HITCHCOCK 2 <sup>nd</sup> , LOT 1, BLOCK 7	88-423-1160	\$300.00

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 15<sup>th</sup> day of October 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 15<sup>th</sup> day of October 2024.

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



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

**Meeting Date: October 15, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No.68 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 the proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Resolution No. 68 Authorizes Task Order No. 2024-8 with Bolton and Menk, Inc. (BMI) to provide the listed scope of planning, design and bidding services for the Redwood Falls Airport Taxiway Connector A2 Relocation and Taxiway Turnaround Construction Project. Completion of the project scope is anticipated to facilitate construction during the 2025 and 2026 seasons.

Task Order 7 approved by Council on October 1, 2024, did not include moving the A2 apron as shown on the map and the runway 12 turnaround. Staff and Bolton and Menk Consultants had a meeting with FAA on September 30, 2024, to confirm funding for these two items in addition to the lighting, Nav aids and runways 12/30 mill and overlay. They did confirm they would fund the two additional items. However, Task Order 2024-7 was already published and in the Council Packet for the October 1, 2024 meeting.

The Council approved the Airport CIP on September 17, 2024. This project is listed on the CIP for 2025 construction and the 2025 proposed budget. To facilitate construction of the project in 2025 and obtain the allotted funds under contract before expiration, engineering and design work needs to start this fall to have the project ready for bidding in April of 2025.

The Council should be aware the pre-application for the earmarked funds is due in June with bid results, approved plans and specifications. The execution of the Federal and State grants by Council is anticipated to take place at the first meeting in August 2025. Construction can then commence upon execution of the grant. The first draw of the grant to cover accrued expenses would be September 2025.

Staff recommends approval. Please refer to the attached task order for the full scope and list of services and anticipated fee.

**Attachments:** Resolution No. 68 of 2024  
 Task Order No. 2024-8

**RESOLUTION NO. 68 OF 2024**  
**AUTHORIZATION TO EXECUTE TASK ORDER NO. 2024-8**  
**FOR REDWOOD FALLS MUNICIPAL AIRPORT**  
**TAXIWAY CONNECTOR A2 RELOCATION AND TAXIWAY TURNAROUND PROJECT**

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

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

**WHEREAS**, On September 17, 2024, Council approved the Redwood Falls Airport Capital Improvement Plan (“CIP”), which included the Taxiway Connector A2 Relocation and Turnaround Project (“Project”); and

**WHEREAS**, Task Order No. 2024-8 outlines the specific professional tasks to be completed by Bolton & Menk, Inc. and is estimated to be \$75,000.00 which is not to be exceeded without prior authorization; and

**WHEREAS**, the funding breakdown is 95% Federal FAA reimbursable, 2.5% State reimbursable and 2.5% local airport funding; and

**FURTHERMORE**, the Public Works Project Coordinator be listed as the Project Representative on behalf of the City of Redwood Falls; and

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 15th day of October 2024.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me this  
15th day of October 2024.

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



**BOLTON  
& MENK**

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

October 8, 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)  
Taxiway Connector A2 Relocation – Design FAA AIP 2025 Funded  
Taxiway Turnaround Construction Runway 12 – Design FAA AIP 2025 Funded  
BMI Task Order No.8  
Proposal for Professional Services

Dear Mr. Doering,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Taxiway Connector A2 Relocation and Taxiway Turnaround Construction Runway 12 design project at the Redwood Falls Municipal Airport.

Our understanding of the project is the city desires to relocate Taxiway Connector A2 approximately 500-feet to the northwest and construct a taxiway turnaround off the Runway 12 end.

The current location of Taxiway Connector A2 does not meet FAA airport design standards as it allows for direct access from the Apron to Runway 12/30. FAA airport design standards require aircraft make at least a 70-degree turning movement before being able to access runway.

The existing pavement beyond the Runway 12 end does meet FAA airport design standards as it does not allow for aircraft to make a turning movement or hold short of Runway 12/30. FAA airport design standards require sufficient taxiway length for aircraft to hold short of a runway or turn around safely.

This proposal will include design and bid administration services. Construction administration services shall be completed via a separate work order.

**SCOPE OF SERVICES:**

**TASK 3 AIP 2025 – TAXIWAY CONNECTOR A2 RELOCATION DESIGN & BID ADMINISTRATION:**

**3.1 Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.



Consultant shall coordinate with the Sponsor, FAA, MnDOT, and other applicable agencies to complete the work elements in Task 1.

### **3.2 Project Meetings**

Up to two (2) meetings with the city, FAA, and MnDOT are included. It is anticipated that these meetings will include appropriate city, FAA, and MnDOT personnel and be conducted virtually. Meetings will be scheduled as necessary for work items included in Task 1.

### **3.3 Topographical Survey**

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Redwood County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey fieldwork will require one (1) trip to the airport. Consultant shall convert the survey data in CAD format for use in design.

### **3.4 Final Engineer's Design Report (EDR)**

Consultant shall update the Preliminary Engineer's Design Report and prepare the Final Report in accordance with FAA guidance. An initial draft of the EDR will be completed and submitted to FAA for review. Comments provided by the FAA will be addressed and resubmitted as the final EDR. The EDR will detail the following topics:

- Project Scope
- Preliminary Site Photographs
- Applicable AIP and Design Standards
- Airport Operational Safety
- Pavement Design
- Drainage Design
- Airfield Lighting and Signage
- Navigational Aids
- Pavement Markings
- Environmental Considerations
- Existing Utilities
- Miscellaneous Work Items
- Life Cycle Cos Analysis
- Modification of AIP Standards
- AIP Non-eligible Work Items
- DBE Participation
- Project Schedule
- Preliminary Cost Estimate
- Preliminary Project Budget

### **3.5 Construction Safety and Phasing Plan (CSPP)**

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

### **3.6 Prepare Preliminary Plans, Specifications, and Cost Estimate**

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Preliminary plans will include design services for site preparation, civil site work, erosion control, stormwater management, pavement rehabilitation, and lighting system replacement.

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project and expected to include the following:

- Title Sheet
- Construction Safety and Phasing Plan
- Statement of Estimated Quantities
- Storm Water Pollution Prevention Plan (SWPPP)
- Erosion Control Plan
- Demolition Plan
- Typical Sections
- Plan and Profile
- Cross Sections
- Lighting Design
- Lighting Details

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA and MnDOT specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA or MnDOT specifications. Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

### **3.7 Final Plans, Specifications, and Cost Estimate**

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) virtual design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

### **3.8 FAA Final Plans and Specifications Review**

Per FAA policy, Consultant shall submit the final draft plans and specifications to FAA for review. Consultant will review and address all FAA comments on the plans and specifications for preparation of the final bidding documents.

### **3.9 Prepare Final Bidding Documents**

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

### **3.10 Pre-Bid and Bid Opening**

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the virtual bid opening and process the bidding proposals.

### **3.11 Bid Assistance, Review, and Award**

During the bidding process, Consultant will be available to clarify bidding questions with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project. Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required. Addenda will be made available to the plan holders through Quest CDN. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made, Consultant will distribute the bid tabulations on request of the Sponsor.

### **3.12 Prepare Grant Application**

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

## **TASK 4 AIP 2025 – TAXIWAY TURNAROUND CONSTRUCTION RUNWAY 12 DESIGN & BID ADMINISTRATION:**

### **4.1 Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MnDOT, and other applicable agencies to complete the work elements in Task 1.

### **4.2 Project Meetings**

Up to two (2) meetings with the city, FAA, and MnDOT are included. It is anticipated that these meetings will include appropriate city, FAA, and MnDOT personnel and be conducted virtually. Meetings will be scheduled as necessary for work items included in Task 1.

### **4.3 Topographical Survey**

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Redwood County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey fieldwork will require one (1) trip to the airport. Consultant shall convert the survey data in CAD format for use in design.

### **4.4 Final Engineer's Design Report (EDR)**

Consultant shall update the Preliminary Engineer's Design Report and prepare the Final Report in accordance with FAA guidance. An initial draft of the EDR will be completed and submitted to FAA for review. Comments provided by the FAA will be addressed and resubmitted as the final EDR. The EDR will detail the following topics:

- Project Scope
- Preliminary Site Photographs
- Applicable AIP and Design Standards
- Airport Operational Safety
- Pavement Design
- Drainage Design
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- Pavement Markings
- Environmental Considerations
- Existing Utilities
- Miscellaneous Work Items
- Life Cycle Cos Analysis
- Modification of AIP Standards
- AIP Non-eligible Work Items
- DBE Participation
- Project Schedule

- Preliminary Cost Estimate
- Preliminary Project Budget

#### **4.5 Construction Safety and Phasing Plan (CSPP)**

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

#### **4.6 Prepare Preliminary Plans, Specifications, and Cost Estimate**

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Preliminary plans will include design services for site preparation, civil site work, erosion control, stormwater management, pavement rehabilitation, and lighting system replacement.

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project and expected to include the following:

- Title Sheet
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- Storm Water Pollution Prevention Plan (SWPPP)
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- Demolition Plan
- Typical Sections
- Plan and Profile
- Cross Sections
- Lighting Design
- Lighting Details

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA and MnDOT specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA or MnDOT specifications. Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

#### **4.7 Final Plans, Specifications, and Cost Estimate**

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) virtual design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

#### **4.8 FAA Final Plans and Specifications Review**

Per FAA policy, Consultant shall submit the final draft plans and specifications to FAA for review. Consultant will review and address all FAA comments on the plans and specifications for preparation of the final bidding documents.

#### **4.9 Prepare Final Bidding Documents**

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

#### **4.10 Pre-Bid and Bid Opening**

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the virtual bid opening and process the bidding proposals.

#### **4.11 Bid Assistance, Review, and Award**

During the bidding process, Consultant will be available to clarify bidding questions with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project. Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required. Addenda will be made available to the plan holders through Quest CDN. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made, Consultant will distribute the bid tabulations on request of the Sponsor.

#### **4.12 Prepare Grant Application**

Consultant shall prepare the Federal Grant Application after project design has been completed

and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

**CONSIDERATION:**

The services described above in this proposal shall be completed on a LUMP SUM basis as follows:

- Task 3 AIP 2025 Taxiway Connector A2 Relocation \$ 35,000.00
- Task 4 AIP 2025 Taxiway Turnaround Construction Runway 12 \$ 40,000.00
- **TOTAL \$ 75,000.00**

The anticipated funding participation is as follows:

- Federal (95%): \$ 71,250.00
- State (2.5%): \$ 1,875.00
- Local (2.5%): \$ 1,875.00

**SCHEDULE:**

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

- Design: October 2024 – March 2024
- Bid Letting: April 2025
- Construction: August – December 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

\*\*\*\*\*

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

**Redwood Falls, Minnesota**

\_\_\_\_\_  
Mr. Tom Quackenbush  
Mayor

\_\_\_\_\_  
Date



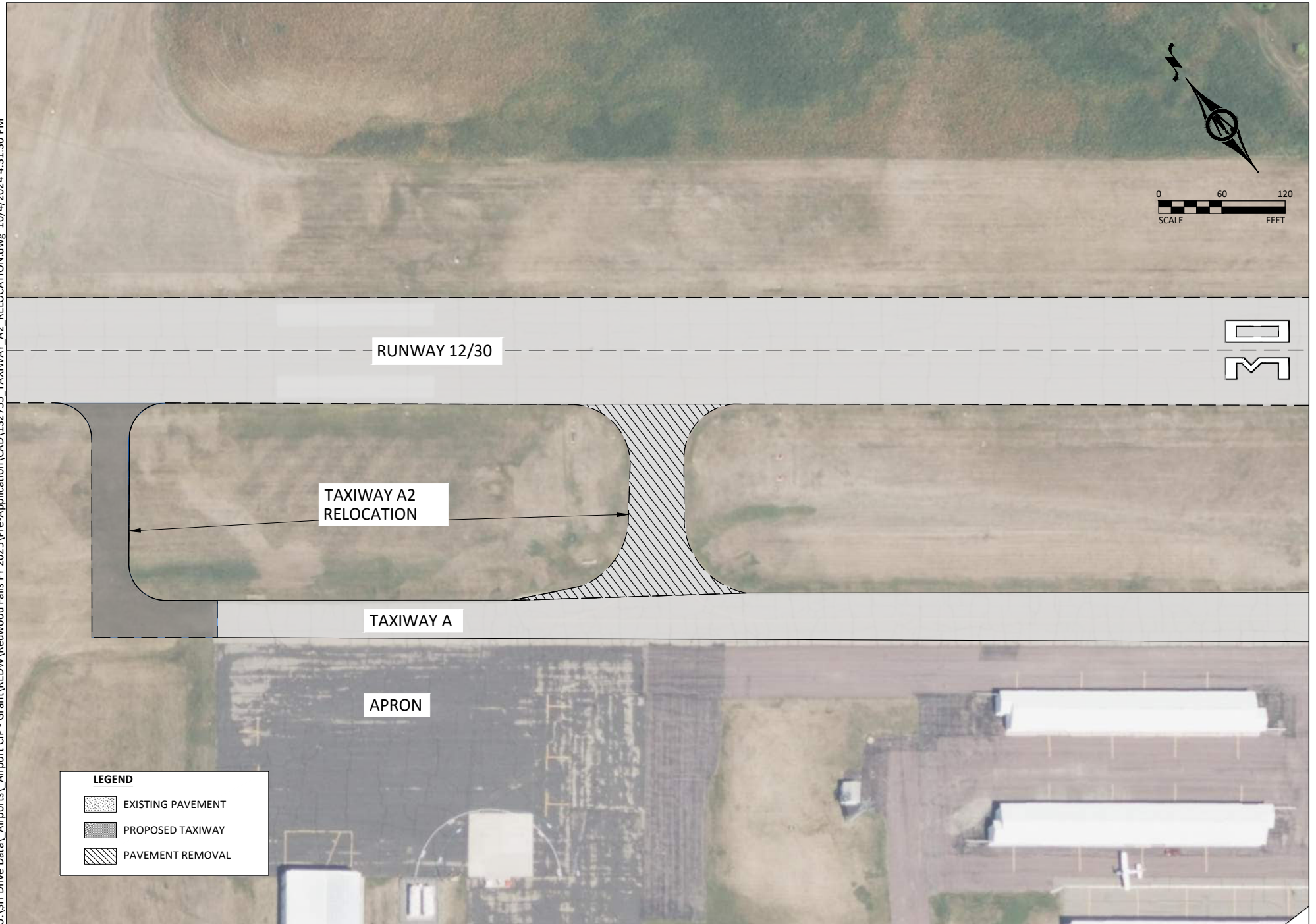
**PROJECT FEE ESTIMATE**

<b>CLIENT:</b>	Redwood Falls, MN						<b>DATE:</b>	10/8/2024
<b>PROJECT:</b>	Redwood Falls Municipal Airport (RWF) - Taxiway Connector A2 Relocation & Taxiway Turnaround Construction Runway 12 - Design						<b>PREPARED BY:</b>	SP
		<b>Estimated Person Hours Required</b>						
<b>Task</b>	<b>Task Description</b>	<b>Senior Eng.</b>	<b>Project Eng.</b>	<b>Eng. Tech.</b>	<b>Surveyor</b>	<b>Env. Planner</b>	<b>Admin.</b>	<b>Totals</b>
<b>3</b>	<b>2025 AIP: Taxiway Connector A2 Relocation Design &amp; Bid Administration</b>							
3.1	Project Scoping	2	2	0	0	2	1	7
3.2	Project Meetings	2	4	0	0	2	2	10
3.3	Topographical Survey	1	0	4	8	0	0	13
3.4	Engineer's Design Report	1	16	8	0	0	2	27
3.5	Construction Safety and Phasing Plan (CSPP)	1	8	16	0	0	1	26
3.6	Prepare Prelim. Plans, Specs., and Cost Est.	8	20	40	4	0	8	80
3.7	Prepare Final Plans, Specs., and Cost Est.	4	10	20	1	0	4	39
3.8	FAA Final Plans and Specs. Review	1	4	4	0	0	1	10
3.9	Prepare Final Bidding Documents	1	1	0	0	0	2	4
3.10	Pre-Bid and Bid Opening	1	2	0	0	0	2	5
3.11	Bid Assistance, Review, and Award	1	2	0	0	0	1	4
3.12	Prepare Grant Application	1	4	0	0	0	2	7
<b>Total Person Hours</b>		<b>24</b>	<b>73</b>	<b>92</b>	<b>13</b>	<b>4</b>	<b>26</b>	<b>232</b>
Direct Labor Rate		\$60.00	\$40.00	\$30.00	\$45.00	\$37.00	\$27.00	
Total Direct Labor Cost		\$1,440.00	\$2,920.00	\$2,760.00	\$585.00	\$148.00	\$688.50	\$8,541.50
Overhead Rate 2.257		\$3,250.08	\$6,590.44	\$6,229.32	\$1,320.35	\$334.04	\$1,553.94	\$19,278.17
<b>Subtotal Labor Cost</b>								<b>\$27,819.67</b>
<b>Direct Expenses</b>								
		Electrical Engineering						\$3,000.00
<b>Total Expenses</b>								<b>\$3,000.00</b>
Fixed Fee 15% x Subtotal Labor Cost								\$4,172.95
<b>Total Task 3</b>								<b>\$34,993.00</b>

		<b>Estimated Person Hours Required</b>						
<b>Task</b>	<b>Task Description</b>	<b>Senior Eng.</b>	<b>Project Eng.</b>	<b>Eng. Tech.</b>	<b>Surveyor</b>	<b>Env. Planner</b>	<b>Admin.</b>	<b>Totals</b>
<b>4</b>	<b>2025 AIP: Taxiway Turnaround Construction Runway 12 Design &amp; Bid Administration</b>							
4.1	Project Scoping	2	2	0	0	2	1	7
4.2	Project Meetings	2	8	0	0	2	1	13
4.3	Topographical Survey	1	0	4	8	0	0	13
4.4	Engineer's Design Report	1	16	8	0	0	2	27
4.5	Construction Safety and Phasing Plan (CSPP)	1	8	16	0	0	1	26
4.6	Prepare Prelim. Plans, Specs., and Cost Est.	8	24	50	4	0	8	94
4.7	Prepare Final Plans, Specs., and Cost Est.	4	16	28	1	0	4	53
4.8	FAA Final Plans and Specs. Review	1	4	4	0	0	1	10
4.9	Prepare Final Bidding Documents	1	1	0	0	0	2	4
4.10	Pre-Bid and Bid Opening	1	2	0	0	0	2	5
4.11	Bid Assistance, Review, and Award	1	2	0	0	0	1	4
4.12	Prepare Grant Application	1	4	0	0	0	2	7
<b>Total Person Hours</b>		<b>24</b>	<b>87</b>	<b>110</b>	<b>13</b>	<b>4</b>	<b>25</b>	<b>263</b>
Direct Labor Rate		\$60.00	\$40.00	\$30.00	\$45.00	\$37.00	\$27.00	
Total Direct Labor Cost		\$1,440.00	\$3,480.00	\$3,300.00	\$585.00	\$148.00	\$675.00	\$9,628.00
Overhead Rate 2.257		\$3,250.08	\$7,854.36	\$7,448.10	\$1,320.35	\$334.04	\$1,523.48	\$21,730.40
<b>Subtotal Labor Cost</b>								<b>\$31,358.40</b>
<b>Direct Expenses</b>								
		Electrical Engineering						\$4,000.00
<b>Total Expenses</b>								<b>\$4,000.00</b>
Fixed Fee 15% x Subtotal Labor Cost								\$4,703.76
<b>Total Task 4</b>								<b>\$40,063.00</b>
<b>Total Project Fee</b>								<b>\$75,056.00</b>



U:\\$H Drive Data\Airports\Airport\_CIP - Grant\REDM\Redwood Falls FY 2025\Pre-Application\CAD\132755 TAXIWAY A2\_RELOCATION.dwg\_10/4/2024 4:31:30 PM



U:\\$H Drive Data\Airports\Airport - Grant\REDM\Redwood Falls FY 2025\Pre-Application\CAD\132755 RWY12 TURNAROUND\_LAYOUT.dwg 10/4/2024 4:29:21 PM



**LEGEND**

- EXISTING PAVEMENT
- PROPOSED TURNAROUND
- PAVEMENT REMOVAL

0 50 100  
SCALE FEET



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: October 15, 2024**

### **AGENDA RECOMMENDATION**

**Agenda Item:** Final Pay Application No. 1 (2024 Seal Coat Improvement).

**Recommendation/Action Requested:** Staff is recommending for approval the Final Pay Reimbursement No. 1 to Pearson Brothers Inc. of Hanover MN, for the “2024 Seal Coat Improvement” for the final contract amount of \$268,655.56.

**Summary/Overview:** The final contract price totals \$268,655.56. The original bid award was \$277,114.00. The lesser final amount was due to a field change in scope and the decision to not seal coat the trail from Activeaid Road to North Redwood because of it being soft due to previous water inundation. The trails around Johnson Park were also removed from the project because they are too narrow, and Pearson Brothers could not seal coat under ten feet in width.

This action will also set the 1-year maintenance period and final acceptance date as October 15, 2025. Any material deficiencies observed during the maintenance period must be brought to the attention of the Contractor, in writing, before the final acceptance date.

**Attachments:** Final Pay Application No.1 – Signature Cover



**BOLTON  
& MENK**

Real People. Real Solutions.

1243 Cedar Street NE  
Sleepy Eye, MN 56085

Ph: (507) 794-5541  
Fax: (507) 794-5542  
Bolton-Menk.com

October 4, 2024

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

RE: Partial Pay Estimate No. 1 and Final  
2024 Seal Coat Improvements  
City of Redwood Falls, Minnesota  
Project No.: 051.133519

Dear Jim:

Enclosed for the Council's consideration are four copies of the Final Pay Estimate for the referenced project. The final payment amount is \$268,655.56 and the total construction amount is \$268,655.56. Also enclosed are the Withholding Affidavit for Contractor (IC-134) and the Consent of Surety forms.

We have reviewed the status of construction work with City staff and concur that the work has been completed in substantial conformance with the Contract Document. We recommend semi-final acceptance of the work and payment of the Final Estimate.

The Council's authorization to make the final payment shall initiate the beginning of the two-year maintenance period. Assuming that final payment will be authorized at the October Council meeting, the final acceptance date will be October 15, 2026. Any material deficiencies observed during the maintenance period must be brought to the attention of the Contractor, in writing, before the final acceptance date.

Please feel free to contact our office with any questions or comments regarding the final payment and project closeout.

Sincerely,  
**Bolton & Menk, Inc.**

**Owen J. Todd, P.E.**

OK PD 101-43111-3300

OJT/jlj

Enclosure



**PARTIAL PAY ESTIMATE NO.**

**1 & Final**

2024 Seal Coat Improvement

City of Redwood Falls

Redwood Falls, MN

WORK COMPLETED THROUGH SEPTEMBER 13, 2024

FILENAME: H:\REDW\051133519\3\_Design\A\_Calculations\183519\_Quant.xls\Partial Pay Est. #1B

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES				WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE		
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
<b>GROUP A</b>											
Base Bid - Streets											
1	Bituminous Material for Seal Coat (CRS-2P)	\$4.40	35,412	Gallon	\$155,812.80	0	Gallon	\$0.00	35,770.9	Gallon	\$157,394.96
3	Seal Coat Aggregate (FA-2, Class A)	\$30.00	1,226	Ton	\$36,780.00	0	Ton	\$0.00	1,003.2	Ton	\$30,096.00
4	Flexible Chip Seal Markers	\$500.00	1	Lump Sum	\$500.00	0	Lump Sum	\$0.00	1.0	Lump Sum	\$500.00
<b>Group A - Total Amount</b>					<b>\$193,092.80</b>			<b>\$0.00</b>			<b>\$187,987.96</b>
<b>GROUP B</b>											
Base Bid - Parking Lots											
1	Bituminous Material for Seal Coat (CRS-2P)	\$6.00	3,697	Gallon	\$22,182.00	0	Gallon	\$0.00	3,734.5	Gallon	\$22,407.00
2	Seal Coat Aggregate (FA-2, Class A)	\$65.00	128	Ton	\$8,320.00	0	Ton	\$0.00	104.7	Ton	\$6,805.50
<b>Group B - Total Amount</b>					<b>\$30,502.00</b>			<b>\$0.00</b>			<b>\$29,212.50</b>
<b>GROUP C</b>											
Base Bid - Trails											
C.1	Bituminous Material for Seal Coat (CRS-2P)	\$6.00	972	Gallon	\$5,832.00	0	Gallon	\$0.00	981.9	Gallon	\$5,891.40
C.2	Seal Coat Aggregate (FA-2, Class A)	\$65.00	34	Ton	\$2,210.00	0	Ton	\$0.00	27.8	Ton	\$1,807.00
<b>Group C - Total Amount</b>					<b>\$8,042.00</b>			<b>\$0.00</b>			<b>\$7,698.40</b>
<b>GROUP D</b>											
Alternate Bid - Parking Lots											
D.1	Bituminous Material for Seal Coat (CRS-2P)	\$6.00	2,657	Gallon	\$15,942.00	0	Gallon	\$0.00	2,683.9	Gallon	\$16,103.40
D.2	Seal Coat Aggregate (FA-2, Class A)	\$75.00	92	Ton	\$6,900.00	0	Ton	\$0.00	75.3	Ton	\$5,647.50
D.3	Pavement Markings	\$300.00	1	Lump Sum	\$300.00	0	Lump Sum	\$0.00	1.0	Lump Sum	\$300.00
<b>Group D - Total Amount</b>					<b>\$23,142.00</b>			<b>\$0.00</b>			<b>\$22,050.90</b>
<b>GROUP E</b>											
Alternate Bid - Trails											
E.1	Bituminous Material for Seal Coat (CRS-2P)	\$7.00	2,358	Gallon	\$16,506.00	0	Gallon	\$0.00	2,381.9	Gallon	\$16,673.30
E.2	Seal Coat Aggregate (FA-2, Class A)	\$75.00	82	Ton	\$6,150.00	0	Ton	\$0.00	67.1	Ton	\$5,032.50
<b>Group E - Total Amount</b>					<b>\$22,656.00</b>			<b>\$0.00</b>			<b>\$21,705.80</b>
<b>TOTAL PAY ESTIMATE AMOUNT (Group A - Group E)</b>					<b>\$277,434.80</b>			<b>\$0.00</b>			<b>\$268,655.56</b>



# AIA<sup>®</sup> Document G707<sup>™</sup> – 1994

## Consent Of Surety to Final Payment

Bond No: 100036805

<b>PROJECT:</b> <i>(Name and address)</i> 2024 Seal Coat Improvements - Redwood Falls, MN	<b>ARCHITECT'S PROJECT NUMBER:</b>	<b>OWNER:</b> <input checked="" type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>ARCHITECT:</b> <input type="checkbox"/>
		<b>CONTRACTOR:</b> <input type="checkbox"/>
		<b>SURETY:</b> <input type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i> City of Redwood Falls 333 South Washington Street, P.O. Box 526, Redwood Falls, MN 56283	<b>CONTRACT DATED:</b> April 2, 2024	<b>OTHER:</b> <input type="checkbox"/>

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the *(Insert name and address of Surety)*

**Merchants Bonding Company (Mutual)**  
P.O. Box 14498  
Des Moines, IA 50306-3498

, SURETY,

on bond of *(Insert name and address of Contractor)*

**Pearson Bros., Inc.**  
11079 Lamont Avenue N.E.  
Hanover, MN 55341

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to *(Insert name and address of Owner)*

**City of Redwood Falls**  
333 South Washington Street, P.O. Box 526  
Redwood Falls, MN 56283

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **September 19, 2024**  
*(Insert in writing the month followed by the numeric date and year.)*

**Merchants Bonding Company (Mutual)**  
*(Surety)*

  
*(Signature of authorized representative)*

**Joshua R Loftis, Attorney-in-Fact**  
*(Printed name and title)*

Attest:  
*(Seal):*  
**Joseph Cardinal**



# MERCHANTS BONDING COMPANY™

## POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Alissa Cahalan; Anne Crowner; Austin Muehischlegel; Bailey Beach; Ben Williams; Brian J Oestreich; Brian M Deimerly; Cameron M Burt; Colby D White; Craig E Hansen; D Gregory Stitts; Dione R Young; Donald E Appleby; Douglas Muth; Ginger Hoke; Grace Dickinson; Grace Rasmussen; Graydon Dotson; Greg Krier; Jamie Gifford; Jay D Freiermuth; Jennifer Marino; Jessica Jean Rini; Jessie Allen; Joe Tiernan; John Cord; Joseph Cardinal; Joshua R Loftis; Kate Zanders; Keeton Welch; Kristine M Becks; Mark R DeWitt; Mark Sweigart; Mary Ashley Allen; Melinda C Blodgett; Michelle Morrison; Michelle R Gruis; Nathan Weaver; Nicole Stillings; R C Bowman; Rachel Thomas; Sandra M Engstrum; Sara Huston; Sarah C Brown; Seth D Rooker; Taylor Fogle; Ted Jorgensen; Tim McCulloh; Todd Bengford

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and April 27, 2024 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015 and amended on April 27, 2024.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 27th day of August, 2024.



MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.  
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 27th day of August, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



*Penni Miller*  
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 19th day of September, 2024.



*Elisabeth Sandersfeld*  
Secretary





**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number:	1-026-711-776
Submitted Date and Time:	19-Sep-2024 10:56:59 AM
Legal Name:	PEARSON BROS INC
Federal Employer ID:	41-1751395
User Who Submitted:	mhallich
Type of Request Submitted:	Contractor Affidavit

**Affidavit Summary**

<b>Affidavit Number:</b>	<b>2115227648</b>
Minnesota ID:	1232027
Project Owner:	CITY OF REDWOOD FALLS
Project Number:	2024-6170
Project Begin Date:	29-Aug-2024
Project End Date:	29-Aug-2024
Project Location:	REDWOOD FALLS
Project Amount:	\$268,655.56
Subcontractors:	No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

## Redwood Area Animal Shelter

201 Shorewood Drive  
Redwood Falls, MN 56283  
507-644-3853

Redwood Falls City Council  
333 S. Washington St PO Box 526  
Redwood Falls, MN 56283

October 9, 2024

Dear Council Members,

We are writing to request an increase in monthly funding for the animal shelter. Without the support of the Redwood Area and our donors, the Redwood Area Animal Shelter would simply not exist. As we continue to look for efficiencies, we are not able to overcome the inflation of costs that have accumulated over the last seven years, and as such are asking for an increase of funding from \$2,500 to \$5,000. This increase in funding would be used for daily operational expenses.

The Redwood Area Animal Shelter takes in animals brought by private parties as well as Redwood City and County police, and surrounding areas. The time each animal resides and is cared for at our shelter can range from days to months. In addition, it is important to emphasize that we are a "no-kill" shelter, and that is of strong values that we will not flex on.

While we will continue to work with our board and volunteers to support our shared mission and services for the animal welfare, we felt it was important to highlight several inflationary costs that otherwise might not be known. Per the attached supporting expense analysis, our overall monthly operational expenses have increased approximately \$452.20 per month, or 133%, since 2017. While we do our best to keep our labor costs minimal, to fill what little staffing we have, we had to increase wages by at least 25%. In addition, spay and neuter procedures have increased between 110% and 157%, or an average animal cost increase of \$65.49 per spay procedure or \$51.94 per neuter procedure. To summarize on an annual basis, our animal intake costs (medications and procedures) alone now equate to approximately \$33,353, or about \$2,779 a month. Add in operational costs, and we sit at about \$3,571 a month, not including labor.

We know that you have many important priorities for the Fiscal Year 2025 budget and that you will be weighing input from many stakeholders, however we would greatly appreciate your consideration of the above listed priorities so that our area shelter can continue the efforts of supporting the local animal welfare.

Warm Regards,

**Sue Weelborg**  
President

**Redwood Area Animal Shelter**  
Expense Analysis 2017 vs 2024

	Monthly Expenses		Inflation		Annual Est.		Inflation	
	2017	2024	\$	%	2017	2024	\$	%
<b>Operational Expenses</b>								
West Central Sanitation	\$ 56.96	\$ 73.23	\$ 16.27	29%	\$ 683.52	\$ 878.76	\$ 195.24	29%
Oberloh's	\$ 50.00	\$ 250.00	\$ 200.00	400%	\$ 600.00	\$ 3,000.00	\$ 2,400.00	400%
Great Plains	\$ 130.29	\$ 322.01	\$ 191.72	147%	\$ 1,563.48	\$ 3,864.12	\$ 2,300.64	147%
Arvig / Nuvera	\$ 103.00	\$ 147.21	\$ 44.21	43%	\$ 1,236.00	\$ 1,766.52	\$ 530.52	43%
<b>Total</b>	<b>\$ 340.25</b>	<b>\$ 792.45</b>	<b>\$ 452.20</b>	<b>133%</b>	<b>\$ 4,083.00</b>	<b>\$ 9,509.40</b>	<b>\$ 5,426.40</b>	<b>133%</b>

	Per Hour		Inflation	
	2017	2024	\$	%
<b>Labor Cost</b>				
New Employee	\$ 8.00	\$ 10.00	\$ 2.00	25%
Manager	\$ 9.50	\$ 14.00	\$ 4.50	47%

	Per Animal		Inflation		2023 Intakes 160 Animals
	2017	2024	\$	%	
<b>Vet Supplies and Services</b>					
<i>Common Medications</i>					
Revolution (parasites)	\$ 67.65	\$ 100.32	\$ 32.67	48%	\$ 16,051.20
Distemper	\$ 2.04	\$ 3.11	\$ 1.07	52%	\$ 497.60
					<b>\$ 16,549 Required Intake Medications</b>
<i>Neuter Procedure</i>					
Cat	\$ 16.50	\$ 55.00	\$ 38.50	233%	
Dog	\$ 49.62	\$ 115.00	\$ 65.38	132%	
Average Expense	\$ 33.06	\$ 85.00	\$ 51.94	157%	\$ 13,600.00
<i>Spay Procedure</i>					
Cat	\$ 44.10	\$ 95.10	\$ 51.00	116%	
Dog	\$ 75.02	\$ 155.00	\$ 79.98	107%	
Average Expense	\$ 59.56	\$ 125.05	\$ 65.49	110%	\$ 20,008.00
					<b>\$ 16,804 Average Annual Procedure Expense</b>
					<b>\$ 33,353 Annual Animal Intake Costs</b>



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

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## AGENDA MEMO

**Meeting Date:** October 15, 2024

**Agenda Item:** Update of the Financial Management Purchasing Policy (Policy #27)

**Recommendation/Action Requested:** Staff recommend approval of the proposed update to the Financial Management Purchasing Policy (Policy #27)

**Summary/Overview:** The City's current purchasing policy is over ten years old. The proposed updates are consistent with Minnesota laws and align purchasing authority thresholds with industry standards to better reflect current economic conditions and purchasing practices.

The primary updates include the following:

- Updating the threshold that requires council approval from \$10,000 to \$50,000.
- Adding a new tier that requires City Administrator approval from \$25,000 - \$50,000.
- Require the consideration of availability, price, and quality of supplies, materials, or equipment available through the Minnesota Cooperative Purchasing Venture for any purchase greater than \$25,000 as required by state law.
- Increasing the threshold of professional service agreements requiring Council approval from \$10,000 to \$25,000. This is applicable only to agreements of one year or less. Any agreements over one year must still be approved by Council.
- Adding a section outlining exceptions to the Competitive Bidding Law.
- Simplifying the section regarding purchases using federal funding to refer directly to federal guidance to avoid having to update the policy as federal guidance changes.

The proposed changes are consistent with Minnesota laws and will streamline our purchasing processes, while also maintaining sufficient internal controls. Staff recommend approval of the updated policy.

**Attachments:** Financial Management Purchasing Policy (Policy #27)



## **FINANCIAL MANAGEMENT POLICIES** **PURCHASING POLICY**

### **I. Purpose**

The purpose of this policy is to provide City departments, citizens and vendors with purchasing and contracting services that comply with all applicable laws and are of the highest professional standards. This policy will also guide City employees in the purchase of items at the best price and quality, promote and maintain a good working relationship with suppliers, and emphasize cooperation between and among departments in identifying and implementing standardized organizational programs to save time and money. This policy applies to all purchasing procedures for all departments of the City when the expenditure is in the current year's budget. If not in the budget, prior authorization needs to be obtained from City Council.

### **II. Definitions**

**Amendment** – An amendment is required when there is a significant or material change to a condition or term of an existing agreement. Any amendment to an existing agreement must be a written document that is mutually agreed upon and signed by both parties.

**Change Order** – A change order is work or materials that are added to or deleted from the original scope of work or materials of an agreement; however, depending on the magnitude of the change, it may or may not alter the original agreement amount and/or completion date. All change orders must describe the new work to be done or materials to be used, the anticipated effect it will have on the completion date and the price for the proposed change.

**Consumable Goods** – Items in routine day-to-day operations that are used up or consumed, rather than wearing out, and must be replaced regularly in a time sensitive matter. Examples include road maintenance materials, fuel, chemicals, and purchased power.

**Cooperative Purchasing Venture (CPV)** – Minnesota's Cooperative Purchasing Venture allows eligible entities to purchase goods and services under contract terms established by the state of Minnesota. Minnesota law requires cities to consider the CPV for purchase contracts estimated to exceed \$25,000.

**Open Market:** Purchases made in the marketplace without the need for competitive solicitations.

**Professional Services** – A service requiring technical, scientific, or professional training. Examples include engineers, lawyers, architects, accountants, and other specialized consultants.

**Uniform Municipal Contracting Law** – Also known as the competitive bidding law. (Minn. Stat. §471.345) Requires all cities to use the competitive bidding process for certain contracts estimated to exceed \$175,000. The competitive bidding law applies to contracts for the sale, purchase, or rental of supplies, materials, or equipment as well as contracts for the construction, alteration, or maintenance of real or personal property.

### III. Budgetary Controls

It is the responsibility of the department head to adhere to the department budget and ensure their department stays within the total budgeted dollars. Finance will provide an itemized, Council approved, budget for the departments to use for coding expenditures. Expenditures will be coded to the correct account number based on the type of expenditure, not on the amount of budget remaining. Failure to do this skews actual expenses and provides inaccurate historical data for future budgeting. Expenditures for departments that exceed appropriations are not authorized.

### IV. Purchasing Authority - General

Purchasing and budgetary control for each department is the responsibility of the department head. The department head may designate other staff within their department to purchase goods and services in compliance with the annual budget. The City Council has delegated authority to staff to make usual and customary purchases as approved in the annual budget in compliance with all bidding requirements and the City’s purchasing policy. Formal Council approval of budgeted, consumable goods is not required unless the purchase exceeds the competitive bidding threshold. All departments of the City shall comply with the Uniform Municipal Contracting Law (Minn. Stat. §471.345). Contract requirements shall not be artificially divided to avoid bidding requirements.

## QUICK REFERENCE CHART

Purchasing Authority - General		Required Approvals		
Contract or Purchase Amount	Process Requirement	Department Head	City Administrator	Council
Less than \$5,000	Open Market or Two Quotes	x		
\$5,001 - \$25,000	Two Quotes	x		
\$25,000-\$50,000	Sealed Bids or Two Quotes	X	X	
\$50,000 - \$175,000	Sealed Bids or Two Quotes	X	X	X
Over \$175,000	Sealed Bids	X	X	X

*\*If a cooperative purchasing agreement is utilized, two quotes are not required.*

*\*\*This chart does not apply to professional services (See section V.)*

#### Purchases of \$5,000 or less

- Competitive bidding is NOT required and department managers or their designee(s) shall handle all purchases.
- Purchases may be made so long as it is within the department head’s approved budget.
- Purchases may be made upon quotation or on the “open market.”
- If the purchase is made upon a quotation, it shall be based, so far as practicable, on at least two quotations.
- All documentation of quotes or the reason for not being able to obtain two quotes shall be retained by the department manager for a period of one year pursuant to Minn. Stat. §471.345, subd. 5.
- Amendments/Change Orders – Any amendment or change order that will cause the new purchase of goods to exceed \$5,000 shall require two quotations.

### **Purchases over \$5,000 but less than \$25,000**

- Competitive bidding is NOT required and department managers or their designee(s) shall handle all purchases.
- Purchases may be made so long as it is within the department head's approved budget.
- Two quotes are expected and must be documented or there must be an acceptable reason for not being able to obtain two quotes.
- All documentation of quotes, or the reason for not being able to obtain two quotes, shall be retained by the department manager for a period of one year pursuant to Minn. Stat. §471.345, subd. 5.
- Amendments/Change Orders – Any amendment or change order that will cause the new purchase of goods to exceed \$25,000 shall require City Administrator approval. Any amendment or change order that will cause the new purchase of goods to exceed \$50,000 shall require Council approval.

### **Purchases over \$25,000 but less than \$50,000**

- Competitive bidding is NOT required.
- Purchases may be made so long as it is within the department head's approved budget and approved by the City Administrator in advance of the purchase or contract.
- Purchase may be made either through the competitive bidding process or by direct negotiation by obtaining two or more quotes, or there must be an acceptable reason for not being able to obtain two quotes.
- Consideration of the availability, price, and quality of supplies, materials, or equipment available through the Minnesota Cooperative Purchasing Venture is required before buying through another source. If a cooperative purchasing agreement is utilized, two quotes are not required.
- All documentation of quotes, or the reason for not being able to obtain two quotes, shall be retained by the department manager for a period of one year pursuant to Minn. Stat. §471.345, subd. 5.
- Amendments/Change Orders – Any amendment or change order that will cause the new purchase of goods to exceed \$50,000 shall require City Council approval.

### **Purchases over \$50,000 but less than \$175,000**

- City Council approval of the purchase is required.
- Consideration of the availability, price, and quality of supplies, materials, or equipment available through the Minnesota Cooperative Purchasing Venture is required before buying through another source. If a cooperative purchasing agreement is utilized, two quotes are not required.
- Purchase may be made either through the competitive bidding process or by direct negotiation by obtaining two or more quotes, or there must be an acceptable reason for not being able to obtain two quotes.
- Documentation of the two quotes, or the reason for not being able to obtain two quotes, shall be retained by the department manager for a period of one year pursuant to Minn. Stat. §471.345, subd. 5.
- If a construction contract is awarded through the competitive bidding process in excess of \$50,000, the successful bidder shall submit a verification of compliance signed under oath by an owner or officer verifying compliance with the minimum criteria set forth in Minn. Stat. §16C.285, subd. 3. A supplemental verification under oath must be presented to the City that the contractor received from all subcontractors a statement under oath verifying

that they also met the minimum criteria set forth in Minn. Stat. §16C.285, subd. 3.

- Amendments/ Change Orders – Any amendment or change order over \$25,000 shall require Council approval. The City Administrator shall approve any amendment or change order under \$25,000.

#### **Procurement of \$175,000 or more**

- If purchases through the state’s cooperative purchasing agreement are not feasible, the City shall undergo a formal bid process.
- City Council approval is required for public advertisement for the receipt of sealed bids.
- The final bid award will be made by the City Council and the contract will be approved by the City Council.
- Amendments/ Change Orders – Any amendment or change order over \$25,000 shall require City Council approval. The City Administrator shall approve any amendment or change order under \$25,000.

### **V. Purchasing Authority – Professional Services**

The City is not required to follow the competitive bidding process when procuring professional services. The City will consider all factors that any reasonable purchaser would use in selecting the greatest value for cost to achieve the desired outcomes in purchasing professional services. The method of vendor selection and contract negotiation that reasonably considers the maximum number of appropriate service providers and proposals may be used. Vendor selection will be based on predetermined criteria by knowledgeable individuals. This does NOT mean the City is required to accept the lowest bidder.

#### **New Agreements under \$25,000 and for 1 year or less**

- The City Administrator has the authority to approve agreements.
- The service contract must be maintained in central filing at City Hall.
- Amendments/ Change Orders – Any amendment or change order that will cause the new procurement of services to exceed \$25,000 shall require City Council approval.

#### **New Agreements over \$25,000 and/or for 1 year or more**

- Agreements must be approved by City Council by resolution.
- The service contract must be maintained in central filing at City Hall and reviewed at least periodically for relevance and applicability by the department.
- Amendments/ Change Orders – Any amendment or change order over \$25,000 shall require City Council approval. The City Administrator shall approve any amendment or change order under \$25,000.

#### **Contract Renewals**

- The City Administrator has the authority to renew a contract provided that the ONLY changes are to the existing terms of the contract (i.e. length of service, charges) and the changes are not “substantial.”
- Should the contract contain substantial changes to any terms, or there is a change in the description of services provided, the renewal must be treated as a new agreement and the procedures listed above must be followed.



### **Procurement of Software or Technology**

- In any consideration of the purchase of software or technology, a department must consult with IT as early in the process as feasible to ensure the new software or technology can be supported by the City.
- The department must also work with IT to consider any ongoing or future maintenance fees, license fees, upgrade fees, or other known costs.
- Quotation and bid requirements for software or technology agreements are the same as those for professional services.

## **VI. Purchasing Authority – Best Value Procurement**

- As an alternative to bidding, the City may elect a “best value” procurement process for construction, building alternation, improvement, or repair work.
- If such a method is used, the City will solicit Requests for Proposals (RFPs).
- The City will comply with all requirements for best value procurement under Minn. Stat. §16C.28 subd. 1.
- If expenditures for the entire length of the contract will exceed \$175,000, the City will determine whether to advertise; if so, the sealed bid process will be followed.

## **VII. Exceptions to Competitive Bidding Requirements**

The following are some of the more common exceptions to the competitive bidding requirements:

- Cooperative purchasing organizations
- Intergovernmental Contracts
- Real Estate
- Professional Services
- Emergency Purchases
- Some fuel contracts
- Guaranteed energy-saving contracts
- Electronic purchases through reverse auctions
- Insurance Contracts

## **VIII. Purchases of Goods and Services Using Federal Funding**

- Purchases made with federal grants or financial assistance must meet the requirements per Uniform Guidance 2 CFR 200.
- Federal guidance should always be reviewed before procurement with federal dollars to ensure all specific requirements are met.



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

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**Meeting Date: October 15, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** IT Coordinator Position

**Recommendation/Action Requested:** Staff requests approval of the IT Coordinator job description and authorization to advertise to fill the position.

**Summary/Overview:**

Currently, the City of Redwood Falls receives information and technology services through a third-party vendor. Under this arrangement, department heads and staff members work with staff from our IT services vendor to resolve IT issues and plan/implement technology improvements. At this time there is not a designated lead contact for the City to oversee our IT needs. Thus, IT services are provided on a case-by-case and department-by-department basis by multiple staff members, which lacks efficiency due to a lack of uniform coordination and oversight.

Staff have evaluated our IT service delivery over the last couple of years to develop a recommendation to create a designated IT Coordinator position. Under this scenario, the IT Coordinator will oversee all systems and services that support City operations. Having a single point of contact will improve service delivery and ensure compliance with security protocols and regulatory standards.

The preliminary 2025 operating budget includes funding to establish an IT Coordinator position. The cost of the position has been allocated to the General Fund and Enterprise Funds based on estimated technology needs. The establishment of this position will reduce, but not eliminate, our reliance on our current third-party vendor and the operating budget reflects those cost savings.

In an attempt to fill this position in January, 2025, staff is requesting approval of the attached IT Coordinator job description. If approved the position will be posted this fall with hopes of selecting a finalist by year-end.

**Attachments:** IT Coordinator Job Description



Department:	Information Technology
Supervisor:	City Administrator
Union Status:	Non-Union
FLSA Status:	Exempt
Grade:	7
Revision Date:	October, 2024
Prepared by	Human Resources

**Job Description – IT Coordinator**

**Primary Objective of Position**

The primary objective of the IT Coordinator position is to oversee and enhance the technology infrastructure and services that support City operations. This role involves working with third-party vendors to manage IT projects, ensure data security, and facilitate the integration of new technologies to improve service delivery to the community. The IT Coordinator will collaborate with various departments and vendors to assess technological needs, provide training and support to staff, and ensure that all systems comply with regulatory standards and requirements.

**Essential Functions of the Position**

1. Provide technical support to end-users by troubleshooting, diagnosing, resolving hardware and software issues on personal computers, mobile computers, smartphones, video cameras, card readers, software functions, etc. at various City buildings.
2. Assist with planning, execution, and monitoring of IT projects to ensure timely delivery and alignment with city and departmental needs and goals.
3. Liaise with technology vendors to maintain technology processes, procure equipment, and manage service agreements.
4. Assist with preparing the yearly IT budget to ensure cost-effective use of resources and monitor the budget throughout the year.
5. Regularly assess and maintain documentation for IT systems, processes, and procedures.
6. Research and recommend new technologies that could improve efficiency and service delivery.
7. Responsible for cybersecurity training and oversight.
8. Assist in the support of servers, networks, firewalls, security, backups, hardware and software upgrades, and communications alongside third-party vendors.
9. Administer and maintain system and software users alongside third-party vendors.
10. Serves as the Bureau of Criminal Apprehension LASO/ARSO for city agencies.

### **Desired Requirements:**

The IT Coordinator position requires a comprehensive understanding of various technical principles and practices. Candidates should possess knowledge of database management, networking, firewalls, VPNs, virtualization, programming, and systems design. They must have the ability to troubleshoot technology equipment and systems, alongside third-party vendors, providing effective resolutions. A solid understanding of cybersecurity practices and techniques, as well as security systems, is also required. Additionally, the ability to document processes and workflows is necessary. Strong written and oral communication skills are essential.

### **Education:**

Position requires a bachelor's degree in computer science, management information systems, or a similar field. Completion of an accredited vocational or technical school program in computer science, management information systems, or a similar field and relevant work experience may substitute for a bachelor's degree. Three years of work experience in an information technology role supporting and troubleshooting advanced equipment, computer network and software administration, and systems operation. Experience with utility and governmental operations is preferred but not required. Requires a valid driver's license and to pass a BCA background check.

### **Physical Requirements**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job.

### **Requires incumbent to:**

- Work inside an office.
- Work alone, and with others, around others, and have contact with the public.

### **May be exposed to:**

- Repetitive movement.
- Working with high deadlines.
- Exposure to angry customers.

### **Activities that occur continuous (Over 70% of the time in a typical week; continuous):**

- Sit.
- Keyboarding.
- Repetitive movement.
- Hearing.
- Using far vision.
- Depth perception.
- Communicating verbally and in writing.
- Problem solving.
- Concentrating.
- Considerable mental effort.
- Must be capable of comprehending and receiving and giving instructions through verbal and written means.

### **Activities that occur frequently (45% - 70% of the time in a typical week - frequently):**

- Handling documents.
- Talking.

**Activities that occur occasionally (15% - 45% of time in a typical week; occasional):**

- Walk.
- Stand.
- Work with moderate deadlines.

**Activities that occur intermittently (Intermittent - Less than 15% of the time in a typical week (one per week or less)).**

- Work with high deadlines.
- Kneeling or squatting.
- Lift or Carry 11-25lbs.

**JOB LOCATION / EQUIPMENT UTILIZED**

- City Hall.
- Office Equipment.

**Conditions of Employment**

- Must comply with organizational and department policies.
- Must possess a valid Class D driver's license.
- This position requires the use of a personal vehicle or City vehicle while conducting City business. Individuals must be physically capable of operating a vehicle safely and must possess an appropriate, valid Minnesota Driver's License.

*This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.*

*The City of Redwood Falls is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



Keith Muetzel  
City Administrator  
Phone: 507-616-7400  
Fax: 507-637-2417

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**Meeting Date: October 15, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Establish City Council Work Session Agenda

**Recommendation/Action Requested:** Staff requests the City Council formally establish the agenda for the October 29, 2024, work session.

**Summary/Overview:** The next City Council work session is scheduled for October 29, 2024. In order to prepare for the meeting, and ensure adequate time is allowed for each agenda item, staff is requesting the City Council formally establish the work session agenda. The following item has been suggested as an agenda item:

- Cannabis Licensing

**Attachments:** None