



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
MARCH 4, 2025 – 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. February 18, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
 - A. Airport Commission Appointment
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Police Officer Introduction
 - B. Wastewater Treatment Project Update
 - C. Water/Wastewater Operator Positions
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, FEBRUARY 18, 2025**

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, February 18, 2025, at 5:00 p.m.

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

City Administrator Muetzel requested to add Agenda Item 9E, Resolution No. 16 of 2025 – A Resolution to Approve a Grant Application to the Taylor Family Farms Foundation.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to approve the agenda with the addition of Agenda Item 9E, Resolution No. 16 of 2025 – A Resolution to Approve a Grant Application to the Taylor Family Farms Foundation. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve the February 4, 2025, minutes as presented. Motion passed by unanimous vote.

Deputy City Clerk Caitlin Kodet introduced Resolution No. 15 of 2025 – A Resolution Approving Lawful Gambling Premises Permit.

Ms. Kodet stated the City periodically receives Minnesota Lawful Gambling Applications from organizations requiring City approval of the gambling applications and verification that the gambling premises is located within the corporate limits of the City of Redwood Falls. In January 2013, Council approved Resolution No. 4 of 2013 authorizing the City Administrator or a designee to sign Minnesota Lawful Gambling applications without prior approval by City Council. The Minnesota Gambling Control Board recently denied a gambling permit application because the accompanying resolution, which referenced approval, was over six months old. The Gambling Control Board is requesting City approval by Resolution within six months of the application. Resolution No. 15 is requesting approval for the Redwood Area Hockey Association's premises permit application for The Peart's Bar and Lounge at 101 Front Street East.

A motion was made by Council Member Guetter and seconded by Council Member Smith to waive the reading of Resolution No. 15 of 2025 – A Resolution Approving Lawful Gambling Premises Permit. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 15 of 2025 – A Resolution Approving Lawful Gambling Premises Permit. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Street Superintendent Employment Offer.

Mr. Muetzel stated the current Street Superintendent will retire on April 30th of this year and the hiring committee has completed the selection process for the next Superintendent. The position was posted internally, and an application was received from Darren Hacker. Darren is the foreman in the street department and has worked in the street department for 6 years. City administration is supportive of transitioning Darren into the Street Superintendent position. This transition will occur over a 3-month training period and become official on April 28, 2025. During the training period Darren will shadow the current superintendent and share oversight of all department operations. The employment offer letter to Mr. Hacker outlines the specific terms of employment including the starting salary at pay grade ten, step one and includes a one-year probationary period.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to approve the Street Superintendent Employment Offer to Darren Hacker. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the 2025 City Archery Deer Hunt Recommendation.

Mr. Doering stated the 2024 Archery Deer Hunt Committee met on February 11, 2025, to review the 2024 results and review the program policies. The Committee and Staff recommend approval of the 2025 hunt application to the DNR. The 2025 hunt application provisions include: set the 2025 fees at \$20.00 for the application fee and \$40.00 for the hunting fee; 20 participants selected by a minimum proficiency test and lottery draw; Double Earn A Buck, 20 hunters with a maximum bag limit of 40; season to coincide with the full archery season September 13 – December 31; discretion for the Deer Hunt Coordinator and City Staff to replace a participant if they drop out during the hunting season due to unforeseen circumstances.

Mr. Doering stated the committee is recommending a change to the minimum hours required in the stand from 20 hours to 10 hours in order to be eligible for the following year. Due to the decline in applications and the number of hunters below the 20-hour minimum in 2024, it was decided to waive the rule for 2024 and reduce the minimum to 10 hours for 2025. Due to the resignation of the previous Deer Hunt Coordinator Paul Parsons, the committee is also recommending advertising for a new Deer Hunt Coordinator for 2025.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the 2025 City Archery Deer Hunt Recommendation. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Ash Tree Removal Project at Knollwood Park.

Mr. Muetzel stated according to the Minnesota Department of Agriculture, there are 53 counties in Minnesota, including Redwood County, with known emerald ash borer infestations. Emerald ash borer is an invasive insect that attacks and kills all species of ash trees. In Redwood Falls, City staff have noted numerous ash trees displaying signs of infestation which include thinning foliage and dieback in the tree's canopy. Recently, 38 dead ash trees were removed from Industrial Drive, many of which had indications of insect infestation. In addition, local tree experts have concluded that emerald ash borer is present in Redwood Falls and we are beginning to see the signs of infestation. Once infestation becomes widespread, it is anticipated that 100% of the ash trees will become infested by emerald ash borer and will die within a few years.

Mr. Muetzel stated the evident spread of emerald ash borer will have a serious impact on the community. City staff will continue to coordinate the removal of dead and infested ash trees within the public right of way and from public property. Property owners will be responsible for infested ash tree removal from private property. Council has begun the formation of a tree committee to provide oversight and guidance of tree removal and replacement efforts. The tree committee is comprised of five residents and two City staff members.

Mr. Muetzel further stated the tree committee met on February 11 and one of the committee's recommendations is to accelerate the removal of all ash trees in Knollwood Park. City staff estimate there are approximately 30 ash trees located within Knollwood Park. City staff and representatives of the tree committee are requesting approval to remove all the ash trees in Knollwood Park this winter. The tree committee is in the process of developing a tree replacement plan for Knollwood Park and will request approval of the plan following completion of the ash tree removal activities. The tree replacement plan will include planting a variety of tree species to minimize the spread of disease and insect infestation.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Ash Tree Removal Project at Knollwood Park. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 16 of 2025 – A Resolution to Approve a Grant Application to the Taylor Family Farms Foundation.

Mr. Doering stated Resolution No. 16 of 2025 is to approve a grant application to the Taylor Family Farms Foundation in the amount of \$42,870.00 to reduce a portion of the estimated ineligible cost associated with the Safe Routes to School (SRTS) trail grant project. Council approved the solicitation of the SRTS application on January 16th, 2024. The grant agreement will not be issued until bids have been solicited and an actual bid amount can be utilized. Council approved task order 2025-1 on January 21, 2025, with Bolton & Menk to begin engineering and bid preparation for the 2026 construction of the trail.

Mr. Doering stated The Taylor Family Farms Foundation is seeking grant applications for community, outdoor, recreation projects that promote healthy lifestyles for the upcoming granting period. Preferences will be given to projects that are accessible to all regardless of age or ability. The Foundation supports and enhances rural communities in southern Minnesota and northwest Iowa. The Mission of the Taylor Family Farms Foundation is to collaborate with knowledgeable and trusted philanthropic partners to build resilient, rural communities. The grant deadline is midnight on February 28, 2025.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to waive the reading of Resolution No. 16 of 2025 – A Resolution to Approve a Grant Application to the Taylor Family Farms Foundation. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 16 of 2025 – A Resolution to Approve a Grant Application to the Taylor Family Farms Foundation. Motion passed by unanimous vote.

City Administrator Muetzel stated due to the recent cold weather, City Staff provided resources to residents for dealing with the cold weather and information on preventing water lines from freezing. Staff is aware of a few homes that experienced frozen water pipes earlier this winter and one home that experienced a frozen sewer line.

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 Guetter and seconded by Council Member Kerkhoff to adjourn the meeting at 5:47 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

Meeting Date: March 4, 2025

AGENDA RECOMMENDATION

Agenda Item: Airport Commission Appointment

Recommendation/Action Requested: Mayor Quackenbush is requesting City Council approval to appoint Harry Davis to the Airport Commission.



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

Meeting Date: March 4, 2025

AGENDA RECOMMENDATION

Agenda Item: Police Officer Introduction

Summary/Overview: Police Chief Jason Cotner will be introducing Police Officer Nick Haupt to the City Council. Nick has been with the department since 2020 and is currently serving as an interim Police Sergeant.

Meeting Date: March 4, 2025

AGENDA RECOMMENDATION

Agenda Item: Wastewater Treatment Facility Project Update

Recommendation/Action Requested: Staff update on the progress of the Wastewater Treatment Facility Project (WWTFP).

The Redwood Falls City Council awarded the project to Gridor Construction Inc. of Buffalo, MN for \$7,676,200.00 on April 16, 2024, by Resolution No. 24 of 2024. The total project cost, design through construction, resulted in a total of \$9,450,010.00 with an original engineers estimate of \$10,000,000.00.

The project received \$6,718,137.00 in Point Source Implementation Grant (PSIG). This relates to \$0.71 of every dollar spent being covered by the grant. The remaining balance in project costs are covered by a low interest loan of \$2,731,873.00 from the Public Facilities Authority (PFA) over a term of 20 years. There have been 6 project reimbursement draws from the project fund balance resulting in \$5,370,168.99 of available funds remaining.

Currently the project stands at 53% complete on average with a projected November 11, 2025 (540 days from contract start), substantial completion deadline and a projected January 17, 2026 (600 days from contract start), final startup/completion date. Per MPCA requirements, the plant needs to be meeting wastewater specifications within 90 days of the close of the project, anticipated by March 31, 2026.

Attachment: January 2025, reviewed project schedule provided by Gridor.

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start	Finish	2025																																																2026																							
							January				February				March				April				May				June				July				August				September				October				November				December				January				February				March				April				May							
							19	26	02	09	16	23	02	09	16	23	30	06	13	20	27	04	11	18	25	01	08	15	22	29	06	13	20	27	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16	23	30	07	14	21	28	04	11	18	25	01	08	15	22	29	05	12	19	26	03	10	17	24					
A1310	03 30 00 Cast in Place Concr	81	81	0%	14-Oct-	03-Feb	03 30 00 Cast in Place Concrete																																																																							
A1430	26 00 00 Electrical	196	196	0%	25-Nov	25-Aug	26 00 00 Electrical																																																																							
A1230	03 41 00 Precast Wall Panels	30	30	0%	27-Jan	07-Mar	03 41 00 Precast Wall Panels Double tees																																																																							
A1320	07 27 00 Vapor Barrier	30	30	0%	27-Jan	07-Mar	07 27 00 Vapor Barrier																																																																							
A1150	04 20 00 Unit Masonry Assem	30	30	0%	03-Feb	14-Mar	04 20 00 Unit Masonry Assembles																																																																							
A1290	07 53 00 Ballasted EPDM Roc	30	30	0%	01-Apr	12-May	07 53:00 Ballasted EPDM Roof System																																																																							
A1330	40 71 00 Meters & Gauges	30	30	0%	01-Apr	12-May	40 71:00 Meters & Gauges																																																																							
A1340	46 61 46 Atuo Backwash Disc	66	66	0%	01-Apr	01-Jul-	46 61 46 Atuo Backwash Disc Filter Equip.																																																																							
A1360	07 62 00 Flashing and Sheet I	30	30	0%	01-Apr	12-May	07 62:00 Flashing and Sheet Metal																																																																							
A1450	40 05 60 Valves	87	87	0%	01-Apr	30-Jul-	40 05 60 Valves																																																																							
A1480	33 32 13 Pumping Station	30	30	0%	01-Apr	12-May	33 32:13 Pumping Station																																																																							
A1540	40 23 00 Process Piping & Fitt	87	87	0%	01-Apr	30-Jul-	40 23 00 Process Piping & Fittings																																																																							
A1550	43 25 00 Submersible Centrif	44	44	0%	01-Apr	30-May	43 25 00 Submersible Centrifugal Pumps																																																																							
A1140	07 21 00 Building Insulation	30	30	0%	01-May	11-Jun-	07 21 00 Building Insulation																																																																							
A1380	23 00 00 HVAC & Temp Contr	66	66	0%	01-May	31-Jul-	23 00 00 HVAC & Temp Control/ Tab																																																																							
A1440	46 30 00 Chemcial Feed & Sa	44	44	0%	01-May	01-Jul-	46 30 00 Chemcial Feed & Safety Equip.																																																																							
A1370	07 90 00 Caulking & Sealants	30	30	0%	02-Jun	11-Jul-	07 90 00 Caulking & Sealants																																																																							
A1300	08 10 00 Doors and Frames	30	30	0%	01-Jul-	11-Aug	08 10 00 Doors and Frames																																																																							
A1400	08 36 00 Upward Acting Secti	30	30	0%	01-Jul-	11-Aug	08 36 00 Upward Acting Sectional Doors																																																																							
A1420	08 70 00 Hardware	30	30	0%	01-Jul-	11-Aug	08 70 00 Hardware																																																																							
A1410	09 91 00 Painting	44	44	0%	01-Aug	01-Oct-	09 91 00 Painting																																																																							
A1120	10 00 00 Specialties	30	30	0%	01-Oct	11-Nov	10 00:00 Specialties																																																																							
Blower Building		207	207	0%	27-Jan	11-Nov																																																																								
A1510	03 20 00 Concrete Reinforcer	30	30	0%	27-Jan	07-Mar	03 20 00 Concrete Reinforcement																																																																							
A1520	02 41 00 Demo of Existing WW	46	46	0%	27-Jan	31-Mar	02 41 00 Demo of Existing WWF																																																																							
A1500	03 30 00 Cast in Place Concr	30	30	0%	03-Mar	11-Apr-	03 30:00 Cast in Place Concrete																																																																							
A1650	23 00 00 HVAC/Temp Controls	42	42	0%	01-Apr	28-May	23 00 00 HVAC/Temp Controls/Tab																																																																							
A1670	40 05 60 Valves	65	65	0%	01-Apr	30-Jun-	40 05 60 Valves																																																																							
A1680	40 23 00 Process Piping	65	65	0%	01-Apr	30-Jun-	40 23 00 Process Piping																																																																							
A1690	43 11 33 Blower System Posit	65	65	0%	01-Apr	30-Jun-	43 11 33 Blower System Positive Displacement																																																																							
A1490	06 10 00 Rough Carpentry	30	30	0%	01-May	11-Jun-	06 10 00 Rough Carpentry																																																																							
A1560	07 53 00 Ballasted EPDM Roc	30	30	0%	01-May	11-Jun-	07 53 00 Ballasted EPDM Roof System																																																																							
A1570	07 62 00 Flashing & Sheet Me	30	30	0%	01-May	11-Jun-	07 62 00 Flashing & Sheet Metal																																																																							
A1660	26 00 00 Electrical	66	66	0%	01-May	31-Jul-	26 00 00 Electrical																																																																							
A1580	09 91 00 Painting	30	30	0%	02-Jun	11-Jul-	09 91 00 Painting																																																																							
A1590	10 00 00 Specialties	30	30	0%	01-Oct	11-Nov	10 00:00 Specialties																																																																							

Meeting Date: March 4, 2025**AGENDA RECOMMENDATION****Agenda Item:** Water Operator Positions**Recommendation/Action Requested:** Staff will present a recommendation at the March 4 meeting.**Summary/Overview:**

The recent retirement of Tom Stough and the pending retirement of Al Wieneke creates two vacant water operator positions. During the week of February 24th, the hiring committee interviewed five applicants and selected two finalists. Background checks are pending, and staff will provide a final recommendation to the City Council on March 4.

Attachments: None