



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
APRIL 1, 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. March 18, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
 - A. Approve City Assistance with Celebrate Redwood Falls – NightFalls Event
 - B. Approve Show Permit Application – Cindy Migley’s Circus Spectacular
 - C. Declare Street and Electric Equipment as Surplus Property and Authorize Sale
 - D. Ratification of 2024 Fixed Asset Disposal List
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Sale of Port Authority Property – Resolution #19
 - B. Authorization to Bid Infrastructure for Reflection Cove Townhome Development Site
 - C. Engineering Services Proposal for Library Expansion Project – Resolution #20
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, MARCH 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, March 18, 2025, at 5:00 p.m.

Roll call indicated Mayor Tom Quackenbush and Council Members Matt Smith, Jim Sandgren, Larry Arentson, and Shannon Guetter were present, constituting a quorum. Council Member Denise Kerkhoff 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 Arentson to approve the agenda. Motion passed by unanimous vote.

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

Brittney Hodge, New Horizons Crisis Center's Crime Victim Service Coordinator for Redwood County was present and thanked Council for support of the Proclamation recognizing Sexual Assault Awareness Month.

Mayor Quackenbush read a Proclamation declaring April 2025, as "Sexual Assault Awareness Month."

Parks & Recreation Director Ross Nachreiner was present to introduce the 2025 Joint City-School Projects.

Mr. Nachreiner stated the Community Center Board met on Tuesday, February 25, 2025, to review a list of project requests. The Board recommends approval of the 2025 Joint City-School Projects as presented and requests to disperse the 2025 Joint City-School funds to Independent School District #2897.

Mr. Nachreiner stated the money that is not spent each year will carry over to the next year allowing for larger purchases to align with the Community Center Board's Capital Improvement Plan. The School District holds the funds and is responsible for the purchases.

A motion was made by Council Member Smith and seconded by Council Member Guetter to approve the Community Center Board's project requests and purchases as presented, disbursement of the 2025 Joint City-School Funds in the amount of \$10,000 to ISD #2897, and the Community Center Board's request to declare surplus and authorize the trade or sale of the presented equipment, one cross-trainer/elliptical, and one barbell. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 17 of 2025 – Authorization to Execute Award of Contract for the 2025 Seal Coat Improvements.

Mr. Doering stated in response to the Advertisement for Bids, the City received four proposals for construction of the 2025 Seal Coat Improvements. The proposals were opened and publicly read at 2:00 p.m. on March 6, 2025. The low responsible bidder was Pearson Brothers Inc. of Hanover, MN with a base bid of \$169,544.00. The engineer's estimate was \$183,900.00. The 2025 Seal Coat Improvement Project has a budget of \$228,000 including contingency, for streets, alley ways, and parking lots.

Mr. Doering stated the 2025 project area includes Dekalb Street west to Gould Street and Trunk Highway 19/71 south to Trunk Highway 67. In addition, the scope also includes the parking lots of the Liquor Lodge, Aquatic Center, and Memorial Baseball Field. Staff recommend the bid be awarded to Pearson Brothers Inc.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to waive the reading of Resolution No. 17 of 2025 – Authorization to Execute Award of Contract for the 2025 Seal Coat Improvements. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Guetter to approve Resolution No. 17 of 2025 – Authorization to Execute Award of Contract for the 2025 Seal Coat Improvements. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 18 of 2025 – Authorization to Solicit Bids for Redwood Falls Municipal Airport 80'x 80' Hangar Project.

Mr. Doering stated Resolution No. 18 authorizes Bolton and Menk, Inc. (BMI) to execute solicitation of bids and grant application for the Redwood Falls Airport 80'x 80' Hangar Project. Council approved task order 2024-6 on October 1, 2024, with Resolution No. 63 of 2024 for BMI to prepare plans, specs, and bid package for the project. This hangar project is listed on the Capital Improvement Plan and is in the 2025 budget.

Mr. Doering stated the request for proposals for the 80'x 80' hangar project is a bid-design-build project where the bidders submit their construction bid to include the submission of foundation, electrical, and plumbing designs. This is to allow more latitude for the bidders to incorporate cost saving measures into their designs and bring down bid costs. The project will require the use of \$585,000.00 of the Bipartisan Infrastructure Law (BIL) funding. The \$585,000.00 BIL funding is available now with another \$137,000.00 allocation in 2026. The remaining \$232,750.00 will be borrowed from other airport's expiring allocation funds and paid back through future annual allocations. Staff recommends approval.

A motion was made by Council Member Guetter and seconded by Council Member Smith to waive the reading of Resolution No. 18 of 2025 – Authorization to Solicit Bids for Redwood Falls Municipal Airport 80' x 80' Hangar Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve Resolution No. 18 of 2025 – Authorization to Solicit Bids for Redwood Falls Municipal Airport 80' x 80' Hangar Project. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Police Officer Recruit Agreements.

Chief Cotner stated in 2024, the Redwood Falls Police Department initiated the Police Officer Recruit Program. The purpose of the program was to identify law enforcement candidates entering, or already in a law enforcement program intending to become police officers. The program provides the candidate an opportunity to receive RFPD in-house training and for the RFPD staff to become familiar with the candidate. Once the candidate becomes eligible to receive their Peace Officer Standards and Training (POST) license, if RFPD has a full-time officer vacancy and the candidate is provided an employment offer, \$7,500.00 would be available for tuition and education reimbursement. In exchange for the reimbursement the candidate agrees to serve for a minimum of three years at RFPD.

Chief Cotner stated the Recruit Program had its first candidate in 2024 and that person eventually became a full-time officer. With the success of the 2024 Recruit Program the department is now looking ahead to the next two candidates. Jacob Hildebrandt and Austin Gunderson were among several applicants for the Recruit Program. Both were raised in Redwood Falls, have been on many ride-alongs with RFPD officers, both are in law enforcement programs at this time and both express a strong desire to become RFPD officers. Mr. Hildebrandt is expected to be POST eligible in August 2026, and Mr. Gunderson is expected to be POST eligible in August 2028. Both candidates have reviewed and signed the Recruit Agreement. Staff recommends approval of both candidates' agreements.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the Police Officer Recruit Agreements with Austin Gunderson and Jacob Hildebrandt. Motion passed by unanimous vote.

City Administrator Muetzel stated the tree removal project at Knollwood Park has been completed. The Tree Committee recently met and are continuing to develop a replanting plan for the park. City crews are also finishing boulevard tree removals for the season. The City is responsible for maintaining trees located on public property, including trees in the boulevard. If City Staff locate a boulevard tree that needs to be removed, they will communicate that with the adjacent property owner. If residents have a concern about a boulevard tree, they can contact City Hall and staff will decide if the tree needs to be removed.

City Administrator Muetzel stated the Drug Task Force meeting will be held on May 8, 2025, at 9:30 a.m. at Jackpot Junction Casino Hotel. Council Members are encouraged to attend.

City Administrator Muetzel stated Northstar Systembuilt is in the process of purchasing another lot in Reflection Prairie. The home has been constructed, and they are planning to begin construction on the foundation in May. There are no other pending sales at this time.

City Administrator Muetzel stated conversations are continuing with Southwest Minnesota Housing Partnership for development of a multi-family rental unit project. Obtaining adequate funding for the project has been the biggest challenge. Increased construction costs require rents to increase to a point where they are not sustainable in the community. The organization is committed to seeking alternate funding, including grants. There are no pending sales on the commercial lots located in the Reflection Ridge Business Park.

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

There being no further business, a motion was made by Council Member Sandgren and seconded by Council Member Arentson to adjourn the meeting at 5:34 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor



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

Council Meeting: Tuesday, April 1st, 2025

Agenda Item: Celebrate Redwood Falls – NightFalls Event

Date: Tuesday, March 25th, 2025

Summary/Overview:

The Celebrate Redwood Falls Committee will be hosting the annual NightFalls Event on Thursday, May 1st through Saturday, May 3rd in Ramsey Park.

City of Redwood Falls staff have met and will continue to meet with the Celebrate Redwood Falls Committee as they plan for these community events.

Staff is recommending to the city council the below assistance, waiving of rental fees, as well as allowing only one way traffic entering Ramsey Park from the west for The Celebrate Redwood Falls-NightFalls event.

NightFalls Event: May 1st -May 3rd, 2025

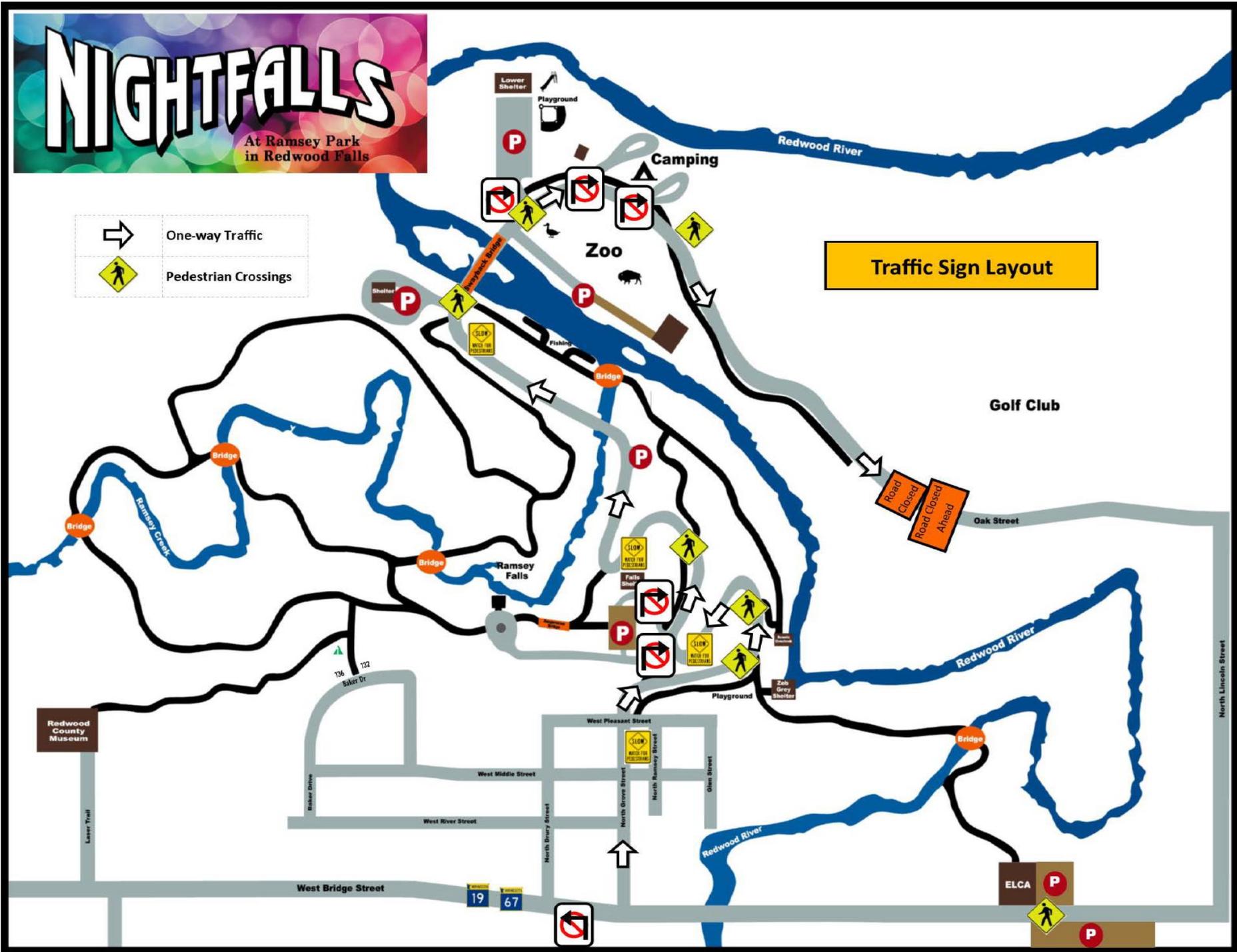
- Setup scheduled for April 23rd-April 30th. Teardown is scheduled for May 4th-May 7th.
- Use of the Falls & Zeb Gray Shelter (use would include decorating with lights but open for daytime use/reservations)
- Event attendees will have the option to walk the trails or drive through the park to see the light displays. Walking in the park will be encouraged as many of the trails will be lit. One way traffic would enter Grove St. and exit Oak St. The entrance and exit will be staffed by Celebrate Redwood Falls volunteers. They will also have volunteers at all parking entrances/exits to ensure traffic goes the correct direction. See attached map.
- Volunteers will be at all pedestrian crossings within the park to halt traffic for walkers. See attached map.
- Closure of the park road from one direction Grove Street through to Swayback Bridge from 7:00 p.m. until 11:00 p.m. for all 3 evenings.
- Use of various city equipment such as barricades & cones etc.
- Event Time: 8:30 p.m. – 11:00 p.m. (park closes at 11:00 p.m.)
- Request Redwood Falls Police Department assistance throughout the event. Minimum one officer within Ramsey Park during the event.
- Similar to past years vehicle parking will take place at the M & L Parking lot – the Celebrate Redwood Falls Committee has contracted a state patrol person to monitor pedestrian crossing on highway 19/71 near the Synod and M & L crossing.
- Those that wish to drive through the park will exit Highway 19 from the east only onto Grove St. Traffic will then turn west onto River St., a right onto Baker Dr. and then a right onto Middle St. to get back to Grove St. to enter the park. Traffic will be staged on residential roads prior to entering the park. See map. This will mitigate traffic that was previously staged on Hwy 19/71.
- Food trucks located near the zoo – City will assist with garbage receptacles.

NIGHTFALLS

At Ramsey Park in Redwood Falls

	One-way Traffic
	Pedestrian Crossings

Traffic Sign Layout





May 1st - May 3rd
Vehicle stacking
route during the
event from
7:00 - 11:00 p.m.

No parking signs
will be posted
along portions of
the red route.

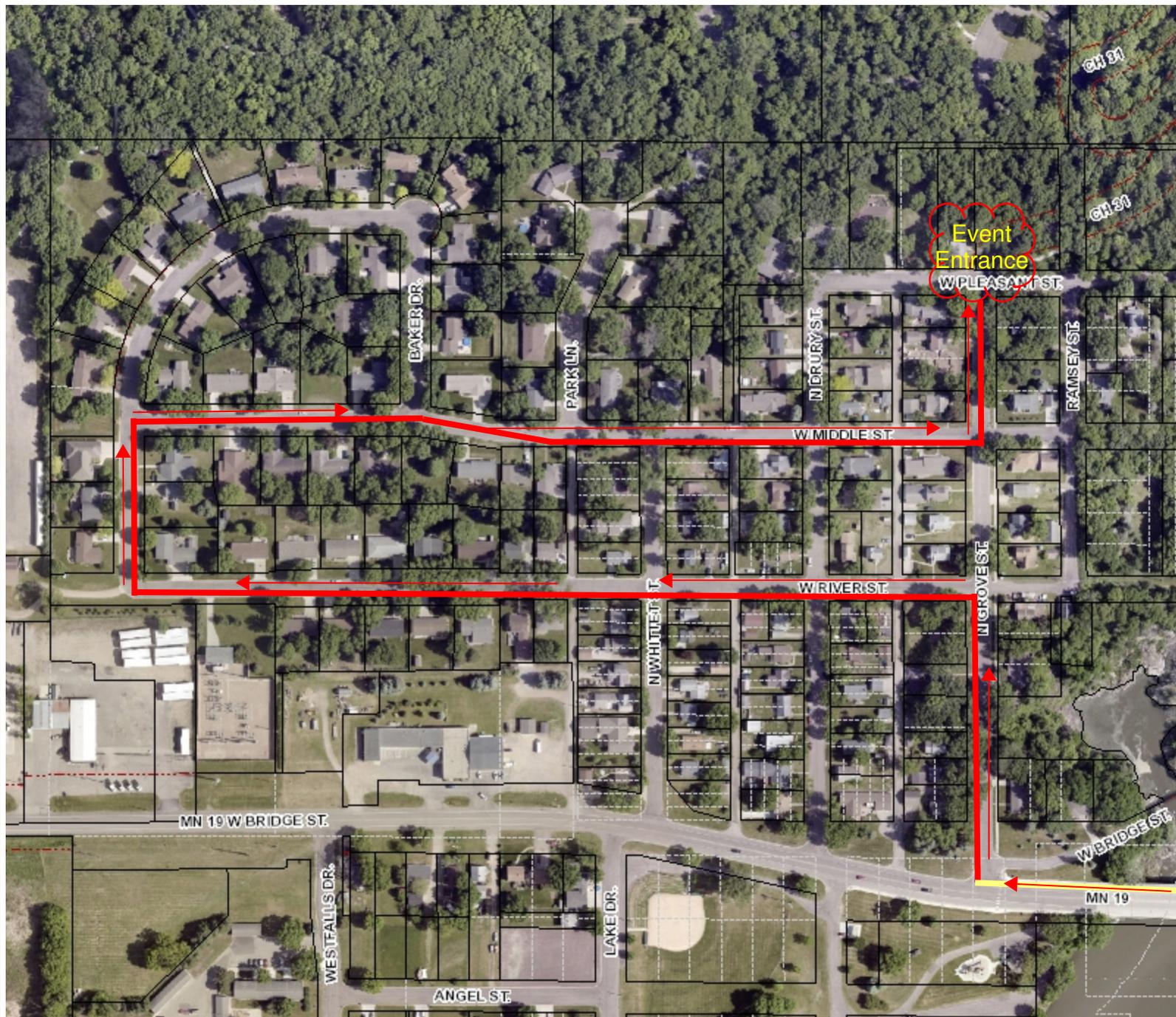
Parking will be
allowed on the
south side of
W. River St.
between
N. Whittet & N.
Grove

NightFalls
Vehicle Stacking



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Redwood Falls is not responsible for any inaccuracies herein contained.



0 263 Feet



AGENDA RECOMMENDATION

Meeting Date: April 1, 2025

Agenda Item: Show Permit for the Cindy Migley's Circus Spectacular scheduled for Wednesday, May 14, 2025, at the Redwood Area Community Center.

Recommendation/Action Requested: Approve Cindy Migley's Circus Spectacular Show Permit Application.

Summary/Overview: Cindy Migley Productions, LLC has completed the necessary application and has paid the \$75.00 permit fee.

Attached: Application for Show Permit



Deputy City Clerk's Office
 333 S. Washington Street, PO Box 526
 Redwood Falls, MN 56283
 507-616-7400
 Email: ckodet@ci.redwood-falls.mn.us

Application for Show Permit
 Show Permit = \$75/day

APPLICANT INFORMATION:		
Name:	First <u>Cindy</u>	Last Name <u>Migley</u>
	Full Middle Name <u>L</u>	
Address:	<u>4411 Bee Ridge #308</u>	
City, State, Zip:	<u>Sarasota, FL 34233</u>	
Telephone: Home:	Work:	Cell: <u>941-539-3540</u>

BUSINESS:	
Business Name:	<u>Cindy Migley Productions/Circus Spectacualr</u>
Address:	
City State, Zip:	
Mailing Address (if different from above):	
Phone:	Alternate Number:

SHOW:	
Type of Show: <u>Circus</u>	Title of Show: <u>Circus Spectacular</u>
Date and Hours of Show: <u>May 14,2025</u>	
Location of Show: <u>Redwood Area Community Center</u>	

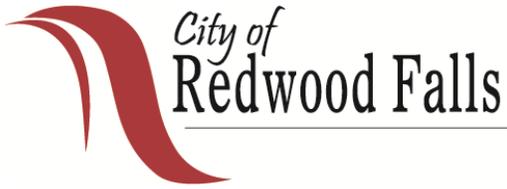
The City of Redwood Falls reserves the right to request additional information to assist in the evaluation of this application. The City Council shall have at least 30 days from and after receipt of the complete application for review prior to granting or denying issuance of a license.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Redwood Falls, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant: Date: 3/17/2025

Print Name: Cindy L Migley
 First Middle Last

FOR CITY USE ONLY:	
<input type="checkbox"/> Completed Application and Permit Fee received	<input type="checkbox"/> City Council approved Application
<input type="checkbox"/> Permit mailed to Applicant	<input type="checkbox"/> Copy of Permit to Police Department
<input type="checkbox"/> Application, Supporting Documents and Permit scanned to Business License; BL Binder Index updated	



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

kmuettel@ci.redwood-falls.mn.us

Meeting Date: April 1, 2025

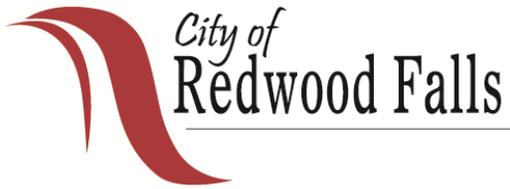
AGENDA RECOMMENDATION

Agenda Item: Declare Street and Electric Equipment as Surplus Property and Authorize Sale

Recommendation/Action Requested: Staff recommends declaring the following equipment as surplus property and authorizing sale:

2008 Chevrolet pickup #1081
2012 Chevrolet pickup #1121
1979 John Deere 400 tractor #5792
Deep backhoe bucket – 12”
Shallow backhoe bucket – 12”
NHI backhoe bucket – 36”
Ripper Tooth – 24”
7’ Kwik-Way plow #7961
Backhoe thumb #9141
Case TL 100 walk behind trencher

Attachments: None



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

Date: April 1, 2025

To: Mayor and Council

From: Kari Klages, Finance Director

RE: Ratification of 2024 Fixed Asset Disposal List

The City's Capital Asset Policy requires that the City Council ratify all annual fixed asset disposals or trades. Attached is the list of the 2024 fixed asset disposals and trades for the City.

CITY OF REDWOOD FALLS

2024 FIXED ASSET DISPOSALS

FUND	DATE ACQUIRED	DESCRIPTION	ID	TOTAL LIFE	TOTAL COST	OTHER PERIODS ACCUM DEPR	CURRENT PERIOD 01/2024-12/2024	NET VALUE	NOTES
703	12/31/2022	NEW HOLLAND C345 SKID LOADER	202266	120	\$77,500.00	\$7,749.96	\$7,749.96	\$62,000.08	
703	12/31/2018	KUBOTA UTILITY VEHICLE	201805	120	\$19,558.50	\$9,779.40	\$1,955.82	\$7,823.28	
703	12/31/2020	TORO Z MASTER 5000	202021	72	\$10,824.10	\$5,412.04	\$1,804.02	\$3,608.04	
703	12/31/2023	CASE BACKHOE 580SN	202303	120	\$112,783.52	\$0.00	\$11,278.32	\$101,505.20	
703	12/31/2014	NEW HOLLAND HP16 COLD PLANER	201413	120	\$15,571.00	\$14,013.94	\$1,557.06	\$0.00	
703	12/31/2014	NEW HOLLAND SWEEPSTER BROOM - SKIDSTEER 72IN	201419	120	\$6,020.00	\$5,418.02	\$601.98	\$0.00	
901	12/31/2016	DELL POWER EDGE R730 HOST SERVER FOR VIRTUAL ENV	201654	60	\$15,475.00	\$15,475.00	\$0.00	\$0.00	
901	12/31/2013	DELL SERVER - SVC TAG 91SS3Y1 ADDED HOT-PLUG POWE	201324	60	\$16,777.68	\$16,777.68	\$0.00	\$0.00	
901	12/31/2013	DELL SERVER & SAN - SVC TAG 65YD9Y1	201325	60	\$24,289.44	\$24,289.44	\$0.00	\$0.00	
901	12/31/2009	DELL SQL SERVER	200912	60	\$7,303.97	\$7,303.97	\$0.00	\$0.00	
901	12/31/2015	SQL SERVER FOR CITY NETWORK	201549	60	\$9,932.00	\$9,932.00	\$0.00	\$0.00	
703	6/4/2002	2002 CHEVROLET 4X4 LD1500 PICKUP	001145	120	\$17,650.86	\$17,650.86	\$0.00	\$0.00	
703	1/1/1994	1993 CHEVROLET 4X4 PICKUP	902100	60	\$16,931.75	\$16,931.75	\$0.00	\$0.00	
901	12/31/2013	SQUAD SETUP FOR 2013 FORD TAURUS	201326	60	\$7,155.19	\$7,155.19	\$0.00	\$0.00	
901	12/31/2019	SQUAD SETUP FOR 2019 CHEVROLET TAHOE	201921	60	\$8,070.00	\$6,456.00	\$1,614.00	\$0.00	
901	12/31/2010	RACC 24/7 ACCESS SYSTEM	201018	120	\$28,719.13	\$28,719.13	\$0.00	\$0.00	
604	12/31/1989	GARAGE/SHOP EXPANSION	900125	420	\$3,364.82	\$3,364.82	\$0.00	\$0.00	Under New Capitalization Threshold
604	12/31/1999	1999 TRANSMISSION & DISTRIBUTION ADDITIONS	902480	300	\$5,573.04	\$5,573.04	\$0.00	\$0.00	Under New Capitalization Threshold
604	12/31/1999	NORTH REDWOOD IMPROVEMENTS	902550	300	\$23,390.33	\$23,390.33	\$0.00	\$0.00	Under New Capitalization Threshold
604	12/30/2004	2004 AIRPORT UNDERGROUND	902960	240	\$11,799.98	\$11,799.98	\$0.00	\$0.00	Under New Capitalization Threshold
604	8/1/2004	2004 CAR WASH UNDERGROUND	902965	240	\$3,854.36	\$3,854.36	\$0.00	\$0.00	Under New Capitalization Threshold
604	12/31/2004	GARNETTE UNDERGROUND	902970	240	\$12,532.04	\$12,532.04	\$0.00	\$0.00	Under New Capitalization Threshold
604	12/31/2004	2004 SCHULT UNDERGROUND	902980	240	\$1,841.03	\$1,841.03	\$0.00	\$0.00	Under New Capitalization Threshold
604	12/31/2004	2004 WELTSCH UNDERGROUND	902985	240	\$1,243.00	\$1,243.00	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/1/1999	KNOLLWOOD SHELTER	000802	300	\$10,951.30	\$10,951.30	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/31/2004	CITY HALL ROOF REPAIR	001277	240	\$20,953.00	\$20,953.00	\$0.00	\$0.00	Under New Capitalization Threshold
901	12/1/2014	LIBRARY COLLECTION (PRIOR TO 1/1/2014)	201454	49	\$31,596.47	\$31,596.47	\$0.00	\$0.00	Partial Disposal
901	12/31/2016	LIBRARY EARLY LITERACY AREA	201657	180	\$28,418.80	\$13,262.15	\$1,894.59	\$13,262.06	Partial Disposal
					\$550,080.31	\$333,425.90	\$28,455.75	\$188,198.66	2024 Fixed Asset Totals



Trenton Dammann
City Attorney
Phone: (507)616-7400
Fax: (507)637-2417

tdammann@ci.redwood-falls.mn.us

AGENDA MEMO

Meeting Date: April 1, 2025

Agenda Item: Resolution No. 19 of 2025 – A Resolution of the City of Redwood Falls Providing for Authorization Approving Sale of Port Authority Property

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

Summary/Overview: On February 10, 2025, the Redwood Falls Port Authority held a public hearing on the sale of the property legally described as, Lot One (1) of Block Four (4) of the Prairie Knoll Addition to the City of Redwood Falls, to JJ Holdings LLC, whose proposal includes plans to construct an orthodontic clinic on the property. After the hearing, the Port Authority found that the proposal was in the best interests of the district and its people, and that the transaction furthered the general plan of Port Authority improvement. The Port Authority authorized executing and closing on the approved purchase agreement.

Pursuant to Minn. Stat. § 462.356, subd. 2, when a City has a comprehensive municipal plan and a planning commission, the statute requires that no publicly owned interest in real property within the municipality be disposed of, until after the planning commission has reviewed the proposed disposal and reported in writing to the City Council its findings as to compliance of the proposed disposal with the comprehensive municipal plan.

However, a City Council may, by resolution adopted by two-thirds vote dispense with the requirements of that subdivision when in its judgment it finds that the proposed disposal of real property has no relationship to the comprehensive municipal plan. Given the need to close the purchase agreement in a timely manner, Staff is recommending that Council adopt the proposed resolution to approve the sale and dispense with any requirements found in Minn. Stat. § 462.356, subd. 2.

Attachment: Resolution No. 19 of 2025

RESOLUTION NO. 19 OF 2025

AUTHORIZATION APPROVING SALE OF PORT AUTHORITY PROPERTY

WHEREAS, pursuant to Minn. Stat. § 469.065 and Resolution No. 30 of 1988, on February 10, 2025, the Redwood Falls Port Authority (the “**Port Authority**”) held a public hearing on the sale of certain property located in Redwood Falls, MN, legally described in Exhibit “A” (the “**Property**”); and

WHEREAS, at the hearing the Port Authority reviewed the proposed purchase agreement with JJ Holdings LLC, (the “**Developer**”) for the Property and found that the proposal was in the best interests of the district and its people, and that the transaction furthered the general plan of Port Authority improvement; and

WHEREAS, Developer plans to construct a new orthodontic clinic on the Property; and

WHEREAS, a purchase agreement between the Port Authority and Developer was finalized on _____, 2025; and

WHEREAS, given the Port Authority’s review of the Developer’s proposed purchase and approval of the sale of the Property to Developer, the Redwood Falls City Council finds that the proposed sale/disposal of the Property has no relationship to any current comprehensive municipal plan.

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

1. The Redwood Falls Port Authority is authorized to execute and close on the purchase agreement with Developer.
2. The requirements of Minn. Stat. § 462.356, subd. 2. are hereby dispensed with regarding the sale/disposal of the Property.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 1st day of April 2025.

ACTION ON THIS RESOLUTION:

Motion for Adoption:

Seconded by:

Voted in favor of:

Voted Against:

Abstained:

Absent:

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

Subscribed and sworn to before me this
_____ day of _____, 2025.

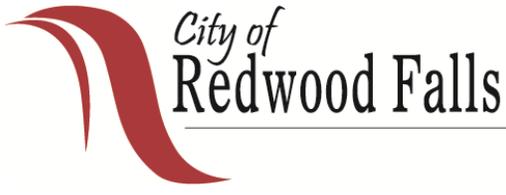
(City Seal)

Notary Public

Exhibit "A"

Legal Description

Lot One (1) of Block Four (4) of the Prairie Knoll Addition to the City of Redwood Falls, according to the recorded plat thereof.



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

Meeting Date: April 1, 2025

AGENDA RECOMMENDATION

Agenda Item: Authorization to Bid Infrastructure for Reflection Cove Townhome Development

Recommendation/Action Requested: Staff requests authorization to advertise for bids for infrastructure to serve the potential Reflection Cove townhome development site.

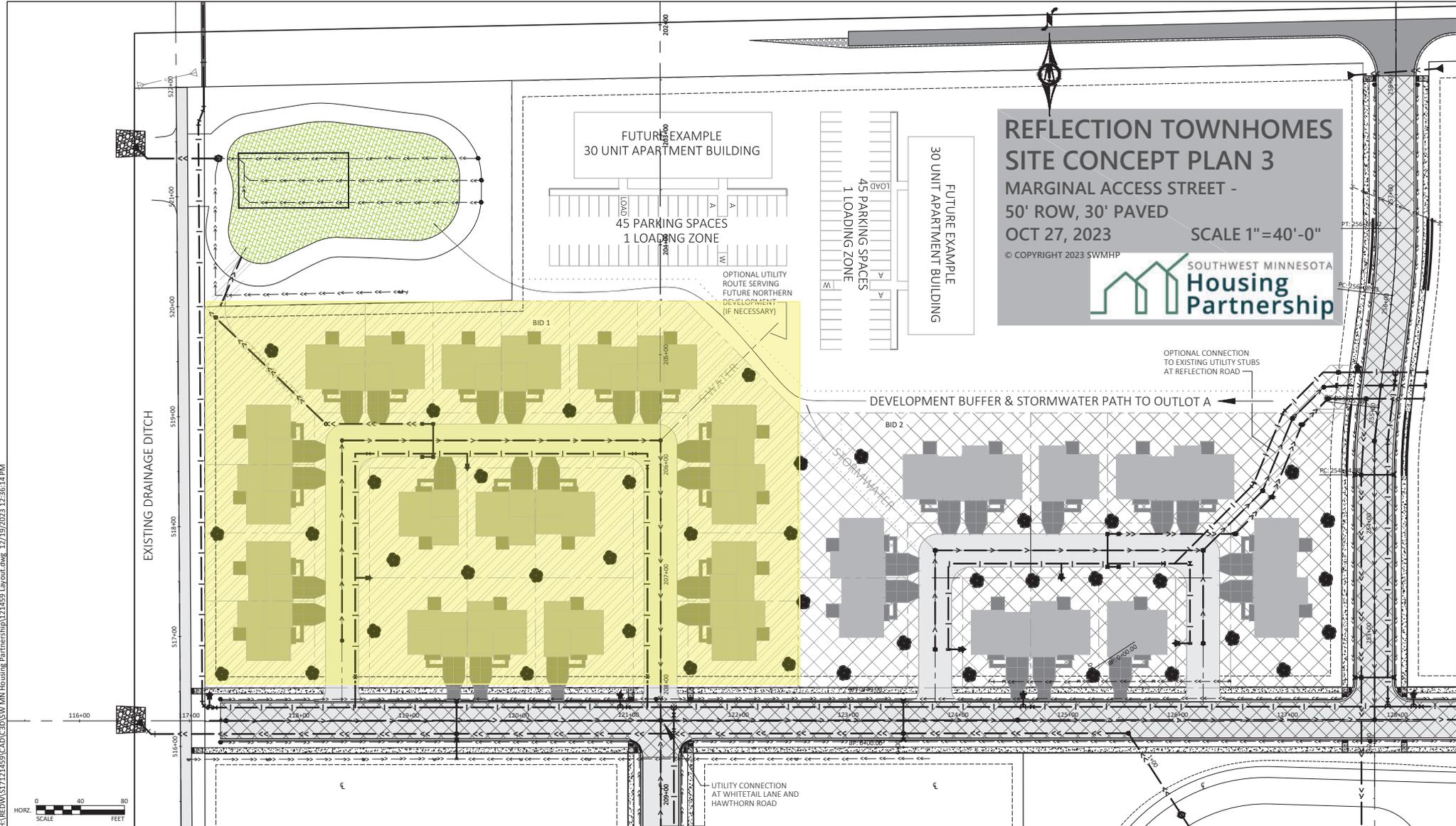
Summary/Overview: In April of 2024, City Council approved the submittal of a State of MN Workforce Housing Program grant application to assist with the phase one development of the Southwest MN Housing Partnership's Reflection Cove housing project. The proposed project consisted of four twin homes and one single family home. Unfortunately, the project was not selected for State funding.

In anticipation of the workforce housing grant award, City Council authorized Bolton & Menk to prepare infrastructure plans to serve the development site with street, water, sanitary sewer, and storm sewer. Discussions with the Southwest MN Housing Partnership are ongoing, and efforts to secure project funding continue.

With the infrastructure plans and specifications already complete, staff recommend moving forward with advertising for infrastructure bids for the development site. If the bids are favorable, the infrastructure work could begin during this construction season, preparing the site for future townhome construction as funding becomes available.

The attached drawing shows the concept plan for the townhome development site, with the infrastructure area to be bid highlighted in yellow. The estimated construction cost for the infrastructure is \$705,000. If favorable bids are received, the cost of these infrastructure improvements could be covered by remaining funds in the Reflection Prairie construction account.

Attachments: Reflection Cove Townhome Development Concept Plan



H:\REDWOOD\17121459\CAD\30 SW MN Housing Partnership\171459 Layout.dwg, 12/19/2023 12:36:14 PM

Meeting Date: April 1, 2025

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 20 of 2025

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

Summary/Overview: Resolution No. 20 authorizes the Library Proposal/Task Order No. 2025-3 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services in the civil engineering RFP from Engan Associates in the amount not to exceed \$106,300.00 without further Council approval.

Project Scope: The task order project scope is listed in the attached proposal. Completion of all projects in the scope is anticipated for early 2025.

This task order encompasses civil engineering and landscape architecture services under an anticipated project approach listed in items 1-4 of the proposal for inclusion in the bidding process. It is important to note construction services are not included in the RFP or this proposal and would be subject to a subsequent task order at a future date.

Staff recommend approval of the proposal/task order utilizing the current master services agreement with Bolton & Menk Inc.

Attachments:

- Resolution No. 20 of 2025
- Library Proposal/Task Order No. 2025-3
- RFP for civil engineering services by Engan Associates

**RESOLUTION NO. 20 OF 2025
AUTHORIZATION TO EXECUTE
PROPOSAL/TASK ORDER NO. 2025-3
FOR CIVIL ENGINEERING SERVICES FOR
THE LIBRARY EXPANSION AND RENOVATION 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, The Proposal response to the RFP for Civil Services now known as Task Order No. 2025-3 outlines the specific professional services to be completed by Bolton & Menk, Inc. for the Library Expansion and Renovation Project; and

WHEREAS, the cost of the professional services in Task Order No. 2025-3 is estimated to be \$106,300.00 and not to be exceeded without prior authorization; and

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

FURTHERMORE, the Mayor and/or City Administrator are authorized to execute this task order, contracts, subsequent grant applications, subsequent federal and state grant agreements, future amendments, and negotiate in good faith, as 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 proposal/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 proposal/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 on this 1st day of April 2025.

ATTEST:

Keith Muetzel
City Administrator

(City Seal)

Tom Quackenbush
Mayor

Subscribed and sworn to before me this
1st day of April 2025.

Notary Public



Real People. Real Solutions.

3300 Fernbrook Lane
Suite 300
Plymouth, MN 55447

Ph: (763) 544-7129
Bolton-Menk.com

March 26, 2025

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

Re: Redwood Falls Public Library

Dear Jim,

Bolton & Menk, Inc. is pleased to provide this proposal for professional services related to the building additions and site improvements at Redwood Falls Public Library located at 509 S Lincoln St, Redwood Falls, MN 56283. We understand the project will include two building additions, parking expansion, outdoor play areas, patio areas, picnic areas, and various outdoor learning and reading spaces.

Bolton & Menk has collaborated with Architectural teams on hundreds of public projects in the upper Midwest. We work collaboratively with Architects to bring solutions to existing site issues and address client's unique and specific needs. We understand the nuances of AIA based construction contracts, lump sum bids, and work hard to include highly detailed plans that minimize changes orders. We work hand in hand with our Architectural partners and provide them with ample information to accurately predict construction costs. We provide independent opinions of construction costs to be used in keeping projects on budget.

Bolton & Menk takes great pride in the development of public spaces. Within Bolton & Menk, our group of specialty site design engineers, landscape architects, and planners design project sites for a wide variety of public entities, including City, School District, County, and State clients. While these clients may be different, all projects have a common goal of providing intuitive and beautiful site spaces for the public. We believe all people should live in safe, sustainable, and beautiful communities. Our site design team honors these core design values while keeping an eye on budgets and the best use of the public's dollar.

We understand the importance of each design phase (SD, DD, and CD), seeking approval to proceed to each subsequent phase upon approval of project scope and corresponding site work budgets. Each level of design will see an increase in the level of detail and design refinement.

Bolton & Menk, Inc. proposes the following work program to accomplish the project in an efficient, thorough manner which will satisfy the needs and objectives of the City of Redwood Falls and their project.

Professional Civil Engineering and Landscape Architecture Services Anticipated Project Approach

1. Data Collection and Schematic Design (SD)
 - a. Utilize a topographic and boundary survey from work previously obtained by the City (will utilize previous Bolton & Menk survey dated 10/15/2024).
 - b. Assist the Owner in writing a Request for Proposal for soil borings and a subsurface exploration report with analysis on structural capabilities of soils. *The cost of the soil borings and subsurface exploration report is not included in this proposal.*
 - c. Visit the project site to view and understand constraints which may affect the proposed project.
 - d. Gather design guidelines, codes and other requirements from the City and other appropriate review agencies.
 - e. Meet with the Architect and/or Owner's representatives to understand their site related goals and objectives that may influence design.
 - f. Analyze collected data, including a review of the Owner's program.
 - g. Review Schematic Design plans with applicable agencies, as necessary.
 - h. Refine the proposed site work scope with the Architect and Owner.
 - i. Attend two design team meetings during this design phase.
 - j. Accomplish preliminary site engineering including proposed grading spot elevation study, drainage study, and analysis of available sanitary sewer, watermain, and storm sewer.
 - k. Understand requirements related to stormwater management and develop a concept approach to the stormwater management plan. We anticipate stormwater requirements will be outlined both by City MS 4 criteria and B3 guidelines.
 - l. Review site related B3 requirements, specifically for guidelines I.2, S.2 and S.3. Enter data assigned to the site discipline into the MN B3 website. Include required B3 design items in cost analysis and design drawings. Advise the Architect and Owner if any requirements are challenging to meet and discuss possible courses of action.
 - m. Prepare Opinion of Probable Construction Costs.
 - n. Review SD plans and construction budget studies with the Architect and Owner prior to moving into the Design Development phase.
 - o. Deliverables:
 - i. Site Plan
 - ii. Opinion of Probable Construction Costs – SD Phase
 - iii. B3 data entry and summary of potential requests for variance, if necessary

2. Design Development (DD)

- a. Prepare DD Plans incorporating design elements identified in the SD phase.
- b. Attend up to five DD phase design team meetings.
- c. Prepare a removals plan, site plan, grading plan, utility plan, landscaping plan, stormwater management plan, and site details.
- d. Refine Opinion of Probable Construction Costs for the DD phase.
- e. Review DD plans and Opinion of Probable Construction Costs with the Architect and / or the Owner and revise plans to meet the refined work scope and to fit within the approved construction budget.
- f. Upon approval of the DD plans and construction budget, submit plans to appropriate review agencies for necessary approval. We anticipate for this project submitting to the City of Redwood Falls.
- g. Submit DD plans to the Architect and Owner and obtain approval to proceed to Construction Documents phase.
- h. Review site related B3 requirements, specifically for guidelines I.2, S.2 and S.3. Enter data assigned to the site discipline into the MN B3 website. Include required B3 design items in cost analysis and design drawings. Advise the Architect and Owner if any requirements are challenging to meet and discuss possible courses of action.
- i. Deliverables:
 - i. Removals Plan
 - ii. Site Plan
 - iii. Grading Plan
 - iv. Utility Plan
 - v. Landscaping Plan
 - vi. Details
 - vii. Stormwater Management Plan
 - viii. Opinion of Probable Construction Costs – DD Phase
 - ix. B3 data entry and summary of potential requests for variance, if necessary

3. Construction Documents (CD)

- a. Prepare CD's based on approved DD plans, including final signed drawings and technical specifications.
- b. Attend up to seven design team meetings.
- c. Respond to agency comments and incorporate comments into the CD documents. It is anticipated that the City of Redwood Falls will have comments on the submitted plans.
- d. Support the Architect or Mechanical Engineer in submitting final signed utility related CD's, including drawings and specifications, to the Department of Labor and Industry for Plumbing Code review. For this project, we understand the Architect or Mechanical Engineer will make the necessary submittal and that a separate submittal by the Civil Engineer is not required.
- e. Submit final signed watermain related CD's, including drawings and specifications, to the Department of Health for watermain related review.
- f. Submit 95% complete construction drawings for review prior to issuing final CD drawings. Provide specification table of contents along with the drawing submittal.
- g. Refine Opinion of Probable Construction Costs for the CD phase.
- h. Assist Architect in preparing ad for bids, front end specifications, and other documents related to Bidding documents.

- i. Review site related B3 requirements, specifically for guidelines I.2, S.2 and S.3. Enter data assigned to the site discipline into the MN B3 website. Include required B3 design items in cost analysis and design drawings. Advise the Architect and Owner if any requirements are challenging to meet and discuss possible courses of action.
 - j. Deliverables:
 - i. Opinion of Probable Construction Costs – CD Phase
 - ii. Construction Documents:
 - 1. Drawings:
 - a. Removals Plan
 - b. Site Plan
 - c. Grading Plan
 - d. Utility Plan
 - e. Erosion Control Plan
 - f. Landscaping Plan
 - g. Details
 - 2. Specifications:
 - a. Technical Specifications
 - 3. B3 data entry and summary of potential requests for variance, if necessary
4. Bidding
- a. Review product substitution requests.
 - b. Answer questions regarding the site plans to assist Contractors in their understanding of the Construction Documents.
 - c. Prepare addenda.
5. ~~Construction Administration Services and Construction Observation~~ *(note, the following services are **NOT** included in the proposed fee. Below is an list of potential anticipated services to be negotiated with the City under a future task).*
- a. *Attend a pre-construction meeting.*
 - b. *Attend up to eight construction meetings, when deemed necessary by the Architect or Contractor, during relevant site work.*
 - c. *Conduct up to ten site visits (construction observation) during construction to observe Contractor's progress and provide a construction observation report.*
 - d. *Review shop drawings.*
 - e. *Provide interpretation of Construction Documents.*
 - f. *Respond to Contractor RFI's.*
 - g. *Review testing reports prepared by the Owner's testing agent for construction-related testing.*
 - h. *Recommend approval or rejection of requests for substitution.*
 - i. *Conduct single site work punch list at the completion of all site work. Issue punch list to the Contractor.*
 - j. *As-Built plan preparation*
 - k. *Provide 11-month warranty walk-through approximately 10 months following issuance of the Certificate of Substantial Completion. Issue report to Contractor for warranty-related corrections.*

6. B3 Project Closeout

- a. B3 data entry and summary of potential requests for variance, if necessary. Close out the B3 process with appropriate documentation.

As important as it is to understand what is included in our proposal it is equally important to understand what is not included in our proposal. The following items are not included in our scope of service:

1. Field measurements
2. Topographic or Boundary Surveying (will utilize previously prepared survey)
3. Legal description plan / narrative preparation
4. Tree inventories
5. Traffic Study
6. Soil Borings / Subsurface Exploration
7. Platting
8. Environmental Studies (Phase 1, Phase 2 Studies)
9. B3 related tasks except for those identified in this proposal
10. Site electrical design / site lighting design
11. Building Drain Tile, Waterproofing, Vapor Barriers
12. Building foundation drainage (Drain Tile) design / specifications
13. Poured-in-Place Retaining Walls
14. Irrigation Plans and Specifications
15. Agency review meetings (Planning Commission, City Council) meetings. We do not anticipate these meetings will require attendance by the Civil Engineer.
16. Construction Document printing
17. Construction Administration Services and Construction Observation
 - a. *Those listed in italics under Item 5 above.*
18. As-Built Survey

Bolton & Menk proposes to provide design services described above for a not to exceed total fee, itemized per request, as follows:

1. Civil Design Services outlined herein: \$61,800
2. Landscape Architecture Design Services: \$5,200
3. B3 Specific Design and Documentation Services: \$39,300
4. **Total Not to Exceed Fee for Services: \$106,300**

This not to exceed total fee is all inclusive. Unless otherwise stated or described, the above fee includes vehicle and personal expenses, mileage, telephone, and routine expendable supplies; no separate charges will be made for these activities and materials.

If additional services are requested, we will notify you of the additional costs and seek your approval to proceed with additional services prior to billing for any additional services. If additional services are requested of Bolton & Menk, Inc. which go beyond or are outside of the services described herein, we can either provide an amended proposal or invoice at the hourly rates described below.

Classification	Hourly Billing Rate
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.

The Bolton & Menk team is available immediately to work with you on this project and we will follow the Architect's prescribed schedule for design phases.

Jim, we trust we have described the services you desire. If we have misunderstood the limits of our involvement or if you have questions related to this proposal, please do not hesitate to contact us. We look forward to working with you and your Architectural partners.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read "D. Rey". The signature is stylized with a large, looped initial "D" and a long, sweeping tail.

David Rey, PE
Site Design Leader || Principal Engineer

Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read "Owen Todd". The signature is written in a cursive style with a prominent "O" and "T".

Owen Todd, PE
Municipal Project Manager || Principal Engineer



March 17, 2025

Bolten & Menk, Inc.
Owen Todd
1960 Premier Drive
Mankato, MN 56001

RE: **Redwood Falls Public Library-Redwood Falls, MN REQUEST FOR PROPOSAL-CIVIL**^(855.01)

Dear Owen,

The City of Redwood Falls requests a proposal for civil engineering services for the above-mentioned project. It is anticipated that signed drawings will be completed at the end of June 2025 and project will begin construction late summer 2025.

Engineering Services should include, but not be limited to:

1. Utility engineering drawings for proposed water, sanitary sewer, and storm sewer
2. Reports as required for storm water by the City of Redwood Falls
3. SWPPP Plans or erosion control plans for the City of Redwood Falls and the State of Minnesota.
4. Civil site paving, grading, and details

This project is the recipient of a grant and requires that we follow B3 related requirements. Part of your scope of services will include taking the "Civil Leader" role in B3 for the I.2A Bulk Water Management, S.2 Site Water Quality and Efficiency stormwater tasks, as well as to take over the S.3 Soil tasks. These are primarily concerned with soil and site water management in accordance with the guidelines. Below are the links to the relevant guidelines for reference.

- I.2 - https://www.b3mn.org/guidelines/3-2/i_2/
S.2 - https://www.b3mn.org/guidelines/3-2/s_2/
S.3 - https://www.b3mn.org/guidelines/3-2/s_3/

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

Items provided by Engan Associates or other professional services include:

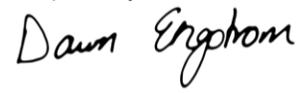
1. A full topographical site survey has already been carried out by Bolten & Menk
2. A geotechnical site assessment will be provided
3. Building, preliminary site plan, electrical and mechanical CAD or Revit drawings

The proposal should be directed to the City of Redwood Falls with a copy provided to Engan Associates, P.A.

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

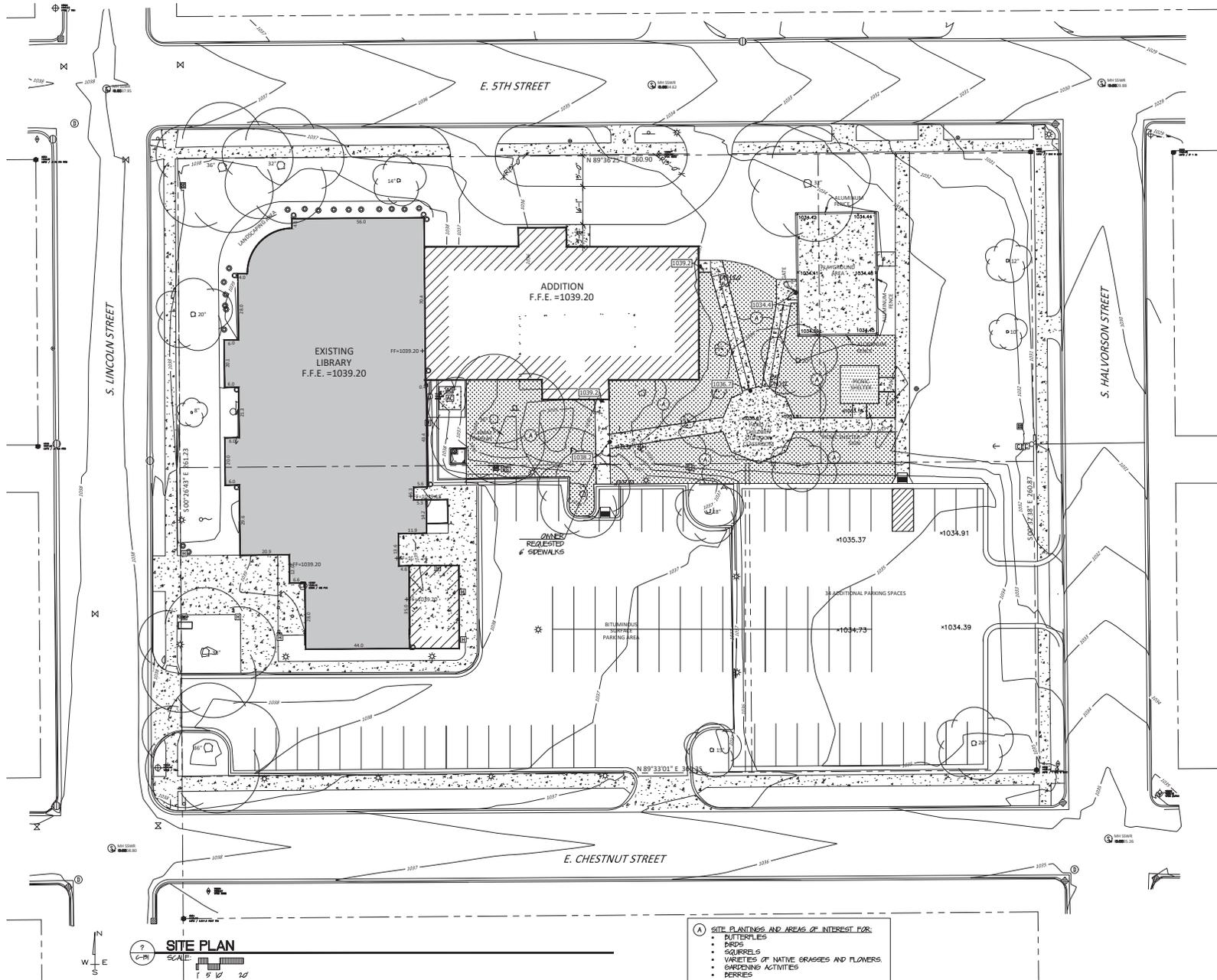
Please do not hesitate to contact us with any questions. We look forward to working with you on this project.

Respectfully,

A handwritten signature in black ink that reads "Dawn Engstrom". The signature is written in a cursive, flowing style.

Dawn Engstrom, Project Manager/Interior Designer
dre

Attachments



SITE PLAN
SCALE: 1" = 10'

- (A) SITE PLANTINGS AND AREAS OF INTEREST FOR:
- BUTTERFLIES
 - BIRDS
 - SQUIRRELS
 - VARIETIES OF NATIVE GRASSES AND FLOWERS
 - GARDENING ACTIVITIES
 - BEES

City of Redwood Falls
Public Library

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REDWOOD FALLS,
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SITE IMPROVEMENT PLAN

C-131