



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
APRIL 15, 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. April 1, 2025
  - B. April 7, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
  - A. Parade Permit – Dakota Wicohan MMIR Walk
7. **Scheduled Public Hearings**
  - A. Assessments for Delinquent Utility Accounts and Surcharges – Resolutions #21 & #22
8. **Old Business**
  - A. Sale of Real Property Located at 750 S. Dekalb Street to Redwood Falls Port Authority – Ordinance #96
9. **Regular Agenda**
  - A. Ordinance Amendments Pertaining to the Regulation and Sale of Tobacco – Ordinance #95
  - B. Library Donation from Redwood Area Library Foundation – Resolution #23
  - C. Street Maintenance Worker Position
  - D. 80’ x 80’ Airport Hangar Bid Award – Resolution #24
  - E. 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, APRIL 1, 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, April 1, 2025, at 5:00 p.m.

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

Council Member Kerkhoff presided over the meeting.

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

A motion was made by Council Member Sandgren and seconded by Council Member Guetter to approve the March 18, 2025, minutes as presented. Motion passed by unanimous vote.

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

1. City Assistance with Celebrate Redwood Falls – NightFalls Event
2. Show Permit Application – Cindy Migley’s Circus Spectacular
3. Declare Street and Electric Equipment as Surplus Property and Authorize Sale
4. Ratification of 2024 Fixed Asset Disposal List

Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 19 of 2025 – Authorization Approving Sale of Port Authority Property.

Mr. Dammann stated on February 10, 2025, the Redwood Falls Port Authority held a public hearing on the sale of the property legally described as, Lot One of Block Four of the Prairie Knoll Addition of 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.

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

Mr. Dammann stated prior to the Council meeting Staff were made aware of a discrepancy in the parcel’s ownership by the title company. Staff will review the discrepancy and will bring any changes, if necessary, to Council prior to closing.

A motion was made by Council Member Sandgren and seconded by Council Member Guetter to waive the reading of Resolution No. 19 of 2025 – Authorization Approving Sale of Port Authority Property. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Sandgren to approve Resolution No. 19 of 2025 – Authorization Approving Sale of Port Authority Property. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Authorization to Bid Infrastructure for Reflection Cove Townhome Development Site.

Mr. Muetzel stated in April of 2024, 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 to be located in the northwest corner of the Reflection Prairie Addition. Unfortunately, the project was not selected for State funding. In anticipation of the workforce housing grant award, 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.

Mr. Muetzel stated 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 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.

A motion was made by Council Member Sandgren and seconded by Council Member Guetter to approve the Authorization to Bid Infrastructure for Reflection Cove Townhome Development Site. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced 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.

Mr. Doering stated 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. Completion of all projects in the scope is anticipated for early 2025.

Mr. Doering stated this task order includes civil engineering and landscape architecture services as detailed in items 1-4 of the proposal. Construction services are not included in the RFP or this proposal and would be subject to a subsequent task order at a later date. Staff recommend approval of the proposal/task order utilizing the current master services agreement with Bolton & Menk Inc.

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

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

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 Sandgren to adjourn the meeting at 5:31 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor

**MINUTES  
SPECIAL COUNCIL MEETING  
CITY OF REDWOOD FALLS, MINNESOTA  
MONDAY, APRIL 7, 2025**

Pursuant to due call and notice thereof, a special meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Monday, April 7, 2025, at 5:00 p.m.

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

Council President Smith presided over the meeting.

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

City Attorney Dammann introduced Ordinance No. 96, Fourth Series – An Ordinance Authorizing the Sale of Certain Real Property Located Within the City of Redwood Falls.

Mr. Dammann stated on February 10, 2025, the Redwood Falls Port Authority held a public hearing on the sale of the subject property located at 750 South Dekalb Street, Redwood Falls, Minnesota, identified by Parcel ID #88-655-0400, and 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. The Port Authority approved the submitted plans and specifications 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. The Port Authority authorized sale and closing on the approved purchase agreement.

Mr. Dammann stated it was later discovered that the subject property is actually owned by the City of Redwood Falls, not the Port Authority. Pursuant to Section 12.05 of the Home Rule Charter of the City of Redwood Falls, Minnesota, as amended December 5, 1978, no real property of the City shall be disposed of except by Ordinance. To effectuate the sale of the subject property as originally planned, Staff recommends approval of Ordinance No. 96.

Mr. Dammann further stated City Staff posted the Ordinance prior to the meeting to provide the required 10-day notice of the Ordinance before the final approval of the Ordinance. On April 15, 2025, City staff will request Council approve the proposed Ordinance by roll call vote in accordance with Chapter 4 of the City Charter

A motion was made by Council Member Smith and seconded by Council Member Sandgren to waive the reading of Ordinance No. 96, Fourth Series – An Ordinance Amending Zoning Ordinance. Motion passed by unanimous vote.

There being no further business, a motion was made by Council Member Arentson and seconded by Council Member Guetter to adjourn the meeting at 5:08 p.m. Motion passed by unanimous vote.

ATTEST:

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

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

## AGENDA RECOMMENDATION

**Meeting Date:** April 15, 2025

**Agenda Item:** Parade Permit for the Dakota Wicohan MMIR Awareness Walk

**Recommendation/Action Requested:**

Priscilla Gruendemann with Dakota Wicohan completed the necessary application process and submitted an approved route. The MMIR Awareness Walk will take place on Monday, May 5, 2025 at 5:00 p.m. The walk will begin at 1881 E. Bridge St. (Clements Lumber) and end at the Legion Park Shelter (400 N. Drew Street.) Traffic will not be detoured. Staff recommends approval.

**Attachment:** Application and Route



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 Parade Permit

Parade Permit = \$25/event

**APPLICANT INFORMATION:**

Name: Priscilla Bruendemann

Address: 230 west 2nd St.

City, State, Zip: Redwood Falls MN

Telephone: 507 697-6272      Email: priscilladee@dakotawicohan.com

**BUSINESS/SPONSORING ORGANIZATION:**

Business/Sponsor Name: Dakota Wicohan

Address: 230 west- 2nd st.

City State, Zip: Morton MN 56270

Mailing Address (if different from above):

Phone: 507 697-6272      Alternate Number:

**PARADE CHAIR PERSON:**

Name: Dory Standa

Address: 230 W 2nd St

City, State, Zip: Morton, MN 56270

Telephone: 507 697-6272      Email: dstanda@dakotawicohan.com

**PARADE INFORMATION:**

Event: MMIR awareness walk

Date and Hours of Event:

Route to be Traveled (attach map of route):  
airport to legion park.

Length of the Parade: 1 mile?

General Composition of Units:

Location of Assembly Area: legion park.

**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 14 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: *Priscilla Deo* Date: 3.10.23

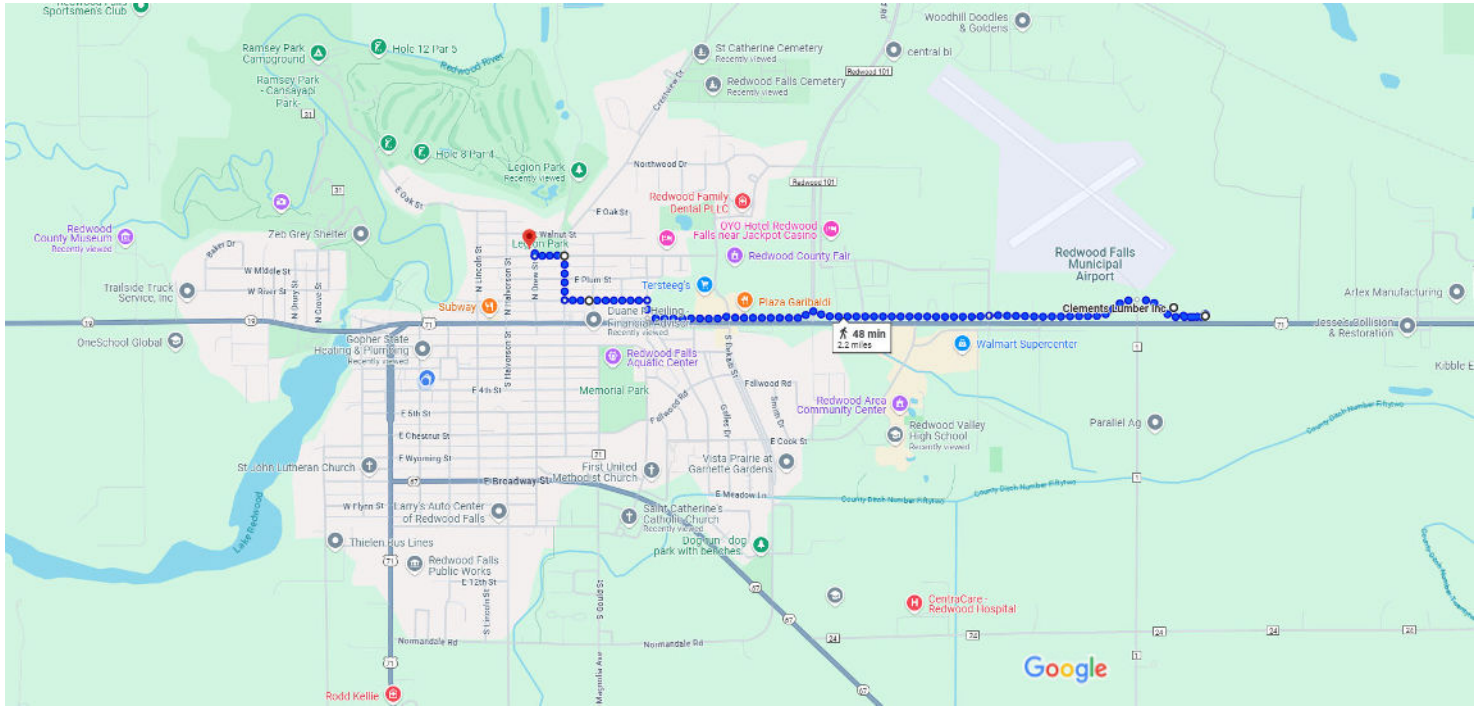
Print Name: Priscilla Deo Gruendemann  
First Middle Last

FOR CITY USE ONLY:	
<input type="checkbox"/> Completed Application and Permit Fee received	<input type="checkbox"/> Route Map Attached to Application
<input type="checkbox"/> Route approved by Police Chief	<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	

Clements Lumber Inc, 1881 E Bridge St, Redwood Falls, MN 56283 to 400 N Drew St, Redwood Falls, MN 56283 Walk 2.2 miles, 48 min



West on E. Bridge St. frontage rd to Patten St.  
North on Patten St. to E. Spring. to N. Swain St.  
North on Swain St. to E. Elm St. End at Legion Park Shelter - 400 N. Drew St.



Map data ©2025 Google 1000 ft



via E Bridge St

48 min

2.2 miles

Mostly flat



## AGENDA RECOMMENDATION

**Meeting Date:** April 15, 2025

**Agenda Item:** Resolution No. 21 of 2025 – Resolution Adopting Assessments for Delinquent Utility Accounts  
Resolution No. 22 of 2025 – 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 two resolutions handling delinquent utility 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. 21 of 2025  
Resolution No. 22 of 2025

**RESOLUTION NO. 21 OF 2025  
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
01-03420-04	ORIGINAL, LOT 1, BLOCK 12	88-200-2080	\$239.62
01-03920-08	ORIGINAL, 2ND N 24' LOTS 11 & 12, BLOCK 15	88-200-2620	\$178.16
01-04170-06	ORIGINAL, S 48' OF 40' LOT 11 & S 48' LOT 12, BLOCK 15	88-200-2580	\$999.61
02-00300-08	HITCHCOCK 3 <sup>RD</sup> , COM 180' W OF NE COR, S 120', W 60', N 120', E 60', PT OF N1/2 BLK, BLOCK 1	88-424-0080	\$145.78
02-02090-01	HITCHCOCK, LOT 6, BLOCK 7	88-422-1360	\$145.78
02-03370-03	HITCHCOCK 3 <sup>RD</sup> , LOT 6, BLOCK 4	88-424-0680	\$54.03
02-04180-10	ORIGINAL, LOT 11, BLOCK 1	88-200-0060	\$220.91
02-04630-01	LAMBERTON, LOT 5, BLOCK 1	88-533-0100	\$145.78
02-07130-06	EASTERN, LOT 5, BLOCK 6	88-323-1100	\$145.78
02-07840-03	HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7	88-423-1160	\$145.78
02-08210-02	HITCHCOCK 3 <sup>RD</sup> , TRACT 50' X 120' ON E SIDE OF BLOCK 3	88-424-0320	\$145.78
03-02570-04	WATSON 1 <sup>ST</sup> , E 30' LOT 12 & ALL LOT 13, BLOCK 1	88-865-0100	\$2,609.73
03-04320-02	WATSON 3 <sup>RD</sup> , LOTS 4 & 6 EXCEPT COMMENCE 17' E OF SW COR; THENCE W 17', N TO NW COR, E 50' SWLY TO POB LOT 6, BLOCK 10	88-867-1740	\$145.78
03-04540-10	WATSON 3 <sup>RD</sup> , LOT 10, BLOCK 8	88-867-1240	\$391.67
03-04850-05	WATSON, LOT 9, BLOCK 3	88-867-0440	\$145.78
05-01850-05	SUNNYSIDE HEIGHTS, LOT 5, BLOCK 12	88-766-2400	\$1,077.56

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 15<sup>th</sup> day of April 2025.

ATTEST:

\_\_\_\_\_  
Keith T. Muetzel  
City Administrator  
  
(City Seal)

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

Subscribed and sworn to before me  
This 15<sup>th</sup> day of April 2025.

**RESOLUTION NO. 22 OF 2025  
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
01-00830-11	HITCHCOCK 2 <sup>ND</sup> , COM 120' E OF SW COR BLK N 120', E 60', S 120', W 60, BLOCK 2	88-423-0340	\$500.00
01-03210-04	HITCHCOCK 2 <sup>ND</sup> , LOT 4, BLOCK 4	88-423-0680	\$500.00
01-04120-08	ORIGINAL, COM 44' N OF SE COR BLK, W 100', N 20', E 100', S 20 TO POB LOTS 11 & 12, BLOCK 18	88-200-3560	\$500.00
01-05210-01	ORIGINAL, N 50' LOTS 7 & 8, BLOCK 20	88-200-4060	\$200.00
01-00110-02	UREN, LOT 1, BLOCK 1	88-800-0020	\$500.00
02-07840-03	HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7	88-423-1160	\$300.00
02-08210-02	HITCHCOCK 3 <sup>RD</sup> , TRACT 50' X 120' ON E SIDE OF BLOCK 3	88-424-0320	\$300.00
02-04740-08	LAMBERTON, LOT 8, BLOCK 4	88-533-0680	\$400.00
02-80210-01	HYLLAND, LOT 5, BLOCK 3	88-438-0440	\$500.00

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 15<sup>th</sup> day of April 2025.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 15<sup>th</sup> day of April 2025.

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

AGENDA MEMO

**Meeting Date:** April 15, 2025

**Agenda Item:** Ordinance No. 96, Fourth Series – An Ordinance Authorizing the Sale of Certain Real Property Located Within the City of Redwood Falls.

**Recommendation/Action Requested:** The proposed ordinance was introduced at the April 7, 2025, special City Council meeting. At tonight’s meeting, staff is requesting Council approve the ordinance by motion and roll call vote 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 subject property located at 750 South Dekalb Street, Redwood Falls, Minnesota, identified by Parcel ID #88-655-0400, and 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. The Port Authority approved the submitted plans and specifications 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. The Port Authority authorized sale and closing on the approved purchase agreement.

It was later discovered that the subject property is actually owned by the City of Redwood Falls, not the Port Authority. Pursuant to Section 12.05 of the Home Rule Charter of the City of Redwood Falls, Minnesota, as amended December 5, 1978, no real property of the City shall be disposed of except by Ordinance. To effectuate the sale of the subject property as originally planned, Staff recommends approval of Ordinance No. 96.

A separate resolution and summary for approval to publish will not be required as the Ordinance is rather short and can be published as-is.

**Attachment:** Ordinance No. 96, Fourth Series

**ORDINANCE NO. 96, FOURTH SERIES**

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN REAL PROPERTY  
LOCATED WITHIN THE CITY OF REDWOOD FALLS**

**FINDINGS AND PURPOSE:**

**WHEREAS**, Pursuant to Minnesota Statute §412.211, the City of Redwood Falls (“**City**”) is authorized to sell certain real property located at 750 South Dekalb Street, Redwood Falls, Minnesota, identified by Parcel ID #88-655-0400 (“**Subject Property**”) for the benefit of its citizens. Pursuant to Section 12.05 of the Home Rule Charter of the City of Redwood Falls, Minnesota, as amended December 5, 1978, no real property of the City shall be disposed of except by Ordinance; and

**WHEREAS**, the Subject Property consists of the following described real estate lying and being in the City of Redwood Falls, Redwood County, Minnesota, to wit:

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

**WHEREAS**, JJ Holdings, LLC, (“**Developer**”) previously submitted a purchase proposal for the Subject Property. Developer plans to construct a new orthodontic clinic (**the “Project”**) on the Subject Property pursuant to submitted plans and specifications; and

**WHEREAS**, pursuant to Minn. Stat. § 469.065 and Resolution No. 30 of 1988, after publishing notice in the Redwood Gazette, on February 10, 2025, the Redwood Falls Port Authority (the “**Port Authority**”) held a public hearing on the sale of the Subject Property; and

**WHEREAS**, at the hearing the Port Authority reviewed the proposed sale of the Subject Property, including the submitted plans and specifications, 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**, a purchase agreement between the Port Authority and Developer was finalized on March 3, 2025. Under the purchase agreement, the total purchase price to be paid by Developer for the Subject Property, shall be Fifty Thousand Dollars (\$50,000.00); 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; and

**WHEREAS**, City Council believes it is in the City’s best interest to proceed with the sale of the Subject Property to Developer, and to effectuate that sale, hereby approves the sale of the Subject Property from the City to the Port Authority, in the total amount of One Dollar (\$1.00).

**NOW, THEREFORE THE CITY OF REDWOOD FALLS DOES ORDAIN:**

**SECTION 1.** After consideration of the proposed use of the Subject Property by Developer, the Council finds that the sale of the Subject Property to the Redwood Falls Port Authority is in the best interests of the City of Redwood Falls and authorizes sale of the Subject Property from the City to the Port Authority in the amount of One Dollar (\$1.00).

**SECTION 2.** The City Council hereby approves and authorizes the City Administrator and the Mayor to execute any documents necessary to effectuate the sale of the Subject Property.

**SECTION 3.** The requirements of Minn. Stat. §462.356, subd. 2. are hereby dispensed with regarding the disposal of the Subject Property.

**SECTION 4.** Effective Date. This Ordinance becomes effective from and after its passage.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 15<sup>th</sup> day of April, 2025.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
15<sup>th</sup> day of April 2025.

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

**Introduction:**           04/07/2025  
**Posting:**  
**Adopted:**  
**Approval Published:**

AGENDA MEMO

**Meeting Date:** April 15, 2025

**Agenda Item:** Ordinance No. 95, Fourth Series – An Ordinance Amending The Redwood Falls City Code of Ordinances §6.23 Pertaining to the Regulation and Sale of Tobacco.

**Recommendation/Action Requested:** Read the proposed ordinance or make a motion to waive the first reading of the ordinance. Discuss the proposed ordinance. If there are no concerns, proposed ordinance will be discussed again at the next Council Meeting on May 6, 2025, and request for approval by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Staff is proposing changes to the Redwood Falls City Code of Ordinances to make the City's regulation of Tobacco consistent with Minnesota law, to enforce and further existing laws, to further the official public policy of the state to prevent young people from starting to smoke, and to avoid adverse impact upon the health, safety, and general welfare of the city.

Proposed amendments to Redwood Falls City Code §6.23 include, raising the minimum legal sales age for commercial tobacco products to 21; modifying fines and penalties for violations of the ordinance, updating compliance check protocols, eliminating criminal penalties for underage possession and use, requiring licensees to check photo identification to verify the age of anyone under the age of 30, requiring MLSA signage at every licensed retail location, and updating pertinent definitions.

**Attachment:** Ordinance No. 95, Fourth Series

**ORDINANCE NO. 95, FOURTH SERIES**

**AN ORDINANCE AMENDING  
REDWOOD FALLS CODE OF ORDINANCES §6.23 PERTAINING  
TO THE REGULATION AND SALE OF TOBACCO**

**FINDINGS AND PURPOSE:**

Because the City of Redwood Falls recognizes that the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 21 violates both state and federal law; and because marketing analysis, public health research, and because commercial tobacco use has been shown to be the cause of many serious health problems which subsequently place a financial burden on all levels of government, this ordinance is intended to regulate the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect youth and young adults against the serious health effects associated with use and initiation, and to further the official public policy of the state to prevent young people from starting to smoke, as stated in Minn. Stat. § 144.391, as it may be amended from time to time.

**NOW THEREFORE, THE CITY COUNCIL OF REDWOOD FALLS ORDAINS:**

**SECTION 1.** That Redwood Falls City Code of Ordinances §6.23 shall be amended to read as follows:

**§ 6.23 TOBACCO.**

Subd. 1. *Definitions.*

A. The term “child-resistant packaging” shall mean packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.

B. The term “cigar” shall mean any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. §297F.01, subd. 3, as it may be amended from time to time.

C. ~~A. The term "compliance checks" shall mean the system the city uses to investigate and ensure that those authorized to sell licensed products tobacco, tobacco products and tobacco-related devices are following and complying with the requirements of this section. "Compliance checks" shall involve the use of minors as authorized by this section. "Compliance checks" shall also mean the use of minors who attempt to purchase tobacco, tobacco products or tobacco-related devices for educational, research and training purposes as authorized by state and federal laws. "Compliance checks" may also be conducted by the city or other units of government for educational, research, and training purposes or for the purpose of enforcing appropriate federal,~~

state or local laws and regulations relating to licensed products, tobacco, tobacco products and tobacco-related devices.

D. The term “delivery sale” shall mean the sale of any licensed product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. Delivery Sale includes but is not limited to the sale of any licensed product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery Sale includes delivery by licensees or third parties by any means, including curbside pick-up.

E. The term “electronic delivery device” shall mean any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. ELECTRONIC DELIVERY DEVICE includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. ELECTRONIC DELIVERY DEVICE includes any component part of a product, whether or not marketed or sold separately. ELECTRONIC DELIVERY DEVICE does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.

F. ~~B.~~ The term "individually packaged" means the practice of selling any tobacco or tobacco product wrapped individually for sale. “Individually-wrapped tobacco and tobacco products” shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco.

G. The term “indoor area” shall mean All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

H. The term “licensed products” collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

I. ~~C.~~ The term "loosies" means the common term used to refer to a ~~single or individually packaged cigarette.~~ single cigarettes, cigars, and any other licensed products that have been removed from their original retail packaging and offered for sale. Loosies does not include premium cigars that are hand-constructed, have a wrapper made entirely from whole tobacco leaf, and have a filler and binder made entirely of tobacco, except for adhesives or other materials used to maintain size, texture, or flavor.

J. ~~D.~~ The term "minor" means any natural person who has not yet reached the age of ~~21~~ 18 years.

~~K. E.~~ The term "moveable place of business" refers to any form of business operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

~~L.~~ The term "nicotine or lobelia delivery product" shall mean Any product containing or delivering nicotine or lobelia, whether natural or synthetic, intended for human consumption, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section. NICOTINE OR LOBELIA DELIVERY PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

~~M. F.~~ The term "possession" shall mean the care, custody, dominion and control over any licensed product ~~tobacco, tobacco product or tobacco related device.~~

~~N. G.~~ The term "retail establishment" means any place of business where licensed products ~~tobacco, tobacco products or tobacco related devices~~ are available for sale to the general public. "Retail establishments" shall include, but not be limited to, grocery stores, tobacco product shops, convenience stores, liquor stores, gasoline service stations, bars and restaurants.

~~O. H.~~ The term "sale" means any transfer of goods for money, trade, barter or other consideration.

~~P. I.~~ The term "self-service merchandising" means open displays of licensed products ~~tobacco, tobacco products or tobacco related devices~~ in any manner where any person shall have access to the licensed products ~~tobacco, tobacco products or tobacco related devices~~, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the licensed products ~~tobacco, tobacco product or tobacco related device~~ between the customer and the licensee or employee. ~~"Self-service merchandising" shall not include vending machines.~~

~~Q.~~ The term "smoking" shall mean inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. SMOKING also includes carrying or using an activated electronic delivery device.

~~R. J.~~ The terms "tobacco" or "tobacco products" mean cigarettes and any products containing, made, or derived from commercial tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of commercial tobacco. A TOBACCO PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as

defined in the Federal Food, Drug, and Cosmetic Act. Tobacco Products exclude any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. These definitions are intended to mirror the definitions set forth in M.S. § 297F.01, subd. 19 and M.S. § 609.685, subd. 1, as amended from time to time.

S. ~~K~~. The term "tobacco-related devices" means any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. Tobacco-Related Device includes components of tobacco-related devices or tobacco products which may be marketed or sold separately. Tobacco-Related Devices may or may not contain tobacco. any tobacco product as well as a pipe, rolling papers or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products.

T. ~~L~~. The term "vending machine" means any mechanical, electric or electronic, or other type of device which dispenses licensed products tobacco, tobacco products or tobacco-related devices upon payment by any form by the person seeking to purchase the licensed product. the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product or tobacco-related device.

Subd. 2. *License*. It is unlawful for any person to sell or offer to sell any licensed product tobacco, tobacco products or tobacco-related device without first having obtained a license to do so from the city.

A. *Application and Term*. An application for a license to sell licensed products tobacco, tobacco products or tobacco-related devices shall be made on a form provided by the city. The application must contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the City deems necessary. Upon receipt of a completed application, the City Clerk will forward the application to the City Council for action at its next regularly scheduled meeting. If the City Clerk determines that an application is incomplete, it will be returned to the applicant with notice of the information necessary to make the application complete. All licenses issued under this section shall be valid for one calendar year from the date of issue.

B. *Action*. The City Council may approve or deny the application for a license, or it may delay action for a reasonable period of time to complete any investigation of the application or the applicant deemed necessary. If the City Council approves the application, the City Clerk will issue the license to the applicant. If the City Council denies the application, notice of the denial will be given to the applicant along with notice of the applicant's right to appeal the decision.

C. Denial. Grounds for denying the issuance or renewal of a license include, but are not limited to, the following:

1. The applicant is under 21 years of age.
2. The applicant has been penalized within the past five years for any violation of a federal, state, or local law, ordinance provision, or other regulation relating to licensed products.

3. The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
4. The applicant fails to provide any of the information required on the licensing application or provides false or misleading information.
5. The applicant is prohibited by Tribal, federal, state, or other local law, ordinance, or other regulation from holding a license.
6. The business for which the license is requested is a moveable place of business. Only fixed-location retail establishments are eligible to be licensed.
7. Any other suitable reason that the granting of a license to the applicant is inconsistent with public health, safety, and welfare, including the applicant's history of noncompliance with this ordinance and other laws relating to the sale of licensed products.

D. ~~B.~~ Revocation and Suspension. Any license issued under this section may be revoked or suspended as provided in Subdivision 7 ~~the violations and penalties section~~ of this section. If a license is mistakenly issued to a person or renewed, the city will revoke the license upon the discovery that the person was ineligible for the license under this ordinance. The city will provide the license holder with notice of the revocation, along with information on the right to appeal.

E. Transfers. All licenses issued are valid only on the premises for which the license was issued and only for the person to whom the license was issued. The transfer of any license to another location or person is prohibited.

F. ~~E.~~ Moveable Place of Business. Separate licenses shall be issued for the sale of tobacco at each fixed place of business and no license shall be issued for a movable place of business.

G. ~~D.~~ Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

H. ~~E.~~ Fees. No license shall be issued under this section until the appropriate license fee shall be paid in full. The fee for a license shall be set forth in the fee schedule adopted and approved by the City Council.

I. Renewals. The renewal of a license issued under this ordinance will be handled in the same manner as the original application. The request for a renewal must be made at least 30 days, but no more than 60 days, before the expiration of the current license.

J. Issuance is a privilege and not a right. The issuance of a license is a privilege and does not entitle the license holder to an automatic renewal of the license.

K. Instructional program. Licensees must complete and ensure that all employees complete a training program on the legal requirements related to the sale of licensed products and the possible consequences of license violations. Any training program must be pre-approved by the city. Licensees must maintain documentation demonstrating their compliance and must provide this documentation to the city at the time of renewal, or whenever requested to do so during the license term.

Subd. 3. *Prohibited Sales.* It shall be a violation of this section for any person to sell or offer to sell any licensed product ~~tobacco, tobacco product or tobacco-related device~~:

A. To any person under the age of ~~18~~ 21 years;

B. By means of any type of vending machine; ~~except as may otherwise be provided in this section;~~

C. By means of self-service merchandising ~~methods~~ whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the licensed product ~~tobacco, tobacco product or tobacco-related device~~ and whereby there is not a physical exchange of the licensed product ~~tobacco, tobacco product or tobacco-related device~~ between the licensee's employee and the customer. All licensed products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public;

D. By means of "loosies", as defined in Subd. 1 of this section;

E. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other products subject to this ordinance; and

F. By means of delivery sales. All sales of licensed products must be conducted in person, in a licensed retail establishment, in over-the-counter sales transactions; and

~~G. F.~~ By any other means, to any other person, or in any other manner or form prohibited by federal, state or other local law, ordinance provision or other regulation.

Subd. 4. *Illegal Acts.* Unless otherwise provided, the following acts shall be in violation of this section.

A. *Illegal Sales.* It shall be a violation of this section for any person to sell or otherwise provide any licensed product ~~tobacco, tobacco product or tobacco-related device~~ to any minor.

~~B. *Illegal Possession.* It shall be a violation of this section for any minor to have in his or her possession any licensed product ~~tobacco, tobacco product or tobacco-related device~~. This subdivision shall not apply to minors lawfully involved in a compliance check.~~

~~C. *Illegal Use.* It shall be a violation of this section for any minor to smoke, chew, sniff or otherwise use any licensed product ~~tobacco, tobacco product or tobacco-related device~~.~~

~~B. D.~~ *Illegal Procurement.* It shall be a violation of this section for any minor to purchase or attempt to purchase or otherwise obtain any licensed product, ~~tobacco, tobacco product or tobacco-related device~~, and it shall be a violation of this section for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to

coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any licensed product, tobacco, tobacco product or tobacco-related device. This subdivision shall not apply to minors lawfully involved in a compliance check.

C. ~~E.~~ Use of False Identification. It shall be a violation of this section for any minor to attempt to disguise his or her true age by the use of a false form of identification whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

D. ~~F.~~ Vending Machines. It shall be unlawful for any person licensed under this section to allow the sale of any licensed product ~~tobacco, tobacco products or tobacco-related devices~~ by the means of a vending machine. ~~unless minors are at all times prohibited from entering the licensed establishment.~~

E. ~~G.~~ Self Service Sales. It shall be unlawful for a licensee under this section to allow the sale of any licensed product ~~tobacco, tobacco products or tobacco-related devices~~ by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product or the tobacco-related device between the licensee or his or her clerk and the customer. All licensed products ~~tobacco, tobacco products and tobacco-related devices~~ shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. ~~Any retailer selling licensed products tobacco, tobacco products or tobacco-related devices at the time this section is adopted shall comply with this section by 1-1-1998.~~

F. ~~H.~~ Exemption. Subd. 4.~~E.G.~~ above shall not apply to retail stores which derive at least 90% of their revenue from tobacco and tobacco-related products and which cannot be entered at any time by persons younger than ~~18~~ 21 years of age.

Subd. 5. Responsibilities. Compliance Checks and Inspections. ~~All licensed premises shall be open to inspection by the city police or other authorized city official during regular business hours. From time to time, but at least once per year, the city shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 17 years, but less than 18 21 years, to enter the licensed premise to attempt to purchase tobacco, tobacco products or tobacco-related devices. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products or tobacco-related devices when such items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research or training purposes or required for the enforcement of a particular state or federal law.~~

A. All licensees are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee.

B. Licensees must verify by means of government-issued photographic identification containing the bearer's date of birth that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.

C. Notice of the legal sales age, age verification requirement, and possible penalties for underage sales must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the city, must be posted in a manner that is clearly visible to anyone who is, or is considering, making a purchase.

Subd. 6. *Compliance Checks and Inspections.*

A. All licensed premises must be open to inspection by the city police or other authorized city official or their designees during regular business hours.

B. From time to time, but at least once per year, the city will conduct compliance checks to ensure compliance with all provisions of this ordinance.

C. In accordance with state law, the city will conduct a compliance check that involves the participation of a person at least 17 years of age, but under the age of 21 to enter the licensed premises to attempt to purchase licensed products. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel. Minors used for compliance checks shall not be guilty of unlawful possession of licensed products when such items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research or training purposes or required for the enforcement of a particular state or federal law.

Subd. ~~7. 6.~~ *Violations and Penalties.*

A. *Criminal Penalties.*

1. Upon discovery of a suspected violation, the violator shall be issued a citation by the city police and given notice of his or her right to be heard on the accusation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense. Any person found to be in violation of this section shall be guilty of a misdemeanor and shall be subject to the maximum penalty authorized by state law for a misdemeanor.

2. As an alternative to a misdemeanor prosecution, the city may offer the accused violator a chance to pay an administrative fine as provided in the fine schedule adopted and amended from time to time by the Council. If the accused violator accepts the administrative option, he or she may pay the fine to the city's Deputy Clerk or he or she may, within ten days of the notice, request an administrative hearing before the Council or authorized hearing officer designated by

the Council. If, after the hearing, the person is found to be in violation of this section, he or she shall be ordered to pay the fine. If a violator elects to pay the fine, or if he or she is acquitted of the violation by the hearing officer, he or she shall not be subject to misdemeanor prosecution for violation of the section. If the violator fails to pay the fine within 90 days following the hearing, or 90 days following the last day to request a hearing when a hearing has not been requested, the city may vacate the civil action and proceed with the misdemeanor prosecution. At any time, the accused violator may abandon his or her request to pursue the administrative penalty and elect to have his or her case heard in court under the misdemeanor prosecution. The city shall also have the right to refuse to offer the administrative penalty and instead proceed directly with the misdemeanor prosecution for a particular offense. If the accused violator accepts the administrative option, no administrative fine shall be imposed pursuant to Subd. 76.C. of this section.

3. In addition to any fine or other penalty, whether administrative, civil or criminal, violation of this section by a licensee under this section shall be grounds for the suspension or revocation of the license.

B. *License Revocation, Suspension and Administrative Fine.* The Council may revoke or suspend for three days any license issued under this section and shall impose a mandatory administrative fine of ~~at least \$30075, or more,~~ as provided in the fine schedule adopted and amended from time to time by the Council, upon a finding that a licensee or its employee violated this section. In the event the city finds that a licensee or its employee has violated this section twice within a ~~3624-month~~ period, the city may revoke or suspend for a period of six months and shall impose a mandatory administrative fine of ~~at least \$600200, or more,~~ as provided in the fine schedule adopted and amended from time to time by the Council. A third or subsequent offense at the same location within a ~~3624-month~~ period by a licensee or employee shall subject the licensee to a mandatory administrative fine of \$1,000 and a seven-day suspension of the licensee's authority to sell tobacco at that location, and shall constitute a basis for a permanent revocation of the licensee's authority to sell tobacco at that location, ~~and shall subject the violator to a mandatory administrative fine of at least \$250, or more, as provided in the fine schedule adopted and amended from time to time by the Council.~~ No suspension or revocation shall take effect until the licensee has received notice, served personally or by certified mail, of the alleged violation and has been afforded an opportunity for a hearing pursuant to § 2.06 of this code. A decision of the Council that a violation has occurred must be in writing. Unless the licensee requests review of the order imposing an administrative fine, the penalty is due and payable on the thirty-first day after the order was received. All administrative fines shall be payable to the city.

C. *Administrative Fine for Other Individuals.* In addition to any fine or other penalty, whether administrative or criminal, other individuals, other than minors regulated by Subd. 76.D. below, found to be in violation of this section shall be charged an administrative fine of \$50 and required to attend an instructional program regarding the requirements of the tobacco retail licensing ordinance. No penalty may be imposed until the individual has received notice, served personally or by certified mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct a hearing. Any decision that a violation has occurred must be in writing.

D. ~~Minors found in unlawful possession of, or who unlawfully purchase or attempt to purchase licensed products tobacco, tobacco products or tobacco-related devices~~, shall be charged an administrative fine of \$50. Any second or subsequent violation of this section by a minor shall result in the imposition of an administrative fine of \$100. In addition to any fine or other penalty, whether administrative or criminal, any minor found to be in violation of this section shall be provided with notification of any tobacco-related programs, courses or classes offered within the community which are designed to provide education on the harmful effects of the use of tobacco or tobacco products and/or instruction on smoking cessation.

E. Statutory penalties. If the administrative penalty for violations against licensed retailers under Subd. 7.B. authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from that established in this section, then the higher penalty will prevail.

Subd. 8. Exceptions and Defenses.

A. Nothing in this ordinance prevents the provision of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice.

B. It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

**SECTION 2.** Effective Date. This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this \_\_\_ day of May, 2025

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
\_\_\_ day of May 2025.

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Notary Public

**Introduction:**

**Posting:**

**Adopted:**

**Approval Published:**

**Council Meeting Date:** April 15, 2025

**Agenda Item:** Resolution No. 23 of 2025 – Resolution Accepting Donation from Redwood Area Library Foundation (RALF).

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

**Summary/Overview:** Attached is Resolution 23 of 2025 accepting a donation from the Redwood Area Library Foundation in the amount of \$76,686.37. Most of this donation is funds to reimburse the City for Expansion expenses to Engan Associates, Inc., which include the final payment for Schematic Design, mileage for an engineering visit on-site, and full payment for Design Development which is completed. An additional reimbursement of \$515.37 is a donor who specifically stated a donation to be used for Children's area and programming expenses.

Staff are requesting approval to accept the financial donation from RALF for these expenses

**Attachments:** Resolution No. 23 of 2025

**RESOLUTION NO. 23 OF 2025**  
**A RESOLUTION ACCEPTING DONATIONS TO THE CITY.**

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

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

<u>Name of Donor</u>	<u>Amount</u>
Redwood Area Library Foundation	\$76,686.37

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

Terms or Conditions  
Payment for expenses related to the Expansion Project. Included are Schematic design, mileage, and Design Development from Engan Associates, Commissioning agent Hallberg Engineering, and reimbursement to the City for RALF funds designated for children.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 15th day of April 2025.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
15<sup>th</sup> Day of April, 2025.

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



**ENGAN ASSOCIATES**  
**ARCHITECTS & INTERIOR DESIGNERS**  
 320-235-0860 | engan.com



**Engan Associates Architects PA**  
 PO Box 956  
 Willmar, MN 56201  
 320-235-0860

430

Redwood Falls Public Library  
 509 S Lincoln Street  
 Redwood Falls, MN 56283,

Invoice number 855.01-08  
 Date 02/11/2025

Project 855.01 Redwood Falls Public Library

shared vision. innovative design.

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>Pre-design</b>	12,000.00	100.00	12,000.00	0.00	0.00
<b>Schematic Design</b>	40,738.50	100.00	27,168.70	13,569.80	0.00
<b>Design Development</b>	54,318.00	0.00	0.00	0.00	54,318.00
<b>Construction Documents</b>	108,636.00	0.00	0.00	0.00	108,636.00
<b>Procurement</b>	13,579.50	0.00	0.00	0.00	13,579.50
<b>Construction Administration</b>	54,318.00	0.00	0.00	0.00	54,318.00
<b>Addition Service-Grant Paperwork</b>	10,700.00	100.00	10,700.00	0.00	0.00
<b>Total</b>	<b>294,290.00</b>	<b>21.56</b>	<b>49,868.70</b>	<b>13,569.80</b>	<b>230,851.50</b>

Invoice total **13,569.80**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
855.01-08	02/11/2025	13,569.80	13,569.80				
	<b>Total</b>	<b>13,569.80</b>	<b>13,569.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*Thank You for Your Business!*



**Engan Associates Architects PA**  
PO Box 956  
Willmar, MN 56201  
320-235-0860

Redwood Falls Public Library  
509 S Lincoln Street  
Redwood Falls, MN 56283,

Invoice number 855.01-09  
Date 03/24/2025

Project 855.01 Redwood Falls Public Library

shared vision. innovative design.

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>Predesign</b>	12,000.00	100.00	12,000.00	0.00	0.00
<b>Schematic Design</b>	40,738.50	100.00	40,738.50	0.00	0.00
<b>Design Development</b>	54,318.00	0.00	0.00	0.00	54,318.00
<b>Construction Documents</b>	108,636.00	0.00	0.00	0.00	108,636.00
<b>Procurement</b>	13,579.50	0.00	0.00	0.00	13,579.50
<b>Construction Administration</b>	54,318.00	0.00	0.00	0.00	54,318.00
<b>Addition Service-Grant Paperwork</b>	10,700.00	100.00	10,700.00	0.00	0.00
<b>Total</b>	294,290.00	21.56	63,438.50	0.00	230,851.50

**Expenses**

	Units	Billed Amount
Miles	90.00	59.85
	90.00	59.85
<b>Subtotal</b>		119.70
<b>Phase subtotal</b>		119.70

Invoice total **119.70**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
855.01-09	03/24/2025	119.70	119.70				
	<b>Total</b>	119.70	119.70	0.00	0.00	0.00	0.00

*Thank You for Your Business!*



**Engan Associates Architects PA**  
PO Box 956  
Willmar, MN 56201  
**320-235-0860**

Redwood Falls Public Library  
509 S Lincoln Street  
Redwood Falls, MN 56283,

Invoice number 855.01-10  
Date 04/09/2025

Project 855.01 Redwood Falls Public Library

shared vision. innovative design.

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>Pre-design</b>	12,000.00	100.00	12,000.00	0.00	0.00
<b>Schematic Design</b>	40,738.50	100.00	40,738.50	0.00	0.00
<b>Design Development</b>	61,231.50	100.00	0.00	61,231.50	0.00
<b>Construction Documents</b>	108,636.00	0.00	0.00	0.00	108,636.00
<b>Procurement</b>	13,579.50	0.00	0.00	0.00	13,579.50
<b>Construction Administration</b>	54,318.00	0.00	0.00	0.00	54,318.00
<b>Addition Service-Grant Paperwork</b>	10,700.00	100.00	10,700.00	0.00	0.00
<b>Total</b>	<b>301,203.50</b>	<b>41.39</b>	<b>63,438.50</b>	<b>61,231.50</b>	<b>176,533.50</b>

Invoice total **61,231.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
855.01-09	03/24/2025	119.70	119.70				
855.01-10	04/09/2025	61,231.50	61,231.50				
	<b>Total</b>	<b>61,351.20</b>	<b>61,351.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*Thank You for Your Business!*

VAP



1750 Commerce Court • White Bear Lake, MN 55110  
(p) 651.748.1100 • (f) 651.748.9370  
www.hallbergengineering.com

City of Redwood Falls  
Keith Muetzel  
333 S. Washington Street  
PO Box 526  
Redwood Falls, MN 56283

Invoice number 36648  
Date 02/28/2025

Project **R25-5128.000 City of Redwood Falls -  
Public Library Addition Cx**

Professional Services through February 28,2025

Email invoices to Kari Klages, Finance Director (kklages@ci.redwood-falls.mn.us)

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
City of Redwood Falls - Public Library Addition Cx	19,000.00	6.58	0.00	1,250.00	1,250.00
Total	19,000.00	6.58	0.00	1,250.00	1,250.00

Invoice total **1,250.00**

**Billings to Date**

Description	Current Billed	Prior Billed	Total Billed
City of Redwood Falls - Public Library Addition Cx	1,250.00	0.00	1,250.00
Total	1,250.00	0.00	1,250.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36648	02/28/2025	1,250.00	1,250.00				
	Total	1,250.00	1,250.00	0.00	0.00	0.00	0.00

Design Phase Commissioning Services - Nick C/Scott H

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

**Invoice summary**

Payment due by January 31, 2025

Item subtotal before tax	\$ 492.54
Shipping & handling	\$ 22.83
Promos & discounts	\$ 0.00
<b>Total before tax</b>	<b>\$ 515.37</b>
Tax	\$ 0.00

**Amount due \$ 515.37 USD**

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc  
 Bank name Wells Fargo Bank  
 ACH routing # (ABA) 121000248  
 Bank account # (DDA) 41630410268332668  
 SWIFT code (wire transfer) WFBUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

Account # A1LYOAHOSA67LY

Payment terms Net 30

Purchase date 23-Dec-2024

Purchased by Redwood Falls Public Library

**Registered business name**

City of Redwood Falls

**Bill to**

City of Redwood Falls  
 333 S Washington Street  
 PO Box 526  
 REDWOOD FALLS, MN 56283

**Ship to**

Redwood Falls Public Library  
 509 S LINCOLN ST  
 REDWOOD FALLS, MN 56283-1645

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or  
 Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Aleene's Clear Gel Tacky, 4 FL OZ - 3 Pack, 12 <small>ASIN: B01MEGBWE8 Sold by: Amazon.com Services, Inc                      Order # 113-2313209-6429237</small>	1	\$10.19	\$10.19	0.000%
2 Amazon Basics Reclosable Gallon Food Storage Bags, Stand & Fill Base, 120 Count <small>ASIN: B083VWVFK8P Sold by: Amazon.com Services, Inc                      Order # 113-2313209-6429237</small>	1	\$10.38	\$10.38	0.000%

	Description	Qty	Unit price	Item subtotal before tax	Tax
3	Hammermill Colored Paper, 20 lb Blue Printer Paper, 8.5 x 11-1 Ream (500 Sheets) - Made in the USA, Pastel Paper, 103309R ASIN: B0013LANKC Sold by: Staples, Inc. Order # 113-3313936-9168205	1	\$11.23	\$11.23	0.000%
4	Nicecho Dot Markers Kit, 12 Colors Washable Fun Art Marker for Toddlers, Bingo Daubers for Preschool Children, Dab Paint Marker Set Coloring Supplies Including Activity Book ASIN: B08V4XN11H Sold by: xieman formal dianzishengwu co.,ltd Order # 113-2313209-6428237	1	\$11.99	\$11.99	0.000%
5	Comfy Package [15 in x 200 ft - 250 Sq.Ft] White Parchment Paper for Baking, Non-Stick Baking Paper - Parchment Paper Roll With Cutter for Air Fryer, Baking & Cooking ASIN: B0C3RTNLZG Sold by: Rikkel corp Order # 113-2313209-6428237	1	\$12.84	\$12.84	0.000%
6	Neenah Astrobrights 30% Recycled Bright Color Paper, 8 1/2in x 11in, 24 Lb, FSC Certified, Lunar Blue, Ream Of 500 Sheets, 21528 ASIN: B00098DQ7 Sold by: Staples, Inc. Order # 113-3313936-9168205	1	\$13.08	\$13.08	0.000%
7	Perfect Stix - Perfect Stix M Cotton Balls- 1000ct- 1M Medium Cotton Balls 2 Packs of 500. Total 1000 ASIN: B083KLTG03 Sold by: Amazon.com Services, Inc. Order # 113-2313209-6428237	1	\$13.69	\$13.69	0.000%
8	Elmer's Disappearing Purple School Glue Sticks, Washable, 7 Grams, 60 Count ASIN: B00909Y6SC Sold by: Amazon.com Services, Inc. Order # 113-3313209-6428237	1	\$14.97	\$14.97	0.000%
9	FUNZBO 20 pcs 5mm Fuse Beads Pegboards - Animal Shape Pegboards for Christmas Arts and Crafts Projects with Keychains, Hang Ropes and Beads Tweezers, Fuse Beads Gift Set ASIN: B0CCT0P6LS Sold by: DOLLARSIGN LIMITED Order # 113-2313209-6428237	1	\$14.98	\$14.98	0.000%

	Description	Qty	Unit price	Item subtotal before tax	Tax
10	<p>Crayola Silly Scents Twistables Crayons, Sweet Scented Crayons, 24 Count</p> <p>ASIN: B0734Z28HY Sold by: QH Order # 113-2313209-6428237</p>	1	\$17.80	\$17.80	0.000%
11	<p>TOPZEA 200 Pack Reusable Ice Cubes, PE Plastic Fruit Shape Ice Cubes for Cocktail, Whiskey, Beverages, to Chill Drinks, Washable Refreezable Ice Cubes, Bar Accessories, BPA Free, Assorted Colors</p> <p>ASIN: B0B13WGFKX Sold by: Xianyu Tang Order # 113-2313209-6428237</p>	1	\$18.99	\$18.99	0.000%
12	<p>MB Herbals Alum Powder 5 lb Bulk Pack   Purified Food Grade Granulated Potassium Alum Powder   Phitkari Powder   for Preserving Pickles Fabric Mordant</p> <p>ASIN: B0CWC1Y4MF Sold by: Phoenix Medicaments Private Limited Order # 113-2313209-6428237</p>	1	\$19.49	\$19.49	0.000%
13	<p>Scotch Thermal Laminating Pouches, 200 Pack Laminating Sheets, 3 Mil, 8.9 x 11.4 Inches, Holiday &amp; Craft Supplies, For Use With Thermal Laminators, Letter Size Sheets</p> <p>ASIN: B00CBAW1Y Sold by: Amazon.com Services, Inc Order # 113-2313209-6428237</p>	1	\$22.39	\$22.39	0.000%
14	<p>GAMENOTE Rotating Art Supplies Organizer - Lazy Susan Office School Supply for Kids Desk Organization and Storage Homeschool Craft Caddy Classroom Organization (Large)</p> <p>ASIN: B08RRW9JLZ Sold by: Guangzhou Zhuo-wei-sha Electronic Company Limited Order # 113-2313209-6428237</p>	1	\$24.98	\$24.98	0.000%
15	<p>Colorations Paraben-Free Fluorescent Simply Washable Tempera Paint- Set of 6, 8 oz. each</p> <p>ASIN: B0DBRMYLY4 Sold by: Amazon.com Services, Inc Order # 113-2313209-6428237</p>	1	\$27.99	\$27.99	0.000%

	Description	Qty	Unit price	Item subtotal before tax	Tax
16	<p>Crayola Broad Line Markers (12pks), Bulk Markers for School, Coloring Markers for Kids, Must Have Classroom Supplies for Teachers</p> <p>ASIN: B08CHNT6S3 Sold by: Amazon.com Services, Inc Order # 113-2313209-6428237</p>	1	\$31.08	\$31.08	0.000%
17	<p>Colorations Washable Tempera Shiny, Metallic Effect Paint, 16 fl oz, Set of 8 Colors, Non Toxic, Vibrant, Bold, Kids Paint, Craft, Hobby, Fun, Art Supplies</p> <p>ASIN: B005E9JTMC Sold by: Earlychildhood LLC Order # 113-3455433-4489845</p>	1	\$36.62	\$36.62	0.000%
18	<p>Colorations - SWT16 Simply Washable Tempera Paints, 16 fl oz, Set of 11 Colors, Non Toxic, Vibrant, Bold, Kids Paint, Craft, Hobby, Arts &amp; Crafts, Fun, Art Supplies</p> <p>ASIN: B005E9KJYE Sold by: Amazon.com Services, Inc Order # 113-2313209-6428237</p>	1	\$49.99	\$49.99	0.000%
19	<p>MIDELONG Foam Dice Set, 1.5 Inch Large Assorted Colorful Foam Dice Cubes with Number Dots, Playing Square Blocks Use for Gift Games Math Teaching Party Supplies, Pack of 6</p> <p>ASIN: BUCKWTXKVM Sold by: qionghaisiqianhangmaoyouxiangohgsi Order # 113-2313209-6428237</p>	1	\$6.91	\$6.91	0.000%
20	<p>Fuse Beads Boards 5mm Large Clear Plastic Pegboards for Kids Craft Beads 4 PCS</p> <p>ASIN: B068ZT5GCT Sold by: Huang Olson Order # 113-2313209-6428237</p>	1	\$6.99	\$6.99	0.000%
21	<p>Perler 80-22841 Beads Super Mario Bros 3 Fuse Bead Pattern Pad, 14pgs</p> <p>ASIN: B074S4YPDM Sold by: Amazon.com Services, Inc Order # 113-2313209-6428237</p>	1	\$7.89	\$7.89	0.000%
22	<p>Mr. Sketch Scented Stix Markers, Sticking Stuffers for Kids, Fine Tip Marker, Assorted Colors, 10 Count</p> <p>ASIN: B0006HXGQ2 Sold by: Amazon.com Services, Inc Order # 113-2313209-6428237</p>	1	\$8.70	\$8.70	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
23 Perler Beads Patterns and Craft Idea Book, 28 pgs ASIN: B007WDT38S Sold by: Amazon.com Services, Inc Order # 113-2313208-6428237	1	\$9.29	\$9.29	0.000%
24 BioColor Paint, Includes Gold & Silver, 16 oz. - Set of 13 (Item # BIOSET) ASIN: B005E9LQ58 Sold by: Earlychildhood LLC Order # 113-2456483-4438145	1	\$90.08	\$90.08	0.000%
25 Shipping & handling			\$22.83	0.000%
			<b>Total before tax</b>	\$515.37
			<b>Tax</b>	\$0.00
			<b>Amount due</b>	<b>\$515.37</b>

**FAQs**

**How is tax calculated?**

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190)

**How are digital products and services taxed?**

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202074670](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670)

**Meeting Date: April 15, 2025**

**AGENDA RECOMMENDATION**

**Agenda Item:** Street Maintenance Worker Position

**Recommendation/Action Requested:** Staff recommends approval of the attached internal transfer letter.

**Summary/Overview:**

The hiring committee has completed the selection process for the street maintenance worker position. The committee interviewed three applicants and recommends approval of the attached internal transfer letter to Pete Albu. Pete is the current water/wastewater foreman. Considering recent staff changes in the water/wastewater department, the proposed transfer is planned to take effect on September 15, 2025.

**Attachments:** Internal Transfer Letter



Sheila Stage  
Human Resources Coordinator  
Phone: 507-616-7400  
Fax: 507-637-2417  
sstage@ci.redwood-falls.mn.us

April 7, 2025

Pete Albu  
104 West Flynn Street  
Redwood Falls, MN 56283

Dear Pete;

This letter confirms your transfer and appointment as a Street Maintenance Worker, that is scheduled to be approved by the City Council on April 15, 2025.

Your starting salary based on the 2025 City of Redwood Falls Step Structure will be pay grade 4, step 7 or \$31.36/hourly. Your salary will be based on a forty-hour work week. You will be expected to work (8) hours/day and 40 hours/week. This position is eligible for overtime compensation or comp time. The hours for the position will normally work 7 a.m. to 4 p.m. Monday through Friday. This position will require varying hours of work from time to time that may necessitate some evening and weekend work due to weather and work demands. After an appropriate training period, you will be scheduled for "on call" and paid for "on call" status.

You will continue to be eligible for our full-time employee benefits package. You will continue receive the same vacation, and sick leave accrual benefits and your balances accrued will be transferred to your new position. Your Comp pay will also remain the same and your balance will be transferred to your new position.

You will be placed on a six-month probationary period. On January 1<sup>st</sup>, 2026, you will be eligible for a 3% COLA increase as established by the City Council. At your anniversary date of hire (February 3rd) each year after receiving a satisfactory job performance evaluation, you will be eligible for a step increase.

The effective date of the transfer will be worked out between departments to allow continuity in meeting the needs of the departments involved. It is anticipated that the transfer will occur by September 15, 2025. You will continue to be part of the Redwood Falls Public Employees Association. If you agree to the terms in this letter regarding the transfer to the Street Maintenance Worker, you will need to sign and date the back of this letter.

Sincerely,

A handwritten signature in black ink that reads 'Sheila Stage'.

Sheila Stage  
HR Coordinator  
cc: Personnel File

By signing below, I acknowledge I have received the foregoing information regarding my transfer offer and related pay and benefits provided in accordance with Minnesota Statutes sec. 181.032. I understand that the City of Redwood Falls employment is not for a specific term and can be terminated by me or by the City of Redwood Falls at any time for any reason, with or without cause.

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Date**

Once signed please, drop off at City Hall, email the entire offer letter to [sstage@ci.redwood-falls.mn.us](mailto:sstage@ci.redwood-falls.mn.us) or send to our confidential fax number at (507) 637-2417.

**Meeting Date: April 15, 2025**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 24 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 there are no concerns, adopt proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Resolution No. 24 Authorizes the bid award to Everstrong Construction Inc. for the Airport 80'x 80' hangar construction contingent upon approval and subsequent grant agreement from the Federal Aviation Administration (FAA) for \$837,042.32. The award approves the 80'x80'hangar base bid with Bid Alternate No. 1, price increase for a hydraulic door and bid alternate No. 2, price increase for in-floor heat. In addition, Resolution No. 24 approves the Construction and Administration Task Order No. 2025-4 with Bolton & Menk Inc. which would fall under the same contingencies.

Bids were received digitally and opened at 11:00 a.m. on April 9, 2025. Two bids were received for the Bid-Design-Build solicitation. APX Construction Group of Mankato MN proposed \$1,015,522.00. The engineers' estimate for the Project was \$1,004,000.00. The anticipated funding participation rates are 95% Federal, 2.5% State and 2.5% Local.

Task Order No. 2025- 4 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services for Construction and administration of the American Infrastructure Grant (AIG) not to exceed \$75,000.00 lump sum. The anticipated funding participation rates are 95% Federal, 2.5% State and 2.5% Local.

The Council approved the Airport Capital Improvement Plan (CIP) on September 17, 2024. This hangar project is listed on the CIP for 2025 construction and the 2025 proposed budget. The Council also approved the solicitation of bids by Resolution 18 of 2025 on March 18, 2025.

The Council should be aware the pre-application for the earmarked funds is due in June which requires 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 expected first draw of the grant to cover accrued expenses would begin in September 2025.

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

**Attachments:** Resolution No. 24 of 2025  
Recommendation to award by Silas Parmar, PE; BMI  
Task Order No. 2024-8

**RESOLUTION NO. 24 OF 2025**  
**AUTHORIZATION TO EXECUTE TASK ORDER NO. 2025-4**  
**FOR REDWOOD FALLS MUNICIPAL AIRPORT**  
**80'x 80' HANGAR CONSTRUCTION AND ADMINISTRATION**  
**INCLUDING BID AWARD WITH CONTINGENCIES**

**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**, at the March 18, 2025, City Council meeting, the Council authorized the Advertisement for Bids for the Airport 80' x 80' hangar construction Project; and

**WHEREAS**, on Wednesday, April 9, 2025, at 11:00 a.m., two bids were received digitally.

**WHEREAS**, Everstrong Construction Inc. is the low apparent bidder for the Airport 80'x 80' hangar construction project; and

**WHEREAS**, recommendation to award the contract to Everstrong Construction has been made by the City's Aviation Project Manager, Silas Parmar, Bolton and Menk, Inc.; and

**WHEREAS**, award is contingent upon approval and subsequent grant agreement from the Federal Aviation Administration (FAA) for \$837,042.32; and

**WHEREAS**, Task Order No. 2025-4 outlines the specific professional construction and administrative tasks to be completed by Bolton & Menk, Inc. presented as a lump sum of \$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 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 any 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 bid award described above, and subsequent contract is approved, contingent upon the approved grant agreement from the FAA for \$837,042.32, and shall be executed in the form submitted to the City Council and made part of this Resolution by reference.
2. Task Order No. 2025-4 is approved, contingent upon the approved grant agreement from the FAA for \$837,042.32, and shall be executed in the form submitted to the City Council and made a part of this Resolution by reference.
3. The task order and bid award 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 April 2025.

ATTEST:

---

Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
15th day of April 2025.

---

Notary Public



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

April 9, 2025

Honorable Mayor and City Council  
City of Redwood Falls, MN  
333 South Washington Street  
Redwood Falls, MN 56283

RE: Bid Results and Award Recommendation  
2025 Airport 80' x 80' Hangar Construction Project

Dear Mayor and Council:

On April 9, 2025, two bids were received for the 2025 Airport 80' x 80' Hangar Construction project. We recommend the city award the project Base Bid, 80'x80' Hangar, Bid Alternate No.1, Price Increase for Hydraulic Door, and Bid Alternate No.2, Price Increase for In-Floor Heat to the lowest responsible bidder, Everstrong Construction Inc., in the amount of \$837,042.32 based upon the availability of federal and state funding. The anticipated funding participation rates are 95% Federal, 2.5% State, and 2.5% Local

Below is the bid summary:

	BIDDERS	BASE BID	BID ALT. 1	BID ALT. 2	BID ALT. 3	BID ALT. 4
1	Everstrong Construction Inc.	\$769,293.00	\$5,000.00	\$62,749.32	(\$19,500.00)	(\$10,000.00)
2	APX Construction Group	\$979,380.00	(\$5,782.00)	\$41,924.00	(\$21,248.00)	(\$10,163.00)
	Engineer's Estimate	\$864,000.00	\$40,000.00	\$100,000.00	(\$20,000.00)	(\$10,000.00)

Currently the city has \$585,000 of FAA Bipartisan Infrastructure Law funds (BIL) available for the project. Including engineering, construction, and administration, the total amount of FAA funding required for the project is \$929,140.00. To achieve the required amount of FAA funding for the project, in 2026 the City can utilize the 2026 BIL fund appropriation of \$137,000.00 and borrow \$207,140.00 of FAA Nonprimary Entitlement funds from other airports.

If you have any questions about the 2025 Airport 80' x 80' Hangar Construction project, please feel welcome to contact me at 612-987-0138 or [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com)

Sincerely,

Silas Parmar, P.E.  
Aviation Project Manager

RWF 80' x 80' Hangar Bid Recommendation

April 9, 2025

Page:2 of 2

Enclosures: (2)

Cc: Jim Doering, City of Redwood Falls

**ABSTRACT**

80' X 80' Hangar Construction

Redwood Falls, MN

BMI Project # 24X.136335

City Project # 145

ITEM DESCRIPTION	UNIT	QUANTITY	ENGINEER ESTIMATE		EVERSTRONG CONSTRUCTION, INC.		APX CONSTRUCTION GROUP	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>BASE BID - 80' X 80' HANGAR</b>	LUMP SUM	1	\$864,000.00	\$864,000.00	\$769,293.00	\$769,293.00	\$979,380.00	\$979,380.00
<b>BID ALTERNATE 1 - HYDRAULIC DOOR</b>	LUMP SUM	1	\$40,000.00	\$40,000.00	\$5,000.00	\$5,000.00	(\$5,782.00)	(\$5,782.00)
<b>BID ALTERNATE 2 - IN-FLOOR HEAT</b>	LUMP SUM	1	\$100,000.00	\$100,000.00	\$62,749.32	\$62,749.32	\$41,924.00	\$41,924.00
<b>BID ALTERNATE 3 - DEDUCT AMOUNT FROM BASE BID FOR 18-FOOT DOOR CLEARANCE (BI-FOLD)</b>	LUMP SUM	-1	\$20,000.00	(\$20,000.00)	\$19,500.00	(\$19,500.00)	\$21,248.00	(\$21,248.00)
<b>BID ALTERNATE 4 - DEDUCT AMOUNT FROM BID ALTERNATE 1 FOR 18-FOOT DOOR CLEARANCE</b>	LUMP SUM	-1	\$10,000.00	(\$10,000.00)	\$10,000.00	(\$10,000.00)	\$10,163.00	(\$10,163.00)

<b>80' x 80' HANGAR COST BREAKDOWN</b>				
<b>PROFESSIONAL SERVICES</b>	<b>TOTAL</b>	<b>FAA (95%)</b>	<b>STATE (2.5%)</b>	<b>LOCAL (2.5%)</b>
DESIGN ENGINEERING - BMI	\$65,000.00	\$61,750.00	\$1,625.00	\$1,625.00
CONSTRUCTION ENGINEERING - BMI	\$75,000.00	\$71,250.00	\$1,875.00	\$1,875.00
<b>TOTAL ENGINEERING:</b>	<b>\$140,000.00</b>	<b>\$133,000.00</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>
<b>CONSTRUCTION</b>				
<b>CONSTRUCTION</b>	<b>TOTAL</b>	<b>FAA (95%)</b>	<b>STATE (2.5%)</b>	<b>LOCAL (2.5%)</b>
BASE BID: 80'X80' HANGAR - EVERSTRONG CNST.	\$769,293.00	\$730,828.35	\$19,232.33	\$19,232.33
BID ATL. 1: HYDRAULIC DOOR - EVERSTRONG CNST.	\$5,000.00	\$4,750.00	\$125.00	\$125.00
BID ALT. 2: IN-FLOOR HEAT - EVERSTRONG CNST.	\$62,749.32	\$59,611.85	\$1,568.73	\$1,568.73
<b>TOTAL CONSTRUCTION:</b>	<b>\$837,042.32</b>	<b>\$795,190.20</b>	<b>\$20,926.06</b>	<b>\$20,926.06</b>
<b>ADMINISTRATION</b>				
<b>ADMINISTRATION</b>	<b>TOTAL</b>	<b>FAA (95%)</b>	<b>STATE (2.5%)</b>	<b>LOCAL (2.5%)</b>
CITY OF REDWOOD FALLS	\$1,000.00	\$950.00	\$25.00	\$25.00
<b>TOTAL CITY ADMINISTRATION:</b>	<b>\$1,000.00</b>	<b>\$950.00</b>	<b>\$25.00</b>	<b>\$25.00</b>
<b>TOTAL PROJECT:</b>				
	<b>TOTAL</b>	<b>FAA (95%)</b>	<b>STATE (2.5%)</b>	<b>LOCAL (2.5%)</b>
	<b>\$978,042.32</b>	<b>\$929,140.20</b>	<b>\$24,451.06</b>	<b>\$24,451.06</b>
<b>AIG FUNDING SHARE</b>				
	<b>TOTAL</b>	<b>FAA (95%)</b>	<b>STATE (2.5%)</b>	<b>LOCAL (2.5%)</b>
<b>AIG FUNDING SHARE</b>	<b>\$615,789.47</b>	<b>\$585,000.00</b>	<b>\$15,394.74</b>	<b>\$15,394.74</b>
<b>FAA 2026 AIG FUND PRORATION \$137,000.00</b>				
<b>FAA 2026 AIP FUND PRORATION \$207,140.20</b>				
<b>2025 AIG FUNDING PARTICIPATION RATE 62.9614%</b>				



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

April 9, 2025

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)  
80' x 80' Hangar– Construction Administration AIG Funded  
BMI Task Order 2025-4  
Proposal for Professional Services

Dear Mr. Doering,

Bolton & Menk is pleased to submit our proposal for Professional Services for the 80' x 80' Hangar construction administration project at the Redwood Falls Municipal Airport.

At the October 1<sup>st</sup>, 2024 City Council meeting, Council authorized Bolton & Menk's proposal to complete design and bid administration services for construction of an 80'x80' Hangar at the Airport. Bids for the project were opened on April 9<sup>th</sup>, 2025.

This proposal will include construction administration services.

**SCOPE OF SERVICES:**

**TASK 2 CONSTRUCTION ADMINISTRATION:**

**2.1 Pre-Construction Meeting**

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

**2.2 Initial Construction Layout**

Consultant shall layout proposed construction for the Contractor. This shall require one trip to the airport by the Resident Project Representative and Surveyor.

**2.3 Prepare Contract Manuals**

The Consultant is required to check that the construction contracts are in order, verify Contractor

has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

#### **2.4 Construction Management**

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Sponsor. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

#### **2.5 Resident Project Representative Services**

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative for the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time Resident Project Representative** services will be provided. It is anticipated construction will begin in September 2025 and be completed in June 2026.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor in the event that the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.

- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- Attend and participate in construction progress meetings.
- Perform other services as reasonably required by the Sponsor and as outlined in the Contract Documents.

## **2.6 Final Inspection and Documentation**

Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

## **2.7 As-Built Plans**

Consultant will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

**2.8 As-Built Airport Layout Plan (ALP)**

Consultant shall update the ALP to reflect the proposed improvement and submit to FAA and MnDOT for review and approval.

**2.9 Project Closeout**

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

**CONSIDERATION:**

The services described above in this proposal shall be completed on a **LUMP SUM** basis of **\$75,000**.

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:**

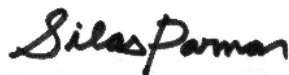
We anticipate the work can be performed according to the following schedule.

- Construction: September 2025 – June 2026
- Project Closeout: December 2026

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>	4/9/2025
<b>PROJECT:</b>	Redwood Falls Municipal Airport (RWF) - 80' x 80' Hangar - Construction Administration						<b>PREPARED BY:</b>	SP
		<b>Estimated Person Hours Required</b>						
<b>Task</b>	<b>Task Description</b>	<b>Sr. Eng.</b>	<b>Proj. Eng.</b>	<b>Grad. Eng.</b>	<b>Surveyor</b>	<b>Sr. Planner</b>	<b>Admin.</b>	<b>Totals</b>
<b>2</b>	<b>Construction Administration</b>							
2.1	Pre-Construction Meeting	12	0	12	0	0	2	26
2.2	Initial Construction Layout	0	0	8	8	0	0	16
2.3	Prepare Contract Manual	0	0	0	0	0	5	5
2.4	Construction Management	40	40	0	8	0	40	128
2.5	Resident Project Representative Service							0
	Number of Days	4	0	25	0	0	0	
	Hours Per Day	10	10	10	10	10	10	
	<b>Total Hours</b>	<b>40</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>290</b>
2.6	Final Inspection and Documentation	8	0	8	0	0	0	16
2.7	As-Built Plans	2	4	8	0	0	4	18
2.8	As-Built Airport Layout Plan	2	0	8	0	8	4	22
2.9	Project Closeout	2	8	4	0	0	8	22
	<b>Total Person Hours</b>	<b>106</b>	<b>52</b>	<b>298</b>	<b>16</b>	<b>8</b>	<b>63</b>	<b>543</b>
	Direct Labor Rate	\$60.00	\$40.00	\$30.00	\$45.00	\$27.00	\$27.00	
	<b>Total Direct Labor Cost</b>	<b>\$6,360.00</b>	<b>\$2,080.00</b>	<b>\$8,940.00</b>	<b>\$720.00</b>	<b>\$216.00</b>	<b>\$1,707.75</b>	<b>\$20,023.75</b>
	Overhead Rate 2.257	\$14,354.52	\$4,694.56	\$20,177.58	\$1,625.04	\$487.51	\$3,854.39	\$45,193.60
	<b>Subtotal Labor Cost</b>							<b>\$65,217.35</b>
	<b>Direct Expenses</b>							
	<b>Total Expenses</b>							<b>\$0.00</b>
	Fixed Fee 15% x Subtotal Labor Cost							\$9,782.60
	<b>Total Task 2</b>							<b>\$75,000.00</b>

**Meeting Date: April 15, 2025**

## **AGENDA RECOMMENDATION**

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

**Recommendation/Action Requested:** Staff requests the City Council formally establish the agenda for the April 29, 2025, work session.

**Summary/Overview:** The next City Council work session is scheduled for April 29, 2025. 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 items have been suggested as agenda items:

- Library Expansion Project Update
- Tree Committee

**Attachments:** None