



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
MAY 6, 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 15, 2025
  - B. April 15, 2025 – Board of Appeal and Equalization
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
  - A. Declare Airport Vehicle Surplus Property and Authorize Sale
  - B. Approve Community Transit Bus Local Cost Share
  - C. Approve North Redwood Lift Station Pump Replacement
  - D. Approve Front End Loader Trade
7. **Scheduled Public Hearings**
8. **Old Business**
  - A. Ordinance Amendments Pertaining to the Regulation and Sale of Tobacco – Ordinance #95
9. **Regular Agenda**
  - A. Summary Publication of Ordinance #95 – Resolution #25
  - B. Authorization to Submit Opioid Settlement Funds Grant Application
  - C. Jr. Cardinals Gymnastics Donation – Resolution #26
  - D. Application for Lead Water Line Replacement Funding – Resolution #27
  - E. Engineering Services Agreement for Centennial Woods Infrastructure Reconstruction – Resolution #28
  - F. Water Operator Position
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 15, 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 15, 2025, at 5:00 p.m.

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

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

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

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the April 1, 2025 minutes and April 7, 2025 minutes as presented. Motion passed by unanimous vote.

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

1. Parade Permit – Dakota Wicohan MMIR Walk

Motion passed by unanimous vote.

Mayor Quackenbush opened a public hearing at 5:02 p.m. to discuss delinquent utility accounts and surcharges.

Finance Director Klages introduced Resolution No. 21 of 2025 – Resolution Adopting Assessments for Delinquent Accounts and Resolution No. 22 of 2025 – Resolution Adopting Assessments for Unpaid Surcharges.

Ms. Klages stated the proposed Resolutions are to adopt assessments for delinquent utility accounts and surcharges that are more than 30 days past due. Similar resolutions are brought to the City Council on a quarterly basis in order to improve the time between the delinquent billing and the ability to disclose the information to new property owners. The delinquent account resolutions will be presented each year at the first meeting in January, April, July, and October.

Ms. Klages further explained the delinquent process. Delinquent letters are first mailed to the utility account holders. Delinquent letters are then mailed to the property owners if not collected from the account holders. Electricity consumed by a tenant is not assessable to the property. Any unpaid balance is then brought to Council to be approved by resolution. Any pending assessments passed by resolution and still outstanding as of November 1st will be charged a \$50.00 fee and are then transferred to Redwood County to be assessed on the tax rolls.

No one was present to provide comments during the hearing.

Mayor Quackenbush closed the public hearing at 5:03 p.m.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to waive the reading of Resolution No. 21 of 2025 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve Resolution No. 21 of 2025 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 22 of 2025 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve Resolution No. 22 of 2025 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

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 the proposed Ordinance was introduced at the April 7, 2025, Special City Council Meeting. 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.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve Ordinance No. 96, Fourth Series – An Ordinance Authorizing the Sale of Certain Real Property Located Within the City of Redwood Falls. Motion passed by the following roll call vote.

AYE: Council Members Smith, Kerkhoff, Sandgren, Arentson, and Guetter  
NO: None

City Attorney Dammann introduced 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.

Mr. Dammann stated 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. If there are no concerns, the 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.

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

Library Director Connie Lechner was present to introduce Resolution No. 23 of 2025 – Resolution Accepting Donations to the City.

Ms. Lechner stated Resolution 23 of 2025 authorizes the acceptance of a donation from the Redwood Area Library Foundation (RALF) in the amount of \$76,686.37. The majority of this donation will reimburse the City for library expansion-related expenses paid to Engan Associates, Inc., including the final payment for schematic design services, mileage for an on-site engineering visit, and full payment for completed design development work. Additionally, \$515.37 of the donation is designated by a specific donor to support the children’s area and related programming. Staff is requesting approval to accept the financial donation from RALF for the expenses.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 23 of 2025 – Resolution Accepting Donations to the City. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 23 of 2025 – Resolution Accepting Donations to the City. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Street Maintenance Worker Position.

Mr. Muetzel stated the hiring committee has completed the selection process for the street maintenance worker position. The committee interviewed three applicants and recommends approval of an internal transfer of 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.

A motion was made by Council Member Guetter and seconded by Council Member Sandgren to approve the Street Maintenance Worker Position to Pete Albu. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced 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.

Mr. Doering stated 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’ x 80’ 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.

Mr. Doering stated 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:

Everstrong Construction	\$837,042.32
APX Construction Group	\$1,015,522.00

The engineer’s estimate for the project was \$1,004,000.00. The anticipated funding participation rates are 95% Federal, 2.5% State, and 2.5% Local.

Mr. Doering stated 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. Council also approved the solicitation of bids by Resolution 18 of 2025 on March 18, 2025. 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.

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

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

City Administrator Muetzel introduced Agenda Item 9E - Establish City Council Work Session Agenda.

Mr. Muetzel stated the next City Council work session is scheduled for April 29, 2025. In order to prepare for the meeting and ensure adequate time is allowed for each agenda item, Staff is requesting Council formally establish the work session agenda. The following items have been suggested as agenda items:

1. Library Expansion Project Update
2. Tree Committee

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the City Council Work Session Agenda as presented. Motion passed by unanimous vote.

Mayor Quackenbush requested an update from Staff on tariff concerns, tree removal process, and the City's Nuisance Tree Policy.

City Administrator Muetzel stated Staff have not noticed any contractual changes or increases due to impending tariffs but have noticed the duration that quotes are valid for has been shortened.

City Administrator Muetzel stated tree removals have ceased for the year. Staff will begin with stump grinding and grass restoration. The only trees that would be removed at this time of year would be time-sensitive because it is a hazardous or a nuisance tree. The City doesn't currently own a stump grinder large enough to handle a majority of the tree stumps. The City contracts out the work to remove the tree stumps. Staff will investigate the cost of purchasing a stand-alone stump grinder. There is currently a Nuisance Tree Policy in place to handle dead or diseased trees. Staff will evaluate that policy and determine if it needs to be updated with the potential for increased nuisance trees from Emerald Ash Borer.

Public Works Project Coordinator Jim Doering stated Holtmeier Construction will be digging in an emergency sewer service at the entrance of the Presbyterian Church on Fourth Street. It was revealed that there were two sewer services coming out of the Church and only one was connected and the other one that serviced the old part of the church was missed. In order to tie in the missed sewer line, they will have to dig from the front doors of the Church and east 30 feet starting on Wednesday, April 16.

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

There being no further business, a motion was made by Council Member Sandgren and seconded by Council Member Arentson to adjourn the meeting at 5:42 p.m. Motion passed by unanimous vote.

ATTEST:

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

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

MINUTES  
 LOCAL BOARD OF APPEAL AND EQUALIZATION  
 CITY OF REDWOOD FALLS, MINNESOTA  
 TUESDAY, APRIL 15, 2025

Pursuant to due call and notice thereof, the Local Board of Appeal & Equalization Meeting of the City of Redwood Falls was held in the Municipal Building Council Chambers on Tuesday, April 15, 2025, at 6:00 p.m.

Roll call indicated Council Members Denise Kerkhoff, Matt Smith, Larry Arentson, Jim Sandgren, and Shannon Guetter were present. Also present were City Administrator Keith Muetzel, City Attorney Trenton Dammann, Deputy City Clerk Caitlin Kodet, County Assessor Jesse Jacobson, and City Property Appraiser Steve Elzenga.

County Assessor Jacobson certified there was a quorum with a trained member present.

Council President Smith called the Local Board of Appeal & Equalization Meeting to order.

County Assessor Jacobson stated estimated market values are determined by using the sales that were included in the sales study dates of October 1, 2023, through September 30, 2024. Redwood County uses a Computer-Aided Mass Appraisal (CAMA) system. In the 2024 sales study, there were 72 residential sales and 7 commercial sales. Currently, there have been 17 residential sales in 2025. The median ratio for the current year is 94%. The state's acceptable level is 90-105 percent. The 2024 Estimated Market Value changes were determined by the time trend, house grades, residential schedule change county wide, house schedules, land values, sales of properties, and direction from Department of Revenue.

County Assessor Jacobson received an inquiry from the property owner at 119 West 3<sup>rd</sup> Street regarding the property valuation. After further review, Redwood County staff is recommending to reduce the 2025 Estimated Market Value from \$155,700 to \$121,000. In prior tax years, the property was assessed as partially homestead. The value was adjusted to reflect the correction in property records. Following the adjustment the owners requested a reduction due to the property type as a 3-unit building. The property value is more accurately defined as an apartment building with 3-units as opposed to a single-family home. The recommended value is more in line with the value per unit given to apartment buildings.

Scott & Janet Scharlemann  
 119 West 3<sup>rd</sup> Street  
 88-200-3440

Valuation:       2025 = \$10,000 for land value (no change)  
                       2025 = \$111,000 for building value

Scott & Janet Scharlemann were not present to discuss the request.

After board discussion, a motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to adjust the 2025 Estimated Market Value to \$121,000, according to the recommendation of the County Assessor. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to adjourn the meeting at 6:30 p.m. Motion passed by unanimous vote.

ATTEST:

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

\_\_\_\_\_  
 Matt Smith  
 Council President

## AGENDA RECOMMENDATION

**Agenda Item:** Declare Airport Equipment as Surplus Property

**Recommendation/Action Requested:** Staff recommends declaring the following Redwood Falls Municipal Airport equipment as surplus property.

2016 Ford Explorer (decommissioned police squad) VIN: 1FM5K8AR1GGC61842.

**Attachments:** None

## AGENDA RECOMMENDATION

**Meeting Date:** May 6, 2025

**Agenda Item:** Local Share for New Community Transit Bus

**Recommendation/Action Requested:** Staff recommends approval of the local share payment.

**Summary/Overview:** United Community Action Partnership (UCAP) partners with Redwood County as the administrator of community transit services in the Redwood County service area. Historically, the local share for capital replacement costs of vehicles has been split between the City of Redwood Falls and Redwood County.

There have been major delays throughout the bus ordering process over the last five years. This bus was originally planned to be ordered in 2020 but got pushed back to January of 2023 and was finally received in April of 2025. Because of this delay, the required local match was not included in the 2025 budget and must be approved by council according to the City's purchasing policy. The total purchase price was \$147,300 with MNDOT covering 90% of the vehicle purchase. The remaining \$14,730 is split between the City and the County, with the City's share being \$7,365.00.

Staff recommends approval of the local share payment of \$7,365.00.

**Attachments:** UCAP Invoice



Helping People. Changing Lives.

1400 S Saratoga St. Marshall, MN 56258  
[p] (507) 537-1416 [f] (507) 537-1849

April 11, 2025

City of Redwood Falls – Finance Director  
333 S. Washington St.  
Redwood Falls, MN 56283

## INVOICE

Payable to: United Community Action Partnership – Community Transit

Approved for Year 2022 – Bus Capital

Vehicle Purchases	\$147,300.00
Deduct MNDOT Share-90%	-( \$132,570.00)
Remainder	\$14,730.00
Amount Approved (2020)	<u>\$7,365.00</u>

**AMOUNT DUE = \$ 7,365**

**Meeting Date: May 6, 2025**

**AGENDA RECOMMENDATION**

**Agenda Item:** Approve North Redwood Lift Station Pump Replacement

**Recommendation/Action Requested:** Staff requests approval of the pump replacement from Electric Pump in the amount of \$52,448.18.

**Summary/Overview:** The approved 2025 operating budget includes \$50,000.00 to replace one of the North Redwood lift station pumps. However, the total cost of the replacement exceeds the budgeted amount. As a result, City Council ratification is required to proceed with the purchase.

**Attachments:** Electric Pump Invoice



INVOICE		
DATE	NUMBER	PAGE
3/25/2025	030215	1 of 1

REMIT PAYMENT TO:  
4280 E 14TH ST  
DES MOINES, IA 50313

B COR104  
I CITY OF REDWOOD FALLS  
L PO BOX 526  
L REDWOOD FALLS, MN 56283-0526  
T  
O

602-49435-3389  
BH

S CITY OF REDWOOD FALLS  
H 1107 S MILL ST  
I PO BOX 526  
P REDWOOD FALLS, MN 56283--2241  
T  
O

ATTENTION:TOM STOUGH 507-430-1168 tstough@ci.redwood-falls.mn.us

CUSTOMER REF/PO#		JOB #	JOB TITLE		SLP	SHIPPING TYPE	TERMS
100724TDR0934		0503165	NORTH REDWOOD, REPLACEMENT FLYGT PUMP		PLS/TR	BEST WAY	NET 30
QUANTITY		UM	PART NO.	DESCRIPTION	UNIT PRICE	EXTENDED	
B/O	Ship						
0.00	1.00	EA	31718300002	FLYGT,PUMP,NON-CLOG NP275-4 35/460/3 50FT FM FLS FV Serial: 2470003	\$46,523.00		\$46,523.00
0.00	1.00	EA	1400000407129	FLYGT,MINI-CASII /FUS 120/24VAC 24VDC	\$802.00		\$802.00
0.00	1.00	EA	SR3P-06	IDEC,11 PIN SOCKET 70174923	\$12.00		\$12.00
0.00	9.00	HR	TRAVEL	TRIP CHARGE - (2) TRUCKS	\$160.00		\$1,440.00
0.00	348.00	EA	MILEAGE	SERVICE TECH MILEAGE	\$2.25		\$783.00
0.00	6.00	HR	ML	MECHANICAL LABOR	\$160.00		\$960.00
0.00	8.00	HR	EL	ELECTRICAL LABOR	\$180.00		\$1,440.00
0.00	2.00	EA	SH2B-05	IDEC,RELAY SOCKET 8 PIN FREIGHT CHARGES	\$6.00		\$12.00 \$476.18

*A 1.5% late charge will be added to accounts over 30 days.	<b>SUBTOTAL:</b> \$52,448.18
*Credit Card Payments over \$5,000.00 are subject to an additional 3% convenience charge.	<b>TAX:</b> \$0.00
*All return goods must have written approval from Electric Pump before returning. Credit will not be issued without written approval; if applicable, there will be a Restock Fee.	<b>TOTAL:</b> \$52,448.18

4280 E 14th Street, Des Moines, IA 50313-2604  
201 4th Ave SW New Prague, MN 56071-2347

\*  
\*

Telephone 515-265-2222  
Telephone 952-758-6600

**Meeting Date: May 6, 2025**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Front End Loader Trade

**Recommendation/Action Requested:** Staff recommends approval of the RDO loader trade proposal.

**Summary/Overview:** The street department owns four John Deere front-end loaders that are used for snow removal and street maintenance activities. Depending on trade-in values, the loaders are normally traded every other year. Staff requests approval to trade a 2022 John Deere 544 loader for a net cost of \$82,560.06 which will be funded through our equipment replacement fund.

**Attachments:** Loader Quote

## Comments

Contract #011723-JDC  
Member ID: 2406

### Agriculture Material Handling

Requires the following:

- Trim Package 2 or 3
- Joystick Controls
- Three Function Hydraulics
- Axle Oil Cooling & Filtration
- Debris Package
- Maintenance and Service Package

### Level 3 Trim Includes:

- Flat Black Exhaust
- 140 Amp Alternator
- 15 Amp Converter
- LED Work and Drive Lights
- Premium Seat, Heated and Ventilated with Heavy Duty Air Suspension
- Ride Control

### Level 4 Performance

Package includes:

- Locking Front Differential
- Locking Rear Differential
- Auto Diff Lock
- Throttle Lock
- Pile Slip Assist
- Wheel Spin Control
- 5-Speed Powershift Transmission with Lock-up Torque Converter

### Level 2 Fleet Health

Includes: Auto Active Warm Up, Auto Daily Fluid Checks, Fluid Loss Monitoring, Battery Health Monitoring, Mobile Alerts

Coming Soon: Remote Start & System Checks, Remote Systems Warm Up, Fleet Level Checks

### Cold Weather Package

Package includes:

- Block Heater
- Hydrau XR Hydraulic Oil (provides all-season capability in ambient temperatures ranging from -40C to 40C (-40F to 104F))

### Cold Weather Starting includes:

- Engine Block Heater

### Debris Package Package includes:

- Automatic Reversing Hydraulic Fan
- Cab Fresh Air Precleaner
- Engine Air Intake System with Centrifugal Precleaner

### Maintenance and Service Package:

- Engine Compartment Light
- Environmental Drain

### Auxiliary Equipment Package:

- Beacon Light (Amber)
- Seat Belt Indicator Beacon Light (Green)
- Fire Extinguisher
- Slow Moving Vehicle Emblem
- License Plate Bracket

## Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	List Price Per Unit	Cash Price
1	TBD TBD	0	New 2025 JOHN DEERE 544P		\$381,246.00
			6032DW 544 P-Tier Wheel Loader	\$300,538.00	
			0202 United States	\$0.00	
			0259 English	\$0.00	
			0351 Translated Text Labels	\$0.00	
			0402 Agriculture Material Handling	(\$1,433.00)	

0452 High Lift Z-BAR	\$4,643.00	
0613 Level 3 Trim	\$7,818.00	
0659 Level 4 Performance	\$9,043.00	
8065 Cold Weather Starting	\$259.00	
8501 Debris Package	\$3,476.00	
8505 Guards - Transmission & Bottom	\$2,167.00	
8502 Maintenance and Service Package	\$629.00	
8508 Auxiliary Equipment Package	\$1,193.00	
8042 Axle Oil Cooling and Filtration	\$2,885.00	
0951 Rear Camera (Primary Display)	\$0.00	
1100 Less Detection System	\$0.00	
1210 Premium Package Radio	\$400.00	
1301 Left Side Steps	\$0.00	
183Q JDLINK™ Satellite	\$3,215.00	
1862 Level 2 Fleet Health	\$0.00	
2201 Less Payload Scale w/ Cycle Counter	\$126.00	
2261 8 IN (203mm) Touchscreen Display	\$0.00	
2300 Less Secondary Display	\$0.00	
4065 John Deere 4.5L - FT4/SV	\$0.00	
6522 Standard Hitch w/ Pin & Rear Counterweight	\$0.00	
7026 Joystick Controls	\$0.00	
7054 Three Function Hydraulics	\$2,377.00	
5114 Michelin XTLA - 20.5R25 L2 1-Star Radial Tires w/ 3 PC Rims	\$23,036.00	
5553 Full Coverage Front Fenders	\$341.00	
7403 Hydraulic Coupler - JRB 416 Pattern	\$8,407.00	
7823 3.25 YD (2.50 CM) Enhanced Performance	\$11,074.00	
7458 Bolt-On Cutting Edge	\$1,052.00	
7500 Less Fork Frame	\$0.00	
7700 Less Tines	\$0.00	
Customer Discount 39% Off Deere List   Sourcewell Contract #011723-JDC		(\$148,685.94)

**Equipment Subtotal: \$232,560.06**

**Trade Information**

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade in Value
1DW544PAJMLH12976	2022 JOHN DEERE 544P	\$0.00	2098	(\$150,000.00)
			<b>Total Trade In Value:</b>	<b>(\$150,000.00)</b>
			<b>Trade Balance Owed:</b>	<b>\$0.00</b>
			<b>Net Difference:</b>	<b>(\$150,000.00)</b>

**Purchase Order Totals**

<b>Balance:</b>	\$82,560.06
<b>Total Taxable Amount:</b>	\$0.00
<b>MN STATE TAX:</b>	\$0.00
<b>MN CITY TAX:</b>	\$0.00
<b>Sales Tax Total:</b>	\$0.00
<b>Sub Total:</b>	\$82,560.06
<b>Cash with Order:</b>	\$0.00
<b>Balance Due:</b>	<b>\$82,560.06</b>

AGENDA MEMO

**Meeting Date:** May 6, 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:** The proposed ordinance was introduced at the April 15, 2025, 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:** 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 definitions.

State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 95, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 25 of 2025 and Exhibit A, which contains the summary of Ordinance No. 95 for publication.

**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. 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

(City Seal)

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

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

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

**Introduction:** 04/15/2025  
**Posting:** 04/17/2025  
**Adopted:**  
**Approval Published:**

AGENDA MEMO

**Meeting Date:** May 6, 2025

**Agenda Item:** Resolution No. 25 of 2025 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of 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 Resolution or make a motion to waive the reading of the Resolution. Discuss the proposed Resolution. If there are no concerns, adopt the proposed Resolution by motion in accordance with Chapter 4 of the City Charter and Minn. Stat. § 412.191.

**Summary/Overview:** State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 95, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 25 of 2025 and Exhibit A, which contains the summary of Ordinance No. 95 for publication. Both documents are attached.

**Attachment:** Resolution No. 25 of 2025  
Exhibit A – Summary Publication

**RESOLUTION NO. 25 OF 2025**

**A RESOLUTION OF THE CITY OF REDWOOD FALLS PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 95, FOURTH SERIES, AN ORDINANCE AMENDING REDWOOD FALLS CODE OF ORDINANCES §6.23 PERTAINING TO THE REGULATION AND SALE OF TOBACCO**

**WHEREAS**, on May 6, 2025, at the regular Redwood Falls City Council meeting, by majority vote, the City Council adopted Ordinance No. 95, Fourth Series, An Ordinance Amending Redwood Falls Code of Ordinances §6.23 Pertaining to the Regulation and Sale of Tobacco; and

**WHEREAS**, State law requires that all ordinances adopted be published prior to becoming effective; and

**WHEREAS**, the Ordinance is lengthy; and

**WHEREAS**, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

**WHEREAS**, The City Council believes that the Summary Publication, as identified in Exhibit A attached hereto, would clearly inform the public of the intent and effect of the Ordinance; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA**, that the City Administrator shall cause Ordinance No. 95, Fourth Series to be published in summary in the official newspaper in lieu of the entire ordinance.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 6<sup>th</sup> day of May 2025.

ATTEST:

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

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

(City Seal)

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

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

## **EXHIBIT A**

### **PUBLIC NOTICE**

#### **SUMMARY PUBLICATION OF ORDINANCE NO. 95, FOURTH SERIES**

The following is the official summary of Ordinance No. 95, Fourth Series, Titled “An Ordinance Amending Redwood Falls Code of Ordinances §6.23 Pertaining to the Regulation and Sale of Tobacco.”

Approved by the City Council of the City of Redwood Falls on May 6, 2025. Ordinance No. 95, Fourth Series amends the Redwood Falls City Code of Ordinances §6.23 by raising the minimum legal sales age for commercial tobacco products to 21; adding license application requirements and grounds for license denial, revocation, and suspension; modifying fines and penalties for violations of the ordinance, updating compliance check protocols, eliminating 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 definitions, among other amendments.

The purpose of Ordinance No. 95, Fourth Series is to update Redwood Falls City Code §6.23 to be consistent with state 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.

Please note the foregoing is only a summary. A complete copy of the full ordinance is available at Redwood Falls City Hall, located at 333 South Washington Street, Redwood Falls, MN, during regular business hours or on the City website at <https://ci.redwood-falls.mn.us/city-government/city-code-of-ordinances>.

This ordinance was enacted after presentation for a second reading pursuant to Chapter 4 of the City Charter and after notice was sent by mail to all current tobacco licensees pursuant to Minn. Stat. § 461.19. This ordinance shall be effective immediately upon its passage and publication.

Passed and Adopted by the Redwood Falls City Council May 6, 2025.

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Keith Muetzel  
City Administrator

Meeting Date: May 6, 2025

### **Agenda Recommendation**

**Agenda Item:** Authorization to Submit Application to Southwest Health and Human Services Opioid Settlement Advisory Council

**Recommendation/Action Requested:** Staff Recommends approval to submit application

### **Summary/Overview:**

Over the last several years the Minnesota Attorney General has been a party to settlement agreements involving multiple opioid distributors and manufacturers. These settlements have resulted in several hundred million dollars being allocated to the State of Minnesota to combat the opioid crisis. The Minnesota Attorney General's office has worked with Minnesota cities and counties to reach agreements on how to allocate and distribute these funds.

Beginning in 2023, Southwest Health and Human Services (SWHHS) began receiving annual installments of settlement money and created an application process whereby requests for these funds could be made to that organization. The latest round of settlement funds have been distributed and applications are now being taken.

Under Minnesota Statute 626.8443, subdivision 3, all on-duty police officers must carry no less than two doses of unexpired opiate antagonist, commonly known as Narcan. Historically, RFPD officers have received their Narcan doses through the local ambulance service or other health care provider sources, however, all state grant funds for Narcan have been depleted and these organizations are not able to provide doses to RFPD. Furthermore, these doses have expiration dates and RFPD's Narcan doses are in desperate need of replacement.

Staff is requesting authorization to submit an application to SWHHS for funds to purchase replacement Narcan for all RFPD officers and additional funds for future purchases.

### **Attachments:**

SWHHS Opioid Settlement Funds Notice 2025

## **Making the Most of Opioid Settlement Funds in Southwest Minnesota**

The impact of opioid epidemic can be felt in communities both large and small throughout the United States. In 2021, a national settlement spanning over 18 years was reached between various pharmaceutical companies and the United States government in order to attempt to reduce damage done and prevent further harm from opioid use/misuse. These funds, paired with national efforts to reform pharmaceutical regulations, work to mitigate harm done to our communities and to improve the lives of all Americans.

In Southwest Minnesota, early use of these funds has been used to initiate several significant programs; launching medication assisted treatment and case management for pregnant and postpartum people, creating licensed alcohol and drug counselor academic programs, funding K-9 detection dogs for law enforcement, expanding detox facilities, and improving community awareness surrounding substance misuse. These initiatives, among others, are actively addressing the effects of addiction within our communities.

“With the funds provided from the Opioid Settlement, the Buffalo Ridge Drug & Violent Crime Task Force was able to purchase a trace narcotics detection system. With the use of this system, agents have been able to successfully identify, detect, and confirm the presence of narcotics including but not limited to opioids found in different narcotics safely,” stated the Commander of the Buffalo Ridge Drug and Violent Crime Task Force.

A third round of funding will be available from April 21<sup>st</sup>, 2025, to May 23<sup>rd</sup>, 2025, for organizations to apply for these settlement funds in Lyon, Pipestone, Redwood, and Rock counties. Priority will be given to applicants that emphasize prevention and raise community awareness regarding substance misuse (other categories include harm reduction, treatment/recovery, and criminal justice). Organizations with innovative and solution-based proposals are encouraged to apply.

Any questions about the applications process or funds available can be directed to Kristin Deacon or Jenna Stephenson at [opioid.settlementfunding@swhhsmn.gov](mailto:opioid.settlementfunding@swhhsmn.gov).

## AGENDA RECOMMENDATION

**Council Meeting Date:** May 6<sup>th</sup>, 2025

**Agenda Item:** Resolution No. 26 of 2025 – Resolution Accepting Donation for the Jr. Cardinals Gymnastics Team

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

**Summary/Overview:** Attached is Resolution No. 26 of 2025 accepting a financial donation in the amount of \$3,600 from the Melvin Daskam Post #38 (Redwood Falls American Legion).

City staff would like to thank members of the American Legion for their generous donation to the Jr. Cardinals Gymnastics program. The funds will help offset costs of participation meet fees, competition leotards, and equipment purchases needed to improve the skills of the gymnasts.

Staff is requesting approval to accept the financial donation from the Redwood Falls American Legion Melvin Daskam Post #38.

**Attachments:** Resolution No. 26 of 2025

**RESOLUTION NO. 26 OF 2025**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

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

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

<u>Name of Donor</u>	<u>Amount</u>
Melvin Daskam Post #38 (Redwood Falls American Legion)	\$3,600.00

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

Terms or Conditions  
Contribution towards Jr. Cardinal Gymnastics program.

**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 6<sup>th</sup> day of May 2025.

ATTEST:

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

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

(City Seal)

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

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

**Meeting Date: May 6, 2025**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 27 of 2025

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

**Summary/Overview:** This is a resolution to ratify and approve the application submitted on April 28, 2025, to meet the quick deadline of May 2, 2025. The application is to place the City of Redwood Falls Lead and Galvanized Service Line (LSL) Replacement Project on the Minnesota Department of Health (MDH), Project Priority List (PPL) i.e. step 1. In addition, the resolution authorizes step 2 of the funding process to apply to the Minnesota Public Facilities Authority (MFPA) to be listed on the intended use plan (IUP). The deadline for the IUP is Friday June 6, 2025, to be placed on the 2026 IUP.

Currently the State of Minnesota through MDH has funding available to cover the replacement of known lead and galvanized service lines that include both the city or street side of the curb stop and on the private side i.e. curb stop into the house. Currently the City has 149 known lead and galvanized lines identified and the engineers' estimate indicates each service replacement off recent bids at \$24,000.00 each. Roughly \$14,000.00 is for the street portion and \$10,000.00 is for the private side of the curb stop.

The total amount of the project is reflected at \$4,470,000.00 in the application. The replacement program is currently at 100% funding with no local share. However, the municipal side of the replacement is covered by 50% grant and 50% loan that is forgivable at the time of project closing. Best guess is that this is an incentive to push the project along quickly and not drag it out.

Due to the time constraints, the application was submitted on Monday April 28, 2025. This agenda item will ratify the application that is in the best interest of the community. The LSL inventory is still on going. There are currently 376 private-side services unaccounted for and 834 locations on the municipal side i.e. from the main to the curb stop that need to be investigated. MDH this past winter requested municipalities that have undocumented services to apply to be put on a funding list to receive a future grant to assist with investigating these outlying services. Staff did respond and requested to be put on the list for future funding when it becomes available.

**Attachments:**

- Resolution No. 27 of 2025
- Submitted PPL application
- Supporting service mapping

**RESOLUTION NO. 27 OF 2025**

**A RESOLUTION TO APPROVE THE APPLICATION FOR  
LEAD AND GALVANIZED SERVICE LINE REPLACEMENT FUNDING  
THROUGH THE MINNESOTA DEPARTMENT OF HEALTH  
AND THE MINNESOTA PUBLIC FACILITIES AUTHORITY**

**WHEREAS**, the City of Redwood Falls has conducted a lead service line (LSL) inventory as required by the Environmental Protection Agency (EPA) and the Minnesota Department of Health (MDH); and

**WHEREAS**, the current inventory has identified 149 lead/galvanized service lines on both the public and private sides of the curb stops at a total estimated replacement cost of \$4,470,000.00; and

**WHEREAS**, MDH solicited municipalities to propose their projects and be listed on the Project Priority List (PPL) by May 2, 2025, as step 1 of securing Drinking Water Revolving Fund (DWRF) dollars; and

**WHEREAS**, the Minnesota Public Facilities Authority (MPFA) has a solicitation for municipalities to list their PPL project on their Intended Use Plan (IUP) by June 6, 2025, as step 2 of securing DWRF funding; and

**WHEREAS**, the current funding program is promoted as 100% grant for the private side of the curb-stop and ultimately 100% for the municipal side with 50% grant and 50% forgivable loan at the completion of the project; and

**FURTHERMORE**, the City of Redwood Falls is committed to securing funds to offset the cost burden of implementing mandated changes from the EPA and MDH to its utility customers. The Mayor and/or City Administrator are authorized to sign any subsequent grant agreements, loan agreements, amendments, and to negotiate in good faith for the success of the project.

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

1. The Redwood Falls City Council hereby approves both applications to the MDH PPL and MPFA IUP for SFY 2026 grant and loan funding.
2. The City of Redwood Falls is committed to the development and construction of the proposed LSL project in accordance with the applicable statutes of the State of Minnesota.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls on this 6th day of May 2025.

ATTEST:

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

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

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

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

# Application for Project Priority List

## LEAD SERVICE LINE REPLACEMENT PROJECT

This application form is intended to be used by water utilities to place projects for lead service line replacement on the Minnesota Department of Health’s (MDH) Project Priority List (PPL). The first step in securing LSLR funding for your project is completing this application for placement on the PPL. **Applications for the 2026 PPL must be submitted to MDH by May 2, 2025.** Submit completed applications to [health.dwrfapplication@state.mn.us](mailto:health.dwrfapplication@state.mn.us).

Water Utility (PWS) 1640008

Project Name City of Redwood Falls Lead and Galvanized Service Line Replacement

### Contact Information

#### City/Water Utility (PWS)

Name Blake Hagert

Title Water/Wastewater Superintendent

Company City of Redwood Falls

Phone number (507) 640-0053

Email bhagert@ci.redwood-falls.mn.us

#### Consultant (If applicable)

Name Owen Todd, PE

Title Municipal Project Manager

Company Bolton & Menk, Inc.

Phone number (507) 317-3102

Email owen.todd@bolton-menk.com

Is this proposal for a new project to be listed on the PPL or an update to a project currently listed on the PPL?

- New project.       Update to existing project.

If this is for an update to an existing project, please give the name of the project.

APPLICATION FOR PROJECT PRIORITY LIST

Is this project being done in conjunction with a watermain replacement project?

- Standalone LSL replacement project.
- Project in conjunction with watermain project being funded by DWRP.

If this project is in conjunction with a watermain replacement project, please enter the project name.

**Service line ownership**

- Utility owns from watermain to curb stop and customer owns from curb stop to building.
- Customer owns entire service line from watermain to building.

Other (please describe)

**Number of service lines to be replaced in project area**

Service Line	Service line replaced (Enter number)
Lead	108
Galvanized Requiring Replacement (GRR)	41
Unknowns likely to be lead/GRR (must be identified prior to replacement)	0

**Cost estimate**

Item	Cost
Construction: Replace 149 service lines at \$ 24,000 each	\$ 3,576,000.00
Engineering & Admin (15%)	\$ 536,400.00
Contingency (10%)	\$ 357,600.00
<b>Total</b>	<b>\$ 4,470,000.00</b>

**Project schedule**

Schedule	Date
Submit plan submittal guide information to MDH	February 2026
Submit funding application to Public Facilities Authority (PFA)	June 2025
Bid project (if applicable)	March 2026

APPLICATION FOR PROJECT PRIORITY LIST

Schedule	Date
Begin construction	May 2026
Completion (estimated date of final completion)	October 2026

**Map**

- A map of the project area is included as a separate attachment. The map identifies properties for service line replacement during this project.

**Addresses (if available)**

- A list of addresses of proposed service line replacements is included as a separate attachment.

**Prioritization Plan (check all that apply)**

- This project will replace all LSLs on the system.
- This project is being done in coordination with a watermain replacement project.

If neither box above is checked, describe the utility’s plan to prioritize replacements based on the following criteria:

1. Removing lead service lines that are an imminent threat to public health and safety.
2. Targeting areas with children with elevated blood lead levels.
3. Targeting areas with children under the age of five.
4. Targeting lead service lines that provide drinking water to schools, licensed child care facilities, or other properties known to be used by disproportionately large numbers of children.
5. Targeting areas with lower-income residents and other disadvantaged communities.

Further information to assist with making this determination can be found at [Lead Service Line \(LSL\) Replacement Funding Program](https://www.health.state.mn.us/communities/environment/water/lslrfund.html) (<https://www.health.state.mn.us/communities/environment/water/lslrfund.html>).

**Prioritization Plan Description**

This project will replace all known lead and galvanized service lines. The city may reapply if additional lead or galvanized services are found.

- We understand that funding will only be provided for service lines that are classified entirely as non-lead at the completion of the project. (Complete service line replacement is required.)

Anticipated year that all lead/GRR will be replaced on your system 2026

APPLICATION FOR PROJECT PRIORITY LIST

**Authorized Representative**

On behalf of an eligible project as their authorized authority, I hereby submit this application for placement on the PPL.

Name Blake Hagert

Title Water/Wastewater Superintendent

Phone number (507) 640-0053

Email bhagert@ci.redwood-falls.mn.us

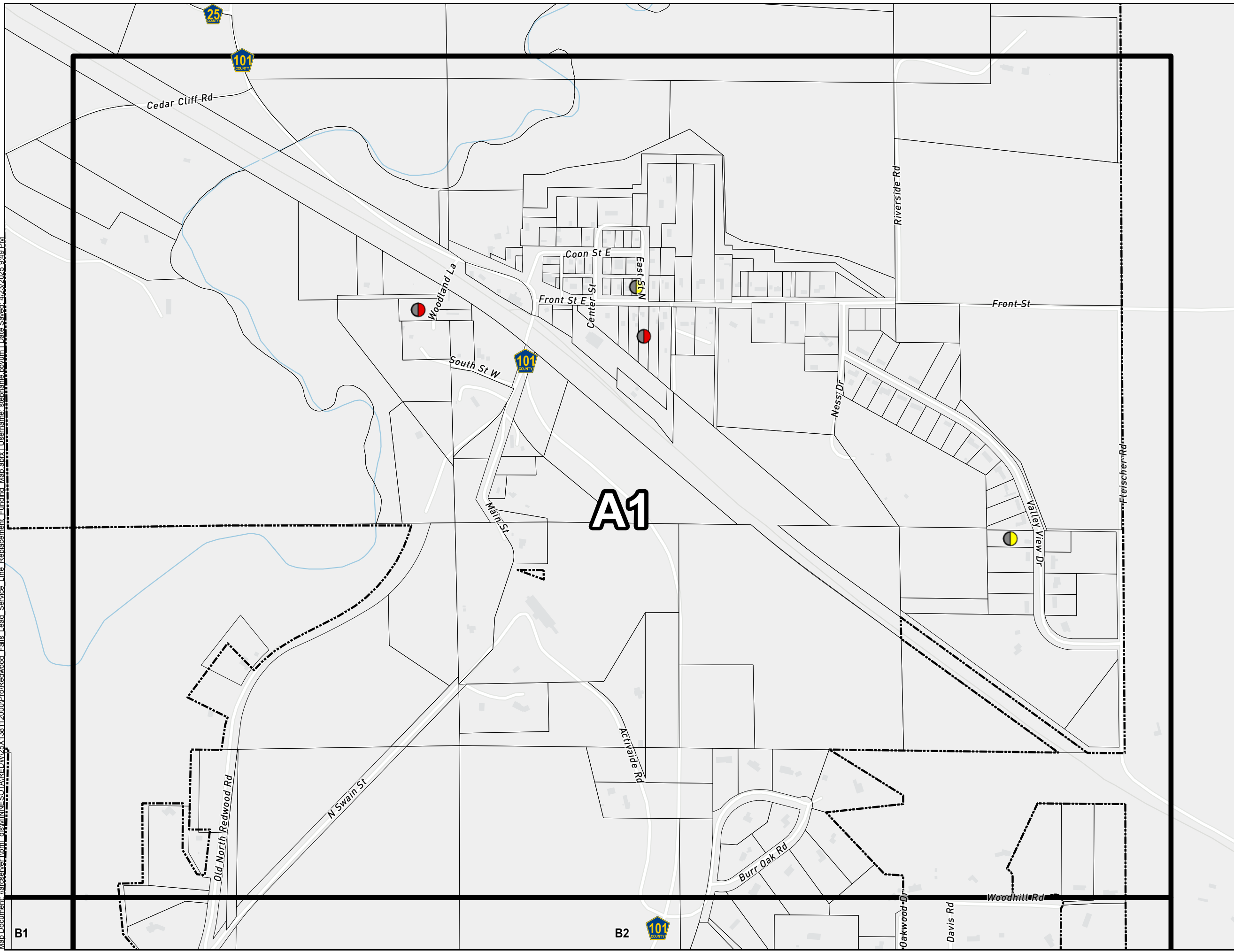
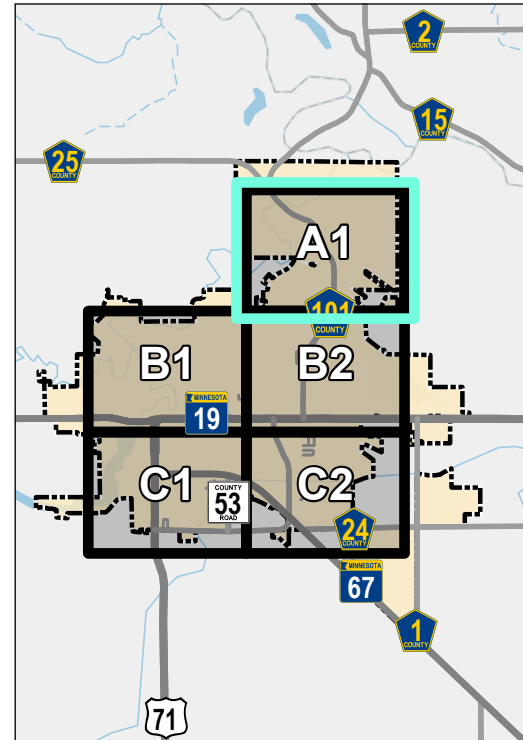
Minnesota Department of Health  
Drinking Water Protection  
651-201-4700  
[www.health.state.mn.us](http://www.health.state.mn.us)

02/10/2025

*To obtain this information in a different format, call: 651-201-4700.*



LOCATION MAP

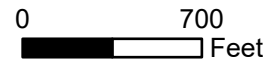


Legend

Utility Status | Customer Status

- Non-Lead | Lead
- Non-Lead | Galvanized
- Unknown | Lead
- Unknown | Galvanized

- Parcels
- City Limits



Source: Esri, Redwood County, City of Redwood Falls, MnDOT

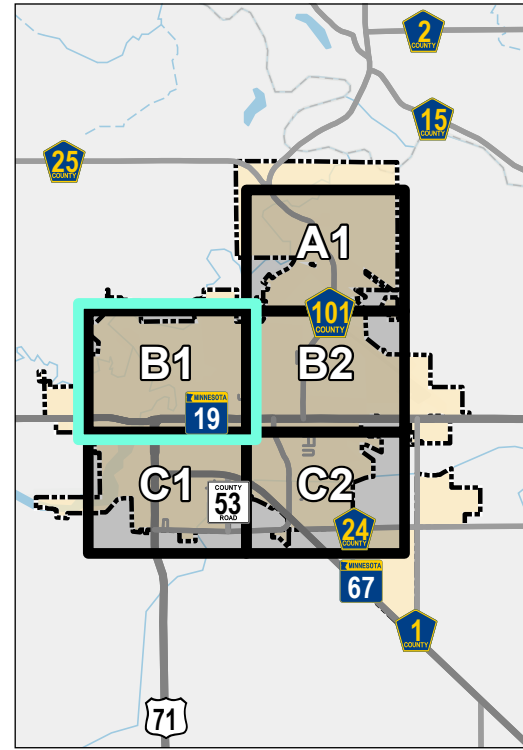


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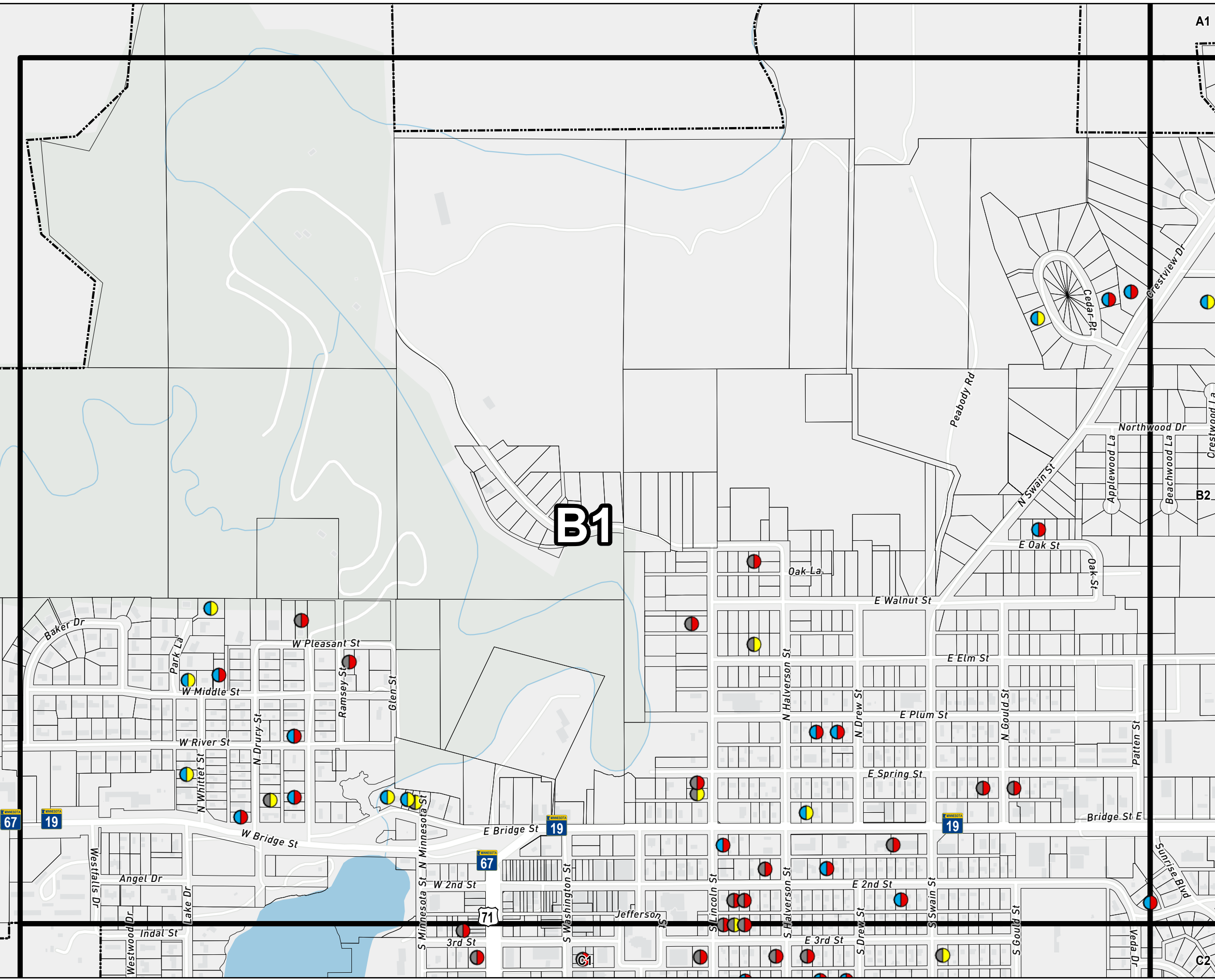
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LOCATION MAP



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Legend

Utility Status | Customer Status

- Non-Lead | Lead
- Non-Lead | Galvanized
- Unknown | Lead
- Unknown | Galvanized

- Parcels
- City Limits



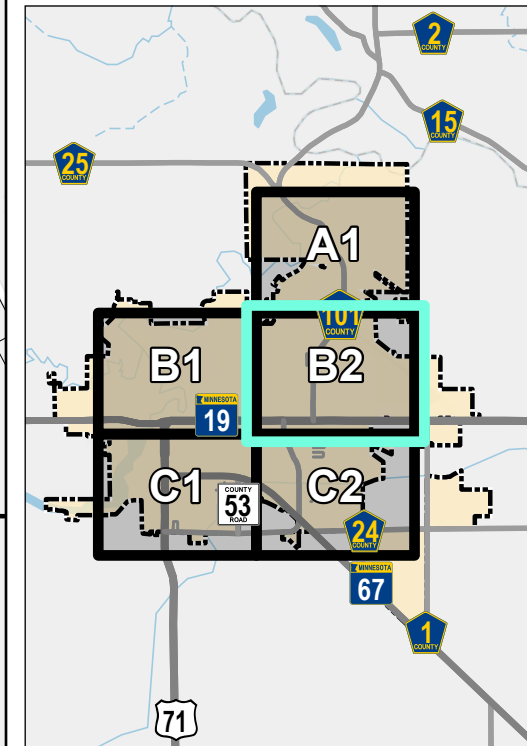
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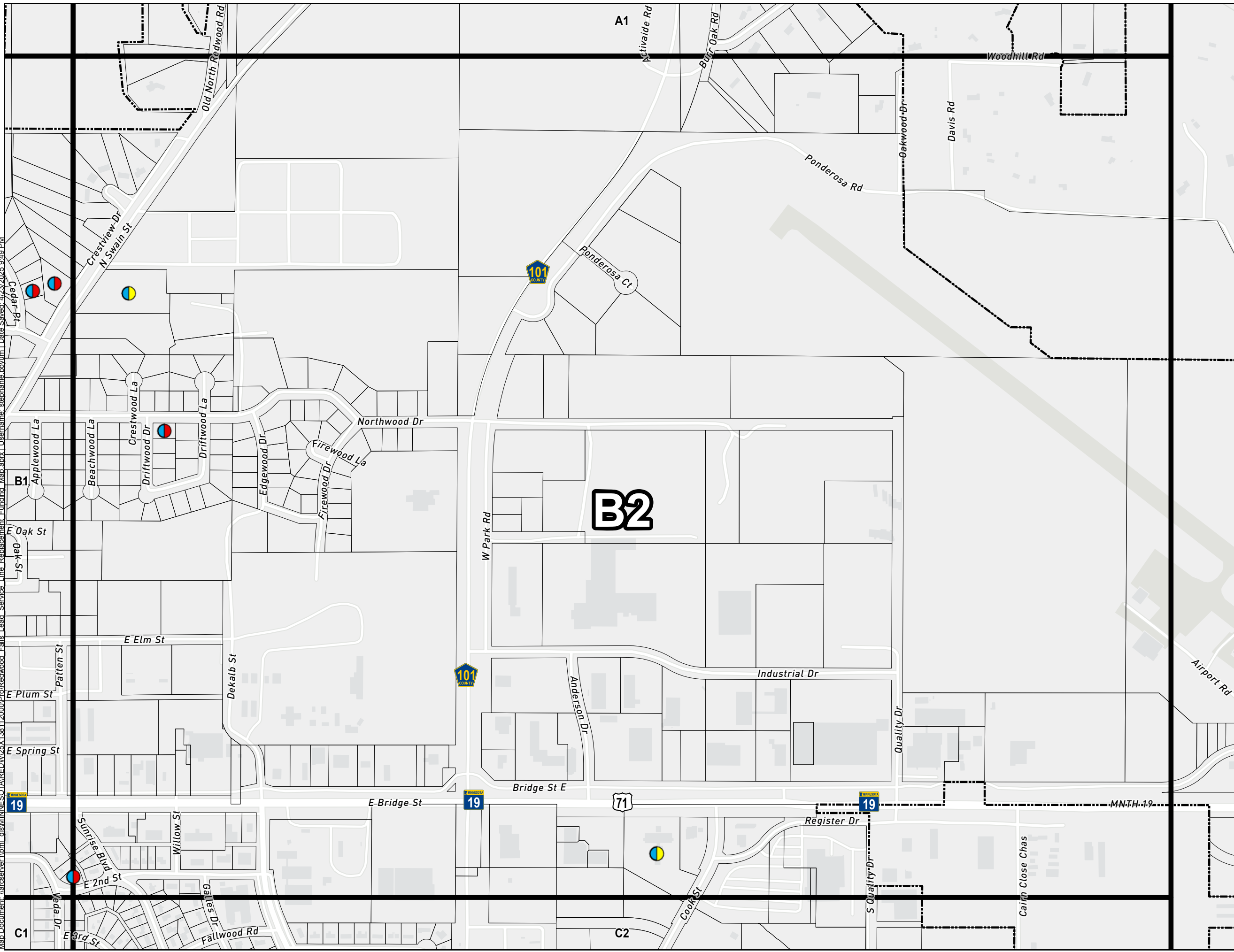
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LOCATION MAP



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Legend

Utility Status | Customer Status

- Non-Lead | Lead
- Non-Lead | Galvanized
- Unknown | Lead
- Unknown | Galvanized

- Parcels
- City Limits

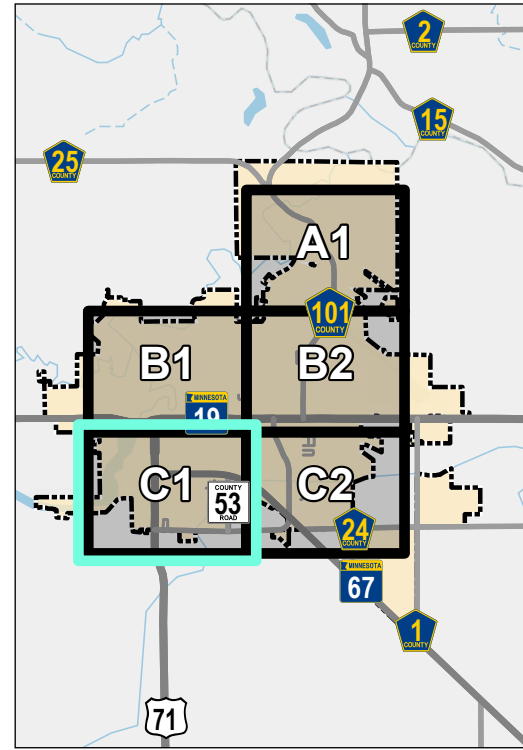


Source: Esri, Redwood County, City of Redwood Falls, MnDOT

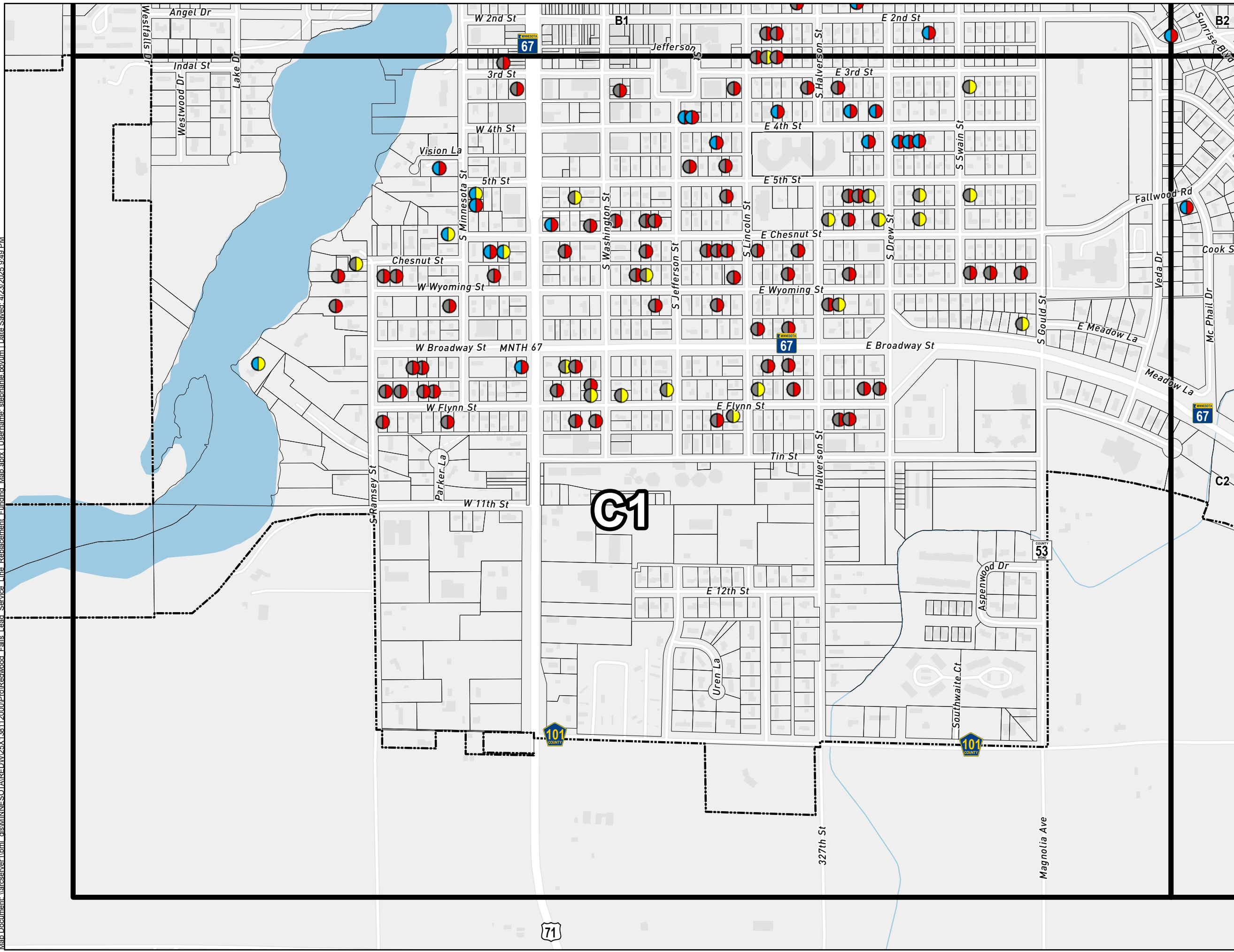




LOCATION MAP



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Legend

Utility Status | Customer Status

- Non-Lead | Lead
- Non-Lead | Galvanized
- Unknown | Lead
- Unknown | Galvanized

- Parcels
- City Limits

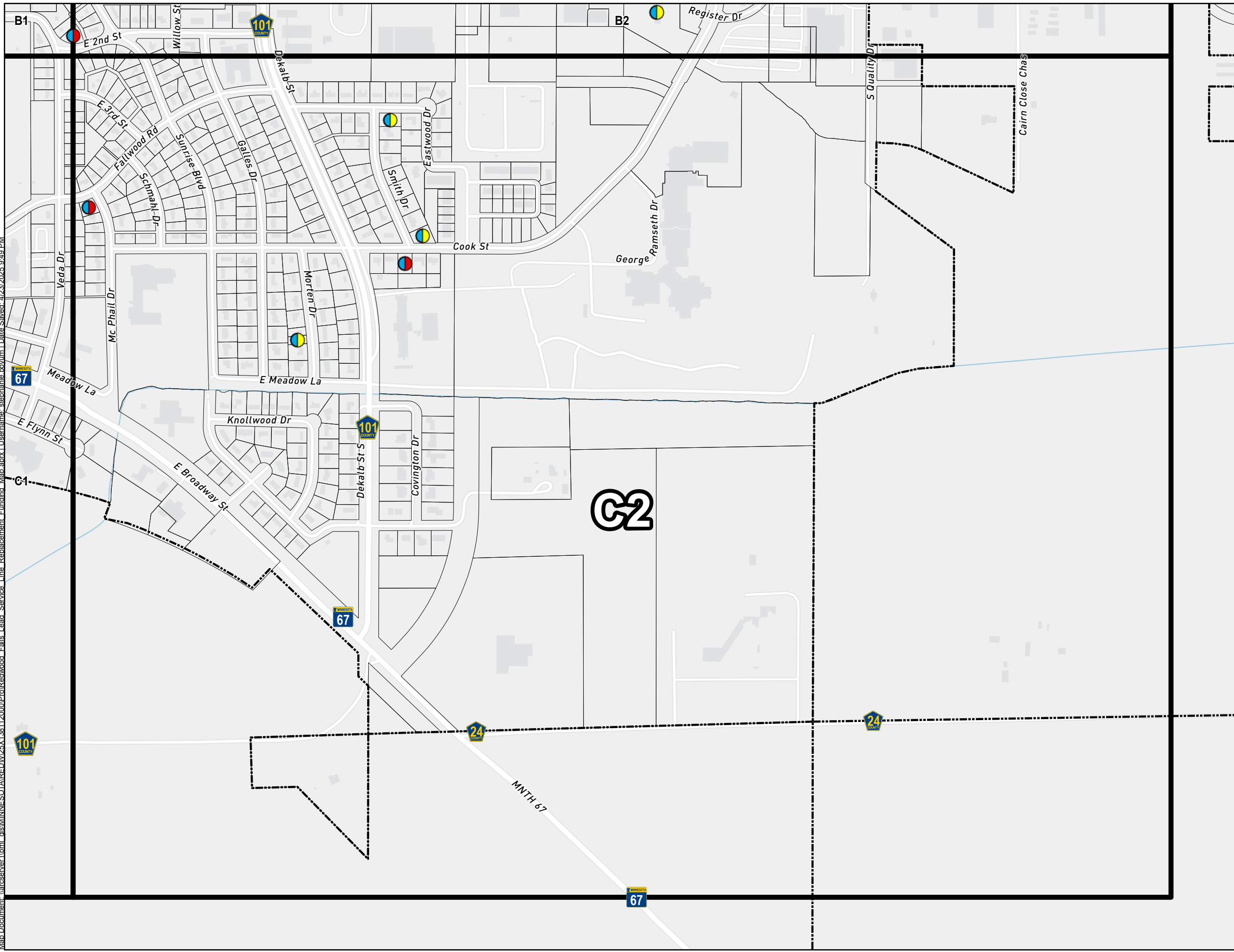
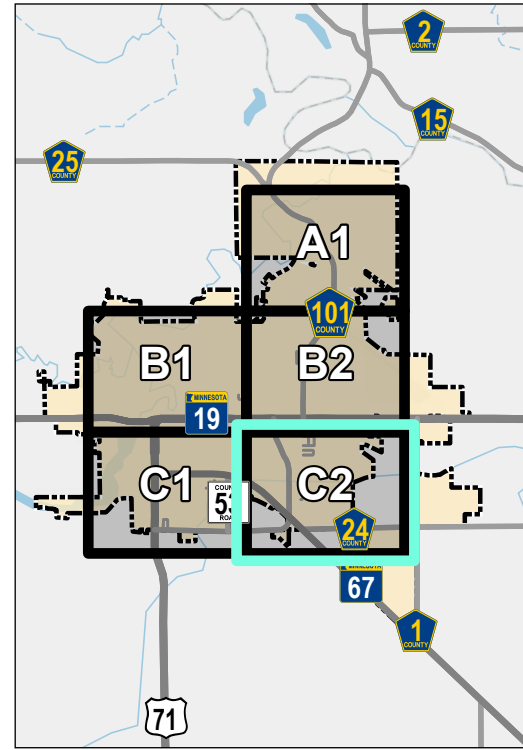


Source: Esri, Redwood County, City of Redwood Falls, MnDOT





LOCATION MAP

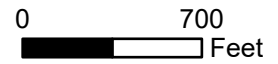


Legend

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- Unknown | Lead
- Unknown | Galvanized

- Parcels
- City Limits



Source: Esri, Redwood County, City of Redwood Falls, MnDOT



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

**Meeting Date: May 6, 2025**

## AGENDA RECOMMENDATION

**Agenda Item:** Resolution No. 28 of 2025

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

**Summary/Overview:** Resolution No. 28 Authorizes Task Order No. 2025-5 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services in the amount not to exceed \$73,950.00 without further Council approval.

**Project Scope:** The task order project scope is listed in the attached proposal. Completion of all activities listed in the scope are anticipated on or before July 15, 2026.

This task order encompasses civil engineering oversight of the installation of City utilities and road reconstruction for the Centennial Woods Planned Unit Development otherwise known as Normandale LLC PUD. On November 12, 2024, the Redwood Falls City Council approved the PUD and Development Agreement with Normandale LLC (Res. 71 of 2024) to install a new municipal road with water, storm and wastewater utilities. This will be platted to reflect the new municipal right of way (ROW). New utilities outside of the platted ROW will be considered private to the PUD.

The development agreement outlines the City appointed civil engineering firm Bolton & Menk Inc. provide construction observation at critical points during the construction process. This is to ensure that the project meets municipal and state design/installation requirements as an extension to the existing municipal system. The project has been designed by ISG of Mankato and is the civil engineering firm representing the owner (Normandale LLC). Bolton & Menk will work in concert with ISG throughout the project.

The development agreement also outlines all costs incurred with this task order to be transferred to Normandale LLC for reimbursement.

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

**Attachments:** Resolution No. 28 of 2025  
 Task Order No. 2025-5

**RESOLUTION NO. 28 OF 2025**

**AUTHORIZATION TO EXECUTE TASK ORDER NO. 2025-5  
FOR CIVIL ENGINEERING SERVICES FOR THE  
CENTENNIAL WOODS ROAD & UTILITY RECONSTRUCTION PROJECT**

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

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

**WHEREAS**, Task Order No. 2025-5 outlines the specific professional services to be completed by Bolton & Menk, Inc. for the Centennial Woods Road & Utility Reconstruction Project; and

**WHEREAS**, the cost of the professional services in Task Order No. 2025-5 is estimated to be \$73,950.00 and not to be exceeded without prior Council authorization; and

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

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota on this 6th day of May 2025.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
6th day of May 2025.

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

**CITY OF REDWOOD FALLS AND BOLTON & MENK, INC.  
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES**

**TASK ORDER NO:** 2025-5

**CLIENT:** City of Redwood Falls

**CONSULTANT:** Bolton & Menk, Inc.

**DATE OF THIS TASK ORDER:** May 6, 2025

**DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES:** December 18, 2024

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services (“Master Agreement”) as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

**1.0 Scope of Services:**

CONSULTANT shall perform the Services listed below or in the attached Scope. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

**2.0 Fees:**

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows or as described in the attached Scope. Total cost of services provided by CONSULTANT for this Task Order shall not exceed **\$73,950.00** without prior approval of CLIENT.

**3.0 Schedule:**

Schedule for performance of Services will be as follows or as set forth in attached Scope, such that all services will be completed by July 15, 2026 depending on schedule of the construction contractor.

**4.0 Deliverables**

Deliverables will be as follows or as set forth in the attached Scope.

**5.0 Term**

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT’S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

**6.0 Other Matters**

**7.0 Project Managers**

Project managers and contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CITY OF REDWOOD FALLS  
Attn: Jim Doering  
333 S. Washington St.  
P.O. Box 526  
Redwood Falls, MN 56283  
Office Phone: 507-616-7400  
Email: [jdoering@ci.redwood-falls.mn.us](mailto:jdoering@ci.redwood-falls.mn.us)

BOLTON & MENK, INC.  
Attn: Owen J. Todd, P.E.  
1243 Cedar Street NE  
Sleepy Eye, MN 56085  
Office Phone: 507-794-5541  
Email: [Owen.Todd@Bolton-Menk.com](mailto:Owen.Todd@Bolton-Menk.com)

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

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ATTACHMENTS TO THIS TASK ORDER:  
PROJECT SCOPE

**PROJECT SCOPE:**

2025 Normandale Manufactured Home Community Utility Improvements.

Professional services for Normandale Manufactured Home Community Utility Improvements include the following:

Observation of new connections to existing public water and sanitary sewer utilities to ensure that they meet established standards.

Observation of construction of new sewer and water mains and end services to ensure conformance to standards.

Recording of sewer and water end service locations for inclusion in City GIS platform.

Observations and recording of required tests for new sanitary sewer and water systems.

Observations of required testing of subbase, aggregate base, and bituminous rolling patterns for paved surfaces

Observations of material testing for aggregates, concrete, and bituminous samples and review of test results .

Review of completed work at substantial completion for preparation of final punchlist

Completion of final walkthrough prior to final acceptance and initiation of warranty period.

Posting of final as-built plans to the City's GIS database

Note: The fees included in the task order include 20 hours per week for engineering technician observation and 4 hours per week for Project Manager for a period of 20 weeks as was discussed at the preconstruction meeting on April 28, 2025. These estimated fees will be subject to the contractor's progress and can increase or decrease based on their construction progress.

**Meeting Date: May 6, 2025**

**AGENDA RECOMMENDATION**

**Agenda Item:** Water Operator Position

**Recommendation/Action Requested:** Staff will present a recommendation at the May 6 meeting.

**Summary/Overview:**

The pending transfer of Pete Albu to the street department creates a vacant water operator position. During the week of April 28<sup>th</sup>, the hiring committee interviewed one candidate and made a conditional employment offer. The applicant's background check is pending, and staff will provide a final recommendation to the City Council on May 6.

**Attachments:** None