



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
JULY 15, 2025 – 5:00 P.M.**

1. **Pledge of Allegiance**
2. **Call to Order**
 - Roll Call and Establishment of Quorum
3. **Approval of Agenda**
 - Council Changes
 - Staff Changes
4. **Approval of Minutes**
 - A. July 1, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Police Officer Oath of Office
 - B. Approval to Apply for K-9 Body Armor Grants
 - C. Sale of Port Authority Property at 315 E Bridge Street – Resolution #44
 - D. Establish City Council Work Session Agenda
10. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
11. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
12. **Adjournment**

**MINUTES
REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, JULY 1, 2025**

Pursuant to due call and notice thereof, a regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, July 1, 2025, at 5:00 p.m.

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

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

Council President Smith presided over the meeting.

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

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve the June 17, 2025, minutes as presented. Motion passed by unanimous vote.

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

1. Emerald Ash Borer Response Expenses
2. Block Party/Street Closure – 321 S. Washington St.

Motion passed by unanimous vote.

Council President Smith opened a public hearing at 5:02 p.m. to discuss delinquent utility accounts and surcharges.

City Administrator Muetzel introduced Resolution No. 39 of 2025 – Resolution Adopting Assessments for Delinquent Accounts and Resolution No. 40 of 2025 – Resolution Adopting Assessments for Unpaid Surcharges.

Mr. Muetzel 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.

Mr. Muetzel 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.

Council President Smith closed the public hearing at 5:03 p.m.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 39 of 2025 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 39 of 2025 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 40 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 Kerkhoff to approve Resolution No. 40 of 2025 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

Library Director Connie Lechner introduced Resolution No. 41 of 2025 – A Resolution Accepting Donations to the City.

Ms. Lechner stated Resolution No. 41 of 2025 is to accept a donation from the Redwood Area Library Foundation (RALF) in the amount of \$137,341.87. This is the full payment for the design development phase and 70% of the construction documents phase from Engan Associates. The Rotary grant awarded to the Expansion is complete and the final donation amount is \$5,087.29. The total of these two donations is \$142,429.16. Staff recommend approval to accept the financial donations from RALF and the Redwood Falls Rotary.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 41 of 2025 – A Resolution Accepting Donations to the City. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 41 of 2025 – A Resolution Accepting Donations to the City. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 42 of 2025 – Authorization to Execute Use Agreements for Management of the Lake Redwood Dredge Spoil Confined Disposal Facility.

Mr. Doering stated upon completion of the Lake Redwood Dredging project, the original intent was for the dredge disposal site, also known as the Confined Disposal Facility (CDF), to be deeded to the City of Redwood Falls to maintain for future maintenance dredging as the need arises. The site would be turned back to an agricultural purpose during the interim period between projects. Upon project close out with the Redwood Cottonwood Rivers Control Area (RCRCA) and Minnesota Management and Budget (MMB) it was revealed that for RCRCA to transfer the deed to another local government unit it would have to be based on a fair market value purchase with the proceeds going back to the State to offset bond funding.

Mr. Doering stated meetings were held between RCRCA, MMB, the City of Redwood Falls, and Senator Dahms and Representative Torkelson's offices to find a way through this discrepancy in the bonding legislation. MMB suggested a use agreement between RCRCA and the City for the continued management of the CDF and that haying and grazing would be a permissible use of the property. Any revenue more than the annual maintenance expenses would have to be sent back to the State. RCRCA has prepared a use agreement in conformance with the MMB template and checklist. RCRCA will be presenting this agreement to their board for approval. To expedite the approval process, Resolution 42 of 2025 cites the Redwood Falls City Council approves the use agreement contingent upon the RCRCA JPO Board and MMB approvals. RCRCA was able to review the agreement and provided Staff with a few requested changes prior to the meeting. Council was provided an updated agreement with RCRCA's requested changes and Staff recommend approval of the updated agreement.

Mr. Doering stated Resolution No. 42 also approves entering into a land use agreement for haying and grazing of the 140-acre CDF with BW Farms Inc. to get the site under prescribed management as soon as possible to control vegetation on the CDF with a matching term of the use agreement. The disposal site prior to the project had wetland areas that would fall under the ag exemption if the site was turned back to an agricultural purpose. The Board of Water and Soil Resources has oversight on this and has indicated that haying and grazing will meet the definition.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to waive the reading of Resolution No. 42 of 2025 – Authorization to Execute Use Agreements for Management of the Lake Redwood Dredge Spoil Confined Disposal Facility. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 42 of 2025 – Authorization to Execute Use Agreements for Management of the Lake Redwood Dredge Spoil Confined Disposal Facility. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 43 of 2025 – Authorization for Release and Waiver of Development Agreement.

Mr. Dammann stated pursuant to Resolution No. 12 of 2022 the City and Port Authority entered into a Development agreement with Redwood Falls Industries for the redevelopment of two parcels of real property, the Seasons Home at 400 Veda Drive (Parcel #88-766-1220) and the residence located at 205 Veda Drive (Parcel #88-766-0360) as single-family residences by December 31, 2022. The Development Agreement was entered into by the parties on March 2, 2022, and recorded against the properties on March 23, 2022, as document number T16824. Pursuant to the terms of the Development Agreement, any modification or waiver of the Development Agreement requires City Council approval through resolution.

Mr. Dammann stated Staff were contacted by the law office of Passe & Whitmore P.A. with a request from the current owners of the properties to release the properties from the Development Agreement. Staff believe that all conditions of the Development Agreement have been met with respect to the development of the properties and support the release of the properties from the Development Agreement.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 43 of 2025 – Authorization for Release and Waiver of Development Agreement. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 43 of 2025 – Authorization for Release and Waiver of Development Agreement. Motion passed by unanimous vote.

City Administrator Muetzel stated no structural damage to City property was reported following the recent storms. However, the Ramsey Park Lower Shelter playground sustained some damage from a falling tree limb, and a full assessment is still pending. Only minimal power outages to private services were reported, primarily caused by tree damage. The Street Department is prioritizing cleanup efforts throughout the community, with significant amounts of tree debris being hauled to the City burn pile. Despite the unfavorable weather conditions, City Staff made the decision to burn the pile due to the excessive amount of debris.

Public Works Project Coordinator Doering stated a portion of Front Street has been closed with barricades due to river flooding.

Public Works Project Coordinator Doering stated Library Staff recently hosted a presentation for donors and patrons outlining the library expansion plans and a tentative project timeline. Staff are finalizing the plans and specifications, with the goal of seeking plan approval and advertising for bids in August. Scheduling the start of the project will depend on the contractor's availability.

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 Smith to adjourn the meeting at 5:30 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor



City of
Redwood Falls

*State of
 Minnesota*

*County of
 Redwood*

Oath of Office

I, Lucas Hodges, do solemnly swear that I will support and comply with the Constitution of the United States of America, the Constitution and Laws of the State of Minnesota, the City Charter, the Ordinances of the City of Redwood Falls, the Mission Statement of the Redwood Falls Police Department and the Law Enforcement Code of Ethics, and that I will faithfully discharge the duties of my office as a Redwood Falls Police Officer to the best of my ability.

*Subscribed and sworn to before me
 this 15th day of July, 2025*

(City Seal)

Lucas Hodges

Tom Quackenbush, Mayor

Meeting Date: July 15, 2025

Agenda Recommendation

Agenda Item: Approval to Apply for K-9 Body Armor Grants

Recommendation/Action Requested: Staff Recommends approval of grant submissions

Summary/Overview:

RFPD's K-9, Kiro, and his handler, Officer Tucker Machart, graduated from training on June 27, 2025. Kiro is now on duty with Officer Machart but has no K9 body armor. Officer Machart has identified two grants that provide K9 body armor to police K9's.

The first grant is named Brady's K9 Fund out of Bradenton, Florida. The organization supplies police K9's with body armor. If selected by the organization RFPD would receive this K9 body armor at no cost. A review of their application shows no matching funds or special reporting requirements if RFPD is selected.

Information and application for the Brady K9 Fund can be found at the following links:

<https://bradysk9fund.com/>

<https://bradysk9fund.com/request-a-vest/>

The second grant is named the Vested Interest in K9's grant offered by Vik9.org. This organization's grant also supplies K9 body armor. An application must first be submitted to Vik9.org and they make a determination whether to allow the law enforcement agency to apply for their grant. In review of the Vik9 website there is no reference to matching funds or special reporting requirements if RFPD is selected. Information and application for the Vik9.org grant can be found at the following links:

<https://vik9s.org/>

<https://vik9s.org/k9-vesting/>

Due to the time sensitive nature of the K9 need for body armor, RFPD staff request council approval to submit applications to both organizations. If one organization awards RFPD a grant staff will contact the other organization and withdraw their application.

Attachments:

None.



Trenton Dammann
City Attorney
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AGENDA MEMO

Meeting Date: July 15, 2025

Agenda Item: Resolution No. 44 of 2025 – A Resolution of the City of Redwood Falls Providing for Authorization Approving Sale of Port Authority Property

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

Summary/Overview: On July 14, 2025, the Redwood Falls Port Authority will hold a public hearing on the sale of the property located 315 East Bridge Street, Redwood Falls, to Edman Builders LLC, whose proposal includes plans to construct a coffee shop drive-thru on the property. After the hearing, if approved, the Port Authority will be asked to make findings that the proposal is in the best interests of the district and its people, and that the transaction furthers the general plan of Port Authority improvement, and authorize the sale of the property.

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

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

Attachment: Resolution No. 44 of 2025

RESOLUTION NO. 44 OF 2025

**AUTHORIZATION APPROVING SALE OF REAL PROPERTY
LOCATED AT 315 EAST BRIDGE STREET**

WHEREAS, pursuant to Minn. Stat. § 469.065 and Resolution No. 30 of 1988, on July 14, 2025, the Redwood Falls Port Authority (the “**Port Authority**”) held a public hearing on the sale of certain property located at 315 East Bridge Street, Redwood Falls, MN, legally described in Exhibit “A” (the “**Property**”); and

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

WHEREAS, Developer plans to construct a coffee shop drive-thru on the Property; and

WHEREAS, a purchase agreement between the Port Authority and Developer has been drafted and signed; and

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

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

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

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

ACTION ON THIS RESOLUTION:

Motion for Adoption:

Seconded by:

Voted in favor of:

Voted Against:

Abstained:

Absent:

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

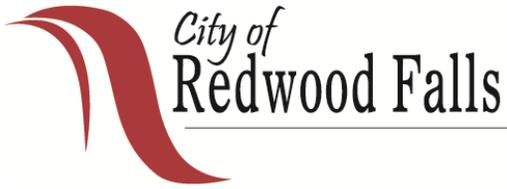
Subscribed and sworn to before me this
_____ day of _____, 2025.

Notary Public

Exhibit "A"

Legal Description

Lot Eleven (11) and the West Half (W1/2) (aka the West 30 feet) of Lot Twelve (12), Block One (1), Watson's First Addition to the City of Redwood Falls.



Keith Muetzel
City Administrator
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Meeting Date: July 15, 2025

AGENDA RECOMMENDATION

Agenda Item: Establish City Council Work Session Agenda

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

Summary/Overview: The next City Council work session is scheduled for July 29, 2025. To prepare for the meeting, and ensure adequate time is allowed for each agenda item, staff is requesting the City Council formally establish the work session agenda. At this time, no agenda items have been suggested and the meeting can be cancelled if no items are brought forward by the City Council.

Attachments: None