



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
AUGUST 19, 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. August 5, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
 - A. Approve Library Door Opener Replacement
 - B. Approve Request to Waive Water/Sanitary Sewer Charges – 110 S. Front Street
 - C. Approve Request to Waive Sanitary Sewer Charges – 507 Valley View Drive
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Library Expansion Plan Approval and Advertisement for Bids
 - B. Engineering Services for Community Center Roof Replacement – Resolution #51
 - C. Update to City Code of Ordinances – Ordinance #97
 - D. Centennial Woods Addition – Preliminary & Final Plat
 - E. Zoning Amendment – 1300 Block of East Bridge Street – Ordinance #98
 - F. Planned Unit Development for Lot 1, Block 1, Reflection Prairie Addition – Resolution #52
 - G. Reflection Cove Addition – Preliminary & Final Plat
 - H. Wetland Credits for Safe Routes to School Trail Project
 - I. Employee Recognition Program
 - J. Liquor Store Manager 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, AUGUST 5, 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, August 5, 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 Smith and seconded by Council Member Arentson to approve the agenda. Motion passed by unanimous vote.

Marian Brandt, resident at 1205 E. Meadow Lane, was present to discuss the walking bridge located at the end of Sunrise Boulevard over the ditch connecting the Sunrise neighborhood with East Meadow Lane. Ms. Brandt stated there were concerns regarding the lack of notice the area residents received prior to the closing of the bridge during construction. Residents wanted more communication about the status of the bridge.

Public Works Project Coordinator Jim Doering stated as part of the Redwood Valley Elementary School construction project, a new bridge was installed over the ditch to connect the staff parking lot with the new school site. To meet accessibility standards and link the existing trail with the new bridge and East Meadow Lane, substantial site work was required which resulted in a change in elevation on the north side of the bridge. Due to these elevation changes, the walking bridge had to be closed during construction. To reopen the bridge to the public, stairs will need to be installed on the north side. Staff is requesting a quote from Voss Construction to install concrete steps once the elementary school construction is complete.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to approve the July 15, 2025, minutes as presented. Motion passed by unanimous vote.

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

1. Temporary On-Sale Liquor License – Church of St. Catherine’s
2. Declare Street Department Equipment as Surplus Property
3. League of MN Cities Liability Coverage Waiver

Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 45 of 2025 – A Resolution Accepting a Donation to the City.

Mr. Nachreiner stated Resolution No. 45 of 2025 approves acceptance of a financial donation in the amount of \$4,475.00 from the Lions Club of Redwood Falls. City staff would like to thank members of the Lions Club for their generous financial donation for the purchase of a Lion’s Head Drinking Fountain located near the Zeb Gray Playground in Ramsey Park. The fountain was purchased in honor of long-time member Joyce Weltsch. Staff is requesting approval to accept the financial donation from the Lions Club of Redwood Falls.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 45 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Arentson to approve Resolution No. 45 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

Parks & Recreation Director Ross Nachreiner introduced Resolution No. 46 of 2025 – A Resolution Accepting a Donation to the City.

Mr. Nachreiner stated Resolution No. 46 of 2025 approves acceptance of a financial donation in the amount of \$1,079.80 from Compassionate Friends of Redwood Falls. City staff would like to thank members of the Compassionate Friends for their generous financial donation for the purchase of a bench located at the Redwood Falls Aquatic Center. Staff is requesting approval to accept the financial donation from the Compassionate Friends of Redwood Falls.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 46 of 2025 – A Resolution Accepting a Donation 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. 46 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce Resolution No. 47 of 2025 – Resolution Approving State of Minnesota Joint Powers Agreements with the City of Redwood Falls on Behalf of its Police Department Regarding the Minnesota Internet Crimes Against Children Task Force (ICAC).

Chief Cotner stated the Redwood Falls Police Department (RFPD) investigates complaints of internet crimes against children. These crimes usually involve the possession and distribution of pornographic images depicting juveniles. RFPD investigations are often started as a result of leads obtained by the Bureau of Criminal Apprehension (BCA) Internet Crimes Against Children Task Force (ICAC) and are worked in coordination with ICAC.

Chief Cotner stated in March, 2023, BCA approached RFPD to propose a Joint Powers Agreement between RFPD and ICAC. This JPA created a formal relationship whereby RFPD would provide support and assistance to ICAC as well as law enforcement agencies throughout our region that are investigating internet crimes against children. In return, ICAC provided funding to send an RFPD investigator to specialized technology training. This training was directly applicable to a variety of other RFPD investigations. Council ultimately approved a resolution approving the JPA between RFPD and ICAC.

Chief Cotner stated in July of 2025, ICAC contacted RFPD Police Chief Jason Cotner to report the existing JPA had not expired, however, ICAC had updated their investigative and operational standards since the original JPA was executed. These changes required an update and renewal of the JPA approved in 2023. If this resolution is approved, RFPD investigators will be provided training on the updated ICAC investigative and operational standards.

A motion was made by Council Member Guetter and seconded by Council Member Smith to waive the reading of Resolution No. 47 of 2025 – Resolution Approving State of Minnesota Joint Powers Agreements with the City of Redwood Falls on Behalf of its Police Department Regarding the Minnesota Internet Crimes Against Children Task Force (ICAC). Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 47 of 2025 – Resolution Approving State of Minnesota Joint Powers Agreements with the City of Redwood Falls on Behalf of its Police Department Regarding the Minnesota Internet Crimes Against Children Task Force (ICAC). Motion passed by unanimous vote.

IT Coordinator Noah Johnson was present to introduce Resolution No. 48 of 2025 – Resolution Approving the Information Technology Service Level Agreement with IT Outlet, Inc.

Mr. Johnson stated Thriveon provided technology services to the City of Redwood Falls for the last seven years. In recent years, there has been a struggle for consistent, timely, and progressive service in continuing to support the needs in the technology space across all city departments. One of the goals of hiring an onsite IT Coordinator was to adjust current utilization of resources and determine what can be reduced from contractors and brought back within the city staffing. Most of the responsibilities that were held with Thriveon have been offloaded to the current on-staff technology department which prompted the discussion and direction of the search for a new technology services provider with a reduced scope of work. In this process, eight different potential service providers were identified. Three of those providers chose not to participate in the RFP process due to a variety of reasons. Two of those providers could not complete the requested materials by the due date or after any granted extensions.

Mr. Johnson stated after discussions with the technology committee regarding the remainder of service providers, the final two were interviewed and additional questions were raised in the specifics of their service(s) and how they would be of value to the City of Redwood Falls. Competitors could not achieve a comparable or competitive rate for the services that IT Outlet is intending to provide. In evaluating multiple providers, IT Outlet offers a degree of versatility that was not available from other competitors. After reviewing multiple providers and options for future technology support, and keeping in mind redundancy and availability of resources, it is the committee's recommendation to proceed with IT Outlet as the new managed technology services provider for the City's operations.

A motion was made by Council Member Kerkhoff and seconded by Council Member Smith to waive the reading of Resolution No. 48 of 2025 – Resolution Approving the Information Technology Service Level Agreement with IT Outlet, Inc. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve Resolution No. 48 of 2025 – Resolution Approving the Information Technology Service Level Agreement with IT Outlet, Inc. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 49 of 2025 – A Resolution in Support of MnDOT District 8 Submission of Funding Application to the Minnesota Highway Freight Program to Facilitate a Roundabout Safety Improvement at the Intersection of MN 19, CSAH 1, and Airport Road.

Mr. Doering stated the Minnesota Department of Transportation recently opened a solicitation for freight funding across the state, called the Minnesota Highway Freight Program. It's open to cities, counties, ports, waterways, railroads, airports, tribal governments, and MnDOT districts. The program is federal funding geared towards any public road, railroad crossing or intermodal facility if the project provides a public freight benefit.

Mr. Doering stated MnDOT District 8 is planning on submitting several potential projects for the funding. One under consideration is a roundabout at the intersection of Mn 19 and CSAH 1/Airport Road in the City of Redwood Falls. As part of the solicitation, they are required to receive letters of support from the local communities if the project includes a local road. MnDOT has a cost participation policy that describes how funding is split between MnDOT and local governments for certain types of projects, including roundabouts. Because the MHFP is federal funding, it requires a 20% non-federal match. As part of the application, District 8 would request the full federal funding allowed (80%) to pay for the project. If awarded, the federal funds would be split with the city and county to help cover the cost of the city and county share under the cost participation policy. It is anticipated that the owner of each leg would then provide the matching 20% estimated at \$200,000.00 - \$300,000.00. The intent is to utilize municipal state aid funds to satisfy the local match requirements of this \$5.6 million estimated project for state fiscal year 2030.

Mr. Doering stated MnDOT is seeking the City's support pursuing this funding for a roundabout and providing them with a letter of support. Solicitations will close at the end of the day Wednesday, September 3, 2025 and a letter of support should be provided prior to Friday, August 29, 2025. City Staff recommend submitting a letter of support for the project.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 49 of 2025 – A Resolution in Support of MnDOT District 8 Submission of Funding Application to the Minnesota Highway Freight Program to Facilitate a Roundabout Safety Improvement at the Intersection of MN 19, CSAH 1, and Airport Road. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve Resolution No. 49 of 2025 – A Resolution in Support of MnDOT District 8 Submission of Funding Application to the Minnesota Highway Freight Program to Facilitate a Roundabout Safety Improvement at the Intersection of MN 19, CSAH 1, and Airport Road. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the Reflection Prairie Housing Addition and Reflection Ridge Business Park – Final Pay Request.

Mr. Doering stated City Staff recommend for approval Final Pay Application No. 18 (Reflection Prairie Addition & Reflection Ridge Business Park-Phase I) for \$387,421.62. This approval is contingent upon the satisfactory resolution of IC134 reporting requirements. In addition, approval also accepts the original warranty period and pressure pipe system warranty extension. The final contract price totals \$13,439,930.80. The original warranty period from final completion date ends on November 24, 2025. By request, Kuechle Underground is extending the pressure pipe systems (watermain and forcemain) an additional three years until November 24, 2028. Any material deficiencies observed during the original warranty period or pressure pipe extension must be brought to the attention of the Contractor, in writing, before the expiration date.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the Reflection Prairie Housing Addition and Reflection Ridge Business Park – Final Pay Request. Motion passed by unanimous vote.

Police Chief Jason Cotner introduced Resolution No. 50 of 2025 – A Resolution Accepting a Donation to the City.

Chief Cotner stated in Spring, 2025, the Minnesota Law Enforcement Accreditation Program (MNLEAP) began operations. The mission of the MNLEAP office was to offer accreditation to Minnesota law enforcement agencies that meet the management, training, operational, and supervision standards established by MNLEAP. The benefits of accreditation to the City of Redwood Falls is it provides third-party validation of professional practices, reduces legal liability, promotes continuous self-assessment, enhances accountability, and strengthens community confidence in the department.

Chief Cotner stated with the support of City Administrator Keith Muetzel, Police Chief Cotner applied for entry into the accreditation program. For admission to the process there was an initial fee of \$1,200.00 which covered the Power DMS accreditation training and program for one year. Afterward there is an annual fee of \$600.00. The \$1,200.00 fee was paid with existing RFPD budget funds, and the process of accreditation was started.

Chief Cotner stated on July 30, 2025, the accreditation specialist assigned to RFPD, Josh Potts, contacted Chief Cotner to inform him the MNLEAP office had obtained grant funds and, unbeknownst to Chief Cotner, awarded \$1,800.00 to RFPD to cover the initial \$1,200.00 fee as well as \$600.00 for maintenance fees. There is no matching funds required to receive these funds or special reporting requirements.

A motion was made by Council Member Guetter and seconded by Council Member Sandgren to waive the reading of Resolution No. 50 of 2025 – A Resolution Accepting a Donation 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. 50 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

Mayor Quackenbush stated he attended Minnesota Farmfest, taking place August 5-7, 2025 at the Gilfillan Estate.

Mayor Quackenbush stated the Annual Redwood Area Chamber Fall Festival is scheduled for Saturday, September 27, 2025 from 9:00 a.m. to 3:00 p.m. Mayor Quackenbush requested volunteers from Council to help staff the booth during the event.

City Administrator Muetzel stated in place of the annual visit from Marty Seifert, the Coalition of Greater MN Cities will be hosting regional meetings this year. The City's regional meeting will be held in Windom, MN on Thursday, August 14th from 5:00 to 7:00 p.m.

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 Kerkhoff and seconded by Council Member Guetter to adjourn the meeting at 5:38 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

AGENDA RECOMMENDATION

Meeting Date: August 19, 2025

Agenda Item: Approval of the Purchase of (2) handicap entrance Auto Door Operators for the Redwood Falls Library

Recommendation/Action Requested: Staff recommends approval to purchase east entrance handicap door operator, and new installation of west entrance handicap door operator.

Summary/Overview: The east entrance handicap door operator is no longer functioning. It was looked at by City staff who determined it needs to be updated/replaced.

In the best interest of handicapped individuals, it had been decided last year to add a handicap auto door operator on the West entrance as well. If patrons enter from Lincoln Street, they currently need to wheel through the parking lot to the east entrance due to the sidewalk being too narrow along the building. This is not the safest means to enter, so adding this handicap entrance will alleviate that.

Library budget funds have already been approved by City Council and reallocated to replace the sidewalk and landscaping on the west (Lincoln Street) side which has reduced any surplus budget funds for the handicap entrances.

The proposal from Nationwide Glass of Willmar totals \$11,500.00

The expense of replacing the east entrance was unexpected and unbudgeted. It seems appropriate to have both doors done at the same time by the same company for all entering the library properly.

These expenditures were not included in the 2025 budget and therefore according to the City's purchasing policy, City Council ratification is required.

Attachments: Nationwide Auto Glass of Willmar, Inc.

Emailed 7-17-25

NATIONWIDE GLASS OF WILLMAR, INC.

2705 1ST ST S WILLMAR, MN 56201
320.235.2612 320.235.5709 fax nationwideglass@hotmail.com

PROPOSAL

DATE: 07.10.25 JOB NAME: Auto Door Operators
TO: Connie Lechner QUOTED BY: Jason
COMPANY: Redwood Falls Library

DETAILS: STREET SIDE ENTRANCE (NEW CONCRETE LOCATION). FURNISH AND INSTALL 2 THUS RECORD 8100 AUTOMATIC DOOR OPERATORS, ONE AT EXTERIOR ENTRANCE AND ONE AT INTERIOR ENTRANCE. 4 THUS 6" ROUND PUSH PLATE ACTUATORS WITH SURFACE-MOUNT BOXES AND WIRELESS CONTROLS. ELECTRICAL WORK TO POWER OPERATORS IS NOT INCLUDED.

PARKING LOT ENTRANCE. FURNISH AND INSTALL 1 THUS RECORD 8100 AUTOMATIC DOOR OPERATOR AT EXTERIOR ENTRANCE. RE-USE EXISTING PUSH PLATE ACTUATORS. EXISTING OPERATOR HAS AN EXTRA LONG HEADER BOX. NEW HEADER BOX WILL BE SHORTER, LEAVING EXPOSED WIRES. ELECTRICAL WORK TO CONCEAL WIRES IS NOT INCLUDED.

TOTAL: \$11,500.00

Price is installed and includes sales tax. Quote is good for 30 days. Please sign and return this proposal or send a purchase order if you wish to proceed. Thank you.

SIGNATURE: Connie Lechner Connie Lechner

DATE OF ACCEPTANCE: July 17, 2025



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

AGENDA RECOMMENDATION

Meeting Date: August 19, 2025

Agenda Item: Request to Waive Water and Sanitary Sewer Charges

Recommendation/Action Requested: Staff recommends waiving the water and sanitary sewer charge in the amount of \$5,073.

Summary/Overview: The City began a water meter replacement project in the spring of 2022. On January 20, 2024, a new meter was installed at 110 Front Street East, servicing Duffy’s Riverside Saloon. In June of 2025, staff discovered the new meter had been incorrectly billing consumption since installation.

After discussions with the water meter vendor, it was determined that staff had received incomplete and inaccurate setup information for certain meters. This led to an incorrect multiplier being used in the billing process and resulted in underbilling Duffy’s utility account by \$16,207.58.

Below is an example of how the multiplier affects the consumption amount used in the billing process. In this instance, the multiplier was set at 0.001 but should have been set at 0.1 and therefore was billing for 1/100th of the actual consumption used.

EXAMPLE			
1,275 Units	x	0.001 Multiplier	1.275 Cubic Feet
1,275 Units	x	0.1 Multiplier	127.5 Cubic Feet

The billing software is designed to alert staff to abnormal consumption patterns on utility accounts. However, in this case, the software treated the newly installed meter as a brand-new service and did not compare its readings to the account’s historical usage. As a result, no abnormal read warnings were triggered, and the error went undetected for 16 months. Staff remain committed to delivering accurate and reliable utility billing. In response to this issue, additional checks and balances have been implemented to help ensure similar errors are avoided in the future.

Because this billing error crossed fiscal years, Duffy’s incurred an estimated \$5,073 in additional financial and administrative costs that would not have occurred under normal circumstances. In light of these impacts, Duffy’s has requested a partial waiver of the underbilled amount. Specifically, they are requesting that \$5,073 of the total \$16,207.58 be waived. Staff recommends approval of waiving the water and sanitary sewer charges in the amount of \$5,073.

Attachments: Original and Adjusted Billing

2024-01-16 Meter Swap

Billing Resolution	Meter Size	# OF DIALS	METER SERIAL	END POINT
0.001	1"	8	22402463	130768036

System Read Date	Actual Read Date	Consumption Dates	Meter Reading	Consumption	Water Billed	Water Tax Billed	Sewer Billed	Read Type
05/09/2025	05/09/2025	04/09 - 05/09	1,252	65	\$ 5.25	\$ 0.39	\$ 3.19	Handheld
04/09/2025	04/09/2025	03/10 - 04/09	1,187	64	\$ 5.17	\$ 0.38	\$ 3.14	Handheld
03/10/2025	03/10/2025	02/10 - 03/10	1,123	57	\$ 4.61	\$ 0.34	\$ 2.79	Handheld
02/10/2025	02/10/2025	01/09 - 02/10	1,066	65	\$ 5.25	\$ 0.39	\$ 3.19	Handheld
01/09/2025	01/09/2025	12/09 - 01/09	1,001	80	\$ 6.46	\$ 0.48	\$ 3.92	Handheld
12/05/2024	12/09/2024	11/12 - 12/09	921	41	\$ 3.15	\$ 0.23	\$ 1.82	Handheld
11/05/2024	11/12/2024	10/09 - 11/12	880	53	\$ 4.08	\$ 0.30	\$ 2.36	Handheld
10/06/2024	10/09/2024	09/09 - 10/09	827	48	\$ 3.69	\$ 0.27	\$ 2.14	Handheld
09/06/2024	09/09/2024	08/09 - 09/09	779	152	\$ 11.69	\$ 0.86	\$ 6.76	Handheld
08/07/2024	08/09/2024	07/09 - 08/09	627	86	\$ 6.61	\$ 0.49	\$ 3.83	Handheld
07/08/2024	07/09/2024	06/10 - 07/09	541	117	\$ 9.00	\$ 0.66	\$ 5.21	Handheld
06/08/2024	06/10/2024	05/09 - 06/10	424	164	\$ 12.61	\$ 0.93	\$ 7.30	Handheld
05/09/2024	05/09/2024	04/09 - 05/09	260	83	\$ 6.38	\$ 0.47	\$ 3.69	Handheld
04/09/2024	04/09/2024	03/11 - 04/09	177	57	\$ 4.38	\$ 0.32	\$ 2.54	Handheld
03/10/2024	03/11/2024	02/09 - 03/11	120	56	\$ 4.31	\$ 0.32	\$ 2.49	Handheld
02/09/2024	02/09/2024	01/16 - 02/09	64	64	\$ 4.92	\$ 0.36	\$ 2.85	Handheld
02/06/2025	01/22/2024		0					Service Order
02/06/2024	01/22/2024	01/09 - 02/06	99,698	0	\$ -	\$ -	\$ -	Service Order
	01/10/2024		99,698	29,769	\$ 2,289.24	\$ 168.83	\$ 1,324.72	Service Order
	12/09/2023		69,929					

				1,252	\$	97.57	\$	7.20	\$	57.20	\$	161.97
01/09 - 02/09 SWAPPED BILL				64	\$	4.92	\$	0.36	\$	2.85		

Billing Resolution	Meter Size	# OF DIALS	METER SERIAL	END POINT
0.1	1"	8	22402463	130768036

110 Front Meter	Read Date	Consumption Dates	Meter Reading	Consumption	Water Billed 601-3-9451-37120	Water Tax Billed 601- 21160	Sewer Billed 602-3-9435-37120	Read Type
ADJUSTED BILLING	05/09/2025	04/09 - 05/09	125,286.40	6,438.30	\$ 520.21	\$ 38.37	\$ 315.48	Handheld
	04/09/2025	03/10 - 04/09	118,848.10	6,316.10	\$ 510.34	\$ 37.64	\$ 309.49	Handheld
	03/10/2025	02/10 - 03/10	112,532.00	5,904.40	\$ 477.08	\$ 35.18	\$ 289.32	Handheld
	02/10/2025	01/09 - 02/10	106,627.60	6,360.70	\$ 513.94	\$ 37.90	\$ 311.67	Handheld
	01/09/2025	12/09 - 01/09	100,266.90	8,046.30	\$ 650.14	\$ 47.95	\$ 394.27	Handheld
	12/09/2024	11/12 - 12/09	92,220.60	4,050.70	\$ 311.50	\$ 22.97	\$ 180.26	Handheld
	11/12/2024	10/09 - 11/12	88,169.90	5,322.80	\$ 409.32	\$ 30.19	\$ 236.86	Handheld
	10/09/2024	09/09 - 10/09	82,847.10	4,825.10	\$ 371.05	\$ 27.36	\$ 214.72	Handheld
	09/09/2024	08/09 - 09/09	78,022.00	14,634.40	\$ 1,125.39	\$ 83.00	\$ 651.23	Handheld
	08/09/2024	07/09 - 08/09	63,387.60	8,939.50	\$ 687.45	\$ 50.70	\$ 397.81	Handheld
	07/09/2024	06/10 - 07/09	54,448.10	12,081.80	\$ 929.09	\$ 68.52	\$ 537.64	Handheld
	06/10/2024	05/09 - 06/10	42,366.30	16,032.70	\$ 1,232.91	\$ 90.93	\$ 713.46	Handheld
	05/09/2024	04/09 - 05/09	26,333.60	8,502.70	\$ 653.86	\$ 48.22	\$ 378.37	Handheld
	04/09/2024	03/11 - 04/09	17,830.90	5,594.70	\$ 430.23	\$ 31.73	\$ 248.96	Handheld
	03/11/2024	02/09 - 03/11	12,236.20	5,611.30	\$ 431.51	\$ 31.82	\$ 249.70	Handheld
	02/09/2024	01/16 - 02/09	6,624.90	6,624.90	\$ 509.45	\$ 37.57	\$ 294.81	Handheld
		01/16 SWAP		0				
CORRECTED BILLED				125,286.40	\$ 9,763.48	\$ 720.06	\$ 5,724.04	\$ 16,207.58

2024-01-16 Replaced the Orion Cellular Endpoint only - Kept the existing Turbo T200 1" 8-Dial Water Meter. Changed resolution from .001 to .1



AGENDA MEMO

Meeting Date: August 19, 2025

Agenda Item: Request to Waive Sanitary Sewer Charges

Recommendation/Action Requested: Staff recommends waiving the sanitary sewer charge, as is consistent with past practice, due to the determination that the water did not enter the sanitary sewer system.

Summary/Overview: Attached for your consideration is a letter from Michael Joldersma, utility account holder at 507 Valley View Drive, requesting that \$112.31 in sanitary sewer charges be waived.

Staff review of these requests focuses on whether the water entered the sanitary sewer, which requires treatment. Water introduced into the sanitary sewer system is treated regardless of the cause. It is not always possible to make a definitive determination as to whether the water entered the sanitary sewer system. In those cases, Staff err on the side of water entering the sanitary sewer system.

Specific examples of water that does not enter the sanitary sewer system include, but are not limited to, landscape watering, filling a swimming pool or hot tub, and water that is pumped from a property before entry into the floor drain or in the absence of a floor drain. In this situation, an outside faucet was left on and the excess water did not enter the sanitary sewer system.

Attachments: Joldersma utility waiver letter & graphing showing the consumption spike.

Michael Joldersma
507 Valley View Dr
Redwood Falls, MN 56283
320-221-1490

City of Redwood Falls
Public Utilities
PO Box 526

Redwood Falls, MN 56283

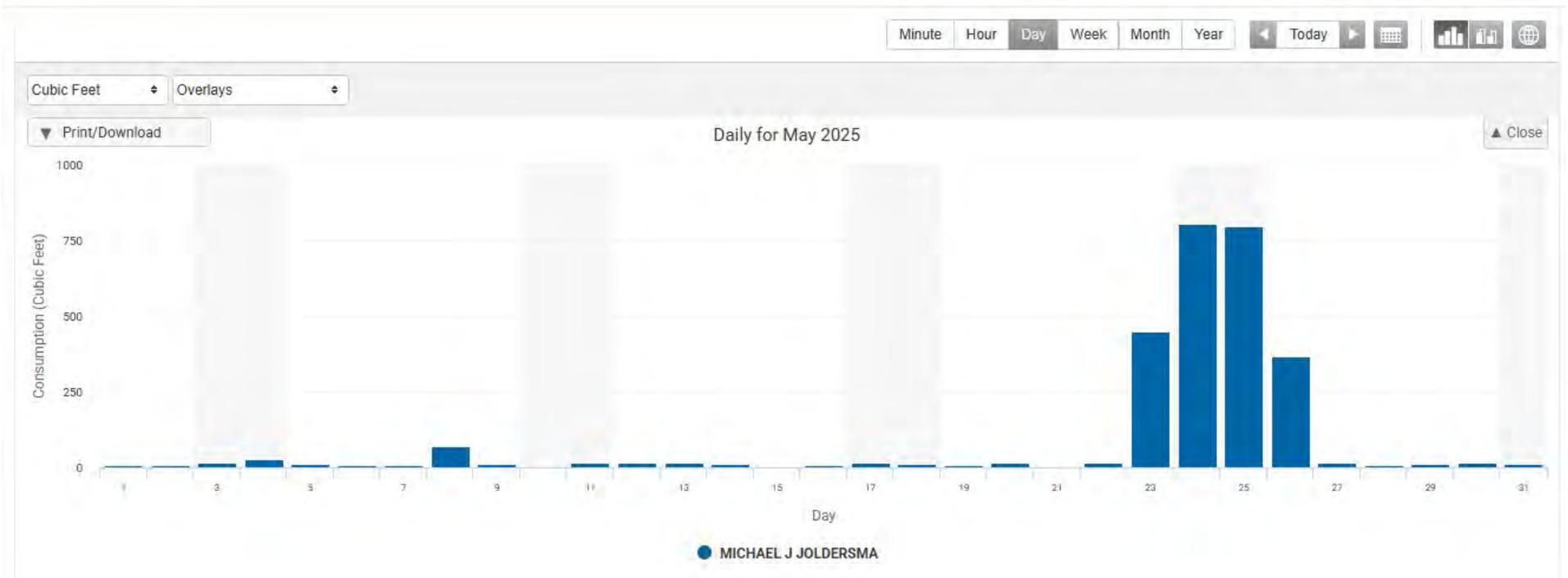
Dear Mayoral Council,

I am writing to dispute my 5/9/2025 to 6/9/2025 utility bill. My account number is [REDACTED]. According to your graph, I had a water usage of 2400 around the first of May where my usual usage for the month is a little over 400. After I talked to Amy in your office about the usage, I had a discussion with my wife and we concluded that a hose on the outside of the house must have been left on longer than we knew, so that is on us. However, since the water went onto the yard and not into the sewer, I am looking for a reimbursement of the difference in sewer usage. My normal usage is around \$36 and this charge is \$138.23, so I would like to get \$100 as the reimbursement. Thank you for your attention to this matter, and please let me know of the outcome. You can contact me at 320-221-1490, or send a letter to Michael Joldersma 507 Valley View Dr Redwood Falls, MN 56283.

Sincerely yours,

A handwritten signature in cursive script that reads "Michael Joldersma". The signature is written in black ink and includes a long horizontal flourish extending to the right.

Michael Joldersma



Beacon Daily Consumption Report

May 23 = 448 Cubic Feet

May 24 = 805 Cubic Feet

May 25 = 796 Cubic Feet

May 26 = 366 Cubic Feet

Meeting Date: August 19, 2025

AGENDA RECOMMENDATION

Agenda Item: Approval of Plans and Authorization to Bid

Recommendation/Action Requested: Staff recommend approving the plans and specifications and authorizing advertisement for bids for the Redwood Falls Library Addition and Renovation Project.

Summary/Overview: Attached to this cover is the advertisement for bids and signature plan sheet for the Redwood Falls Library Addition and Renovation Project. The total estimated cost with 5% contingency equates to \$4,332,623.00 for the base bid of the addition and renovation portion of the project. There will be an additional alternate (Alt.1), for the multi-purpose room expansion estimated at \$518,622.00 that is not reflected in the base bid cost of the addition and main facility renovation.

From project conception, it was stated that needed funding would be sourced solely from private donations. Great strides have been accomplished to that effect. Currently through the generous support of private donations, the project estimates for the base bid of \$4,332,623.00 is fully funded. The determining factor of if the project alternate would be viable for consideration will be dependent on the outcome of the bidding process and if received bids are below the current estimated cost.

Upon approval, the advertisement for bids will be published on August 28th, 2025, with a bid opening of September 25, 2025. Bidders are directed to hold their bids for 60 days where at the latest, the Council will entertain a recommendation to award or deny bids at the regularly scheduled meeting of November 18, 2025.

The bid set, plans and specifications are large documents that cannot be attached due to size and were not included with this agenda item. Access to a full set is available upon request.

Attachments: Advertisement for Bids
 Plan Cover Sheet

**SECTION 00 1113
ADVERTISEMENT FOR BIDS
OWNER
REDWOOD FALLS, MINNESOTA 56283**

CLOSING DATE: 09-25-2025

RECEIPT AND OPENING OF PROPOSALS:

Sealed proposals will be received by Owner, until 2:00 p,m, on 09-25-2025 at the City Hall, 333 S. Washington St. Redwood Falls, MN 56283 at which time the bids will be opened and publicly read.

PREBID MEETING:

A Non-mandatory will occur at 2:00 p,m, on September 4, 2025 at City of Redwood Falls, 509 S. Lincoln Street Redwood Falls, Minnesota.

TYPE OF BID

Contract Type: A single prime contract based on a Stipulated Price.

TYPE OF PROJECT:

The Project consists of the construction of an addition to a 1996 library and related renovation. The building will be wood frame and laminated wood structure with a brick veneer.

BID SECURITY:

Each bid must be accompanied by a bid bond, certified check or cashier's check for at least five percent (5%) of the amount of the bid, made payable to Owner.

EXAMINATION OF DOCUMENTS:

Drawings, Project Manual and other Contract Documents may be examined at the office of the owner, the architect's office and at the following builder's exchanges:

CMD Group
ConstructionConnect
Dodge Construction Network
Finance & Commerce
Minnesota Builder's Exchange
Fargo-Moorhead Builder's Exchange
Grand Forks, ND Builder's and Trader's Exchange
Mankato, MN Builder's Exchange
Mid-Minnesota BUilder's Exchange
Southwest Builders's Exchange

PROCUREMENT OF DOCUMENTS:

Bidders may secure construction documents from Architect, 311 4th ST SW, PO Box 956, Willmar MN 56201. Telephone (320) 235-0860, Fax (320) 235-0861. For a processing fee of \$25.00, furnishing company name, address, telephone number, fax number and email address; the bidder will have digital access. For a processing fee of \$25.00 plus a refundable deposit of \$200.00, furnishing company name, address, telephone number, fax number and email address; the bidder will have digital access and one hard copy set of the documents. The deposit will be refunded if the plans are returned to the Architect, in good condition, within 10 days after date of bid opening. Submit separate checks for processing fee and refundable deposit.

ELECTRONIC BIDS AND FAXES WILL NOT BE ACCEPTED

Owner reserves the right to reject any and all bids and to waive irregularities and informalities therein and further reserves the right to award the contract to the best interests of Owner .

Owner
509 S. Lincoln Street
Redwood Falls, Minnesota 56283

Publication: Redwood Falls Gazette
Publish dates: August 28 and September 4

Note to Publisher: Please send an "Affidavit of Publication" to:
Connie Lechner
Owner
509 S. Lincoln Street
Redwood Falls, Minnesota 56283

AGENDA RECOMMENDATION

Council Meeting Date: August 19th, 2025

Agenda Item: Resolution No. 51 of 2025

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

Summary/Overview: Resolution No. 51 of 2025 Authorizes Task Order No. 2025-6 with Bolton and Menk, Inc. (BMI) to provide the listed scope of services in the amount not to exceed \$39,500.00 (Split 52% Redwood Area School District and 48% City of Redwood Falls) without further Council approval.

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

This task order encompasses a Site Visit and Kickoff Meeting, Construction Documents, and Bidding and Construction Administration of the re-roofing project of the Redwood Area Community Center.

City staff has met with school officials, and both agree that with the increase of spots where leaking has occurred and with the Redwood Area Community Center turning 25 years old in December now is the time to complete this project. Both groups have agreed to an estimated roof coverage to be 48% City owned with the remaining 52% being school owned. The city and school will work with Bolton & Menk, Inc to develop one contract that will include a Schedule A (City) and a Schedule B (School). Both entities will be responsible for their portion of the payments for the re-roof project.

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

Attachments: Resolution No. 51 of 2025
Task Order No. 2025-6
Roof Replacement – Division of work

**RESOLUTION NO. 51 OF 2025
AUTHORIZATION TO EXECUTE TASK ORDER NO. 2025-6
FOR CIVIL ENGINEERING SERVICES FOR THE
REDWOOD AREA COMMUNITY CENTER ROOF REPLACEMENT 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. 2025-6 outlines the specific professional services to be completed by Bolton & Menk, Inc. for the Redwood Area Community Center Roof Replacement Project; and

WHEREAS, the cost of the professional services in Task Order No. 2025-6 is estimated to be \$39,500.00 (Split 52% Redwood Area School District and 48% City of Redwood Falls) and not to be exceeded without prior Council authorization; and

FURTHERMORE, the Redwood Falls Parks and Recreation Director 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 19th day of August 2025.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
19th day of August 2025.

Notary Public

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

TASK ORDER NO: 2025-6

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: August 19, 2025

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: December 18, 2026

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 **\$39,500** 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 December 1, 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: Ross Nachreiner
333 S. Washington St.
P.O. Box 526
Redwood Falls, MN 56283
Office Phone: 507-616-7400
Email: RNachreiner@ci.redwood-falls.mn.us

BOLTON & MENK, INC.
Attn: Owen J. Todd, P.E.
1243 Cedar Street NE
Sleepy Eye, MN 56085
Office Phone: 507-810-4184
Email: Owen.Todd@Bolton-Menk.com

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

ATTACHMENTS TO THIS TASK ORDER:
PROJECT SCOPE

PROJECT SCOPE

Redwood Area Community Center Roof Replacement

Based on our discussion and walkthrough with Parks and Recreation Director Ross Nachreiner, we understand that the City is seeking assistance in developing a roof replacement plan to replace in-kind the existing roof system including ballasted EPDM membrane and insulation with associated flashings at the Community Center. The tasks associated with this project include the following:

- Task 1: Site Visit & Kickoff Meeting
- Task 2: Construction Documents
- Task 3: Bidding & Construction Administration

Not Included in Project Scope:

- Evaluation of alternative roof membrane installation systems

Task 1: Site Visit & Kickoff Meeting

Bolton & Menk will visit the site to collect information with respect to the existing conditions as well as any existing building drawings to assist with the preparation of Construction Drawings for bidding. Additionally, the team will lead an initial discussion with City representatives to confirm project goals and understanding as well as overall project timeline for design and construction.

Deliverables:

- Executive Summary Highlighting:
 - Project Understanding
 - Observed Site Conditions of note

Task 2: Construction Documents

Bolton & Menk will utilize information and feedback collected from the site visit as well as provided by the City to create Construction Documents including demolition plans, roof plans details, and specifications. Additionally, Bolton & Menk will provide an updated probable cost estimate.

Deliverables:

- Construction Documents – Plans & Specifications
- Updated estimate of probable cost

Task 3: Bidding & Construction Administration

Bolton & Menk will prepare bid documents and assist with bid solicitation and evaluation. During construction, we will oversee contract administration, review submittals, address contractor questions, and review change orders and payment applications. Additionally, we will conduct site observation visits and provide progress reports to keep the city informed of the progress at bi-weekly intervals.

Deliverables:

- Bid Documents
- Review Contractor Submittals and field questions
- Review Change Orders and payment applications

- Conduct Site visits and Provide Progress Reports

OPINION OF PROBABLE COST

We anticipate construction costs for the roof replacement to be approximately **\$1,880,500**. Please note that this is a preliminary estimate. A more accurate estimate will be provided at a later date.

FEE

Bolton & Menk proposes to perform all work for an Hourly Not to Exceed Cost of **\$39,500**. This includes architecture/engineering and technical time for more than 2 staff members and Consultants. This amount will not exceed \$39,500 without prior authorization from the City of Redwood Falls.

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
City Authorize Project	August 2025
Task 1: Project Kick off Meeting	September 2025
Task 2: Construction Documents	October 2025
Task 3: Bidding & Construction Administration	December 2025
Construction	Spring 2026



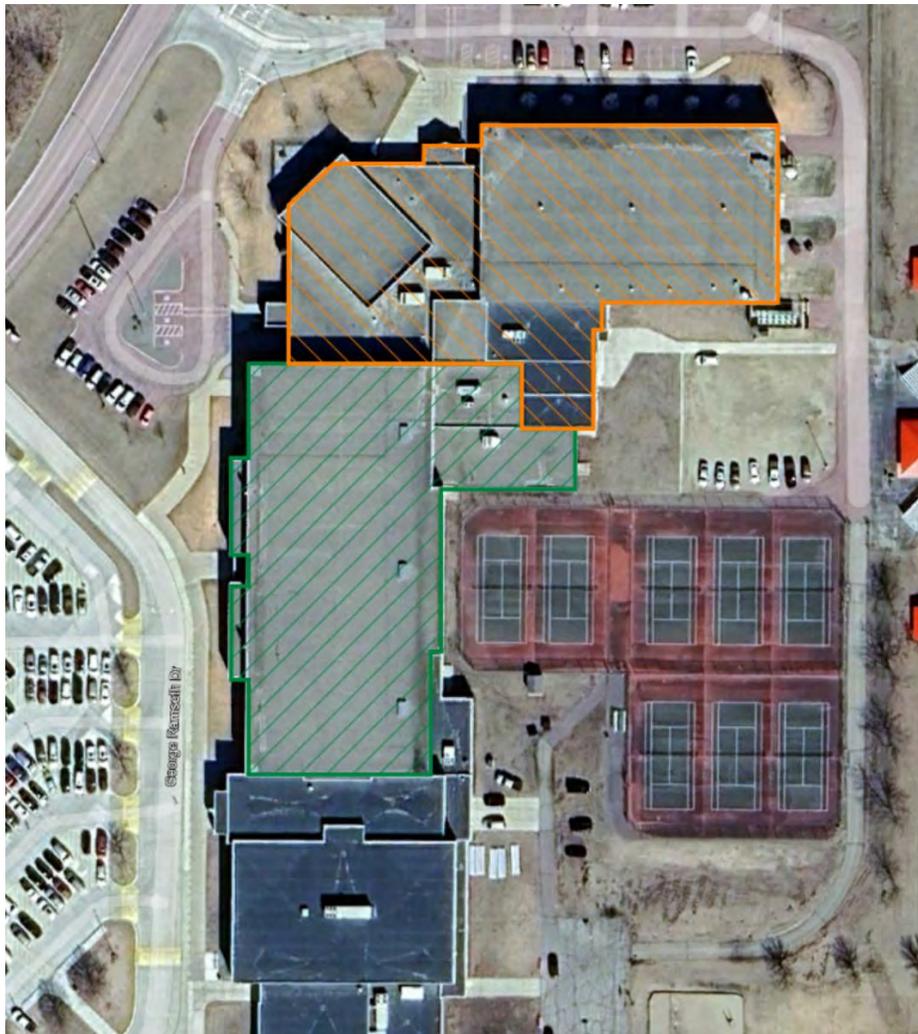
**BOLTON
& MENK**

Real People. Real Solutions.

Redwood Area Community Center - Roof Replacement

ROOF REPLACEMENT: DIVISION OF WORK

Approximate Roof Area:	100,000 SF	
Opinion of Probable Cost:	\$1,920,000	(Including A&E Fees)
City Portion:	47,700 SF	
	\$915,840	(47.7%)
School District Portion	52,300 SF	
	\$1,004,160	(52.3%)



AGENDA RECOMMENDATION

Meeting Date: August 19, 2025

Agenda Item: Proposed Ordinance No. 97 - Enacting and Adopting a Supplement to the Code of Ordinances

Recommendation/Action Requested: Read the proposed ordinance or make a motion to waive the first reading. Discuss the proposed ordinance. If no concerns, the proposed ordinance will be discussed again at the next Council Meeting on September 2, 2025, and approved by motion and roll call vote in accordance with Chapter 4 of the City Charter.

Summary/Overview: As part of the Supplement Service Plan with American Legal Publishing Corporation for our Codification Services Agreement, we received our Fourteenth Supplement to the Code of Ordinances. Ordinances No. 89-96, Fourth Series, and other amendments have now been incorporated into the code and are ready for your adoption. Attached is Ordinance No. 97, Fourth Series, enacting and adopting this supplement to the code of ordinances.

Attachments: Proposed Ordinance No. 97, Fourth Series

ORDINANCE NO. 97, FOURTH SERIES

**AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE
CODE OF ORDINANCES FOR THE CITY OF REDWOOD FALLS**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, completed the Fourteenth Supplement to the Code of Ordinances of the City of Redwood Falls, which supplement contains all Ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of the City of Redwood Falls;

**NOW, THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF
THE CITY OF REDWOOD FALLS:**

SECTION 1. That the Fourteenth Supplement to the Code of Ordinances of the City of Redwood Falls, as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, which includes Ordinances:

89 AN ORDINANCE AMENDING ZONING ORDINANCE

90 AN ORDINANCE ADOPTING THE 2014 UNIFIED DEVELOPMENT ORDINANCE WITH AMENDMENTS AS PROVIDED IN §14.02 OF THE REDWOOD FALLS CITY CODE

91 AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES FOR THE CITY OF REDWOOD FALLS

92 AN ORDINANCE AMENDING THE REDWOOD FALLS CODE OF ORDINANCES §10.35 AND §11.15, SUBD. 4 PERTAINING TO GRASS, WEEDS, AND OTHER VEGETATION

93 AN ORDINANCE GRANTING A FRANCHISE TO SWEETMAN SANITATION, TO COLLECT AND HAUL RESIDENTIAL MUNICIPAL SOLID WASTE GENERATED BY RESIDENTIAL AND MULTI-RESIDENTIAL UNITS LOCATED WITHIN THE CITY OF REDWOOD FALLS, MINNESOTA

94 AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE, 2014 EDITION, AS PROVIDED IN §14.03 OF THE REDWOOD FALLS CITY CODE, FOR THE PURPOSE OF REGULATING CANNABIS BUSINESSES

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

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

and all other amendments, be and the same is hereby adopted by reference as if set out in its entirety;
and

SECTION 2. Such supplement shall be deemed published as of the day of its adoption and approval by the Legislative Authority, and the Clerk of the City of Redwood Falls is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 19th day of August 2025.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
19th day of August 2025.

Notary Public

Introduction: **08/19/25**
Posting:
Adopted:
Approval Published:



Randy Thole
Zoning Administrator
Phone: 507-616-7400
Fax: 507-637-2417
rthole@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

To: City Council

Meeting Date: August 19, 2025

Agenda Item: Preliminary Plat & Final Plat Request for Centennial Woods Addition – 201 Normandale Road

Recommendation/Action Requested: Approve Centennial Woods Addition Preliminary & Final Plats.

Summary/Overview: The City received a request from Brian Ertel, owner of the Normandale Mobile Home Park located at 201 Normandale Road (Parcel #88-001-4140) for a preliminary and final plat approval for the Centennial Woods Addition.

In June of 2024, Planning Commission and City Council approved a Planned Unit Development request for Mr. Ertel to reduce the setback requirements on the property. The reduced setbacks were required to widen the street and bring the street and infrastructure up to municipal standards. Mr. Ertel worked with City Staff to prepare a development agreement and is currently in the process of installing the updated sanitary sewer, storm sewer, and water infrastructure.

On November 12, 2024, City Council approved the Normandale Mobile Home Park Development Agreement by Resolution No. 71 of 2024. The development agreement states, “due to the anticipated public benefit from the Municipal Improvements, upon completion, Developer plans to dedicate the street and related structures to the City as a public right-of-way.” To complete the street dedication, Mr. Ertel needs to complete a plat of the property to identify the public right-of-way and dedicate all Municipal Improvements located within the public right-of-way to the City as identified on the final plat.

Under the provisions of the Redwood Falls Unified Development Ordinance, the Zoning Administrator may allow a final plat to be submitted concurrent with a request for preliminary plat approval. City Staff has worked with Mr. Ertel and ISG Inc. to prepare the preliminary and final plats.

Planning Commission recommends approval of the Centennial Woods preliminary and final plat.

Legend

-  City Limits
-  Parcels (03/18/2024)
-  Road ROW
-  Lot Lines
- 2023 Aerial Photo
-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3



201 Normandale Rd

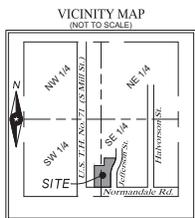


Disclaimer:

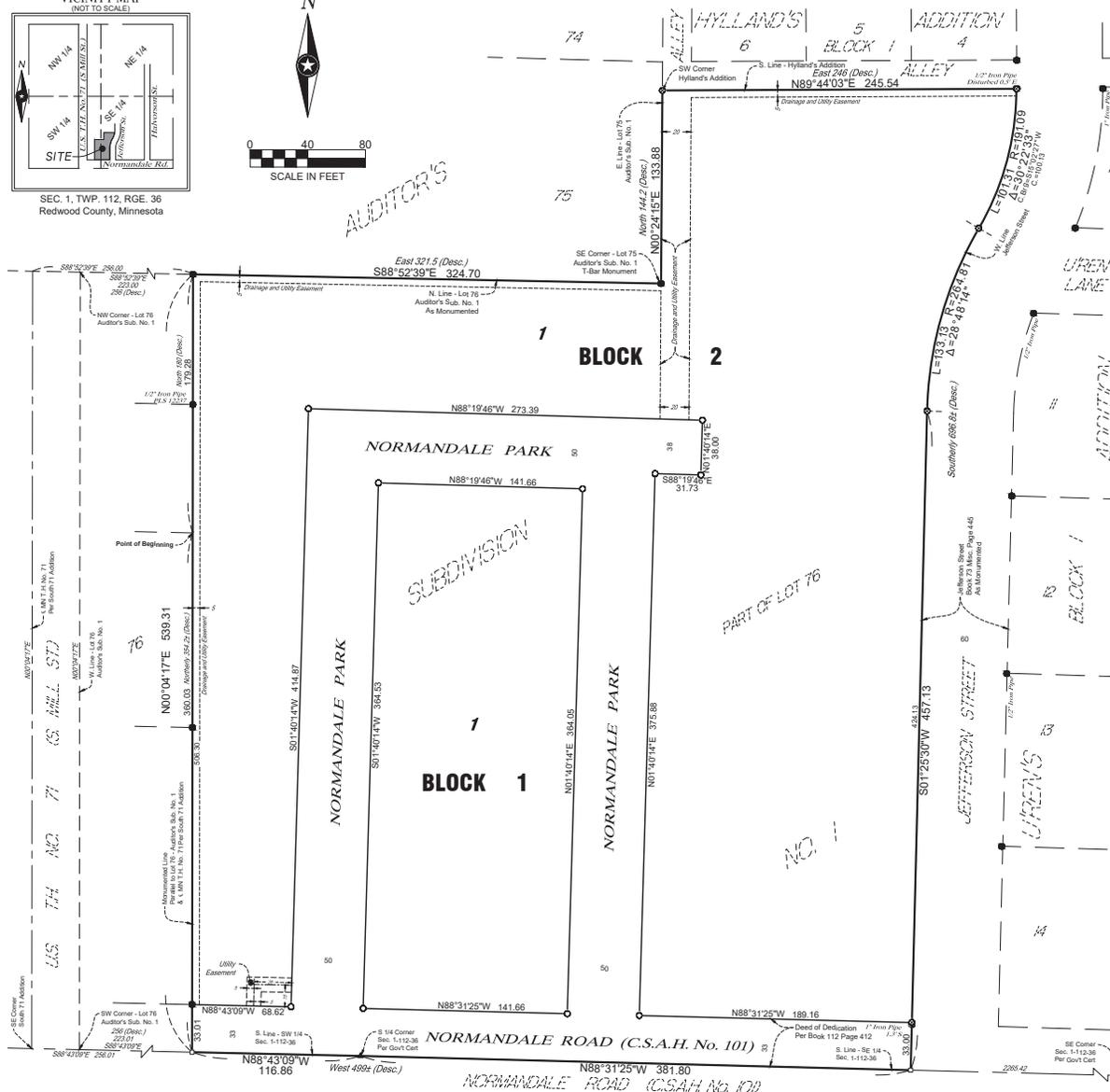
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only.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

0 132 Feet

CENTENNIAL WOODS



SEC. 1, TWP. 112, RGE. 36
Redwood County, Minnesota



INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Normandale LLC, a Minnesota limited liability company, owner of the following described property:
That part of Lot Seventy-six (76) of Auditor's Subdivision One (1) of Section One (1), Township One Hundred Twelve (112) North, of Range Thirty-six (36) West of the Fifth Principal Meridian, Redwood County, Minnesota, described as follows:

Beginning at a point 180 feet south and 266 feet east of the northwest corner of said Lot 76; thence north parallel with the west line of said Lot 76 for a distance of 180 feet; thence east along the north line of said Lot 76 for a distance of 321.5 feet to the southeast corner of Lot 75 of said Auditor's Subdivision; thence north along the east line of Lot 75 of said Auditor's Subdivision for a distance of 144.2 feet to the southwest corner of Hylland's Addition to the City of Redwood Falls as platted; thence east along the south line of said Hylland's Addition for a distance of 246 feet to the west line of Jefferson Street as platted; thence south along the west line of Jefferson Street as dedicated in Book 73 of Miscellaneous Records, page 445, for a distance of 698.8 feet, more or less; to the south line of said Section 1; thence west along the south line of said Section 1 for a distance of 499 feet, more or less, to a point 256 feet east of the west line of said Lot 76; thence north for a distance of 354.2 feet, more or less, to the point of beginning. Subject to a street dedication along the south line as recorded in Book 112 of Deeds on page 412 and subject to easements of record.

Has caused the same to be surveyed and platted as **CENTENNIAL WOODS** and does hereby dedicate to the public, for public use, the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Normandale LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Signed: Brian Etzel

Chief Manager

State of _____
County of _____

This instrument was acknowledged before me on _____, 20____ by _____, Chief Manager, of Normandale LLC, a Minnesota limited liability company.

Notary Public
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Ryan E. Kothoff, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or, will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 555.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Ryan E. Kothoff, Licensed Land Surveyor
Minnesota License No. 61565

State of Minnesota
County of Blue Earth

This instrument was acknowledged before me on _____, 20____ by Ryan E. Kothoff, Licensed Land Surveyor.

Kent A. Hays
Notary Public, Minnesota
My Commission Expires Jan. 31, 2030

APPROVAL CERTIFICATE

The foregoing plat of **CENTENNIAL WOODS** to the City of Redwood Falls, Minnesota, was reviewed and approved by the Planning Commission and the City Council of Redwood Falls, Minnesota, at their respective meetings, and that as per MS 555.03 Subd. 2, this plat has been submitted and written comments and recommendations have been received from the Redwood County Highway Engineer.

Reviewed by the Planning Commission this _____ day of _____, 20____
Approved by the City Council of Redwood Falls this _____ day of _____, 20____

Chairperson

Mayor

Secretary

Clerk

OFFICE OF THE COUNTY AUDITOR/TREASURER, REDWOOD COUNTY, MINNESOTA

I hereby certify that a copy of this plat has been filed in my office, that there are no delinquent taxes due, that the current taxes have been paid, and transfer entered on my record this _____ day of _____, 20____.

Redwood County Auditor/Treasurer

OFFICE OF THE COUNTY RECORDER, REDWOOD COUNTY, MINNESOTA

DOCUMENT NUMBER: _____

I hereby certify that this instrument was filed in the office of the County Recorder on this _____ day of _____, 20____ at _____ o'clock _____ M.

Redwood County Recorder

LEGEND

- T-Bar Monument Found (Unless Otherwise Noted)
- ▲ Section Corner Per Gov't Cert
- ⊙ Indicates 12" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 61565 to be set before time of recording
- Indicates 12" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 61565
- Indicates Mag Nail Set

BEARING NOTE:

The orientation of this bearing system is based on the south line of the Southeast Quarter of Section 1-112-36. Said line bears North 88 degrees 31 minutes 25 seconds West.

ISG



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

tdammann@ci.redwood-falls.mn.us

AGENDA MEMO

Meeting Date: August 19, 2025

Agenda Item: Ordinance No. 98 – An Ordinance Amending Zoning Ordinance

Recommendation/Action Requested: Read the proposed Ordinance or make a motion to waive the first reading of the ordinance. Discuss the proposed ordinance. If there are no concerns, proposed ordinance will be discussed again at the next Council Meeting on September 2, 2025, and approved by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: The City is proposing to rezone from I-1 to B-3 the properties described as 1301, 1303, 1305, 1307, and 1311 E. Bridge Street, 161 N CO HWY 101, and Parcel #88-132-3030. A map is included of the requested properties.

The City received an inquiry from Butch Westman of Westman Group LLC, the property owner of 1303 E. Bridge Street, regarding the current zoning designation of the property. The owner recently purchased the NAPA property with plans to obtain a motor vehicle dealership license with the State of MN to allow for truck sales at that location. The retail sales portion of NAPA would remain, but the owner would like to add commercial truck and commercial truck part sales at that location. The property is zoned industrial (I-1), and vehicles sales are not permitted in industrial districts.

Following Mr. Westman's inquiry, Staff reviewed the zoning designation of that property as well as the adjacent properties and found the current uses in the area do not fit the general provisions of an industrial district. Industrial districts are established to provide locations for industrial land uses engaged in the production, processing, assembly, manufacturing, packaging, wholesaling, warehousing or distribution of goods and materials. All of the requested parcels are currently zoned I-1: Limited Industrial. The businesses include a bank/financial institution, car wash, automobile parts and accessories sales, hotel, and automobile sales (car dealership). Most of the properties are currently operating as legal non-conforming uses because they are either not permitted in industrial districts or only permitted by conditional use.

To better align with the current uses of all seven properties, staff recommend rezoning all of the requested properties to B-3: Auto-Oriented Business District. The purpose of the B-3 District is to provide for and limit the establishment of motor vehicle oriented or dependent commercial and service activities. All of the current businesses/uses are permitted uses in a B-3 district. The zoning amendment will not change the current business operations of any of the requested properties.

The request to re-zone the property was presented to the Planning Commission on August 12, 2025. The Planning Commission, along with City staff, recommend approval of the re-zone and Amendment of the Zoning Ordinance.

No action needs to take place at tonight's meeting, solely discussion of the proposed amendment to the Zoning Ordinance. City Staff will provide the required 10-day notice of the Ordinance prior to the final approval on the

proposed Ordinance. On September 2, 2025, City staff will request Council approve the proposed Ordinance by roll call vote in accordance with Chapter 4 of the City Charter and Chapter 3 of the City's Unified Development Ordinance.

Attachment: Ordinance No. 98 – An Ordinance Amending Zoning Ordinance
Map of Property Re-Zone

ORDINANCE NO. 98, FOURTH SERIES

AN ORDINANCE AMENDING ZONING ORDINANCE

THE CITY COUNCIL OF REDWOOD FALLS DOES ORDAIN:

SECTION 1. That after a public hearing and review of all the evidence pertaining to the request to re-zone certain real property as referenced in Section 2, the City Council of the City of Redwood Falls makes the following:

FINDINGS OF FACT

1. The amendment is consistent with the applicable policies of the City's Comprehensive and Land Use Plan.
2. The amendment proposes to change the zoning classification of particular properties.
3. The amendment is in the best interest of the public as it promotes orderly development and is not solely for the benefit of a single property owner.
4. The existing uses of property and the zoning classification of property within the general area of the property in question are compatible with the proposed zoning classification.
5. There are reasonable uses of the properties in question permitted under the existing zoning classification of I-1.
6. There has been a change in the character or trend of development in the general area of the properties in question, which has taken place since such properties were placed in their present zoning classification.

SECTION 2. That the following described real estate lying and being in the City of Redwood Falls, Redwood County, Minnesota, to-wit:

All that part of the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section Thirty-two (32), Township One Hundred Thirteen (113) North, Range Thirty-five (35) West of the Fifth Principal Meridian described as follows: Beginning at the intersection of the west line of Anderson Drive, as of record in Book 125 of Deeds, Page 331, and the north line of the Service Road for Highways 19 and 71; thence west parallel the south line of said Section 32 for 93.52 feet; thence north at 90 degrees to the south line of said Section 32 for 215.00 feet; thence deflecting west at 90 degrees for 60.00 feet; thence deflecting north at 90 degrees for 185.00 feet to the north line of that parcel as recorded in Book 159 of Deeds on Page 483; thence east parallel to the south line of said Section 32 for 103.73 feet to the west line of Anderson Drive; thence southerly along the west

line of Anderson Drive for 406.04 feet, more or less, to the point of beginning, containing 1.004 acres;

AND

All that part of the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section Thirty-two (32), Township One Hundred Thirteen (113) North, Range Thirty-five (35) West of the Fifth Principal Meridian described as follows, to-wit: Commencing at a point 350 feet East of the southwest corner of said Section 32 and 535 feet North of the South line of said Section 32; thence South parallel with the West line of said Section 32 a distance of 400.0 feet; thence North 89 degrees 47' East, parallel with the South line of said Section 32 and distant 135 feet northerly thereof, a distance of 407.3 feet to the westerly line of Anderson Drive in the City of Redwood Falls, Minnesota, thence North 0 degrees 06' West along the westerly line of said Anderson Drive a distance of 100.0 feet to the point of curve of a 6 degree 12'30" curve with a radius of 922.37 feet; thence curving in a northwesterly direction along the westerly line of said Anderson Drive a distance of 306.04 feet; thence South 89 degrees 47' West a distance of 355.9 feet to the point of beginning, containing 3.62 acres, more or less, EXCEPTING THEREFROM the following described premises: All that part of the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section Thirty-two (32), Township One Hundred Thirteen (113) North, Range Thirty-five (35) West of the Fifth Principal Meridian described as follows, to wit: Beginning at the intersection of the west line of Anderson Drive, as of record in Book 125 of Deeds, Page 331, and the north line of the Service Road for Highways 19 and 71; thence west parallel the south line of said Section 32 for 93.52 feet; thence north at 90 degrees to the south line of said Section 32 for 215.00 feet; thence deflecting west at 90 degrees for 60.00 feet; thence deflecting north at 90 degrees for 185.00 feet to the north line of that parcel as recorded in Book 159 of Deeds on Page 483; thence east parallel to the south line of said Section 32 for 103.73 feet to the west line of Anderson Drive; thence southerly along the west line of Anderson Drive for 406.04 feet, more or less, to the point of beginning, containing 1.004 acres;

AND

That part of the SW $\frac{1}{4}$ of SW $\frac{1}{4}$ of Section 32, Township 113, Range 35, described as follows: Beginning at a point 350 feet east of the southwest corner of said Section 32 and 135 feet north of the south line of said Section 32 and running thence at right angles to said south section line in a northerly direction a distance of 180 feet, thence at right angles in a westerly direction a distance of 199.90 feet to a point 150 feet east of the west line of said Section 32, thence southerly parallel with the west line of said Section 32 a distance of 105.16 feet, thence south 45° east a distance of 105.80 feet, thence easterly parallel with the south line of said Section 32 a distance of 125.16 feet to the place of beginning;

AND

All that part of the Southwest Quarter (SW $\frac{1}{4}$) of Section Thirty-Two (32), Township One Hundred Thirteen (113) North, Range Thirty-five (35) West, described as follows: Commencing at a point 135 feet North of the South line of said Section Thirty-two (32) at a point 1,223.30 feet East of the Southwest (SW) corner of said Section Thirty-two (32), running thence North a distance of 400 feet, thence West 448 feet approximately to the East line of Anderson Drive, a dedicated Street in Redwood Falls – Anderson Industrial Park, running thence Southeasterly and Southerly along the East line of said Anderson Drive to the North line of Bridge Street, thence East a distance of 400 feet to the place of beginning, containing 3.7 acres, more or less, the same being located within corporate limits of the City of Redwood Falls, Redwood County, Minnesota;

AND

All that part of the Southwest Quarter (S.W. $\frac{1}{4}$) of Section Number Thirty-two (32), Township Number One Hundred Thirteen (113) North of Range Number Thirty-five (35) West described as follows: Commencing at a point 135 feet North of the South line of said Section 32, which point is 1331.30 feet East of the Southwest corner of said Section 32, and running thence North a distance of 301.45 feet, thence West a distance of 108 feet, thence South a distance of 301.45 feet, thence East a distance of 108 feet to the place of beginning;

AND

All that part of the Southwest Quarter (SW $\frac{1}{4}$) of Section Thirty-Two (32), Township One Hundred Thirteen (113) North, Range Thirty-five (35) West, described as follows: Commencing at a point 135 feet north of the south line of said Section 32, which point is 1481.30 feet east of the southwest corner of said Section 32, and running thence north parallel with the west line of said Section 32 a distance of 301.45 feet, thence west parallel with the south line of said Section 32 a distance of 150 feet, thence south parallel with the west line of said Section 32 a distance of 301.45 feet, thence east parallel with the south line of said Section 32 a distance of 150 feet to the place of beginning;

AND

All that part of the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section Thirty-two (32), in Township One Hundred Thirteen (113) North, of Range Thirty-five (35) West, described as follows: Beginning at a point 350 feet East of the Southwest Corner of said Section Thirty-two (32) and 315 feet North of the South line of said Section Thirty-two (32) and running thence North at right angles to a line drawn parallel to the South line of said Section Thirty-two (32) at the point of beginning a distance of 120 feet, thence at right angles in a Westerly direction a distance of 199.90 feet, more or less, to a point 150 feet East of the West line of said Section Thirty-two (32), thence Southerly parallel with the West line of said Section Thirty-two (32) a distance of 120 feet, thence East a distance of 199.90 feet, more or less, to the place of beginning;

AND

All that part of the Southwest Quarter (SW¹/₄) of the Southwest Quarter (SW¹/₄) of Section Thirty-two (32), in Township One Hundred Thirteen (113) North, of Range Thirty-five (35) West of the Fifth Principal Meridian, described as follows: Beginning at a point Two Hundred Ten (210) feet East of the West line of said Section Thirty-two (32) and Five Hundred Thirty-five (535) feet North of the South line of said Section Thirty-two (32) and running thence South and parallel to said West line a distance of One Hundred (100) Feet, thence East parallel with said South line a distance of One Hundred Forty (140) feet, thence North parallel to said West line a distance of One Hundred (100) feet, thence West parallel to said South line a distance of One Hundred Forty (140) feet to the point of beginning, containing .3214 acres, more or less;

AND

A tract Sixty (60) feet by One Hundred (100) feet more particularly described as follows: All that part of the Southwest Quarter (SW¹/₄) of Section Thirty-two (32), Township One Hundred Thirteen (113) North, Range Thirty-five (35) West beginning at a point 150 feet East of the West line of said Section Thirty-two (32) at the intersection of a line drawn parallel to the South line of said Section Thirty-two (32), and distant 435 feet Northerly therefrom; thence East parallel to said South line for a distance of 60 feet, thence North parallel to said West line of said Section a distance of 100 feet, thence West parallel to the South line of said Section a distance of 60 feet, thence South parallel to the West line a distance of 100 feet to the point of beginning;

now classified as “I-1, Limited Industrial District,” be changed to “B-3, Auto-Oriented Business District.”

SECTION 3. That the Zoning Administrator is hereby directed to change the zoning map referred to in Section 6.03 of Chapter 6 of the Unified Development Ordinance in accordance herewith.

SECTION 4. This Ordinance becomes effective from and after its passage and publication.

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

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

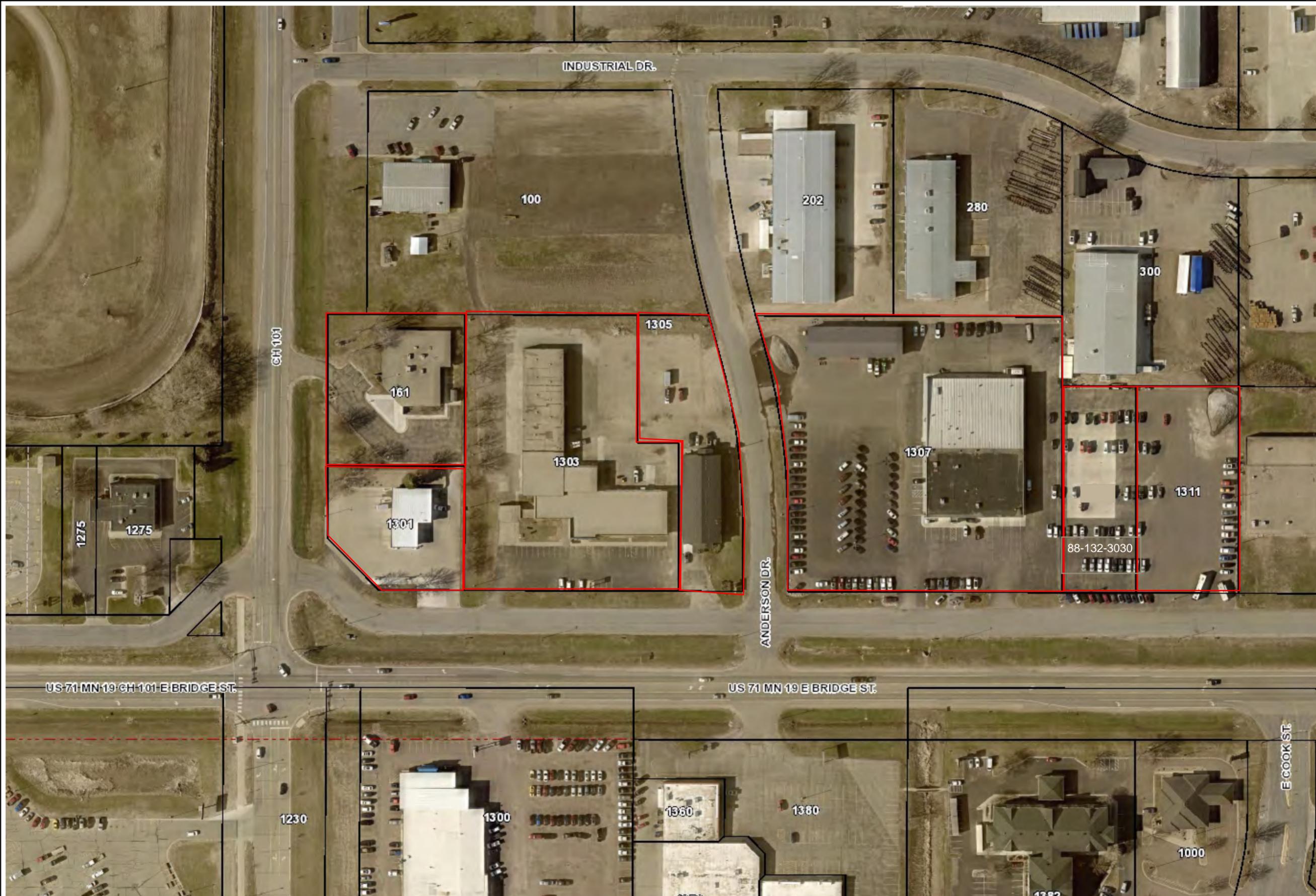
Subscribed and sworn to before me this
_____ day of _____, 2025.

Notary Public

Introduced: August 19, 2025
10-Day Notice:
Approved:
Publication:

Legend

-  City Limits
-  Parcels (03/18/2024)
-  Road ROW
-  Lot Lines
- 2023 Aerial Photo
-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3

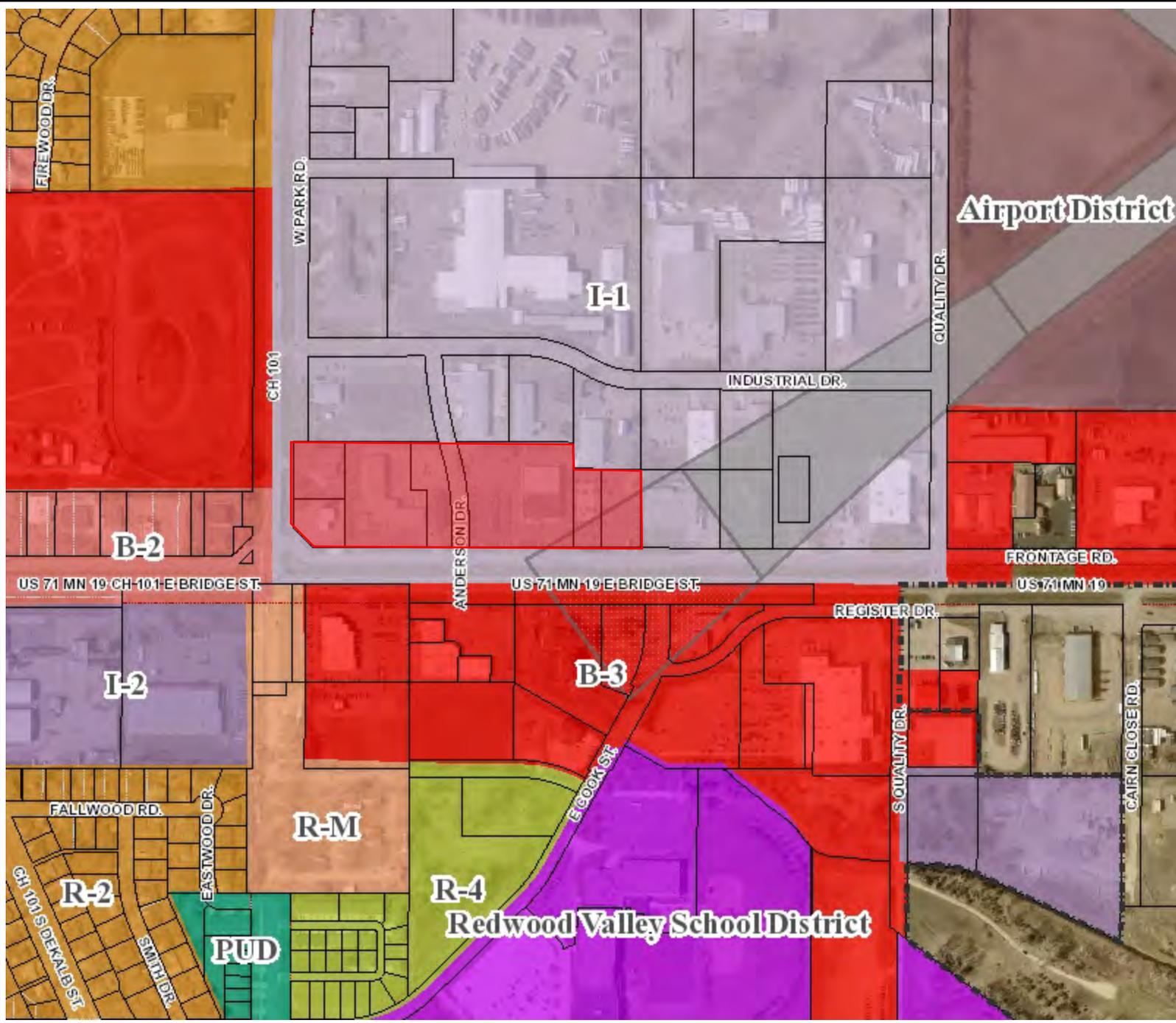


0 132 Feet

Disclaimer:

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





Legend

- City Limits
- Parcels (03/18/2024)
- Road ROW
- Lot Lines
- Shoreland Overlay
- Airport Surface**
 - Approach Zone 'A'
 - Approach Zone 'B'
- Zoning**
 - Airport District
 - B-2
 - B-3
 - B-4
 - I-1
 - I-2
 - Lake Redwood
 - PUD
 - R-2
 - R-3
 - R-4
 - R-B
 - R-M
 - R-R
 - Redwood Valley School District
- 2023 Aerial Photo**
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

Zoning



Disclaimer:

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

0 527 Feet



Randy Thole
 Zoning Administrator
 Phone: 507-616-7400
 Fax: 507-637-2417
rthole@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

To: City Council

Meeting Date: August 19, 2025

Agenda Item: Resolution No. 52 of 2025 – Resolution Approving the Planned Unit Development (PUD) for Lot One/Block One Reflection Prairie Addition

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: The City received a request from the Redwood Falls Port Authority for a Planned Unit Development (PUD) for Lot One, Block One of the Reflection Prairie Addition. The Port Authority has identified a few objectives that the PUD would achieve, including:

- Accommodation of the growing demand for housing of all types and for commercial facilities conveniently located to such housing.
- Higher standards of site and building design through the use of trained and experienced land planners, architects and landscape architects.
- An efficient use of land resulting in smaller networks of utilities and streets thereby lowering housing costs and public investments and the promotion of energy resource conservation.

The PUD request will not change the current zoning of the (R-4) Multiple Family Residential District but will allow for modifications to the property configuration with reduced setback requirements (zero lot line between duplexes, front setback to 20', and side setback to 8'), and street width (50' right-of-way and 30' street width). Approval of the PUD will also allow for an exception to Ordinance Standards for R-4 Districts. By design, the proposed PUD requests an exception to allow single- and two-family dwellings in an R-4 District. Allowing single- and two-family dwellings is necessary to achieve the identified objectives.

A proposed concept map showing the setbacks and infrastructure layout is included. City Staff worked with City Engineer Bolton & Menk to ensure the proposed infrastructure meets the necessary requirements. The proposed PUD is consistent with other PUD districts that have been established in the City.

Planning Commission and Staff recommend approval of the Planned Unit Development with the findings of fact and conditions as outlined in Resolution No. 52 and with the exception to Ordinance Standards to allow single- and two-family dwellings in an R-4 District.

Attachments: Beacon Site Map
 Bolton & Menk Site Concept
 Resolution No. 52 of 2025 with Exhibit A

RESOLUTION NO. 52 OF 2025

**A RESOLUTION OF THE CITY OF REDWOOD FALLS APPROVING THE
PROPOSED PLANNED UNIT DEVELOPMENT FOR LOT ONE/BLOCK ONE
REFLECTION PRAIRIE ADDITION**

WHEREAS, a request has been made pursuant to the Redwood Falls Unified Development Ordinance (“UDO”) for a Planned Unit Development (“PUD”) by the Redwood Falls Port Authority (“Port Authority”), owner of certain real property in Redwood Falls, Minnesota with PID #88-733-0020, hereinafter, the (“Property”); and

WHEREAS, the legal description of the Property for the proposed PUD is detailed in Exhibit A attached hereto; and

WHEREAS, approval of the PUD request will not change the current zoning of the (R-4) Multiple Family Residential District but will allow for modifications to the property configuration with reduced setback requirements (zero lot line between duplexes, front setback to 20’, and side setback to 8’), and street width (50’ right-of-way and 30’ street width). Approval of the PUD will also allow for an exception to Ordinance Standards for R-4 Districts to allow single- and two-family dwellings in an R-4 District; and

WHEREAS, on August 12, 2025, the Planning Commission reviewed the request for PUD, held a public hearing where all public comment was heard, and voted to recommend to the City Council approval of the proposed PUD with required findings as listed in Section 15.14 of the Redwood Falls UDO; and

WHEREAS, the proposed PUD will result in the improvement of street, sanitary sewer, storm sewer, and water utilities within the Property; and

WHEREAS, the proposed PUD will serve the following objectives as listed in Section 15.02 of the Redwood Falls UDO: 1) Accommodation of the growing demand for housing of all types and for commercial facilities conveniently located to such housing; 2) Higher standards of site and building design through the use of trained and experienced land planners, architects and landscape architects; 3) An efficient use of land resulting in smaller networks of utilities and streets thereby lowering housing costs and public investments and the promotion of energy resource conservation; 4) A development pattern in harmony with the objectives of the Comprehensive Plan; 5) A more desirable environment than would be possible through the strict application of zoning and subdivision regulations of the City; and 6) Promotion of integrated land uses, allowing for a mixture of residential, business, and public facilities along corridors and in transitional areas.

THEREFORE, BE IT RESOLVED, the City Council of the City of Redwood Falls makes the following:

FINDINGS OF FACT

- (A) Adequate property control has been established and provided to protect the individual owner's rights and property values and to define legal responsibilities for maintenance and upkeep.
- (B) The interior circulation plan and access from and onto public right-of-way does not create congestion or dangers and is adequate for the safety of the project residents and general public.
- (C) A sufficient amount of usable open space is provided.
- (D) The arrangement of buildings, structures, and accessory uses does not unreasonably disturb the privacy of surrounding property owners or reduce the value of adjacent properties.
- (E) The architectural design of the project is compatible with the surrounding area.
- (F) The project will not place a burden on existing municipal infrastructure, including utility and drainage systems.
- (G) The development schedule ensures a logical development of the site, protecting the interests of project residents and the general public.
- (H) The planned unit development is in reasonable compliance with the intent and purpose of the Land Use Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA, Port Authority's proposed PUD for the Property as described herein is hereby approved subject to the following conditions:

- 1) The official zoning map shall be amended to designate the property as a "PUD- Planned Unit Development" overlay district.
- 2) The PUD shall remain valid for a period of one (1) year from the date of approval. If an application for final plan approval has not been submitted within such period, the PUD shall be considered void unless a petition for a time extension has been granted by the City Council. Such extension request shall be submitted in writing at least thirty (30) days prior to expiration of the approval and shall state facts showing a good faith effort to initiate final development plans for the PUD. In the event that the PUD is allowed to expire, the Planning Commission shall hold a public hearing to remove the PUD designation from the Property.
- 3) Port Authority shall proceed with final plans, including any necessary final plat, site plan, and building permit approvals, however, the City shall withhold approval of any final plat, site plan, or building permit required for the PUD if the proposal is inconsistent with the plan as approved, except as provided in Section 15.19 of the UDO.
- 4) Port Authority shall provide the City with all necessary public utility easements to be incorporated within a final plat approval.
- 5) Port Authority shall obtain all required permits and approvals before starting any ground disturbance.

- 6) The PUD will allow for modifications to the property configuration with reduced setback requirements (zero lot line between duplexes, front setback to 20', and side setback to 8'), and street width (50' right-of-way and 30' street width), and provide an exception to Ordinance Standards for R-4 Districts to allow single- and two-family dwellings in an R-4 District.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota, this 19th day of August 2025.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

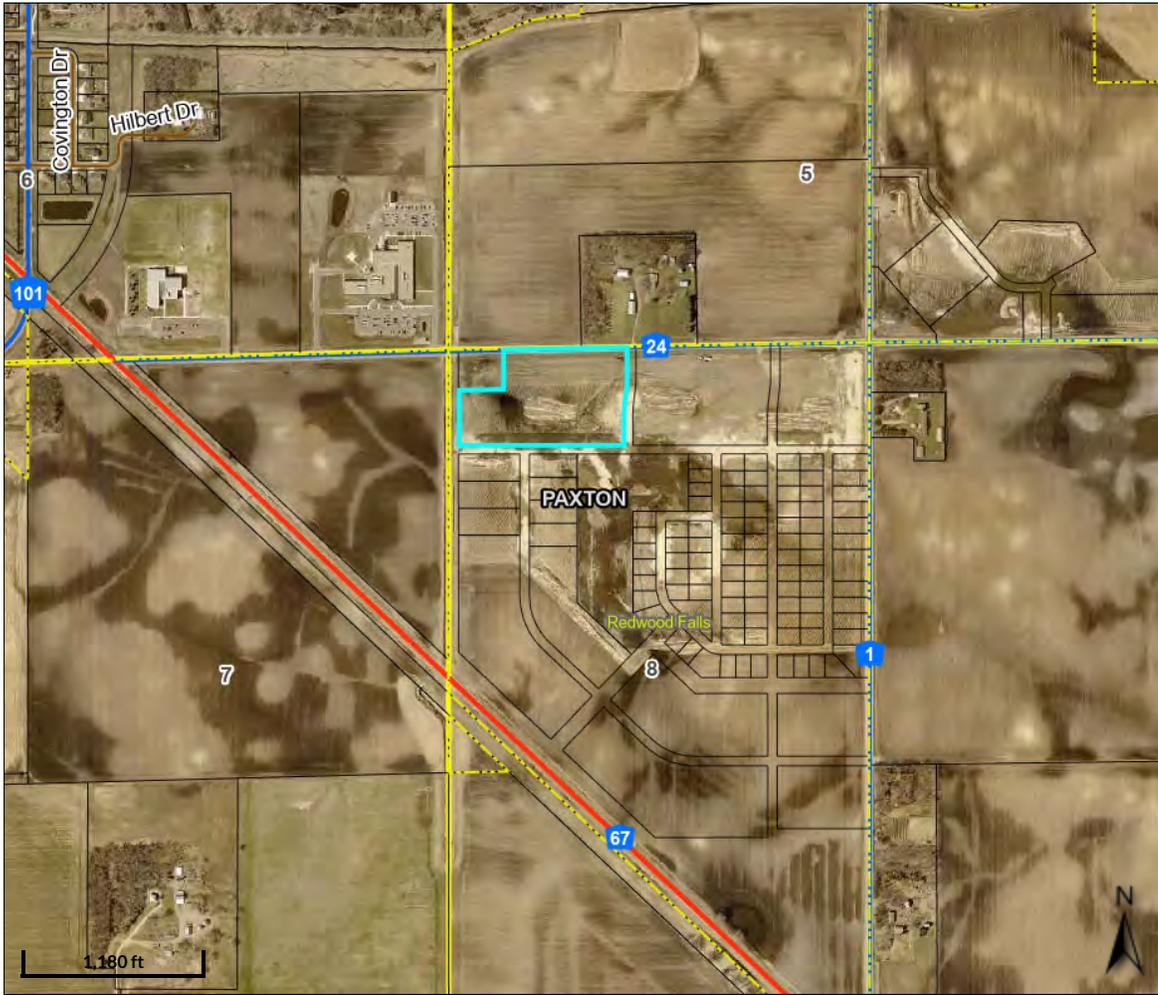
Subscribed and sworn to before me this
_____ day of _____, 2025.

Notary Public

Exhibit A

Legal Description of Property

Lot One (1), Block One (1) of the Reflection Prairie Addition, City of Redwood Falls, Redwood County, Minnesota, according to the recorded plat thereof.



Overview



Legend

- Municipal Boundaries
- Surrounding Counties
- Townships
- Parcels
- Major Roads**
- State/Federal
- County
- County/Twp/City
- Minor Roads

Parcel ID	88-733-0020	Alternate ID	n/a	Owner Address	REDWOOD FALLS PORT AUTHORITY
Sec/Twp/Rng	0-0-0	Class	MUNICIPAL PROP ALL OTHER		333 S WASHINGTON ST
Property Address		Acreage	12.12		PO BOX 526
	REDWOOD FALLS				REDWOOD FALLS MN 56283
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 7/23/2025
 Last Data Uploaded: 7/22/2025 9:42:42 PM

Developed by **SCHNEIDER**
 GEOSPATIAL

AGENDA RECOMMENDATION

To: City Council

Meeting Date: August 19, 2025

Agenda Item: Preliminary Plat & Final Plat Request for Reflection Cove Addition – Parcel #88-733-0020

Recommendation/Action Requested: Approve Reflection Cove Addition Preliminary & Final Plats.

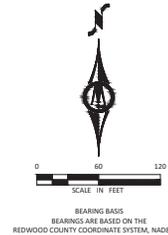
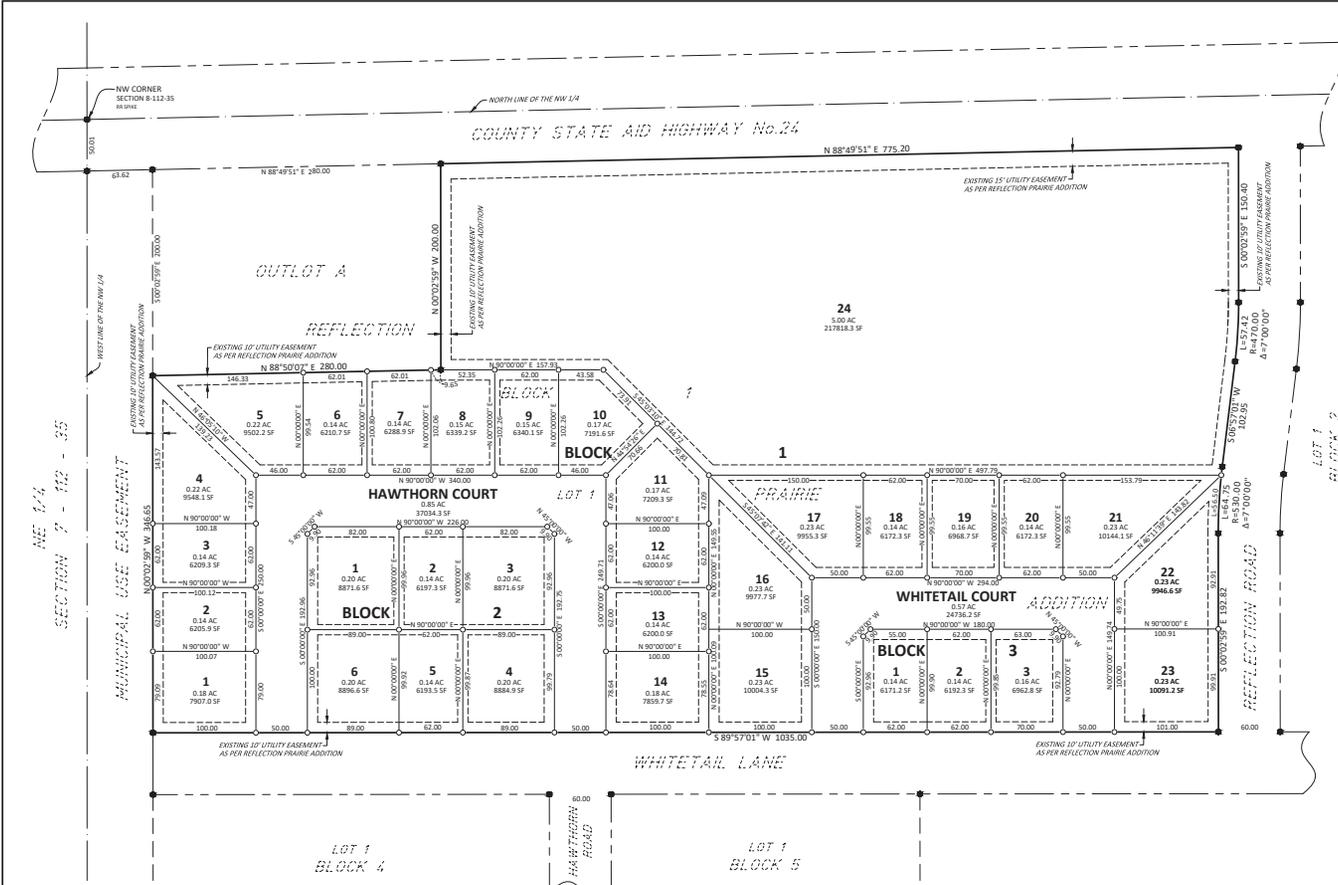
Summary/Overview: The City received a request from the Redwood Falls Port Authority for a preliminary and final plat approval for the property described as the Reflection Cove Addition (Parcel #88-733-0020). The submitted plats have been designed to reflect the Planned Unit Development and proposed setbacks.

Under the provisions of the Redwood Falls Unified Development Ordinance, the Zoning Administrator may allow a final plat to be submitted concurrent with a request for preliminary plat approval. The Port Authority and City Staff have worked with the City Engineer, Bolton & Menk Inc., to prepare the preliminary and final plats.

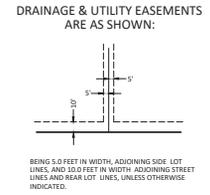
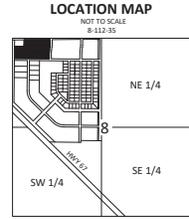
Planning Commission recommends approval of the Reflection Cove Addition preliminary and final plats.

OFFICIAL PLAT COPY

REFLECTION COVE ADDITION TO THE CITY OF REDWOOD FALLS



LEGEND
 ○ 1/2" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 44996
 ● MONUMENT FOUND



APPROVAL CERTIFICATE

The foregoing plat of REFLECTION PRAIRIE ADDITION to the City of Redwood Falls, Minnesota, was reviewed and approved by the Planning Commission and the City Council of Redwood Falls, Minnesota, at their respective meetings, and that as per MS 505.03 Subd. 2, this plat has been submitted and written comments and recommendations have been received from the Redwood County Highway Engineer.

Reviewed by the Planning Commission this ____ day of _____, 2025
 Approved by the City Council of Redwood Falls this ____ day of _____, 2025.

Chairperson _____ Mayor _____
 Secretary _____ Clerk _____

OFFICE OF THE COUNTY AUDITOR/TREASURER, REDWOOD COUNTY, MINNESOTA
 I hereby certify that a copy of this plat has been filed in my office, that there are no delinquent taxes due, that the current taxes have been paid, and transfer entered on my record this ____ day of _____, 2025.

Redwood County Auditor/Treasurer _____
OFFICE OF THE COUNTY RECORDER, REDWOOD COUNTY, MINNESOTA
 DOCUMENT NUMBER _____
 I hereby certify that this instrument was filed in the office of the County Recorder on this ____ day of _____, 2025, at ____ o'clock ____ M.
 Redwood County Recorder _____

INSTRUMENT OF DEDICATION
 KNOW ALL MEN BY THESE PRESENTS: That the Redwood Falls Port Authority, a Minnesota Statutory Port Authority, owner of the following described property:
 Lot 1, Block 1, Reflection Prairie Addition, City of Redwood Falls, Redwood County, Minnesota.
 Has caused the property to be surveyed and platted as: REFLECTION COVE ADDITION to the City of Redwood Falls, and do hereby dedicate to the public for public use the public ways and drainage and utility easements as created by this plat.
 In witness whereof said Redwood Falls Port Authority, has caused these presents to be signed by its proper officers this ____ day of _____, 2025.
 Signed: Redwood Falls Port Authority

 Jeanne Limoges, President

 Craig LaBrie, Secretary

NOTARY
 STATE OF MINNESOTA
 COUNTY OF REDWOOD
 The foregoing instrument was acknowledged before me this ____ day of _____, 2025 by Jeanne Limoges, President of the Redwood Falls Port Authority, a Minnesota Statutory Port Authority and Craig LaBrie, Secretary of the Redwood Falls Port Authority, a Minnesota Statutory Port Authority.

 Notary Public, MN.
 My commission expires _____

SURVEYOR'S CERTIFICATE
 I, Jesse D. Zeig, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes Section 505.01, Subdivision 3, as of the date of the surveyor's certification are shown and labeled on this plat and that all public ways are shown and labeled on this plat.
 Dated this ____ day of _____, 2025.

 Jesse D. Zeig, Land Surveyor
 Minnesota License No. 44996

**STATE OF MINNESOTA
 COUNTY OF BROWN**
 The foregoing instrument was acknowledged before me this ____ day of _____, 2025 by Jesse D. Zeig, Minnesota Surveyor License Number 44996.

 Judy Lynn Johnson
 Notary Public, MN.
 My commission expires 1-31-2026

Meeting Date: August 19, 2025

AGENDA RECOMMENDATION

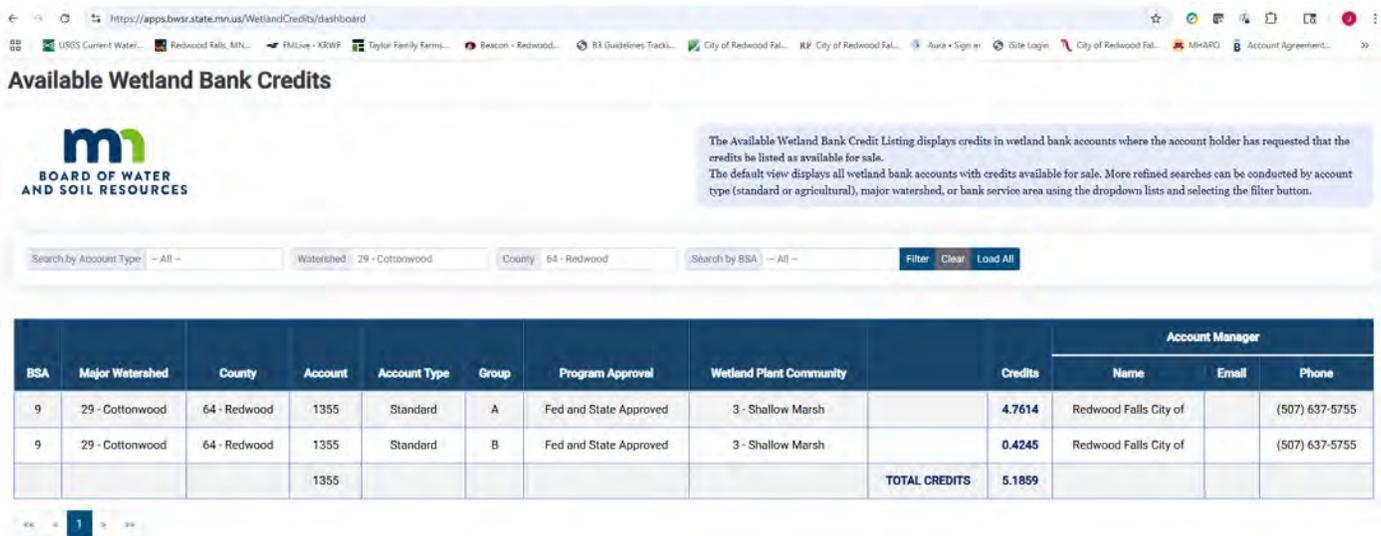
Agenda Item: Recommendation to withdraw up-to 0.34 acres of wetland credits.

Recommendation/Action Requested: Staff is recommending Council authorize the withdrawal of 0.34 acres of wetland credits from the City of Redwood Falls owned wetland bank and authorize the Mayor and/or City Administrator to execute the Board of Water and Soil Resources (BWSR) withdrawal application and related project forms.

Summary/Overview: The Safe Routes to School portion of the trail will impact 0.17 acres of a 0.77-acre Type 2 – Fresh (wet) Meadow delineated wetland. This application is to withdraw 0.34 acres of the available balance of 5.1859 acres in the City’s current wetland bank.

The Wetland Conservation Act requires a 2:1 replacement ratio which requires (0.17 acres x 2) 0.34 acres to be credited to the wetland bank. There is a 30-day review period on this request from BWSR authorizing the withdrawal.

Attachments: BWSR Application and signature page
 Map, referencing Focus Area 1



The screenshot shows the 'Available Wetland Bank Credits' dashboard from the BWSR website. It includes a search bar with filters for Account Type, Watershed (29 - Cottonwood), and County (64 - Redwood). Below the search bar is a table with columns for BSA, Major Watershed, County, Account, Account Type, Group, Program Approval, Wetland Plant Community, Credits, and Account Manager (Name, Email, Phone). The table lists two accounts for BSA 9, Watershed 29, and County 64, both with 1355 credits. A 'TOTAL CREDITS' row shows a total of 5.1859 credits.

BSA	Major Watershed	County	Account	Account Type	Group	Program Approval	Wetland Plant Community	Credits	Account Manager		
									Name	Email	Phone
9	29 - Cottonwood	64 - Redwood	1355	Standard	A	Fed and State Approved	3 - Shallow Marsh	4.7614	Redwood Falls City of		(507) 637-5755
9	29 - Cottonwood	64 - Redwood	1355	Standard	B	Fed and State Approved	3 - Shallow Marsh	0.4245	Redwood Falls City of		(507) 637-5755
			1355				TOTAL CREDITS	5.1859			



Standard Credit Withdrawal Form

Minnesota Wetland Bank Program

(Incomplete forms may be returned unprocessed)

1. Credit User		<i>This space for BWSR use only.</i>
Name: Jim Doering, Public Works Coor	Organization/Company (if any): City of Redwood Falls	
Address: 333 South Washington St.	Phone: 507-616-7400	
	E-mail: ap@ci.redwood-falls.mn.us	
If others should receive withdrawal verification email, please include their email below (e.g., Consultants, partners, etc.):		

2. Wetland Impact Information				
Project Name: 2026 Multi-Use Trail and Turn Lane Improvements		Project Type: Public Roads		ACRES of Impact: 0.17
City (if applicable): Redwood Falls	County: Redwood	Sec/Twp/Range: (Project Center) Sec. 5 T. 112N R. 35W		Major Watershed No./Bank Service Area (BSA): 28 / 9
WCA LGU Name: Redwood County SWCD		Majority Impact Wetland Type: 2 - Wet Meadow		Majority HGM Class: Depression
Corps of Engineers Letter/Email Received? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If Yes, Corps File No.: (e.g. 2021-00101-ABC) MVP-		If Yes, is Corps Replacement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Comments:				

3. Credits to be Withdrawn				
Bank Account No./Name: 1355		Bank County: Redwood		Bank BSA: 9
Credit Subgroup	Wetland Type/Plant Community Type	Federally Approved?	Cost per Credit	Credit Amounts
B	3 - Shallow Marsh	Yes	\$	0.34
---Select---	---Select---	---Select---	\$	
---Select---	---Select---	---Select---	\$	
---Select---	---Select---	---Select---	\$	
---Select---	---Select---	---Select---	\$	
Per Credit Withdrawal Fee by BSA			Total Credits: 0.3400	
BSA 1 \$520	BSA 6 \$1,083	Enter Bank Account's BSA		
BSA 2 \$371	BSA 7 \$1,992	Withdrawal Fee and hit Tab key: (Withdrawal Fee X total credits)		
BSA 3 \$725	BSA 8 \$2,577	2628		
BSA 4 \$1,412	BSA 9 \$2,628	Easement Stewardship Fee: (Easement Stewardship fee x total credits)		
BSA 5 \$685	BSA 10 \$3,099	\$302		
			Withdrawal Fee:	\$893.52
			Stewardship Fee:	\$102.68
			Total Fees:	\$996.20

Please make checks payable to the Minnesota Board of Water and Soil Resources. BWSR does not accept cash.

Project Name: 2026 Multi-Use Trail and Turn Lane Improvements

After completing all necessary fields, select "Request Signatures" option in the Home tab of your toolbar to convert your agreement to a PDF version and add your digital signature. See these [instructions](#) if you do not know how to create a digital signature.

4. WCA Authorization <i>(Must include representative's name and email address)</i>		
By signing below, the identified Wetland Conservation Act Local Government Unit (LGU) representative attests that the LGU has approved the use of the credits in Box 3 for wetland replacement/mitigation.		
WCA LGU: Redwood County SWCD	Representative's Name:	Email Address:
Signature:		Date:

5. Other Agency/Program Authorization <i>(Must include representative's name and email address)</i>		
By signing below, the identified agency representative attests that the agency has approved the use of the credits in Box 3 for wetland replacement/mitigation.		
Agency:	Representative's Name:	Email Address:
Signature:		Date:

6. Credit User Signature	
By signing below the credit user attests that they have secured use of the credits in Box 3 from the account holder for wetland replacement/mitigation.	
Signature:	Date:

7. Account Holder Signature <i>(Must include seller/manager name and email address)</i>	
By signing below the account holder authorizes BWSR to withdraw the credits identified in Box 3 from their account to satisfy wetland replacement/mitigation requirements for the credit user indicated in Box 1. The account holder attests that the identified credits have not been sold or used by a different credit user.	
Seller/Manager:	Email Address:
Signature:	Date:

SEND COMPLETED FORM AND FEE PAYMENT TO:

Wetland Bank Administration
Minnesota Board of Water and Soil Resources
520 Lafayette Road North
Saint Paul, MN 55155

AGENDA RECOMMENDATION

Meeting Date: August 19, 2025

Agenda Item: Approve proposed Employee Recognition Policy

Recommendation/Action Requested: Staff recommends approval of the proposed Employee Recognition Policy.

Summary/Overview: In early 2024, City staff worked with DDA Human Resources, Inc. to complete an Employee Classification and Compensation Study. The results of that study were adopted by City Council in December 2024. Throughout that process, a recurring comment heard from employees was that the City still lacked a formal way to recognize long-term staff contributions.

The City currently does not have a formal employee recognition policy in place. State Statute does give cities the authority to establish and operate an employee recognition program, and to provide necessary staff, equipment, and facilities, and to expend funds as necessary to achieve the objectives of that program.

In spring of 2025, an employee recognition committee was formed. The employee recognition committee consisted of ten employees from various City departments. The committee worked to determine the objectives of the employee recognition policy, and to create a program that meets those objectives.

The City believes a formal employee recognition program is an important component of the City's overall benefit package and employee retention efforts. The cost of the program for 2026 is approximately \$9,500. Staff recommend approval of the proposed Employee Recognition Policy, effective January 1, 2026.

Attachments: Employee Recognition Policy



City of Redwood Falls

Employee Recognition Policy

Introduction

The City Council recognizes the professional and dedicated service performed by employees of the City of Redwood Falls and that a formal employee recognition program is an important component of the City's benefit package. This policy is intended to set forth the objectives of the City of Redwood Falls' employee recognition program and to provide for the expenditure of public funds as necessary to achieve these objectives in a manner consistent with the law.

Program Objectives

- To encourage employee loyalty and longevity by implementing a program that strengthens retention and fosters long-term commitment to the organization.
- To demonstrate appreciation for City employees by acknowledging their valuable contributions to the City through recognition efforts and meaningful expressions of gratitude.
- To promote employee morale, job satisfaction, and productivity by fostering teamwork, encouraging interdepartmental connections, and creating a positive work environment where employees feel motivated, valued, and united across the entire City.
- To recognize and celebrate employees' achievements, milestones, and years of service by acknowledging their ongoing contributions to the organization, promoting fairness in recognition opportunities, and expressing gratitude for their dedication throughout their careers.

Employee Recognition Programs

1. Years of Service: This program recognizes and rewards full-time employees for their valuable contributions and long-term commitment to the City. Full-time employees in good standing will receive an annual payment based on their total years of service, according to the chart below. An employee must have completed at least five full years of service to be eligible for payment. Thereafter, employees will continue to receive the corresponding payment each year they remain within a given service range (annually from year 5 through 9, 10 through 14, etc.).

Payment will be made on the last payroll date in December. Should an employee terminate during the year, they will not receive years of service pay. Years of service pay is only paid to employees that are active at the time payment is scheduled to be made.

Full-time employees will be paid based on their continuous service with the City from the employee's initial full-time start date. If an employee terminates employment with the City, then is rehired, years of service shall be calculated from the initial hire date as long as no more than 12 months have passed between the termination date and rehire date. If more than 12 months have passed between the termination and re-hire date, years of service are based on the re-hire date.

Years of Service	Payment
5 - 9	\$100
10 - 14	\$150
15 - 19	\$200
20 - 24	\$250
25 - 29	\$300
30 - 34	\$350
35 - 39	\$400
40+	\$450

2. Employee Retirement and Separation: The City values recognizing employees for their service. Full-time employees who are retiring or voluntarily separating from service in good standing with a minimum of five years of continuous service, are eligible for a farewell recognition event. As part of this recognition, the City may host a gathering, which may include light refreshments or snacks, to celebrate the employee's contributions. An amount not to exceed \$250 will be provided by the City for the event and must be expended as necessary to achieve the objectives of the City's Employee Recognition Policy. The Department Head or designee is responsible for organizing the event which will be hosted at a City facility and open to all City employees and the public.

Additionally, full-time employees who retire will receive a certificate and gift based on their continuous service with the City from the employee's initial start date. Gifts will be given of value listed below and be paid on the employee's last paycheck as taxable income. Certificates shall be signed by the Mayor and the City Administrator and/or Department Head and be presented during the farewell recognition event or prior to the employee's last day of employment.

5-10 years of service	\$100
11-20 years of service	\$150
21-30 years of service	\$200
30+ years of service	\$250

An employee may decline the farewell recognition event, however, no substitute monetary payout will be made.

3. Mayor / Council Member Separation:
The City recognizes the importance of acknowledging Council Members for their service to the City of Redwood Falls. The City will provide a plaque of recognition upon separation to recognize a Mayor or Councilmember who has served a minimum of two

consecutive terms. As part of this recognition, the City may host a gathering, which may include light refreshments or snacks, to celebrate the Mayor or Councilmember's contributions and commitment to the City. An amount not to exceed \$250 will be provided by the City for the event and must be expended as necessary to achieve the objectives of the City's Employee Recognition Policy.

4. Employee Newsletter: As part of the City's ongoing commitment to recognizing and celebrating employee contributions, a periodic employee newsletter may be established. This may include, but is not limited to, work anniversaries and milestones, employee spotlights and profiles, notable achievements or commendations, and department highlights or team successes. The format and frequency of this communication may vary to allow for creativity and flexibility.
5. Special Recognition
In addition to standard recognition practices, the City acknowledges that certain individuals, such as long-serving part-time employees, board members, or others who have made significant contributions, may also merit recognition upon their departure or milestone achievements.

Recognition under these special circumstances may be considered on a case-by-case basis. Recognition may take the form of a written commendation, public acknowledgement, inclusion in a newsletter, or a small gathering. Funding for special recognition will be at the City Administrator's discretion and must be expended as necessary to achieve the objectives of the City's Employee Recognition Policy.

Departments or leadership may recommend individuals for special recognition by submitting a brief summary of the individuals service and contributions to Human Resources or the City Administrator for consideration.

The cost of the Employee Recognition Program shall be included in the final approved annual operating budget each year. To ensure consistency and responsible use of City resources, any recognition event or gesture, whether part of a standard farewell, special circumstance, or newsletter-related activity, should remain modest and within budgetary guidelines.

No provisions of the policy/program, or its administration, shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement. The City will review and update this policy annually or as needed to ensure its continued effectiveness and alignment with organizational goals.

Meeting Date: August 19, 2025

AGENDA RECOMMENDATION

Agenda Item: Liquor Store Manager Position

Recommendation/Action Requested: Staff recommend approval of an employment offer to Nanette Serbus at Pay Grade 7, Step 7.

Summary/Overview: The hiring committee has completed the selection process for the Liquor Store Manager position. The committee interviewed nine applicants and recommends approval of the attached employment offer to Nanette Serbus. Nanette currently serves as the manager of the Olivia municipal liquor store where she has demonstrated sales growth through innovative product selection, placement, and marketing. The attached employment offer outlines specific terms of employment relating to compensation, benefits, and tentative start date.

As part of the hiring process, staff reviewed the criteria used from last year's compensation study to set the Liquor Store Manager position as a pay grade 6. Upon reviewing the comparable data, staff concluded that the position more accurately reflects the responsibilities of a pay grade 7. For context, the range of position pay grades is from 1 to 14. As part of the hiring approval, staff request the reclassification of the position to a grade 7 as reflected in the offer letter.

Attachments: Employment Offer



Sheila Stage
Human Resources Coordinator
Phone: 507-616-7400
Fax: 507-637-217
sstage@ci.redwood-falls.mn.us

August 7, 2025

Ms. Nanette Serbus
75420 225th Street
Renville MN 56284

Dear Nanette,

We are very pleased to offer you the full-time position of Liquor Store Manager for the City of Redwood Falls. The City of Redwood Falls looks forward to having you as part of our team. This offer is contingent upon City Council approval on August 19, 2025.

This position is classified as full-time, salaried exempt and is not eligible for overtime or comp-time. As a salaried employee you will be expected to work a minimum of 40 hours per week. This position is subject to Minnesota and Federal Minimum Wage law.

Below are the details of your offer:

- Your starting salary will be \$40.24 per hour, or \$83,699.20 annually. This corresponds to grade 7, step 7 of the 2025 City of Redwood Falls step structure.
- On January 1, 2026, you will receive a 3% COLA increase to \$41.44 per hour, or \$86,195.20 annually. This COLA increase has already been established by City Council.
- After a six-month probationary period, and a satisfactory job performance evaluation, you will be eligible for a step increase to \$42.58 per hour, or \$88,566.40 annually. This corresponds to grade 7, step 8 of the 2026 City of Redwood Falls step structure.
- You will be eligible for a yearly step increase on your anniversary date each year, until you reach the top step in the step structure (step 11).
- Your vacation leave accrual will begin at 6.15 hours per pay period. On your 5th anniversary you will begin to accrue 7.39 hours per pay period.
- You will begin employment with a vacation leave balance of 40 hours.
- Your sick leave accrual will be 3.69 hours per pay period.

In accordance with City policy and applicable law, the following deductions will be made from your payroll checks:

- Insurance premiums for health, dental, life, and flex contribution accounts, should you elect them.
- Statutorily required PERA contributions.
- Federal and state withholding for taxes, etc.
- A required Health Care Savings Plan (HCSP) deduction of \$40 per pay period.

Your first day of work is projected to be approximately September 22, 2025. Prior to your first day of employment, I will be sending you benefit enrollment forms to complete. However, some benefit forms may still need to be completed on your first day of employment, so please make sure to bring dates of birth and social security numbers for any dependents you wish to be covered for insurance purposes.

Per our standard procedure, this offer letter is not intended, nor should it be considered, as an employment contract for a definite, or indefinite, period of time.

We are pleased that you will be joining our team and look forward to working with you in this position. If you have any questions prior to your start date, please feel free to contact me.

Sincerely,

Sheila Stage
HR Coordinator
Cc: Personnel File

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

Name

Date

Once signed to indicate you'll be joining our team, email the entire offer letter to sstage@ci.redwood-falls.mn.us or send to our confidential fax number at (507) 637-2417.

You have a right to receive this notice in a language other than English. If you need this letter translated in other languages, please contact our office at (507) 616-7400.