



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
NOVEMBER 4, 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. October 21, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
  - A. Approve Parade Permit for Redwood Area Chamber & Tourism
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
  - A. Walmart Law Enforcement Grant Application
  - B. Donation for Lake Redwood Ipaddle Kayak Station – Resolution #74
  - C. Donation for Memorial Baseball Field Improvements – Resolution #75
  - D. MN Paid Family Leave Plan – Resolution #76
  - E. Library Clerk Position
  - F. MnDOT Airport Runway and Lighting Improvement Grant Agreement – Resolution #77
  - G. Firefighters Relief Association Bylaw Amendment
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, OCTOBER 21, 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, October 21, 2025, at 5:00 p.m.

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

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

City Administrator Muetzel requested Council address regular agenda item 9I – Disposition of Dangerous Dog Review Hearing – Resolution #73 at the beginning of the regular agenda due to time constraints of the hearing subject.

A motion was made by Council Member Sandgren and seconded by Council Member Guetter to approve the agenda with the order change to regular agenda item 9I – Disposition of Dangerous Dog Review Hearing – Resolution #73. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the October 7, 2025, minutes as presented. Motion passed by unanimous vote.

City Attorney Dammann introduced Resolution No. 73 of 2025 – Authorization for Destruction of Dangerous Dog Pursuant to Minn. Stat. Sec 347.56, Subd. 2.

Raquel Rae Heiderscheidt attended via electronic means.

Mr. Dammann stated Raquel Rae Heiderscheidt's dog named "Franklin" was previously designated a potentially dangerous dog pursuant to Minn. Stat. § 347.50 and Redwood Falls City Ordinance § 10.46, by a 3-0 vote, of a review panel on July 18, 2025. The Panel's findings and conclusions were issued on July 28, 2025. On August 11, 2025, Ms. Heiderscheidt submitted a written request to City Hall to appeal the Panel's decision to the City Council. On September 2, 2025, at a regularly scheduled council meeting, the City Council heard Ms. Heiderscheidt's appeal and decided to uphold the potentially dangerous dog designation.

Mr. Dammann stated on September 8, 2025, the City of Redwood Falls Police Department provided a Notice of Intent to Declare Dangerous Dog to Raquel Heiderscheidt for a subsequent dog bite incident on a human being. Pursuant to City Ordinance, Ms. Heiderscheidt was provided fourteen (14) days to appeal that Notice of Intent to Declare Dangerous Dog to a review panel. No appeal was filed with City Hall or the Police Department.

Mr. Dammann stated on September 24, 2025, Ms. Heiderscheidt was provided with further notice, declaring the dog "Dangerous," and providing her with fourteen (14) days to have the dog humanely destroyed or removed from city limits, and notifying her that failure to comply would result in seizure of the dog. The dog was not removed from city limits and was not humanely destroyed. The Police Department was also not provided with proof that the requirements for keeping dangerous dogs found in Minnesota Statutes 347.51, 347.515, and 347.52, would be met.

Mr. Dammann stated on October 9, 2025, the Redwood Falls Police Department seized the dog and placed it in the Duke Memorial Redwood Area Animal Shelter in Redwood Falls. A Notice of Impoundment and Right to Reclaim was provided to Ms. Heiderscheidt's sister and was forwarded to Ms. Heiderscheidt's current address via fax. Ms. Heiderscheidt was provided seven (7) days to reclaim the dog by paying for all impounding and boarding fees and showing proof that the requirements found in Redwood Falls City Ordinance Section 10.46 as well as Minnesota Statutes 347.51, 347.515, and 347.52 would be met. As of the date of this City Council meeting, Ms. Heiderscheidt had not satisfied the requirements to reclaim the dog.

Mr. Dammann stated pursuant to Minn. Stat. Sec. 347.56, Subd. 2, the Police Department now requests that Council provide Ms. Heiderscheidt an opportunity to be heard prior to issuing the order of destruction of the dog. Ms. Heiderscheidt has been provided notice of this hearing. The Police Department requests approval of Resolution No. 73 and order for the destruction of the dog. The proposed Resolution No. 73 authorizes destruction of the dog.

Ms. Heiderscheidt addressed Council with argument in favor of an appeal hearing and requested Council rescind the Dangerous Dog designation of “Franklin.”

Mayor Quackenbush requested a motion to grant a review of the Dangerous Dog designation with an Appeal Hearing.

Council discussed the request, but no motion was made.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to waive the reading of Resolution No. 73 of 2025 – Authorization for Destruction of Dangerous Dog Pursuant to Minn. Stat. Sec 347.56, Subd. 2. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 73 of 2025 – Authorization for Destruction of Dangerous Dog Pursuant to Minn. Stat. Sec 347.56, Subd. 2. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced 2025 Street Seal Coat Project – Final Pay Application.

Mr. Doering stated staff recommend for approval the Final Pay Reimbursement No. 1 to Pearson Brothers Inc. of Hanover MN, for the “2025 Seal Coat Improvement” for the final contract amount of \$141,888.00. The original bid award was \$169,554.00. The reduced final amount was due to a change in project scope. The City had an excess stockpile of granite chips left over from prior years of roughly 445 tons. Roughly half of the total needed for the project and included in the bid. The contractor deducted that amount from what was delivered for the project and utilized the City stockpile. This action will also set the 1-year maintenance period and final acceptance date of October 21, 2026. Any material deficiencies observed during the maintenance period must be brought to the attention of the Contractor, in writing, before the final acceptance date.

A motion was made by Council Member Sandgren and seconded by Council Member Guetter to approve the 2025 Street Seal Coat Project – Final Pay Application. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Wastewater Treatment Facility Improvement Project – Change Order #1

Mr. Doering stated staff recommend approval of Change Order No. 1 for additional time needed to meet the definition of “Substantial Completion” based on the circumstances listed by the Contractor. Change Order No. 1 is being presented due to delivery delays of the main electrical panel needed to operate the new facility. Gridor Construction Inc. provided a letter outlining the delays and requesting the time extension. Per the contract, “Substantial Completion” is listed as 540 days, and “Final Completion” would be 600 days from the start of construction. This change order will add 60 days and move the substantial completion timeline to coincide with the final completion date of December 30, 2025. This will allow for the delivery, installation and start-up of the new facility without penalty.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve the Wastewater Treatment Facility Improvement Project – Change Order #1. Motion passed by unanimous vote.

Public Utilities Superintendent Jason Halvorson was present to introduce Resolution No. 68 of 2025 – Authorization to Execute DGR Engineering Task Order 17 Amendment to the Master Agreement for 2026 Distribution Improvements.

Mr. Halvorson stated planning has begun for next year's underground electric line conversion project. The area to be converted from overhead to underground electric distribution is between Ramsey Street and Halvorson Street in the east-west direction, and between Tin Street and Normandale Street in the north-south direction. These improvements are Phase 2 of the recently updated Long-Range Plan. Some of this work will be completed by a contractor and some of the work will be completed by the electric department staff. DGR has provided us with Task Order 17 for the preliminary phase, estimated material and construction cost of this project. The cost estimate for this project is \$1,573,000. and the proposed engineering fee is \$163,800. Staff request approval of the engineering proposal.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 68 of 2025 –Authorization to Execute DGR Engineering Task Order 17 Amendment to the Master Agreement for 2026 Distribution Improvements. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 68 of 2025 –Authorization to Execute DGR Engineering Task Order 17 Amendment to the Master Agreement for 2026 Distribution Improvements. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 69 of 2025 – Amendment to Construction and Maintenance Cooperative Agreement between Redwood County and the City of Redwood Falls for CSAH 1 and CSAH 24 Entered into on February 7, 2023.

Mr. Doering stated Council and Redwood County entered into a cooperative agreement on February 7, 2023. The agreement called for the complete construction of the Project right turn lane and left bypass lane driving surfaces at each entrance or access point of Phase One of the Development by September 1, 2027, and final construction restoration by October 31, 2027. Since then, the City has secured MnDOT Local Road Improvement Project (LRIP) grant dollars to fund the construction of the improvements.

Mr. Doering stated a design conflict was identified and reviewed by City, County, and MnDOT State Aid Staff to review the potential conflict and allowed modifications that could be made within the corridor to address the conflict and not jeopardize LRIP grant dollars and improve safety for the traveling public within the corridor. MnDOT State Aid staff reviewed and agreed that the project could be modified to remove the bypass lane portion of the intersection design at Reflection Road and CSAH 24. MnDOT State Aid Staff further agreed that the savings occurred by not constructing the bypass lane could be used to build a right turn lane for west-bound traffic to turn into Saint John Lutheran School within the same project corridor approximately 2,500 feet west of the Intersection of CSAH 24 and Reflection Road.

Mr. Doering stated the proposed changes could still be funded by the MnDOT LRIP grant as applied for under the original grant application resulting in a net increase in safety for the corridor. MnDOT State Aid Staff agreed that the proposed changes could be made to the approved LRIP project at no additional cost to the City or County. Staff recommend approval of the amendment and modifications to the project.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to waive the reading of Resolution No. 69 of 2025 – Amendment to Construction and Maintenance Cooperative Agreement between Redwood County and the City of Redwood Falls for CSAH 1 and CSAH 24 Entered into on February 7, 2023. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to approve Resolution No. 69 of 2025 – Amendment to Construction and Maintenance Cooperative Agreement between Redwood County and the City of Redwood Falls for CSAH 1 and CSAH 24 Entered into on February 7, 2023. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 70 of 2025 – A Resolution Accepting a Donation to the City.

Ms. Klages stated Minnesota Statute 465.03 gives the City authority to receive donations and requires them to be formally accepted by resolution, adopted by a two-thirds vote of the Council. Resolution No. 70 authorizes the acceptance of a financial contribution in the amount of \$3,610 from Reforest Redwood Falls. This donation is designated for the replacement of trees at Legion Park, which were removed due to the presence of Emerald Ash Borer. The donation covers the total cost of the tree replacement project.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to waive the reading of Resolution No. 70 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 Sandgren to approve Resolution No. 70 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

City Administrator Muetzel introduced Resolution No. 71 of 2021 – A Resolution Approving Reimbursement Agreement and Accepting Donations to the City.

Mr. Muetzel stated for the last several years, the Redwood Area Library Foundation has been actively raising funds to cover the cost to construct a 7,000 sq. ft children's addition to the library and expand the existing meeting room. This project is proposed to be fully funded through donations and grants without local property tax dollars. Project bids have been received, and the foundation met on October 20th to determine if adequate funding is in place for the City to proceed with the bid award.

Mr. Muetzel stated with the expansion project moving forward, the Reimbursement Agreement outlines the terms under which the Redwood Area Library Foundation agrees to reimburse the City of Redwood Falls for project expenses. The total estimated project cost is \$4,902,030, of which \$1,358,589 is covered by a State of MN grant and prior donations that have been remitted to the City. Under the terms of the agreement, the Foundation commits to reimbursing the City the remaining anticipated balance of \$3,543,441 with the actual amount being determined by the final construction cost. The City will submit reimbursement requests monthly for payment by the Foundation.

Mr. Muetzel stated Minnesota Statute 465.03 gives the City authority to receive donations and requires them to be formally accepted by resolution, adopted by a two-thirds vote of the Council. Resolution No. 71 approves the reimbursement agreement and authorizes the acceptance of a financial contribution in the anticipated amount of \$3,543,441 from the Redwood Area Library Foundation. This donation is designated for the design, construction, and furnishing of the Redwood Falls Library Expansion Project. The amount outlined in this resolution is an estimate. Once the project is complete, a final resolution with the actual total amount donated by the Redwood Area Library Foundation will be brought to the Council for final approval and acceptance of the donation.

A motion was made by Council Member Guetter and seconded by Council Member Arentson to waive the reading of Resolution No. 71 of 2021 – A Resolution Approving Reimbursement Agreement and Accepting Donations to the City. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve Resolution No. 71 of 2021 – A Resolution Approving Reimbursement Agreement and Accepting Donations to the City. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 72 of 2025 – Authorization to Execute Award of Contract 2025 Redwood Falls Library Addition and Renovation Project.

Mr. Doering stated in response to the Advertisement for Bids, the City received ten proposals for construction of the 2025 Redwood Falls Library Addition and Renovation Project. The proposals were opened and publicly read at 2:00 p.m. on September 25, 2025. The lowest responsible bidder was Breitbach Construction of Elrosa, MN. The resulting bid was \$4,394,000.00 for the base bid including alternates G-2 existing HVAC replacement and G-3 south meeting room addition. The next closest bidder was Brennan Construction of \$4,465,000.00 and others ranged up to \$6,566,525.00.

Mr. Doering stated prior to going out for bid, the existing HVAC system for the library began to fail. The system has been temporarily fixed to allow for the addition of its replacement as alternate G-2 offered in the bid to meet public bidding requirements. The bid cost by Breitbach Construction is \$345,000.00 which is considered maintenance and will be part of the library's 2026 budget and will be the only monetary contribution not covered by grants and private donations. Staff support the approval of award for the 2025 Redwood Falls Library Addition and Renovation Project.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to waive the reading of Resolution No. 72 of 2025 – Authorization to Execute Award of Contract 2025 Redwood Falls Library Addition and Renovation Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve Resolution No. 72 of 2025 – Authorization to Execute Award of Contract 2025 Redwood Falls Library Addition and Renovation Project. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Library Director Position.

Mr. Muetzel stated the hiring committee completed the selection process for the Library Director position. The committee interviewed four applicants and recommend approval of an employment offer to Corrie Tews. Ms. Tews's anticipated start date is December 1, 2025 with a starting salary at Grade 7, Step 1 of the 2025 City of Redwood Falls Step Structure.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to approve the Library Director Position Employment Offer to Corrie Tews. Motion passed by unanimous vote.

Mayor Quackenbush requested an update on the construction of Ziggi's Coffee at 321 E. Bridge Street.

City Administrator Muetzel stated City Staff received a building permit application today from the owners at 321 E. Bridge Street for construction of a drive-thru coffee shop, but a permit hasn't been issued yet. Staff do not have an update on the anticipated start date of construction.

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 Arentson and seconded by Council Member Kerkhoff to adjourn the meeting at 5:51 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor

## AGENDA RECOMMENDATION

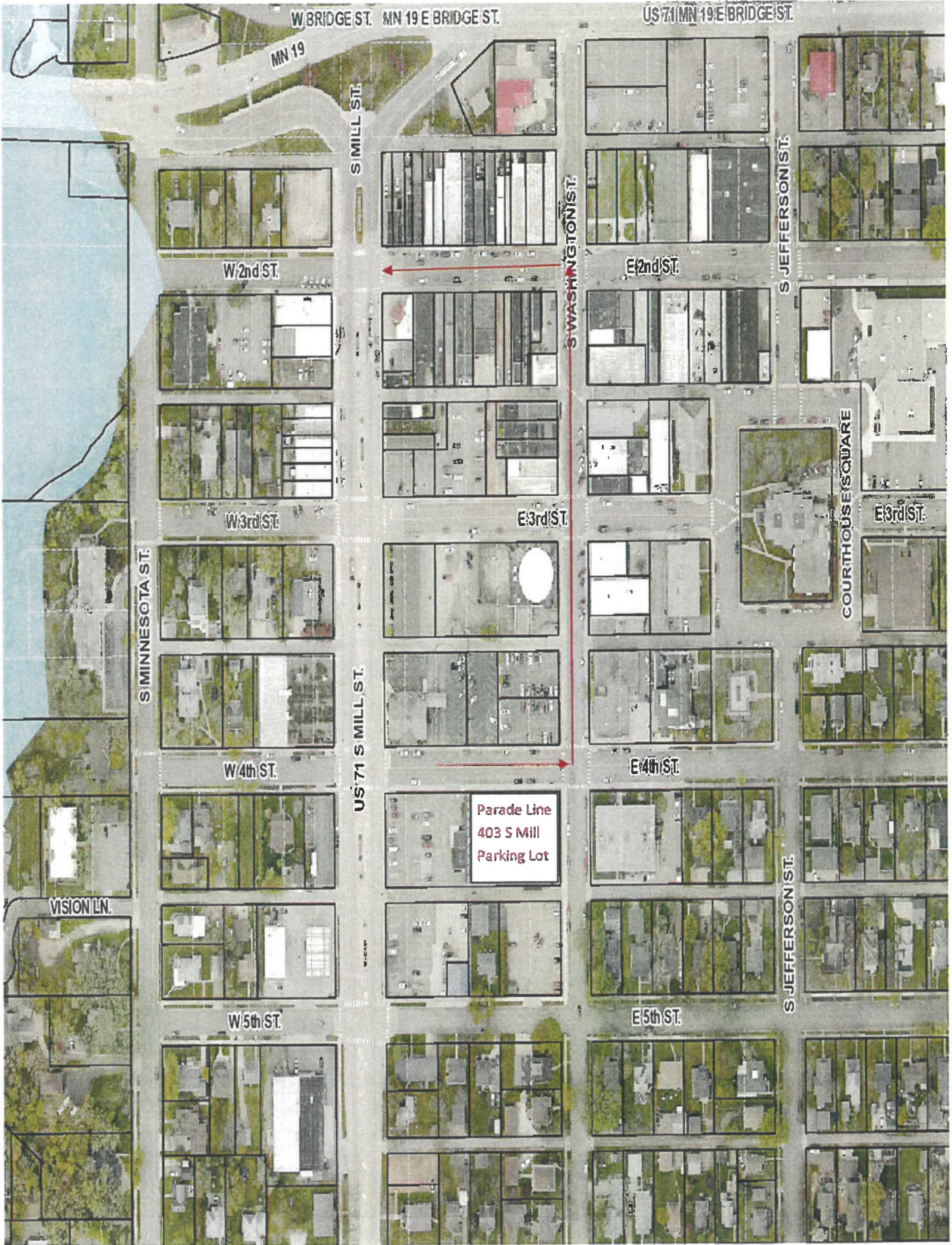
**Meeting Date:** November 4, 2025

**Agenda Item:** Parade Permit for the Redwood Area Chamber & Tourism

**Recommendation/Action Requested:**

The Redwood Area Chamber & Tourism has completed the necessary application process and submitted an approved parade route for the City streets along East 4<sup>th</sup> Street, South Washington Street, and East 2<sup>nd</sup> Street. The Holiday Parade of Lights will take place on Friday, November 21 at 6:30 p.m. Staff recommend approval.

**Attachment:** Parade Route



W BRIDGE ST. MN 19 E BRIDGE ST.

US 71 MN 19 E BRIDGE ST.

MN 19

S MILL ST.

S WASHINGTON ST.

S JEFFERSON ST.

W 2nd ST.

E 2nd ST.

W 3rd ST.

E 3rd ST.

COURTHOUSE SQUARE

E 3rd ST.

S MINNESOTA ST.

US 71 S MILL ST.

W 4th ST.

E 4th ST.

Parade Line  
403 S Mill  
Parking Lot

S JEFFERSON ST.

VISION LN.

W 5th ST.

E 5th ST.

Meeting Date: November 4, 2025

### **Agenda Recommendation**

**Agenda Item:**

Request to Apply for Walmart Grant

**Recommendation/Action Requested:**

Staff Recommends approval to apply for the grant.

**Summary/Overview:**

During Christmas for the last several years RFPD has been the lead agency of the Shop With A Cop event at the Redwood Falls Walmart. The event provides an opportunity for children in need to have a positive interaction with law enforcement staff who take the kids on a shopping trip through Walmart at Christmas. All of the children's purchases are funded completely through donations and no city funds are expended by the children to make purchases.

On October 27<sup>th</sup> management of the Redwood Falls Walmart contacted Police Chief Cotner and requested that he submit a grant application through the Walmart Corporate office. The grant would be for funds to be used during the Shop With A Cop event. Chief Cotner advised Walmart management of the city's procedures for grant applications as well as the timelines involved. Walmart management understood and encouraged Chief Cotner to begin the process to submit the grant application.

**Attachments:**

None.

**AGENDA RECOMMENDATION**

**Council Meeting Date:** November 4<sup>th</sup>, 2025

**Agenda Item:** Resolution No. 74 of 2025 – Resolution Accepting a Financial Donation for the purchase of a Ipaddle Port

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

**Summary/Overview:** Attached is Resolution No. 74 of 2025 accepting a financial donation in the amount of \$42,700.00 from the Redwood Falls Rotary Club.

Earlier this year, city staff met with members of the Redwood Falls Rotary to explore the idea of bringing rental Kayaks & Paddle Boards to Redwood Falls. The Ipaddle Port was the best option for the City of Redwood Falls. Total cost for the rental station is \$37,335.50, which includes 4 Single Kayaks, 2 Tandem Kayaks, 8 paddles, 2 inflatable stand up paddle boards, and 10 life jackets.

The city will own the Ipaddle station and the equipment inside. It will be our responsibility to replace equipment as needed. Users will rent the equipment for a specified amount of time for the amount set by City Park and Recreation Staff. System Services will monitor these payments and will in turn pay all sales tax and assessed credit card fees. They will in turn charge a minimum of \$6/rental (minimum) or 30% of each rental. For each paddle board or kayak rental a life jacket & paddle are included. Example: If we charge \$30.00 for a 2-hour rental, we will retain \$21.00 and System Services would get \$9.00.

As mentioned previously, the total cost for the Ipaddle Port is \$37,335.50. Through strong fundraising efforts, the city received a check from the Redwood Falls Rotary in the amount of \$42,750.00. The remainder of the funds after expenses paid will be used to purchase replacement equipment & to make the fishing pier accessible for all.

|                                   |             |                               |            |
|-----------------------------------|-------------|-------------------------------|------------|
| Redwood Falls Rotary              | \$15,000.00 | Centra Care                   | \$2,500.00 |
| Redwood Falls VFW                 | \$5,000.00  | Hometown Bank                 | \$1,000.00 |
| Redwood Area Chamber & Tourism    | \$5,000.00  | Anne/Charles Gilfillan Estate | \$750.00   |
| 4-H (Federation & Valley Blazers) | \$5,000.00  | Mark & Sue Parker             | \$500.00   |
| Redwood Falls Lions               | \$2,500.00  | Schult Homes                  | \$250.00   |
| Redwood Falls Girl Scouts         | \$2,500.00  | Daktronics                    | \$200.00   |
| Redwood Falls American Legion     | \$2,500.00  |                               |            |

City staff would like to thank members of the Redwood Falls Rotary Club as well as the other donors for their generous financial donation for the purchase of the Ipaddle Port. The Ipaddle Port will be commissioned in the Spring of 2026.

Staff is requesting approval to accept the financial donation from the Redwood Falls Rotary Club.

**Attachments:** Resolution No. 74 of 2025

**RESOLUTION NO. 74 OF 2025**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

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

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

| <u>Name of Donor</u>      | <u>Amount</u> |
|---------------------------|---------------|
| Redwood Falls Rotary Club | \$42,700.00   |

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

Terms or Conditions  
Contribution towards the purchase of an Ipaddle Port and future replacement equipment to be located at Lake Redwood.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 4<sup>th</sup> day of November 2025.

ATTEST:

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

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

(City Seal)

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

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

## AGENDA RECOMMENDATION

**Council Meeting Date:** November 4<sup>th</sup>, 2025

**Agenda Item:** Resolution No. 75 of 2025 – Resolution Accepting a Financial Donation for aeration, topdressing, & overseeding of the baseball field.

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

**Summary/Overview:** Attached is Resolution No. 75 of 2025 accepting a financial donation in the amount of \$3,250.75 from the Redwood Valley Baseball Association.

City staff would like to thank the Redwood Valley Baseball Association for their generous financial donation to assist in the payment of the aeration, top dressing and overseeding of the baseball field at Memorial Park. The work has been completed we hope to offer a better playing surface with these improvements. Total cost for improvements was \$11,501.51. Our joint City/Baseball Association account will contribute \$5,000.00 towards the project while the City's portion will be \$3,250.76.

Staff is requesting approval to accept the financial donation from the Redwood Valley Baseball Association.

**Attachments:** Resolution No. 75 of 2025

**RESOLUTION NO. 75 OF 2025**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

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

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

| <u>Name of Donor</u>                | <u>Amount</u> |
|-------------------------------------|---------------|
| Redwood Valley Baseball Association | \$3,250.75    |

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

Terms or Conditions  
Contribution towards Aeration, Top Dressing & Overseeding Baseball Field at Memorial Park.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 4<sup>th</sup> day of November 2025.

ATTEST:

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

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

(City Seal)

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

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

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**Meeting Date: November 4, 2025**

**AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No.76 MN Paid Family Leave Consider approval of Ochs as the City's private plan Paid Leave carrier and Employer and Employee Share of Premiums

**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, the Resolution needs to be approved by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Beginning January 1, 2026, the State of MN will require employers to provide paid employee leave through a paid family and medical leave (PFML) program. PFML is a paid leave program that offers job protection and wage replacement benefits if an employee is unable to work due to injury or illness, including pregnancy and childbirth. PFMLA also applies to family-related matters, such as caring for a seriously ill family member, bonding with a new child, addressing a family member's military duty, or for safety concerns. Employers can participate in the state-run program (MN Paid Leave) or select an alternative private plan, as long as the alternative plan meets or exceeds the state's regulatory requirements. The new state-run program is funded through payroll taxes with the employee and employer each paying 50% of the cost.

In the interest of seeking a more cost-effective plan with an established provider, City Staff worked with the City's Insurance Broker, Jenny Van Deinse, to conduct an RFP process. The RFP for the private PFMLA coverage resulted in (7) proposals from different carriers. and Ochs submitted the lowest bid for a fully insured plan that met all the State MN PFMLA guidelines.

The State of MN PFML plan rate is 0.88% for an annual premium of approximately \$44,917, which would be shared 50/50 between the employer and employees of the City.

The Ochs plan rate is .78% for an annual premium of approximately \$39,813, which would be shared 50/50 between employer and employees of the City. The Ochs/NIS proposal results in a \$4,604.24 premium savings over the State plan or 10.3%. The employees would also be saving the same amount.

Ochs offers a fully insured private plan option administered through Alera Group that complies with the state's requirements. There are several benefits in approving Ochs as the City's Paid Family Leave carrier. Ochs has experience administering paid leave programs through Alera Group which is the eleventh largest independent employee benefits firm in the U.S. They have an established process and an experienced and dedicated service team for the group. Staff is familiar with the Ochs team and has had a great relationship with them for many years with our Life Insurance benefits.

Staff recommends accepting the Ochs plan for a fully insured private MN PFMLA Plan for 2026. Please see the information on the table below for information submitted for the RFP for the City of Redwood Falls private PFMLA coverage for 2026.

| OPTIONS                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| State or Carrier Name                       | State Plan                          | Ochs                                | NIS                                 | MetLife                             | Guardian                            | Hartford                            | Standard                            |
| Funding Option                              | Fully-Insured                       | Fully-Insured                       | Fully-Insured                       | Fully-Insured                       | Fully-Insured                       | Fully-Insured                       | Fully-Insured                       |
| <b>MN PFML PLAN DESIGN</b>                  |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| <b>Benefit Percentage</b>                   | 90%/66%/55%                         | 90%/66%/55%                         | 90%/66%/55%                         | 90%/66%/55%                         | 90%/66%/55%                         | 90%/66%/55%                         | 90%/66%/55%                         |
| <b>Weekly Benefit Maximum - SAWW</b>        | \$1,423                             | \$1,423                             | \$1,423                             | \$1,423                             | \$1,423                             | \$1,423                             | \$1,423                             |
| <b>Maximum Duration PML (Personal)</b>      | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            |
| <b>Maximum Duration PFL (Family)</b>        | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            | 12 Weeks                            |
| <b>Maximum Duration Combined</b>            | 20 Weeks                            | 20 Weeks                            | 20 Weeks                            | 20 Weeks                            | 20 Weeks                            | 20 Weeks                            | 20 Weeks                            |
| <b>Elimination Period (Day 1 Retro)</b>     | 7 Days                              | 7 Days                              | 7 Days                              | 7 Days                              | 7 Days                              | 7 Days                              | 7 Days                              |
| <b>Elimination Period - Bonding Leave</b>   | 0 Days                              | 0 Days                              | 0 Days                              | 0 Days                              | 0 Days                              | 0 Days                              | 0 Days                              |
| <b>Maximum Employee Contributions</b>       | Employee portion cannot exceed .44% | Employee portion cannot exceed .44% | Employee portion cannot exceed .44% | Employee portion cannot exceed .44% | Employee portion cannot exceed .44% | Employee portion cannot exceed .44% | Employee portion cannot exceed .44% |
| <b>2025 Social Security Wage Cap</b>        | \$176,100                           | \$176,100                           | \$176,100                           | \$176,100                           | \$176,100                           | \$176,100                           | \$176,100                           |
| <b>TAX SERVICES</b>                         |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| <b>FICA Match</b>                           | Not Included                        | Not Included                        | Not Included                        | Not Included                        | Not Included                        | Not Included                        | Not Included                        |
| <b>COMMISSION</b>                           |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| <b>Broker Commission</b>                    | Not Included                        | 5%                                  | 5%                                  | 10%                                 | Graded                              | Graded                              | Graded                              |
| <b>VOLUME TYPE</b>                          |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| <b>Total Covered Lives - Minnesota</b>      | 101                                 | 101                                 | 101                                 | 101                                 | 101                                 | 101                                 | 101                                 |
| <b>Taxable Wage Volume</b>                  | \$5,104,237.00                      | \$5,104,237.00                      | \$5,104,237.00                      | \$5,104,237.00                      | \$5,104,237.00                      | \$5,104,237.00                      | \$5,104,237.00                      |
| <b>RATES</b>                                |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| <b>Total Employer/Employee Rate</b>         | 0.880                               | 0.78                                | 0.780                               | 0.83                                | 1.05                                | 1.178                               | 1.346                               |
| <b>Rate Guarantee</b>                       | 1 Year                              | 1-year                              | 1-year                              | 1-year                              | 1-year                              | 1-year                              | 1-year                              |
| <b>COST ANALYSIS</b>                        |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| <b>Annual Premium 2026 Private Plan</b>     | \$44,917.29                         | \$39,813.05                         | \$39,813.05                         | \$42,365.17                         | \$53,594.49                         | \$60,127.91                         | \$68,703.03                         |
| <b>Filing Fee</b>                           | \$0                                 | \$500                               | \$500                               | \$500                               | \$500                               | \$500                               | \$500                               |
| <b>Total Costs (Employer and Employee)</b>  | \$44,917.29                         | \$40,313.05                         | \$40,313.05                         | \$42,865.17                         | \$54,094.49                         | \$60,627.91                         | \$69,203.03                         |
| <b>Dollar Difference from State Option</b>  |                                     | -\$4,604.24                         | -\$4,604.24                         | -\$2,052.12                         | \$9,177.20                          | \$15,710.63                         | \$24,285.74                         |
| <b>Percent Difference from State Option</b> |                                     | -10.3%                              | -10.3%                              | -4.6%                               | 20.4%                               | 35.0%                               | 54.1%                               |

**RESOLUTION NO. 76 OF 2025**

**A RESOLUTION SETTING AND ADOPTING THE 2026 CONTRACT FOR MN PAID FAMILY LEAVE COVERAGE AND THE EMPLOYEE'S SHARE OF PREMIUM FOR PFML COVERAGE**

**WHEREAS**, The City of Redwood Falls values employees and is committed to providing a competitive employee benefits program; and

**WHEREAS**, the City of Redwood Falls established a Minnesota Paid Family Insurance Program for 2026; and

**WHEREAS**, City Staff worked with the City's Insurance Broker, Jenny Van Deinse, from Gallagher Insurance Consulting to obtain Group MN Paid Family Leave Insurance proposals through an RFP process for the 2026 MN State required program. A private PFMLA plan was sought in the interest of seeking a more cost-effective plan with an established provider. The RFP for the private PFMLA coverage resulted in (7) proposals from different carriers and Ochs submitted the lowest bid for a fully insured plan that met all the State MN PFMLA guidelines.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Redwood Falls that the 2026 employee MN PFMLA Insurance contract with Ochs, Insurance is approved and that the employer premium shall be .39% and the employees premium share for coverage shall be .39% cost sharing 50/50.

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

1. The proposed contract 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 agreement described above shall be maintained and insured as allowed by law.
3. Approval is 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 this 4th day of November 2025.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me this  
4th day of November 2025.

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



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

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**Meeting Date: November 4, 2025**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Library Clerk Position

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

**Summary/Overview:**

The hiring committee has completed the selection process for the vacant library clerk position. The committee recommends approval of the attached internal transfer letter to Sherri Ahrens-Ness. Sherri is currently a full-time clerk at the municipal liquor store. Sherri's prior experience includes serving as part-time library clerk at the Redwood Falls library and working as a full-time librarian at the Marshall Library. With recent staff changes at the liquor store, the proposed transfer is planned to take effect on December 1, 2025.

**Attachments:** Internal Transfer Letter



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

October 24, 2025

Ms. Sherri Ahrens-Ness  
129 Edgewood Drive  
Redwood Falls, MN 56283

Dear Sherri,

We are pleased to offer you the full-time position of Library Clerk. This offer is contingent upon Council approval on November 04, 2025.

- Your starting salary will remain the same at \$25.89/hr., this is an hourly position, pay grade 1, step 11+ which is above the maximum of the established pay for this role and will include a one-year probationary period.
- In January you will be eligible for a 3% COLA increase as established by the City Council for all employees.
- This position is not represented by a Collective Bargaining Group or Union.
- You will continue to be eligible for all full-time employee benefits.
- You will now be participating in the HCSP with the Non-Union Group. Your contribution will be \$40.00 per paycheck.
- Vacation and sick leave benefits will remain the same in your new position as Library Clerk.

The effective date of the transfer will be worked out between departments to allow continuity in meeting the needs of the departments involved. It is anticipated that the transfer will occur by December 1, 2025. Once the transfer is complete you will no longer be part of the Redwood Falls Public Employees Association, and you will become a Non-Union group member. If you agree to the terms in this letter regarding the transfer to the Library Clerk, you will need to sign and date this offer letter below.

Congratulations Sherri, on your new position.

Sincerely,

Sheila Stage  
HR Coordinator

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

10/27/25

Meeting Date: November 4, 2025

## AGENDA RECOMMENDATION

**Agenda Item:** Resolution No. 77

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

**Summary/Overview:** The Council approved the FAA grant submission for the runway 12/30 rehab and edge lighting, NAVAIDS, Beacon and Windcone replacement project at the regularly scheduled meeting held on October 1, 2024, through Resolution No. 64 of 2024. MnDOT Aeronautics has issued the state companion grant agreement 1061640 for Council approval and signature.

Staff are recommending the approval of Resolution No. 77 that will allow for the access of reimbursable funds through MNDOT Aeronautics. The federal committed funds for the project are 95% or \$3,479,641.76. State funding and the local share split the remaining 5% to the sum of \$91,569.52 each.

**Attachments:** Resolution No. 77 of 2025  
MNDOT Agreement No. 1061640, Project # A6401-62

**RESOLUTION NO. 77 OF 2025**

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

WHEREAS, the City of Redwood Falls is resolved to the following: That the State of Minnesota Agreement No. 1061640, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A6401-62 at the Redwood Falls Municipal Airport is accepted.

FURTHER, that the Mayor and City Administrator are authorized to execute this Agreement and any amendments on behalf of the City of Redwood Falls.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 4th day of November 2025.

ATTEST:

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

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

(City Seal)

**CERTIFICATION**

STATE OF MINNESOTA

COUNTY OF REDWOOD

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Redwood Falls at an authorized meeting held on the 4<sup>th</sup> day of November 2025, as shown by the minutes of the meeting in my possession.

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

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

(Corporate Seal)

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

**STATE OF MINNESOTA  
STATE AIRPORTS FUND  
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and **The City of Redwood Falls, 333 S. Washington Street, P.O. Box 526, Redwood Falls, MN 56283-0526** ("Grantee").

## **RECITALS**

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1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project **A6401-62** ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

## **AGREEMENT TERMS**

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### **1. Term of Agreement, Survival of Terms, Project Plans, and Incorporation of Exhibits**

- 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed and Grantee has been notified by the State to begin the work.
- 1.2 **Expiration Date.** This Agreement will expire on **December 31, 2029**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
- 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement

### **2. Grantee's Duties**

- 2.1 **Project Completion and Changes.** Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project. Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project. Any changes to the plans or specifications of the Project after the effective date of this Agreement will be valid only if made by written amendment signed by the same parties who executed the original agreement, or their successors in office.
- 2.2 **Registered Engineer Designation.** If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, Grantee elects not to have such services performed by a registered engineer, then Grantee will designate another responsible person to oversee such work.
- 2.3 **Policy Compliance.** Grantee will comply with all the required grants management policies and procedures of [Minn.Stat.§16B.97](#), Subd. 4(a)(1).

- 2.4 Publication of Grantee Contact Information.** Under Minnesota Statute § 16B.98, if a grantee has a website, the names and contact information for the grant administrator(s) and organization's leadership must be clearly published.
- 2.5 Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 2.6 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.
- 2.7 Transfer of Interest.** Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.
- 3. Time.** Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.
- 4. Cost Participation and Payment**
- 4.1 Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in Exhibit C.
- 4.1.1 Federal Funding.** The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the federal government. Federal funds for the Project will be received and disbursed by the State.
- 4.1.1.1 Requests for Additional Federal Reimbursement.** If Grantee intends to request additional federal reimbursement for Project costs, it must make all reasonable efforts to do so, and notify the State of the same, no later than thirty (30) days prior to the expiration of this Agreement. If federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the total state funds granted under this Agreement. Any further state match funding provided as part of this Agreement will be based on the State's current rate letter available at:  
<https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>.
- 4.2 Sufficiency of Funds.** Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.
- 4.3 Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$91,570.00**.
- 4.4 Payment**
- 4.4.1 Invoices.** Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website:  
<https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: Upon completion of the services
- 4.4.2 All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.

- 4.4.3 **Expiration of Reimbursement.** Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.
- 4.4.4 **State's Payment Requirements.** The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the State receives the corrected invoice, the State will pay Grantee within thirty (30) days of receipt of such invoice.
- 4.4.5 **Grantee Payment Requirements.** Grantee must pay all Project contractors promptly. Grantee will make undisputed payments no later than thirty (30) days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten (10) days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within thirty (30) days of receipt of such invoice.
- 4.4.6 **Grant Monitoring Visit and Financial Reconciliation.** If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures.
- 4.4.6.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which state employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.
- 4.4.6.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State.
- 4.4.6.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.4.7 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.
- 4.4.8 **Closeout Deliverables.** At the close of the Project, Grantee must provide the following deliverables to the State before the final payment will be released by the State:
- 4.4.8.1 Electronic files of construction plans as both PDF and MicroStation compatible formats.
- 4.4.8.2 Electronic files of as-builts as both PDF and MicroStation compatible formats.
- 4.4.8.3 Electronic files of planning documents, including without limitation, airport layout plans and airport zoning plans, as PDF, MicroStation and GIS compatible formats.
- 4.5 **Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to the State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to the State all contracts and subcontracts between Grantee and third parties to be funded by this Agreement. The State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. The State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten (10) business days.
5. **Conditions of Payment.** All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. No more than 95% of the amount due to Grantee under this Agreement will be paid by the State until it determines that Grantee has complied with all terms and conditions of this Agreement and has furnished all necessary records. In the event the

Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics, Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction.

## 6. Authorized Representatives

6.1 The State's Authorized Representative is:

**Luke Bourassa**, South Region Airports Engineer; (luke.bourassa@state.mn.us) (651)508-0448 and/or **Brian Conklin**, Regional Airport Specialist Sr.; (brian.conklin@state.mn.us) (651)252-7658, or their successor. The State's Authorized Representative, or their designee, is responsible for monitoring Grantee's performance and is authorized to accept the services provided under this Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

**Jim Doering, Public Works Project Coordinator**  
(507) 616-7400, jdoering@ci.redwood-falls.mn.us  
333 S. Washington Street, P.O. Box 526  
Redwood Falls, MN 56283-0526

or their successor. If Grantee's Authorized Representative changes at any time during the term of this agreement, Grantee must immediately notify the State.

## 7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification

7.1 **Assignment.** Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7.2.1 **FAA Letter Amendments.** Notwithstanding the foregoing, if the Federal Aviation Administration ("FAA") issues a Letter Amendment for this Agreement that results in an increase in the federal share of grant funds indicated in clause 4.1 herein, MnDOT's receipt of such Letter Amendment has the effect of automatically amending the total amount and respective shares granted under this Agreement without the requirement of a written amendment.

7.3 **Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.6 **Certification.** By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8. **Liability and Indemnification.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts or omissions of others, or the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys' fees), and expenses arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of, Grantee's contractors, consultants, agents or other third parties under the direct control of Grantee.

9. **State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this

Agreement, are subject to examination by the State and/or the State Auditor, Legislative Auditor, or Attorney General as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=10358099](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099)), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

## 10. Government Data Practices and Intellectual Property Rights

**10.1 Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.

### 10.2 Intellectual Property Rights.

**10.2.1 Ownership.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this Agreement. The Documents will be the State's exclusive property, and Grantee must immediately return all such Documents to the State upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to the State. Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

#### 10.2.2 Obligations

**10.2.2.1 Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this Agreement, Grantee will immediately give the State's Authorized Representative written notice thereof and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

**10.2.2.2 Representation.** Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Other indemnification obligations of this Agreement notwithstanding, Grantee will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State from any action or claim brought against the State to the extent such action is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorneys' fees. If such a claim or action arises, or in either party's opinion is likely to arise, Grantee, at the State's discretion, must either: (1) procure for the State the right or license to use the intellectual property rights at issue, or (2) replace or modify the allegedly infringing Works or Documents as necessary and

appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#) subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.
12. **Publicity and Endorsement**
  - 12.1 **Publicity.** Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.
  - 12.2 **Endorsement.** Grantee must not claim that the State endorses its products or services.
13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
14. **Termination; Suspension**
  - 14.1 **Termination.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
  - 14.2 **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
  - 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if:
    - 14.3.1 It does not obtain funding from the Minnesota Legislature; or
    - 14.3.2 If funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
  - 14.4 **Suspension.** The State may immediately suspend this Agreement:
    - 14.4.1 In the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Asset Acquisitions completed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment; or
    - 14.4.2 If funding is canceled, withdrawn, or terminated, the State may suspend its performance until funding is restored. Suspension of performance under these circumstances will be temporary until funds become available again and does not release the State from its obligations under this Agreement.

15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
16. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see [www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp).
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
  - 17.2 No Grantee, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
  - 17.3 A violation of this Section is a misdemeanor; and
  - 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
18. **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee, however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee's compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State,

making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

**21. Additional Provisions**

[Intentionally left blank.]

**[The remainder of this page has intentionally been left blank.]**

**MnDOT ENCUMBRANCE VERIFICATION**

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05.

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
SWIFT Contract # \_\_\_\_\_

SWIFT Purchase Order # \_\_\_\_\_

**COMMISSIONER OF TRANSPORTATION  
as delegated**

By: \_\_\_\_\_  
Date: \_\_\_\_\_

**GRANTEE**

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

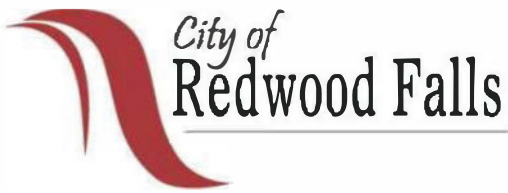
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MnDOT CONTRACT MANAGEMENT**

By: \_\_\_\_\_  
Date: \_\_\_\_\_



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

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June 18, 2025

Mr. Luke Bourassa  
Airport Development Engineer  
MnDOT Office of Aeronautics  
395 John Ireland Boulevard  
St. Paul MN 55155

RE: Grant Application  
Redwood Falls Municipal Airport (RWF)  
Runway 12/30 Rehabilitation  
Runway 12/30 Edge Lighting Replacement  
Taxiway Connector A2 Relocation  
Taxiway Turnaround Runway 12  
Runway 12/30 Design and As-Built AGIS Survey  
**2025 AIP Funded**

Dear Mr. Bourassa:

Please find enclosed the bid abstract, pre-construction photos, signed professional service agreements, FAA cost-price analysis, independent fee evaluations, FAA Form SF-424, FAA Forms 5100-100,129-135, and plans and specifications for the aforementioned projects to be completed at the Redwood Falls Municipal Airport in Redwood Falls, Minnesota.

The aforementioned projects involve completion of a mill and overlay on Runway 12/30, installation of new LED edge lighting and guidance signs for Runway 12/30, relocation of Taxiway Connector A2, construction of a Taxiway Turnaround to the Runway 12 end, and completion of a design and as-built AGIS survey.

The following is a breakdown of costs associated with this grant request:

**2025 AIP GRANT APPLICATION**

**RUNWAY 12/30 REHABILITATION - 2025 AIP  
 RUNWAY 12/30 EDGE LIGHTING SYSTEM REPLACEMENT - 2025 AIP  
 TAXIWAY CONNECTOR A2 RELOCATION - 2025 AIP  
 TAXIWAY TURNAROUND RUNWAY 12 - 2025 AIP FUNDED  
 RUNWAY 12/30 DESIGN & AS-BUILT AGIS SURVEY - 2025 AIP FUNDED**

| <b>PROFESSIONAL SERVICES</b>         | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
|--------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| RWY 12/30 REHAB. PRELIM. DESIGN      | \$35,000.00           | \$33,250.00           | \$875.00            | \$875.00            |
| RWY 12/30 REHAB. FINAL DESIGN        | \$200,000.00          | \$190,000.00          | \$5,000.00          | \$5,000.00          |
| RWY 12/30 EDGE LIGHTING DESIGN       | \$50,000.00           | \$47,500.00           | \$1,250.00          | \$1,250.00          |
| TWY A2 CNCT. RELOCATION DESIGN       | \$35,000.00           | \$33,250.00           | \$875.00            | \$875.00            |
| TWY TURNAROUND RWY. 12 DESIGN        | \$40,000.00           | \$38,000.00           | \$1,000.00          | \$1,000.00          |
| RWY 12/30 DESIGN & AS-BUILT AGIS     | \$250,000.00          | \$237,500.00          | \$6,250.00          | \$6,250.00          |
| RWY 12/30 REHAB. CNST. ADMIN.        | \$225,000.00          | \$213,750.00          | \$5,625.00          | \$5,625.00          |
| RWY 12/30 EDGE LIGHTING CNST. ADMIN. | \$70,000.00           | \$66,500.00           | \$1,750.00          | \$1,750.00          |
| TWY A2 CNCT. RELOCATION CNST. ADMIN. | \$50,000.00           | \$47,500.00           | \$1,250.00          | \$1,250.00          |
| TWY TURNAROUND RWY. 12 CNST. ADMIN.  | \$55,000.00           | \$52,250.00           | \$1,375.00          | \$1,375.00          |
| <b>TOTAL ENGINEERING:</b>            | <b>\$1,010,000.00</b> | <b>\$959,500.00</b>   | <b>\$25,250.00</b>  | <b>\$25,250.00</b>  |
|                                      |                       |                       |                     |                     |
| <b>CONSTRUCTION</b>                  | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
| SCHEDULE 1: RWY 12/30 REHABILITATION | \$1,180,300.80        | \$1,121,285.76        | \$29,507.52         | \$29,507.52         |
| SCHEDULE 2: TWY A2 CNCT. RELOCATION  | \$410,497.60          | \$389,972.72          | \$10,262.44         | \$10,262.44         |
| SCHEDULE 3: TWY TURNAROUND RWY. 12   | \$424,761.40          | \$403,523.33          | \$10,619.04         | \$10,619.04         |
| SCHEDULE 4: RWY 12/30 EDGE LIGHTING  | \$607,642.00          | \$577,259.90          | \$15,191.05         | \$15,191.05         |
|                                      |                       |                       |                     |                     |
| <b>TOTAL CONSTRUCTION:</b>           | <b>\$2,623,201.80</b> | <b>\$2,492,041.71</b> | <b>\$65,580.05</b>  | <b>\$65,580.05</b>  |
|                                      |                       |                       |                     |                     |
| <b>ADMINISTRATION</b>                | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
| CITY OF REDWOOD FALLS                | \$1,000.00            | \$950.00              | \$25.00             | \$25.00             |
| INDEPENDENT FEE EVALUATIONS          | \$7,000.00            | \$6,650.00            | \$175.00            | \$175.00            |
| FAA FLIGHT INSPECTION                | \$21,579.00           | \$20,500.05           | \$539.48            | \$539.48            |
| <b>TOTAL CITY ADMINISTRATION:</b>    | <b>\$29,579.00</b>    | <b>\$28,100.05</b>    | <b>\$739.48</b>     | <b>\$739.48</b>     |
|                                      |                       |                       |                     |                     |
|                                      | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
| <b>TOTAL PROJECT:</b>                | <b>\$3,662,780.80</b> | <b>\$3,479,641.76</b> | <b>\$91,569.52</b>  | <b>\$91,569.52</b>  |

The city of Redwood Falls requests a **Federal AIP** grant agreement in the amount of **\$3,479,641.00** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at [jdoering@ci.redwood-falls.mn.us](mailto:jdoering@ci.redwood-falls.mn.us) or 507-616-7400.

Sincerely,



Jim Doering  
Public Works Project Coordinator

cc: Mark Schrader, FAA  
Kyle Sebesta, FAA  
Lindsey Terry, FAA  
Brian Conklin, MnDOT Aeronautics  
Silas Parmar, Bolton & Menk, Inc.

Enclosures:

- Bid Abstract
- Pre-Construction Photos
- Signed Professional Service Agreements
- FAA Cost-Price Analysis
- Independent Fee Evaluations
- FAA Forms 5100-100, 129-135
- FAA Form SF-424
- Plans and Specifications

## EXHIBIT 'B'

| <b>2025 AIP GRANT APPLICATION</b>                                       |                       |                       |                     |                     |
|---|-----------------------|-----------------------|---------------------|---------------------|
| <b>RUNWAY 12/30 REHABILITATION - 2025 AIP</b>                           |                       |                       |                     |                     |
| <b>RUNWAY 12/30 EDGE LIGHTING SYSTEM REPLACEMENT - 2025 AIP</b>         |                       |                       |                     |                     |
| <b>TAXIWAY CONNECTOR A2 RELOCATION - 2025 AIP</b>                       |                       |                       |                     |                     |
| <b>TAXIWAY TURNAROUND RUNWAY 12 - 2025 AIP FUNDED</b>                   |                       |                       |                     |                     |
| <b>RUNWAY 12/30 DESIGN &amp; AS-BUILT AGIS SURVEY - 2025 AIP FUNDED</b> |                       |                       |                     |                     |
| <b>PROFESSIONAL SERVICES</b>  | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
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| RWY 12/30 DESIGN & AS-BUILT AGIS  | \$250,000.00          | \$237,500.00          | \$6,250.00          | \$6,250.00          |
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| RWY 12/30 EDGE LIGHTING CNST. ADMIN.                                    | \$70,000.00           | \$66,500.00           | \$1,750.00          | \$1,750.00          |
| TWY A2 CNCT. RELOCATION CNST. ADMIN.                                    | \$50,000.00           | \$47,500.00           | \$1,250.00          | \$1,250.00          |
| TWY TURNAROUND RWY. 12 CNST. ADMIN.                                     | \$55,000.00           | \$52,250.00           | \$1,375.00          | \$1,375.00          |
| <b>TOTAL ENGINEERING:</b>   | <b>\$1,010,000.00</b> | <b>\$959,500.00</b>   | <b>\$25,250.00</b>  | <b>\$25,250.00</b>  |
|   |                       |                       |                     |                     |
| <b>CONSTRUCTION</b>   | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
| SCHEDULE 1: RWY 12/30 REHABILITATION                                    | \$1,180,300.80        | \$1,121,285.76        | \$29,507.52         | \$29,507.52         |
| SCHEDULE 2: TWY A2 CNCT. RELOCATION                                     | \$410,497.60          | \$389,972.72          | \$10,262.44         | \$10,262.44         |
| SCHEDULE 3: TWY TURNAROUND RWY. 12                                      | \$424,761.40          | \$403,523.33          | \$10,619.04         | \$10,619.04         |
| SCHEDULE 4: RWY 12/30 EDGE LIGHTING                                     | \$607,642.00          | \$577,259.90          | \$15,191.05         | \$15,191.05         |
| <b>TOTAL CONSTRUCTION:</b>  | <b>\$2,623,201.80</b> | <b>\$2,492,041.71</b> | <b>\$65,580.05</b>  | <b>\$65,580.05</b>  |
|   |                       |                       |                     |                     |
| <b>ADMINISTRATION</b>   | <b>TOTAL</b>          | <b>FAA (95%)</b>      | <b>STATE (2.5%)</b> | <b>LOCAL (2.5%)</b> |
| CITY OF REDWOOD FALLS   | \$1,000.00            | \$950.00              | \$25.00             | \$25.00             |
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| FAA FLIGHT INSPECTION   | \$21,579.00           | \$20,500.05           | \$539.48            | \$539.48            |
| <b>TOTAL CITY ADMINISTRATION:</b>                                       | <b>\$29,579.00</b>    | <b>\$28,100.05</b>    | <b>\$739.48</b>     | <b>\$739.48</b>     |
|   |                       |                       |                     |                     |
| <b>TOTAL</b>  |                       |                       |                     |                     |
| <b>TOTAL PROJECT:</b>   | <b>\$3,662,781.00</b> | <b>\$3,479,641.00</b> | <b>\$91,570.00</b>  | <b>\$91,570.00</b>  |



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

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AGENDA MEMO

**Meeting Date:** November 4, 2025

**Agenda Item:** Redwood Falls Firefighters Relief Association Bylaw Amendment

**Recommendation/Action Requested:** Staff recommends approval of the proposed amendment to the Bylaws of the Redwood Falls Firefighters Relief Association.

**Summary/Overview:** In October, members of the Fire Relief Association Board of Trustees and staff met to discuss an increase in the annual benefit level for their lump sum pension plan. The last increase took place in 2025.

Following review of the financial condition of the Fire Relief Association, a consensus was reached to propose an increase to the annual benefit amount of \$150. This increase would move the current annual pension benefit for each firefighter from \$3,600 to \$3,750 per year of service. This change is projected to maintain a surplus of assets over liabilities and will not require a City contribution in 2026.

**Attachments:** Redwood Falls Firefighters Relief Association Bylaw Amendment Request

October 30, 2025

TO: REDWOOD FALLS CITY COUNCIL MEMBERS AND MAYOR.

FROM: CHAD BARNES, PRESIDENT REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION.

SUBJECT: CHANGING OF THE BYLAWS OF THE REDWOOD FALLS FIREFIGHTERS' RELIEF ASSOCIATION.

WE THE MEMBERS OF THE REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION WOULD LIKE APPROVAL FOR THE CHANGES IN OUR BYLAWS.

UNDER THE RELIEF ASSOCIATION BYLAWS WE WOULD LIKE TO AMEND IT AS FOLLOWS:

ARTICLE: XII, SECTION 1. THE SUM OF \$ 3,600.00 TO \$ 3,750.00 FOR EACH FIRE YEAR.

ARTICLE: XIII, SECTION 2. THE SUM OF \$ 3,600.00 TO \$ 3,750.00 FOR EACH YEAR THAT THE DECEASED MEMBER SERVED AS AN ACTIVE FIREFIGHTER IN THE REDWOOD FALLS FIRE DEPARTMENT; BUT IN NO CASE SHALL SUCH DEATH BENEFIT BE LESS THAN \$ 3,600.00 TO \$ 3,750.00.

APPROVAL BY THE REDWOOD FALLS CITY COUNCIL AND MAYOR MUST BE OBTAINED.

THIS CHANGE SHALL COME EFFECTIVE JANUARY 1, 2026 AFTER COUNCIL APPROVAL

THANK YOU

PRESIDENT OF THE REDWOOD FALLS FIREFIGHTERS RELIEF ASSOCIATION.

APPROVAL SIGNATURE:

 \_\_\_\_\_

DATE: 10-30-25