



**AGENDA FOR
ORGANIZATIONAL/REGULAR CITY COUNCIL MEETING
JANUARY 6, 2026 – 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. December 16, 2025
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Organizational Business**
 - A. Elect City Council President
 - B. Appointments to Commissions
 - C. City Council Committee Assignments
 - D. Appointments to Fire Relief Association Board of Trustees
 - E. Procedural Items
 1. Designate Official Depositories
 2. Designate Electronic Funds Transfers
 3. Designate City Council Meeting Day and Time (1st and 3rd Tuesday at 5:00 p.m.)
 4. Designate Redwood Gazette as Official Newspaper
 5. Designate Bolton & Menk as Consulting City Engineer
7. **Consent Agenda** (items approved with one motion)
 - A. Approve Submittal of 2026 Pay Equity Report
 - B. Approve AWAIR Program Update (A Workplace Accident Injury Reduction Program)
 - C. Request to Waive Sanitary Sewer Charge – 714 E. 4th Street
8. **Scheduled Public Hearings**
 - A. Assessments for Delinquent Utility Accounts/Unpaid Maintenance Costs/Surcharges – Resolutions #1, #2, & #3
9. **Old Business**
10. **Regular Agenda**
 - A. Accept Walmart Donation to Police Department – Resolution #4
 - B. Downtown Commercial Rehab Loan Application – 210 S. Mill Street
 - C. Engineering Proposal to Update the Redwood Falls Municipal Separate Storm Sewer System (MS4) Program
 - D. Fire Hall Ash Tree Removal Project
11. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
12. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
13. **Adjournment**

**MINUTES
REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, DECEMBER 16, 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, December 16, 2025, at 6:00 p.m.

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

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

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

A motion was made by Council Member Guetter and seconded by Council Member Arentson to approve the December 2, 2025, minutes as presented. Motion passed by unanimous vote.

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

1. 2026 Business License Applications
2. Purchase of Toro Groundmaster 4000-D Mower

Motion passed by unanimous vote.

Mayor Quackenbush opened the Truth-in-Taxation public hearing at 6:03 p.m.

Finance Director Klages presented an overview of Resolution No. 84 of 2025 – Resolution Levying Ad Valorem Taxes for the Year 2026 for the City of Redwood Falls, Resolution No. 85 of 2025 – Resolution Approving 2026 Payments in Lieu of Taxes, and Resolution No. 86 of 2025 – Resolution Approving 2026 Final Budgets.

Ms. Klages stated the 2026 Total City Budget receives 90% of the total budget, or \$35,325,617 from non-tax revenue sources. Property taxes fund 10% of the total budget, or \$4,039,352. The total 2026 Levy of \$4,039,352 increased by 7.1% compared to the previous year.

Mayor Quackenbush closed the Truth-in-Taxation hearing at 6:21 p.m.

A motion was made by Council Member Guetter and seconded by Council Member Arentson to waive the reading of Resolution No. 84 of 2025 – Resolution Levying Ad Valorem Taxes for the Year 2026 for the City of Redwood Falls. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve Resolution No. 84 of 2025 – Resolution Levying Ad Valorem Taxes for the Year 2026 for the City of Redwood Falls. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to waive the reading of Resolution No. 85 of 2025 – Resolution Approving 2026 Payments in Lieu of Taxes. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Guetter to approve Resolution No. 85 of 2025 – Resolution Approving 2026 Payments in Lieu of Taxes. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to waive the reading of Resolution No. 86 of 2025 – Resolution Approving 2026 Final Budgets. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve Resolution No. 86 of 2025 – Resolution Approving 2026 Final Budgets. Motion passed by unanimous vote.

Zoning Administrator Randy Thole was present to introduce the Variance Request – 809 E. Bridge Street.

Mr. Thole stated the City received a request from Pat and Nancy Hansen for a variance to reduce the setback on the north side of the property from 30' to 5' so that an addition to the building could be constructed on the northeast corner of the building. The Hansen's intend the addition to serve as a garage for storage of grounds maintenance and snow removal equipment. The current building is considered legal nonconforming. It currently sits approximately 5' from the property line. Other legal nonconforming buildings in the area also sit approximately 5' from the property line. The addition would be no more nonconforming than the existing building or other buildings in the area.

Mr. Thole stated following Mr. & Mrs. Hansen's request, staff reviewed the property and determined that the area of the intended addition would be the best fit as it would not have an impact on the surrounding buildings and would put the area to good use. The current building is approximately 5' from the right-of-way and the addition would continue off the current building and extend to the east. Additionally, keeping the grounds maintenance and snow removal equipment in the storage addition would be a benefit as it would be kept out of public view. Planning Commission and City Staff recommend approval of the variance request.

A motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to approve the Variance Request for 809 E. Bridge Street. Motion passed by unanimous vote.

Public Utilities Superintendent Jason Halvorson was present to introduce Resolution No. 87 of 2025 – Authorization to Execute Purchase of Materials for the 2026 Distribution Improvements

Mr. Halvorson stated DGR Project No. 421128 - 2026 Distribution Improvements was approved by Council on October 21, 2025. To complete the project certain materials were needed to be bid. Those bids were received and opened on Tuesday, December 9, 2025, at 1:15 p.m. at City Hall. Three bids were received, and the results of the bids have been reviewed by DGR for errors, tabulated and provided for Council consideration. Total cost of all the bids is \$489,626.30. Staff recommend approval of the bids as detailed.

Bid #1 Padmounted Switchgear and Box Pads to RESCO - \$88,991.11
Bid #2 15 KV Primary Wire to Irby Utilities - \$295,191.00
Bid #3 Single Phase Transformers and Box Pads to RESCO - \$25,368.11
Bid #4 Three Phase Transformers and Box Pads to RESCO - \$80,076.08

A motion was made by Council Member Smith and seconded by Council Member Guetter to waive the reading of Resolution No. 87 of 2025 – Authorization to Execute Purchase of Materials for the 2026 Distribution Improvements. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 87 of 2025 – Authorization to Execute Purchase of Materials for the 2026 Distribution Improvements. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 88 of 2025 – Authorization to Execute Master Agreement for Professional Services 2026 City of Redwood Falls and Bolton & Menk, Inc.

Mr. Doering stated Resolution No. 88 executes the Master Service Agreement for 2026. The Master Service Agreement lists responsibilities for both parties and outlines basic services to be provided by Bolton & Menk Inc. as assigned by the City of Redwood Falls. This will be done on a project-by-project basis that is to be outlined by individual “Task Orders” presented to Council for subsequent approval throughout the year.

Mr. Doering stated the term for this Master Agreement will have a start of January 1, 2026 and is slated to terminate December 31, 2026, but roll over annually if both parties agree. This does not relieve the Council from formerly appointing Bolton & Menk Inc. Shane Traulich as our City Engineer at their first business meeting in 2026. This Agreement has been reviewed by Bolton & Menk Inc. with no changes suggested and Staff also recommend its approval.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to waive the reading of Resolution No. 88 of 2025 – Authorization to Execute Master Agreement for Professional Services 2026 City of Redwood Falls and Bolton & Menk, Inc. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Guetter to approve Resolution No. 88 of 2025 – Authorization to Execute Master Agreement for Professional Services 2026 City of Redwood Falls and Bolton & Menk, Inc. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 89 of 2025 – Resolution Establishing Rates for Purchased Power Avoidance Cost.

Ms. Klages stated Resolution No. 89 would enact the electric utility purchased power avoidance cost rates as of January 1, 2026. Schedule 2 contains the rates for solar power reimbursement. The City of Redwood Falls will reimburse using the Annual All Hours rate of \$.04231 per kilowatt hour. Staff recommend approval.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 89 of 2025 – Resolution Establishing Rates for Purchased Power Avoidance Cost. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve Resolution No. 89 of 2025 – Resolution Establishing Rates for Purchased Power Avoidance Cost. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce Resolution No. 90 of 2025 – A Resolution Accepting a Donation to the City.

Chief Cotner stated on December 11, 2025, representatives from Farmers Union Industries (FUI) presented the Redwood Falls Police Department with a donation of \$1,000. FUI has made donations to the Redwood Falls Police Department in the past and there is no requirement for matching funds or special reporting. Staff recommend accepting the donation from FUI.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 90 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 90 of 2025 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

City Administrator Muetzel introduced Resolution No. 91 of 2025 – Authorization to Execute Animal Services Agreement.

Mr. Muetzel stated since 2011, the City of Redwood Falls has contracted with the Redwood Area Friends of the Animal Shelter for boarding of animals that are impounded by the police department. For the past several years, the City of Redwood Falls has provided a \$30,000 annual funding allocation to the Redwood Area Animal Shelter. However, the City's adopted 2026 budget includes a 20% funding reduction to the animal shelter which reduces the annual funding to \$24,000. Based on this budget action, staff updated the City's Animal Services Agreement with the Redwood Area Friends of the Animal Shelter. The updated agreement includes a \$24,000 funding allocation and more accurately describes the current operating arrangement with the animal shelter.

A motion was made by Council Member Guetter and seconded by Council Member Smith to waive the reading of Resolution No. 91 of 2025 – Authorization to Execute Animal Services Agreement. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to approve Resolution No. 91 of 2025 – Authorization to Execute Animal Services Agreement. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the 80' x 80' Airport Hangar Project – Change Order #1.

Mr. Doering stated Change Order #1 is being presented due to delivery delays of the steel building. The contract for construction was executed on August 19, 2025. The building and door delivery orders were placed after this date with an expected delivery in November 2025. Considering the date of the contract award and materials delivery time, the Contractor has requested a completion date extension. The original completion date was December 1, 2025, and the new completion date with the approval of the change order will be April 1, 2026. Staff recommend approval of Change Order #1 for additional time needed to meet the definition of "Substantial Completion/Completion Date" based on the circumstances listed on the Change Order. Approval will also allow the City Administrator to execute the Change Order.

A motion was made by Council Member Sandgren and seconded by Council Member Guetter to approve the 80' x 80' Airport Hangar Project – Change Order #1. Motion passed by unanimous vote.

Mayor Quackenbush requested an update on the construction progress of Ziggi's Coffee at 321 E. Bridge Street. City Administrator Muetzel stated the construction crew is working to get the foundation completed and get a building up and enclosed as soon as possible.

Council Member Smith stated a safety concern with the Ziggi's Coffee construction site because of the open foundation and footing trenches. Public Works Project Coordinator Doering stated the contractor is required to slope the sides of the trenches if an individual would accidentally fall into the construction site they would be able to get out safely.

Mayor Quackenbush inquired about the completion of the orthodontic clinic construction project at 750 S. Dekalb Street. City Administrator Muetzel stated the West Central Smiles Orthodontic Clinic is completed and they have been issued a Certificate of Occupancy.

Council Member Kerkhoff expressed disappointment about the news of GuidePoint Pharmacy closing at the end of December 2025.

Mayor Quackenbush expressed thankfulness and gratitude for all the work, City Council and Staff have completed all year for this community.

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

There being no further business, a motion was made by Council Member Sandgren and seconded by Council Member Arentson to adjourn the meeting at 6:45 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

2026 CITY COUNCIL AND COMMISSIONS

- City Council & Mayor – 4-year terms with no limit on number of terms.
- Commissioners – 3-year terms for Commissioners unless otherwise noted, not to exceed 3 consecutive full terms.
- Housing & Redevelopment Authority – 5-year terms; 5 to 7 Board Members, not to exceed 3 consecutive full terms.
- Port Authority – 6-year terms and not to exceed 12 consecutive years except for Planning Commission and City Council which coincides with their Planning Commission and City Council terms.

	<u>CURRENT TERM</u>	<u>EXPIRES</u>
<u>MAYOR</u>		
Tom Quackenbush	2 nd	January 2027

<u>CITY COUNCIL</u>		
Shannon Guetter	At-Large	1 st
Denise Kerkhoff	First Ward	2 nd
Matt Smith	Second Ward	3 rd
Larry Arentson	Third Ward	2 nd
Jim Sandgren	At-Large	5 th
		January 2029
		January 2029
		January 2029
		January 2027
		January 2027

<u>AIRPORT COMMISSION</u>		
Pete U'Ren	2 nd	January 2029
Alan Olson	3 rd	January 2028
Jim Tersteeg	3 rd	January 2027
Ernie Fiala	3 rd	January 2027
Harry Davis	1 st	January 2028

CHARTER COMMISSION

15 positions = ALL VACANT

<u>HOUSING & REDEVELOPMENT AUTHORITY</u>		
Tammy Enge (*Resident)	1 st	January 2031
Jeannette Mertens	2 nd	January 2030
Stephen Plaetz	2 nd	January 2029
Phil Johanneck	3 rd	January 2028
Lowell Peterson	3 rd	January 2027

<u>LIBRARY COMMISSION</u>		
Royce Heffelfinger	3 rd	January 2029
Sandra Swartz	2 nd	January 2027
Robin Stegner	3 rd	January 2027
VACANT	VACANT	VACANT
VACANT	VACANT	VACANT

PARKS & RECREATION COMMISSION

Larry Swann	3 rd	January 2029
Stephen Vannelli	3 rd	January 2028
Travis Fluck	3 rd	January 2027
Bob Kaupang	3 rd	January 2027
VACANT	VACANT	VACANT

PLANNING COMMISSION

Brad Franklin	3 rd	January 2029
Valerie Stephens	3 rd	January 2028
Dave Steinkraus	2 nd	January 2028
Brad Cantwell (Finish Kory Grey's term)	Partial Term	January 2027
Anne Johnson	2 nd	January 2027

POLICE COMMISSION

Holly Larsen	3 rd	January 2028
James Darr	2 nd	January 2027
VACANT	VACANT	VACANT
VACANT	VACANT	VACANT
VACANT	VACANT	VACANT

PORT AUTHORITY

Craig LaBrie	3 rd	January 2031
Ben Swanson	1 st	January 2030
Jeanne Limoges	2 nd	January 2029
Jim Sandgren (Council Rep)	5 th (coincides with Council term)	January 2027
Doug Prins (Finish Jackson Koster's term)	Partial Term	January 2027
Denise Kerkhoff (Council Rep)	2 nd (coincides with Council term)	January 2029
Anne Johnson	2 nd (coincides with Planning Commission term)	January 2027

PUBLIC UTILITIES COMMISSION

David Klabunde	3 rd	January 2028
Jody Radel	2 nd	January 2027
Mike Davis	3 rd	January 2027
VACANT	VACANT	VACANT
VACANT	VACANT	VACANT



2026 City Council Committee Assignments

Standing Committees:

Budget:	Matt Smith, Tom Quackenbush, and Shannon Guetter
Personnel:	Matt Smith, Tom Quackenbush, and Denise Kerkhoff
Public Works:	Larry Arentson and Jim Sandgren
Port Authority:	Denise Kerkhoff and Jim Sandgren

Issues:

Environmental (garbage, compost, wetlands):	Jim Sandgren and Denise Kerkhoff
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Individual Assignments:

Joint Powers/School:	Larry Arentson
Airport Commission Liaison	Jim Sandgren
Library Commission Liaison	Denise Kerkhoff
Parks & Recreation Commission Liaison	Larry Arentson
Police Commission Liaison	Denise Kerkhoff
Public Utilities Commission Liaison:	Matt Smith
Housing & Redevelopment Authority Liaison:	Larry Arentson

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### (By Council Member)

|                  |                                                                                                                                    |
|------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Jim Sandgren:    | Public Works, Port Authority, Environmental, and Airport Commission Liaison                                                        |
| Matt Smith:      | Budget, Personnel, and Public Utilities Commission Liaison                                                                         |
| Larry Arentson:  | Public Works, Joint Powers/School, Parks & Recreation Commission Liaison, and Housing & Redevelopment Authority Commission Liaison |
| Denise Kerkhoff  | Personnel, Port Authority, Environmental, Library Commission Liaison, and Police Commission Liaison                                |
| Shannon Guetter: | Budget                                                                                                                             |



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

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**Meeting Date: January 6, 2026**

**AGENDA RECOMMENDATION**

**Agenda Item:** Appointments to Fire Relief Association Board of Trustees

**Recommendation/Action Requested:** Approve the following appointments for a term ending December 31, 2026.

**Elected Official:**

Jim Sandgren

**Appointed Official:**

Kari Klages

## Memo

**To:** City Council  
**From:** Kari Klages, Finance Director  
**Date:** January 6, 2026  
**Re:** Designation of Official Depositories in 2026

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As per Minn. Stat. Section 118A.02 and the City Investment Policy in place (excerpts follow), the City Council has authorized the City Finance Director the ability to designate all institutions and financial dealers for all City checking and investment deposits. Staff requests that the City Council reaffirm authorization to continue with past practice.

### **118A.02 DEPOSITORIES; INVESTING; SALES, PROCEEDS, IMMUNITY.**

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#### ***Subdivision 1. Designation; delegation.***

- (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.
- (b) The governing body may authorize the treasurer or chief financial officer to:
  - (1) designate depositories of the funds;
  - (2) make investments of funds under sections [118A.01](#) to [118A.06](#) or other applicable law; or
  - (3) both designate depositories and make investments as provided in this subdivision.

#### ***Subd. 2. Sale; proceeds; immunity, if loss.***

- (a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.
- (b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections [118A.04](#) and [118A.05](#).

**History:**

[1996 c 399 art 1 s 3](#)

**Excerpt from Investment Policy:**

**DESIGNATED DEPOSITORIES**

*In accordance with Minnesota Statutes, Section 118A.02 and 427.02, it shall be the policy of the City to authorize the Investment Official the ability to designate all institutions and financial dealers for all City checking and investment deposits. The Investment Official shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. In addition, a list of approved security broker/dealers will be maintained selected by credit worthiness, who maintain an office in the State of Minnesota. A broker includes anyone who transfers, purchases, sells, or obtains securities for or on behalf of a government entity. No public deposit shall be made except in a qualified public depository as established by Minnesota laws. At the Investment Official's discretion the number of depositories shall be limited as needed to eliminate inefficiencies in dealing with multiple representatives while still being able to tap into the best markets for maximizing the rate of return on investments. Depositories must have the following as applicable:*

- *have FDIC or SIPC insurance;*
- *have been organized for a minimum of five years;*
- *have its prior year's audited financial report, the most relevant to financial condition available to City staff for the purpose of analyzing financial condition.*
- *Capital of no less than \$10,000,000*
- *Registered as a dealer under the Security Exchange Act of 1934*
- *A member of the National Association of Securities Dealers (NASD)*
- *Registered to sell in Minnesota*
- *The firm and assigned broker have been engaged in business of effecting transactions in U. S. government and agency obligations for at least five (5) consecutive years*

*All brokers, dealers and financial institutions deemed to be Authorized Institutions shall be provided with current copies of this Investment Policy and shall provide in return to the City, certification of having read, understood and agreement to comply with the Investment Policy.*

## Memo

**To:** City Council  
**From:** Kari Klages, Finance Director  
**Date:** January 6, 2026  
**Re:** **Designation of Electronic Funds Transfers in 2026**

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As per Minn. Stat. Section 471.38, Subd. 3 and the City Electronic Funds Transfer Policy in place, the City Council has authorized the City Finance Director the ability to authorize electronic funds transfers for various types of claims, including payment of contributions to pension or retirement funds and vendor payments. Staff requests that the City Council approve this annual authorization.

### **471.38 CLAIMS.**

§

#### ***Subdivision 1. Itemization; declaration.***

Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section [471.391, subdivision 2](#). For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

#### ***Subd. 2. Application.***

The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

***Subd. 3. Electronic funds transfer.***

Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

***Subd. 3a. Eligibility.***

The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;
- (f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

***History:***

(766) [RL s 438](#); [1949 c 416 s 1](#); [1951 c 350 s 1](#); [1953 c 50 s 1](#); [1955 c 312 s 1](#); [1959 c 56 s 1](#); [1961 c 5 s 1](#); [1976 c 44 s 68](#); [1979 c 334 art 6 s 25](#); [1986 c 444](#); [1989 c 329 art 9 s 29](#); [1994 c 631 s 31](#); [2001 c 13 s 1](#); [2017 c 52 s 1](#)

### CITY COUNCIL MEETING DATES

City Council Chambers - 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 5:00 p.m.

January 6, 2026  
January 20, 2026

February 3, 2026  
February 17, 2026

March 3, 2026  
March 17, 2026  
March 31, 2026 City Council Work Session

April 7, 2026  
April 21, 2026

May 5, 2026  
May 19, 2026

June 2, 2026  
June 16, 2026  
June 30, 2026 City Council Work Session

July 7, 2026  
July 21, 2026

August 4, 2026  
August 18, 2026

September 1, 2026  
September 15, 2026  
September 29, 2026 City Council Work Session

October 6, 2026  
October 20, 2026

November 3, 2026 – Cancel due to General Election  
November 10, 2026 – Special Meeting to canvass election results  
November 17, 2026

December 1, 2026  
December 15, 2026 – Start at 6:00 p.m.  
December 29, 2026 City Council Work Session – Cancel due to Holiday

## **AGENDA RECOMMENDATION**

**Meeting Date:** January 6, 2026

**Agenda Item:** Consider 2026 Pay Equity Implementation Report

**Recommendation/Action Requested:** Staff recommends approval to submit the 2026 Pay Equity Implementation Form and Compliance Reports to the Minnesota Department of Employee Relations/MMB.

**Summary/Overview:** Every three years the City must submit a Pay Equity Implementation Report to the Minnesota Department of Employee Relations/MMB. Approval of the report and signature of the City Administrator is required prior to submission.

This reporting is required under the Local Government Pay Equity Act which requires public jurisdictions such as cities, counties, and school districts to eliminate any sex-based wage inequities in compensation. The deadline for submission is January 31, 2026. The actual notification of compliance will likely not be received for 6-9 months but our underpayment ratio is above the 80% needed for compliance.

**Attachments:** Implementation Form, Compliance Report and updated Internal, Pay Grades, Positions, and Point Ranges.



## Minnesota Pay Equity Management System - Redwood Falls(26-No Submission)

[Home](#)
[Utilities](#)
[Go To](#)
[Log Out](#)

### Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

#### Part A: Jurisdiction Identification

Jurisdiction: Redwood Falls

333 S. Washington Street

Redwood Falls

Jurisdiction Type: CITY - City

| Contact: Name   | Title              | Phone        | Email                            |
|-----------------|--------------------|--------------|----------------------------------|
| Keith Muetzel   | City Administrator | 507-616-7400 | kmuetzel@ci.redwood-falls.mn.us  |
| Mark Goldberg   | DDA Consultant     | 952-412-2091 | markg@daviddrown.com             |
| Rachel Viergutz | Accountant         | 507-616-7400 | rviergutz@ci.redwood-falls.mn.us |
| Sheila Stage    | HR Coordinator     | 507-616-7400 | sstage@ci.redwood-falls.mn.us    |

#### Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.  
The system used was: Other (specify)    
  
Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240 characters)  
   
A new system using the Job Evaluation Tool (JET) classification system.  
  
 characters)
- An official notice has been posted at:  
   
The City of Redwood Falls - City Hall  
(prominent location) (\*less than 60 characters)  
  
informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.  
  
The report was approved by:  
   
City Council  
(governing body) (\*less than 60 characters)  
   
Mayor Tom Quackenbush

**2. Health Insurance benefits for male and female classes of comparable value have been evaluated and**

There is no difference ▼ and female classes are not at a disadvantage.

**Part C: Total Payroll**

5,904,000.66 is the annual payroll for the calendar year just ended December 31.

(chief elected official)(\*less than 60 characters)

Keith Muetzel

(title) (\*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Save Changes

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

## Compliance Report

Jurisdiction: Redwood Falls  
333 S. Washington Street  
  
P.O. Box 526  
Redwood Falls, MN 56283

Report Year: 2026  
Case: 4 - 2026 FINAL (Private (Jur  
Only))

Contact: Sheila Stage

Phone: (507) 616-7400

E-Mail: [ssstage@ci.redwood-falls.mn.us](mailto:ssstage@ci.redwood-falls.mn.us)

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

|                                   | Male Classes | Female Classes | Balanced Classes | All Job Classes |
|-----------------------------------|--------------|----------------|------------------|-----------------|
| # Job Classes                     | 30           | 13             | 4                | 47              |
| # Employees                       | 43           | 15             | 10               | 68              |
| Avg. Max Monthly Pay per employee | 7670.58      | 6095.93        |                  | 6974.54         |

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 86.66666 \*

|                                               | Male Classes | Female Classes |
|-----------------------------------------------|--------------|----------------|
| a. # At or above Predicted Pay                | 14           | 5              |
| b. # Below Predicted Pay                      | 16           | 8              |
| c. TOTAL                                      | 30           | 13             |
| d. % Below Predicted Pay (b divided by c = d) | 53.33        | 61.54          |

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

|                              |                    |
|------------------------------|--------------------|
| Degrees of Freedom (DF) = 56 | Value of T = 1.499 |
|------------------------------|--------------------|

a. Avg. diff. in pay from predicted pay for male jobs = 7

b. Avg. diff. in pay from predicted pay for female jobs = -221

### III. SALARY RANGE TEST = 95.76 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 10.53

B. Avg. # of years to max salary for female jobs = 11.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

| Title                       | Total JET Points | Grade |
|-----------------------------|------------------|-------|
| LIBRARY CLERK PART-TIME     | 150              |       |
| LIQUOR STORE - PART TIME    | 167              |       |
| PART-TIME P&R CSR/BUILD SUP | 171              |       |
| LIBRARY CLERK               | 178              | 1     |
| LIQUOR STORE CLERK          | 194              | 1     |
| CUSTOMER SERV REP           | 199              | 2     |
| POLICE ADMIN ASST           | 217              | 2     |
| LEAD PR CUSTSER SP          | 228              | 3     |
| POLICE LEAD ADMIN           | 247              | 3     |
| P&R MAINT WORKER            | 251              | 4     |
| AR/CUST SERV COORD          | 255              | 4     |
| SHOP MECHANIC               | 264              | 4     |
| STR MAINT WORKER            | 264              | 4     |
| DEPUTY CITY CLERK           | 271              | 4     |
| P&R PROGRAM COORD           | 274              | 4     |
| P & R OPER COORD            | 274              | 4     |
| CHILDRENS/ASST DIR          | 277              | 4     |
| P&R LEAD MAINT              | 280              | 5     |
| W/WW OPERATOR               | 283              | 5     |
| STR MAINT FOREMAN           | 287              | 5     |
| AIRPORT MANAGER             | 293              | 5     |
| POWER PLANT OPER            | 302              | 6     |
| FOREMAN W/WW OPER           | 310              | 6     |
| ACCOUNTANT                  | 316              | 6     |
| P&R MAINT SUP INT           | 318              | 6     |
| LINE WORKER                 | 330              | 7     |
| POLICE OFFICER              | 331              | 7     |
| LIQ STORE MANAGER           | 336              | 7     |
| IT COORDINATOR              | 343              | 7     |
| LIBRARY DIRECTOR            | 351              | 7     |
| SCHOOL RESOURCE OFFICER     | 352              | 8     |
| POLICE OFF/INVEST           | 352              | 8     |
| BUILDING OFFICIAL           | 353              | 8     |
| LEAD DIES MECH/OP           | 364              | 8     |
| HR COORDINATOR              | 380              | 8     |
| LINE FOREMAN                | 384              | 9     |
| POLICE SERGEANT             | 385              | 9     |
| STR SUPERINTENDENT          | 428              | 10    |
| PROJECT COORD               | 436              | 10    |
| P&R DIRECTOR                | 445              | 10    |
| ASST POLICE CHIEF           | 451              | 10    |
| W/WW SUPERINTEND            | 471              | 11    |
| PU SUPERINTENDENT           | 472              | 11    |
| POLICE CHIEF                | 539              | 12    |
| CITY ATTORNEY               | 575              | 12    |
| FINANCE DIRECTOR            | 642              | 13    |
| CITY ADMINISTRATOR          | 686              | 14    |

2025

**Meeting Date: 1/06/2026**

**AGENDA RECOMMENDATION**

**Agenda Item:** AWAIR Program Annual Update for 2026 – AWAIR (A Workplace Accident and Injury Reduction Program). Changes to the Program noted in red below.

**Recommendation/Action Requested:** Staff recommends approval of the annual updates to the AWAIR Program for 2026. **The changes made to the AWAIR policy are noted below in red and are changes made as noted below.**

**Summary/Overview:**

**Annual Review of the AWAIR Safety Policy by the Safety Committee**

|      |                  |                  |     |                                                                                                                                                                                                                                                                                                                                      |
|------|------------------|------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2026 | December 9, 2025 | Safety Committee | Yes | <b>Updated the following:</b> Page 12 with current date the AWAIR Policy was reviewed. Added the MMUA Accident Investigation Procedure to Section 7 Accident Investigation. Section 10 added Liquor Lodge's evacuation procedure information to the chart. Included the date Council Approved the updated Policy - January 06, 2026. |
|------|------------------|------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# Accident/Incident Procedures

*CITY/UTILITY: Redwood Falls, MN*

In the event of an accident or a serious incident, please take the following steps:

## EMPLOYEE

1. Immediately seek medical attention for any injured person, regardless of the perceived seriousness of the injury.
2. Contact any law enforcement, emergency medical personnel or fire department if needed.
3. Secure the accident scene, do not let anybody move, remove or disturb any portion of the scene. This includes equipment, vehicles, tools, buildings etc.
4. **Notify Supervisor/Department or HR Coordinator/City Administrator.**

## SUPERVISOR/DEPARTMENT HEAD/CITY ADMINISTRATOR

1. Notify MMUA Safety Coordinator, **Logan Davids 515-341-0051**. If unable to reach him at that number, call **Mike Willetts 612- 802-8474** or the MMUA office at 800.422.0119 and ask for his location today and a number to reach him at.
2. Immediately begin to take notes. Note, the time of the accident, the involved persons, the location of the accident, the equipment involved, the duties being performed by the persons, and what and how it happened, if known. Details, details, details. Get the names and phone numbers of any possible witnesses.
3. Immediately take photographs of the scene include everything possible. Take the pictures from various angles and proximity. Remember, you can never take enough pictures.
4. Contact MNOSHA/OSHA according to reporting requirements.  
**MNOSHA 877.470.6742 or after normal hours 800.321.OSHA.**
5. Complete necessary paperwork for worker's compensation.
6. Record the accident on the OSHA 300 log if deemed recordable.
7. Contact Safety Committee Chairperson. Chairperson will assemble an investigation committee to work with MMUA Safety Coordinator and Supervisor/Department Head/City Administrator for further investigation if necessary.

600 Highway 169 South, Ste 701 | St. Louis Park, MN 55426

Phone 763-551-1230 Toll-Free 800-422-0119

[www.mmua.org](http://www.mmua.org)

F. Bomb Threat, Fire, or Other Emergency: In the event that the building needs be evacuated due to one of these types of conditions, all employees are to meet in the following areas:

|        |                                                                        |
|--------|------------------------------------------------------------------------|
| Liquor | 1. Once all are accounted for, all should move into Pavilion building. |
|--------|------------------------------------------------------------------------|

**City of Redwood Falls  
AWAIR Program  
Safety Statement and  
Risk Management Policy**



**AIM FOR SAFETY  
THINK SAFETY**

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## AWAIR Program Annual Review

The City of Redwood Falls' AWAIR (A Workplace Accident and Injury Reduction) Program is reviewed on an annual basis.

| Year in Review | Date Reviewed  | Reviewed By:                    | Approved Document Sent to City Council or General Manager | Chapter Updated/Changed                                                                                                                                                                          |
|----------------|----------------|---------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2008           | Jan 2008       | Safety Committee                | Yes                                                       |                                                                                                                                                                                                  |
| 2009           | April 2009     | Staff and Safety Committee      | Yes                                                       |                                                                                                                                                                                                  |
| 2010           | February 2010  | Staff and Safety Committee      | Yes                                                       |                                                                                                                                                                                                  |
| 2011           | April 2011     | Safety Committee                | Yes                                                       |                                                                                                                                                                                                  |
| 2012           | August 2012    | City Council & Safety Committee | Yes                                                       | Chapter III, Section 10, Items F & G Foot Protection & Safety Shoe Reimbursement                                                                                                                 |
| 2012           | September 2012 | Safety Committee                | Yes                                                       | Annual Review & Updates pgs 3,4,5,6,15,33                                                                                                                                                        |
| 2013           | April 2013     | Safety Committee                | Yes                                                       | Reviewed & Update pg 4                                                                                                                                                                           |
| 2014           | November 2014  | Safety Committee                | Yes                                                       | Reviewed & Updated the following Pages: 4,6,31,42.                                                                                                                                               |
| 2015           | February 2015  | Safety Committee                | Yes                                                       | Reviewed & Updated Pg 4 to include job titles not names.                                                                                                                                         |
| 2016           | March 2016     | Safety Committee                | Yes                                                       | Reviewed & Updated Page 4 to update titles as needed.<br>Page 5 Update date.<br>Page 6 Update Wellness Goals.<br>Page 42 updated how MSDS Sheets are accessed.<br>Page 47 updated Approval Date. |
|                |                |                                 |                                                           |                                                                                                                                                                                                  |

|      |               |                  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|---------------|------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2017 | February 2017 | Safety Committee | Yes | Page 6 Update Wellness Goals. Pages 11, 15, 30, 31 grammar changes. Pages 30, 34 Title Changes. Page 47 updated date reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2018 | June 2018     | Safety Committee | Yes | Page 5 took out Golf Dept. Page 6 update Wellness Goal. Various pages throughout the Policy updated title of Safety Director to correct title of Safety Coordinator. Page 30 updated Deputy City Clerk title to HR Coordinator. Page 34 update Executive Asst and Deputy City Clerk in Section B #1 to HR Coordinator. Page 35 Public Works Depts: #1. Meet at the Sign Storage Shed. Instead of the confusing west and east info it had before. Removed Park and gave it's own line Library Update #2 to say move into entry of Homestead. Page 36 fix type on #1 Liquor3333 Lodge. Parks – Meet @ Duck Pond. Page 41 Change Manager to Coordinator under R. Page 47 update date Council Approval. |

## AWAIR Program Annual Review

The City of Redwood Falls' AWAIR (A Workplace Accident and Injury Reduction) Program is reviewed on an annual basis.

| Year in Review | Date Reviewed | Reviewed By:     | Approved Document Sent to City Council or General Manager | Chapter Updated/Changed                                                                                                                                                                                                                                                                                                                                                               |
|----------------|---------------|------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019           | March, 2019   | Safety Committee | Yes                                                       | <b>Update Page 5:</b><br>Changed the order of the Redwood Area Community Center Employees who are in charge of the City of Redwood Falls' Safety and Health Programs:<br><b>Redwood Area Community Center:</b><br><b>#1 Park &amp; Recreation Director</b><br><b>#3 Park &amp; Recreation Lead Maintenance Worker:</b><br><b>#2 Park &amp; Recreation Maintenance Superintendent:</b> |
| 2019           | March, 2019   | Safety Committee | Yes                                                       | <b>Update Page 7, Section 2: Goal 3.</b><br>Update the 2019 Wellness Goal. The Safety Committee decided as a group to leave the goal for 2019 at 55%. 2019 = 55% participation in Wellness Program.                                                                                                                                                                                   |

|      |                   |                  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------|------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019 | March, 2019       | Safety Committee | Yes | <p><b>Update Page 32, Section 7:</b> Update New Hire Training on the AWAIR Program to include training on how to access through the Employee Portal instead of handing out a copy of the Program.</p> <p>Section 7. <u>NEW EMPLOYEE TRAINING</u><br/>All new employees will be shown how to log-in to the Employee Portal to access the most recent copy of the AWAIR Program. They will be instructed on the requirements the City expects of all employees in the area of safety and the guidelines that have been developed to promote accident prevention.</p> <p><b>Update Page 47:</b><br/>Council Approved<br/>Date: March 19, 2019</p> |
| 2020 | September 1, 2020 | Safety Committee | Yes | <p>Annual Review of the AWAIR Program by the Safety Committee for 2020 no major changes just reviewed and made minor changes for grammatical errors. Any changes are shown in red.</p> <p><b>Update-AWAIR Index and Page numbers.</b></p> <p><b>Update – Revised Date of AWAIR Policy: Section 1: Page 10:</b> 8/2020.</p> <p><b>Update - Section 2: Goal 3 Page 11.</b> Update the 2020 Wellness Goal. The Safety Committee decided</p>                                                                                                                                                                                                       |

|      |                   |                  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|-------------------|------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2020 | September 1, 2020 | Safety Committee | Yes | <p>as a group to leave the goal for 2020 at 55% participation in the Wellness Program.</p> <p><b>Update: Section 9. Safety Equipment:</b><br/> <b>#3: Page 36.</b> Delete the following statement which is not necessary:<br/> White socks will eliminate athlete's foot problems along with proper foot care.</p> <p><b>Update Page 41, Section 10: Company Safety Procedures – G: Safety Shoe Reimbursement: Page 41:</b> Added the table below to help specify details per union and non-union group for safety shoe reimbursement. Only grammatical changes made to the policy to make it clearer those changes are in red. <u>No</u> changes were made in reimbursement amounts.</p> <p>In an effort to defray costs to regular full-time, part-time and seasonal employees for safety equipment the City of Redwood Falls will reimburse <del>to</del> employees the cost or portion thereof incurred for the purchase of safety steel-toed shoes. Limits and terms of reimbursement will be as stated in the applicable collective bargaining unit agreements. For those employees who are <b>not</b> part of a collective bargaining unit and do not receive a clothing allowance, the following reimbursements will be made as listed below.</p> <p>Reimbursement to full-time regular or part-time employees shall be up to \$150.00 per year (<del>set in 2012</del>). Reimbursement to seasonal/temporary employees shall be \$75.00 (<del>set in 2010</del>). All employees will be required to submit documentation receipt and proof of F2412-05 Standard Test Methods of Foot Protection for Performance Requirements. See table below for specific information for each group of employee reimbursement which is helpful to Staff.</p> |
|------|-------------------|------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SAFETY SHOE REIMBURSEMENT INFORMATION- Sept 1, 2020**

| <b><u>GROUP</u></b>                                                    | <b><u>STATUS</u></b> | <b><u>REIMBURSEMENT<br/>AMOUNT</u></b>                       | <b><u>COMMENTS:</u></b>                                                |
|------------------------------------------------------------------------|----------------------|--------------------------------------------------------------|------------------------------------------------------------------------|
| Non-Union P&R,<br>Building Official and<br>Public Works<br>Coordinator | Full-Time            | \$150.00                                                     | Sept 1, 2020                                                           |
| Non-Union P&R                                                          | Part-Time            | \$75.00                                                      |                                                                        |
| Non-Union P&R                                                          | Seasonal             | \$75.00                                                      |                                                                        |
| Non-Union Streets                                                      | Seasonal             | \$75.00                                                      |                                                                        |
| IBEW Employees                                                         | Full-time            | Per IBEW Union<br>Agreement Clothing<br>Allowance            | Includes all Safety<br>Equipment &<br>Clothing                         |
| <b><u>GROUP</u></b>                                                    | <b><u>STATUS</u></b> | <b><u>REIMBURSEMENT<br/>AMOUNT</u></b>                       | <b><u>COMMENTS:</u></b>                                                |
| Electric<br>Superintendent                                             | Full-time            | Per IBEW Union<br>Clothing Allowance                         | Includes all Safety<br>Equipment &<br>Clothing                         |
| RFPEA – Streets and<br>Water Departments                               | Full-time            | N/A- Already<br>included in Salary<br>Per RFPEA<br>Agreement | No reimbursement<br>needed uniform<br>allowance included<br>in salary. |
| Water/Waste Water<br>Superintendent                                    | Full-time            | N/A – Already<br>included in Salary                          | No reimbursement<br>needed uniform<br>allowance included<br>in salary. |
| Street<br>Superintendent                                               | Full-time            | \$150.00                                                     |                                                                        |
| Airport Manager                                                        | Full-time            | N/A – Already<br>included in Salary                          | No reimbursement<br>needed uniform<br>allowance included<br>in salary. |
| LELS Employees                                                         | Full-time            | Per LELS Union<br>Agreement Clothing<br>Allowance            | Includes all Clothing<br>& Safety Equipment                            |
| LELS Leadership –<br>Police Chief &<br>Assistant Police<br>Chief       | Full-time            | Per LELS Union<br>Agreement Clothing<br>Allowance            | Includes all Clothing<br>& Safety Equipment                            |
|                                                                        |                      |                                                              |                                                                        |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

| Year in Review | Date Reviewed     | Reviewed By:     | Approved Document Sent to City Council or General Manager | Chapter Updated                                                                                                                             |
|----------------|-------------------|------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 2020           |                   |                  |                                                           |                                                                                                                                             |
| 2020           | September 1, 2020 | Safety Committee | Yes                                                       | <b>Update Page 49:</b><br>Council Approved<br>Date: September 1, 2020                                                                       |
| 2023           | January 1, 2023   | Safety Committee | Yes                                                       | <b>Updated cover page:</b><br>Took out the duplicate Policy wording in title.                                                               |
| 2024           | December 19, 2024 | Safety Committee | Yes                                                       | <b>Update Page 51:</b><br><b>Council Approved</b><br><b>Date:</b> Updated the date reviewed by City Council on page 51.<br>Date: 12/19/2023 |

|      |                   |                  |     |                                                                                                                                                                                                                                                                                                                                      |
|------|-------------------|------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2025 | December 11, 2024 | Safety Committee | Yes | <b>Update Pages 42-45: Council Approved Date: January 21, 2025,</b> 42-45 Safety Shoe Reimbursement information to match the uniform allowance changes as per Union Agreements & Personnel Policy 2025 - 2027.                                                                                                                       |
| 2026 | December 9, 2025  | Safety Committee | Yes | <b>Updated the following:</b> Page 12 with current date the AWAIR Policy was reviewed. Added the MMUA Accident Investigation Procedure to Section 7 Accident Investigation. Section 10 added Liquor Lodge's evacuation procedure information to the chart. Included the date Council Approved the updated Policy - January 06, 2026. |

E. Foot Protection

Steel-toed work shoes/boots that are sturdy in construction and offer good protection for the feet are required for all employees. Shoes and soles of shoes must be in good repair at all times.

All employees who work in the following departments should wear steel-toed footwear: Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. Steel toed boots must meet the requirements of F2412-05 Standard Test Methods for Foot Protection and F-2413-05 Standard Specification for Performance Requirement for Foot Protection. Steel toed boots will have a label on them indicating their manufacturing requirements. Part-time and Seasonal employees that work in one of the above departments shall abide by the same requirements.

F. Safety Shoe Reimbursement

In an effort to defray costs to regular part-time and seasonal employees for safety equipment, the City of Redwood Falls will reimburse employees the cost or portion thereof incurred for the purchase of safety steel-toed shoes. Limits and terms of reimbursement will be as stated in applicable collective bargaining unit agreements. For those employees who are not part of a collective bargaining unit and do not receive a clothing allowance, the following reimbursements will be made as listed below:

Reimbursement to part time regular employees shall be up to \$75.00 per year.  
Reimbursement to seasonal/temporary employees shall be up to \$75. All Employees will be required to submit documentation receipt and proof of F2412-05 Standard Test Methods for Foot Protection and F-2413-05 Standard Specification for Performance Requirement for Foot Protection. **See table below for specific information for each group of employee reimbursement.**

**SAFETY SHOE REIMBURSEMENT INFORMATION 1-1-2025**

| <u>GROUP</u>                                                           | <u>STATUS</u> | <u>REIMBURSEMENT<br/>AMOUNT</u>                    |
|------------------------------------------------------------------------|---------------|----------------------------------------------------|
| Non-Union P&R,<br>Building Official and<br>Public Works<br>Coordinator | Full-Time     | Per Personnel Policy<br>Clothing Allowance         |
| Non-Union P&R                                                          | Part-Time     | \$75.00                                            |
| Non-Union P&R                                                          | Seasonal      | \$75.00                                            |
| Non-Union Streets                                                      | Seasonal      | \$75.00                                            |
| IBEW Employees                                                         | Full-time     | Per IBEW Union<br>Agreement Clothing<br>Allowance  |
| Electric<br>Superintendent                                             | Full-time     | Per IBEW Union<br>Agreement Clothing<br>Allowance  |
| RFPEA – Streets and<br>Water Departments                               | Full-time     | Per RFPEA Union<br>Agreement Clothing<br>Allowance |
| Water/Waste Water<br>Superintendent                                    | Full-time     | Per RFPEA Union<br>Agreement Clothing<br>Allowance |
| Street<br>Superintendent                                               | Full-time     | Per RFPEA Union<br>Agreement Clothing<br>Allowance |
| Airport Manager                                                        | Full-time     | Per Personnel Policy<br>Clothing Allowance         |
| LELS Employees                                                         | Full-time     | Per LELS Union<br>Agreement Clothing<br>Allowance  |
| LELS Leadership –<br>Police Chief &<br>Assistant Police<br>Chief       | Full-time     | Per LELS Union<br>Agreement Clothing<br>Allowance  |

**The following city personnel are in charge of the City of Redwood Falls' Safety and Health Programs.**

**City Administrator:**

(Overall Safety and Health Responsibilities)

**Public Utilities:**

**Public Utilities Superintendent**

**Line Foreman**

**Power Plant – Lead Diesel Mechanic/Operator**

**Public Work Project Coordinator:**

**Airport Manager**

**Street Department Superintendent:**

**Water/Waste Water Superintendent:**

**Chief of Police:**

**Assistant Police Chief:**

**Library Director:**

**Liquor Store Manager:**

**Redwood Area Community Center:**

**#1 Park & Recreation Director**

**#2 Park & Recreation Maintenance Superintendent:**

**#3 Park & Recreation Lead Maintenance Worker:**

## I. **AWAIR (A Workplace Accident and Injury Reduction Program) Revised 1/2026**

### **Section 1: Introduction**

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182.653, subd.8 requires employers in certain industries to develop written, comprehensive workplace safety and health programs which are based on the NAICS (North American Industry Classification System) system. This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the act are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced.

We, the employer, shall conduct and document a review of the workplace accident and injury reduction program at least annually and document how procedures set forth in the program are met.

MN OSHA has adopted a list of NAICS codes that we have determined to exist within our jurisdiction as a public entity. These departments are under our blanket AWAIR program. The NAICS codes for the departments under our AWAIR Program are as follows:

|                                                                              |        |
|------------------------------------------------------------------------------|--------|
| • City/Utility Administration                                                | 9211xx |
| • Police Department                                                          | 922120 |
| • Fire Department                                                            | 922160 |
| • Electric Department (including Generation, Transmission, and Distribution) | 2211xx |
| • Parks Department                                                           | 924120 |
| • Street Department                                                          | 237310 |
| • Wastewater Department                                                      | 221320 |
| • Water Department                                                           | 221310 |
| • Airport                                                                    | 488190 |
| • Maintenance Shop                                                           | 811111 |
| • Liquor Store                                                               | 445310 |
| • Library                                                                    | 514120 |
| • Community Center                                                           | 713940 |

## **Section 2: Goals and Objectives**

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete, but are also possible to achieve. The goals are specific to the City of Redwood Falls. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

Goal 1: To have fewer lost time accidents than we had in the previous year. Information on this will be based on OSHA 300 log.

Goal 2: Employees will attend 75% of the mandatory training for their departments.

Goal 3: 2024 = 55% participation in Wellness Program.

## **Section 3: Roles and Responsibilities**

### **For Everyone in the Organization:**

All employees, including supervisors and managers, must follow all safety rules at all times.

### **For Employees:**

1. Employees must promptly report any safety and health hazards they observe to their supervisor or Safety Committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear personal protective equipment, as required for their protection, and maintain the equipment in a sanitary manner.
4. Employees must report all accidents and near misses to their supervisor immediately upon occurrence.

### **For Supervisors:**

1. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at the tailgate/toolbox meetings.
2. Supervisors will address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the Safety Coordinator, the Safety Committee or upper management.
3. Immediately upon learning of an accident or near miss, the supervisor must initiate an investigation and submit the completed accident investigation report to the Safety Coordinator.
4. Supervisors will actively and positively participate in all Safety Committee inspections of their assigned areas.

### **For Safety Coordinators:**

1. The Safety Coordinator will serve as the lead person in the organization for safety and health issues and will serve as an ex-officio member of the Safety Committee.
2. The Safety Coordinator must review all First Reports of Injury and Accident Investigation Reports with the Safety Committee and take appropriate action to prevent recurrence.
3. The Safety Coordinator will conduct all safety training required by regulation or identified by management, supervision or the Safety Committee, as a need to assure a safe workplace.
4. The Safety Coordinator will recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision and the Safety Committee.

**For Safety Committees:**

1. The Safety Committee will conduct monthly meetings and conduct area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the Safety Coordinator.
2. The Safety Committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the Safety Coordinator.
3. Safety Committee members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the Safety Coordinator or the full Safety Committee.

**For Management:**

1. Managers will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by the Safety Coordinator, the Safety Committee or first-line supervision and take appropriate action.
3. Top management shall review the AWAIR program and any recommended revisions from the Safety Committee at least annually, make the appropriate revisions and work with the Safety Coordinator, the Safety Committee and first-line supervision to communicate the revisions throughout the organization.
4. Management will provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to continually improve performance, customer service, competitiveness, organizational culture, etc.

## **Section 4: Hazard Identification, Analysis and Control**

The City of Redwood Falls will use the following steps to identify hazards:

- ☐ Walk-around inspections by first-line supervisors, management or the Safety Committee
- ☐ Job or safety hazard analyses of different parts of the operation
- ☐ Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed
- ☐ Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat
- ☐ Job hazard identification checklists
- ☐ Employee reporting of workplace safety and health hazards
- ☐ Employee hazard abatement suggestions
- ☐ Preventative maintenance inspections
- ☐ Engineering controls
- ☐ Administrative controls
- ☐ Personal protective equipment

## HAZARDOUS CHEMICALS INVENTORY

Contractor:

Department:

Location/Work Area: \_\_\_\_\_

Contact Person/Phone Number: \_\_\_\_\_

[illegible]

If additional inventory sheets are needed, just make a copy of the blank form.

## Section 5: Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system includes one or more of the following checked items:

- ☒ New worker orientation including a discussion of safety and health policies and procedures
- ☒ Review of our program
- ☒ Training programs
- ☒ Regularly scheduled safety meetings
- ☒ Posted or distributed safety information
- ☒ A system for workers to anonymously inform management about workplace hazards

## **Section 6: Contractors' Duties**

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policy, programs and work practices in connection with the performance of contractual work.

### Duties to Subcontractors

Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related policies, programs and work practices while performing subcontracted work.

### Imminent Danger

In the event of an imminent danger situation, the City of Redwood Falls and Redwood Falls Public Utilities reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

### **Imminent Danger Definition per MN OSHA:**

Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MN OSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.

If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.

## Confined Space Entry Permit

The completion of this form for all permit required confined spaces that personnel must enter in the course of their duties. The permit is to be completed and signed by the authorizing person prior to entry into the confined space.

Identity of Work Location and Personnel Involved:

|                                                                               |  |                  |  |
|-------------------------------------------------------------------------------|--|------------------|--|
| Date/Time Issued:                                                             |  | Expiration Date: |  |
| Location of Confined Space:                                                   |  |                  |  |
| Purpose of Entry:                                                             |  |                  |  |
| Supervisor In charge:                                                         |  | Phone:           |  |
| Authorized Entrants:                                                          |  |                  |  |
| 1.                                                                            |  | 3.               |  |
| 2.                                                                            |  | 4.               |  |
| Attendants:                                                                   |  |                  |  |
| 1.                                                                            |  | 3.               |  |
| 2.                                                                            |  | 4.               |  |
| <input type="checkbox"/> Check if entrants and attendants will rotate duties. |  |                  |  |

Authorization of Permit:

|        |            |
|--------|------------|
| Print: | Signature: |
|--------|------------|

Cancellation of Permit:

|                                                                                                |                 |
|------------------------------------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Work completed; Space returned to service.                            |                 |
| <input type="checkbox"/> Work Interrupted. Space secured and posted. Re-entry permit required. |                 |
| Reason for Work Interruption:                                                                  |                 |
| Authorized Person's Initials:                                                                  | Date Cancelled: |

Emergency Telephone Numbers:

|                     |            |               |
|---------------------|------------|---------------|
| Name:               | Job Title: | Phone Number: |
| Emergency Services: |            | 911           |
|                     |            |               |
|                     |            |               |

Complete each section as applicable. Mark the item (x) and the specified action as necessary. Make a record of the results if applicable.

|                   |                   |  |                    |  |                |
|-------------------|-------------------|--|--------------------|--|----------------|
|                   | Oxygen Deficiency |  | Toxic Contaminants |  | Fire/Explosion |
|                   | Electrical        |  | Hazardous Chemical |  | Engulfment     |
|                   | IDLH Atmosphere   |  | Entry / Exit       |  | Heat / Cold    |
|                   | Noise             |  | Slips / Falls      |  | Other:         |
| Specific Actions: |                   |  |                    |  |                |
| Results:          |                   |  |                    |  |                |

Isolation Procedures:

|                   |                   |  |                   |  |                  |
|-------------------|-------------------|--|-------------------|--|------------------|
|                   | LOTO Block Equip  |  | Drain/Purge Lines |  | Blank Pipes      |
|                   | Disconnect Energy |  | Disengage Equip   |  | Redirect Traffic |
|                   | Other:            |  |                   |  |                  |
| Specific Actions: |                   |  |                   |  |                  |
| Results:          |                   |  |                   |  |                  |

Hazard Control Measures:

|                    |           |  |              |            |           |  |         |
|--------------------|-----------|--|--------------|------------|-----------|--|---------|
|                    | Ventilate |  | Monitor Air: | Continuous | Periodic: |  | Minutes |
| Test Contaminants: |           |  |              |            |           |  |         |
| Specific Actions:  |           |  |              |            |           |  |         |
| Results:           |           |  |              |            |           |  |         |

Pre-Entry Air Monitor Readings:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Periodic Air Monitor Readings. (If unit ALARMS, GET OUT IMMEDIATELY)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

*Keep a copy of this report for 1 year.*

## **CHECKLIST FOR ESTABLISHING A TEMPORARY TRAFFIC CONTROL ZONE**

### **COMPLETED ITEM**

- ☐ Obtain permit from governing road authority.
- ☐ Determine the type of roadway
- ☐ Determine the type of work space
- ☐ Determine the duration of work.
- ☐ Select hours of work to avoid peak periods.
- ☐ Select the appropriate layout(s) using type of roadway, duration, volume, and speed.  
(appropriate at the start of each section)
- ☐ Determine any modifications to typical layout(s).
- ☐ Check decision sight distance.
- ☐ Advance signing distance.
- ☐ Intersection/driveways
- ☐ Allow for buffer space free of obstructions.
- ☐ Contact the proper road authority.
- ☐ Check the condition of devices.
- ☐ Install devices beginning with the first device the driver will see.
- ☐ Conduct a drive thru to check for problems.
- ☐ Document temporary traffic control zone problems and  
major modifications to the layouts.
- ☐ Traffic should be observed to see if the taper is working correctly.  
Complete the work.
- ☐ Remove the devices as soon as work is completed, beginning with the last device seen by the  
motorist.

**Based on the most recent Traffic Control Zone Layouts**

# Minnesota Administrative Rules

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## 5205.0030 HIGH VISIBILITY PERSONAL PROTECTIVE EQUIPMENT.

Subpart 1. **General requirement.** Each employee, other than police and fire protection personnel covered by subpart 3, exposed to or working adjacent to moving motor vehicle traffic as part of the employee's assigned job shall be provided with and required to wear a high visibility warning vest or other high visibility garment. A high visibility garment is defined as being a Performance Class 2 garment or greater as specified by ANSI/ISEA Standard 107-2004. Some smaller garments may not meet the background material specifications for Performance Class 2 as defined in ANSI/ISEA 107-2004. In these cases, the garment must be rated by the manufacturer as greater than or exceeding Performance Class 1 requirements.

Subp. 1a. **Maintenance of garments.** If the high visibility personal protective equipment becomes faded, torn, dirty, worn, or defaced, reducing the equipment's performance below manufacturer's recommendations, the high visibility personal protective equipment shall be immediately removed from service and replaced.

Subp. 2. **Exception.** Where permanent or semi-permanent barricades designed to stop or deflect vehicle traffic upon impact are in place to protect employees from moving motor vehicles, employees are not required to wear high visibility personal protective equipment while working inside these protected areas.

Subp. 3. **Law enforcement, emergency medical technician, and fire protection personnel.** Law enforcement and emergency medical technician personnel shall be provided with, and be required to wear a high visibility outer garment any time the personnel are engaged in vehicular traffic control. For fire protection personnel, compliance with NFPA No. 1971 is acceptable.

Subp. 4. **Electrical work.** For work within the flash protection boundary as defined by NFPA 70E Part II 2-1.3.3.2, high visibility garments constructed of material that complies with NFPA 70E shall be worn.

# Minnesota Administrative Rules

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## 5207.1000 OPERATION OF MOBILE EARTH-MOVING EQUIPMENT.

### Subpart 1. **Scope.**

This part identifies minimum safety requirements for the safe operation of mobile earth-moving equipment used for earth moving, building, or road construction or demolition, including, but not limited to, bulldozers, motor graders, scrapers, loaders, skid-steer loaders, compaction equipment, backhoes, end dumps, side dumps, and dump trucks. This part pertains to operators of the equipment and exposed employees, including, but not limited to, grade checkers, grade persons, rod persons, stake hops, stake jumpers, and blue toppers working in the area.

### Subp. 2. **Training requirements.**

A. Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

B. Training programs shall be developed and instructed by competent individuals who have knowledge, training, experience, and the demonstrated ability to identify existing and predictable hazards related to the subject matter.

C. Training programs must include the following elements:

- (1). safe work procedures on how to approach mobile earth-moving equipment, whether in use or idling, including:
  - (a) visual, voice, or signal communication that shall be made with the operator prior to approaching earth-moving equipment;
  - (b) maintaining one's visibility to the operator while approaching the equipment; and
  - (c) operator responsibilities, such as placing the transmission in neutral, setting the parking brake, and indicating that it is safe to approach the equipment;
- (2) identification of the operator's blind spots on various earth-moving equipment used;
- (3) instruction for mobile earth-moving equipment operators in conducting daily equipment inspections according to the manufacturer's recommendations, and checking the area around the equipment for a clear path prior to beginning operation;
- (4) safe operating procedures of equipment, including traveling, backing, parking, loading for transport, maintenance, and operation;
- (5) safe work procedures when working around or adjacent to overhead or underground utilities, as described in Code of Federal Regulations, title 29, parts 1926.600(a)(6) and 1926.651(b); and
- (6) additional hazards that could be created by changing conditions.

Subp. 3.       **Training frequency.**

Employees shall be trained initially before beginning work that exposes them to mobile earth-moving equipment. Employee training records shall be retained by the employer for the duration of the project.

Subp. 4.       **High visibility personal protective equipment.**

A. Each employee working on the ground who is exposed to mobile earth-moving equipment shall be provided with and required to wear a high visibility warning vest or other high visibility garments. A high visibility garment is defined as being a Performance Class 2 garment or greater as specified by ANSI/ISEA Standard 107-2004.

B. High visibility apparel, as described in item A, shall comply with the specifications in part [5207.0100](#).

Subp. 5.       **Equipment requirements.**

A. All mobile earth-moving equipment shall comply with Code of Federal Regulations, title 29, part 1926.602(a)(9)(ii) for back-up alarms or signal persons if applicable.

B. When mobile earth-moving equipment is operated during times of darkness or low light conditions, the equipment, if designed to function equally in both forward and reverse directions, such as compaction equipment, bulldozers, motor graders, loaders, and skid-steer loaders, shall be equipped with at least two headlights for forward travel and adequate rear lights for reverse travel unless other adequate lighting is provided.

Subp. 6.       **Contractor responsibility.**

A. If the mobile earth-moving equipment contractor exposes other contractor's employees to the hazard of mobile earth-moving equipment, the controlling employer, such as general contractor or construction manager, for the project shall coordinate a joint contractor-employee safety awareness meeting between contractors and employees on site. Discussion elements for employee awareness training can be found in subparts 2, item C; and 4.

B. The employee safety awareness meeting shall be documented, identifying when the meeting was held and who attended, including a brief summary of what was reviewed. Documentation shall be retained for the duration of the project.

Subp. 7.       **Electrical work.**

For work within the flash protection boundary as defined by NFPA 70E Part II 2-1.3.3.2, high visibility garments constructed of material that complies with NFPA 70E may be worn.

## MNOSHA EXCAVATION WORKSHEET

|                      |
|----------------------|
| <b>Employer:</b>     |
| <b>Site Address:</b> |

GOPHER STATE ONE-CALL [(651) 454-0002/1-800-252-1166] NOTIFIED/LOCATION MARKINGS: Y/N \_\_\_\_\_

IF NO, CALLED OFFICE OF PIPELINE SAFETY [(651) 296-9636]: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\* Type A soil only: (½:1) Allowed if 12 ft. in depth or less, and open 24 hours or less. < tsf = tons per square foot>

|                          | Excavations – 4 feet to 5 feet Deep     |  | Excavations – 5 feet Deep or Deeper                                                                                   |
|--------------------------|-----------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------|
| Check if present on site |                                         |  |                                                                                                                       |
|                          | Competent Person                        |  | Competent Person                                                                                                      |
|                          | Egress                                  |  | Soil Analysis (Visual and Manual)                                                                                     |
|                          | Trench Inspection                       |  | Sloping required (If no testing is done, the width of the excavation will be the bottom width plus 3 times the depth) |
|                          | Confined Space (O <sub>2</sub> testing) |  |                                                                                                                       |

### Soils – Reference 1926.652, Appendix A (Check if present on site)

|  | Type C (1½ :1)                                            |  | Type B (1:1)                                                                  |  | Type A (3/4:1)*                                                                     |
|--|-----------------------------------------------------------|--|-------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|
|  | Fissures                                                  |  | Previously Disturbed Type A or B                                              |  | Undisturbed                                                                         |
|  | Porous Soil                                               |  | Fissured Type A                                                               |  | Type of Soil (Circle One)<br>Rocky<br>Clay<br>Silty Clay<br>Sandy Clay<br>Clay Loam |
|  | Vibration                                                 |  | Subject to vibration Type A                                                   |  |                                                                                     |
|  | Water (Rain, Seepage)                                     |  | Type A rock not stable                                                        |  |                                                                                     |
|  | Submerged Soil                                            |  | Type of Soil (Circle One)<br>Silt<br>Silty Loam<br>Sandy Loam<br>Crushed Rock |  |                                                                                     |
|  | Previously Disturbed Soil                                 |  |                                                                               |  |                                                                                     |
|  | Type of Soil (Circle One)<br>Gravel<br>Sand<br>Loamy Sand |  |                                                                               |  | Compressive strength ≥ 1.5 tsf                                                      |
|  |                                                           |  |                                                                               |  | Test Method(s) Used by Investigator                                                 |
|  |                                                           |  |                                                                               |  | Pocket Pentrometer                                                                  |
|  |                                                           |  |                                                                               |  | Slope Torvane                                                                       |
|  |                                                           |  |                                                                               |  | Manual Method:                                                                      |

### Additional Factors (Check if present on site)

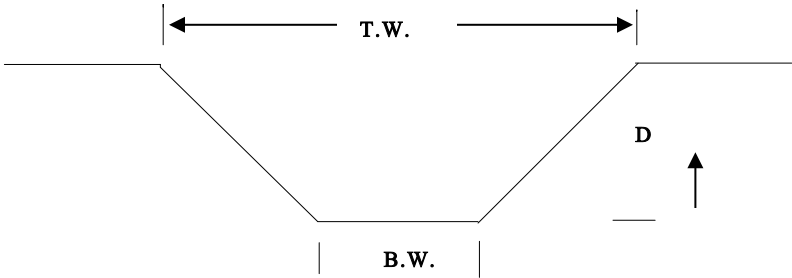
|  |                                                                  |  |                                                                   |
|--|------------------------------------------------------------------|--|-------------------------------------------------------------------|
|  | Utilities identified, located, and supported (1926.651(b))       |  | Spoil pile two feet back (1926.651(j)(2))                         |
|  | Egress from excavation (1926.651(c)(2))                          |  | Competent person inspections (1926.651(k)(1))                     |
|  | High Visibility Vests                                            |  | Fall Protection (1926.651(l)(1))                                  |
|  | Exposure to falling loads (1926.651(d))                          |  | Use of protective system (1926.652(a))                            |
|  | Water accumulation (1926.651(h))                                 |  | Use of guardrails, fences, barricades, or covers (1926.501(b)(7)) |
|  | Stability of adjacent structures (undercutting) (1926.651(i)(1)) |  |                                                                   |

Excavation Inspection (continued)

### Protective Systems

|                                                                      |            |  |        |  |            |
|----------------------------------------------------------------------|------------|--|--------|--|------------|
| <b>Sloping and Benching Systems</b>                                  |            |  |        |  |            |
| Option (1)                                                           |            |  |        |  |            |
| Option (2)                                                           |            |  |        |  |            |
| Option (3)                                                           |            |  |        |  |            |
|                                                                      | Parameters |  | Limits |  | On Site    |
| Registered Professional Engineer – Name:                             |            |  |        |  | License #: |
| <b>Support Systems, Shield Systems, and Other Protective Systems</b> |            |  |        |  |            |
| Option (1)                                                           |            |  |        |  |            |
| Option (2)                                                           |            |  |        |  |            |
| Option (3)                                                           |            |  |        |  |            |
|                                                                      | Parameters |  | Limits |  | On Site    |
| Registered Professional Engineer – Name:                             |            |  |        |  | License #: |
| Option (4) – Designed by Professional Engineer (1926.(c)(4))         |            |  |        |  |            |
| Plan indicating sizes, types, and configurations                     |            |  |        |  |            |
| Registered Professional Engineer – Name:                             |            |  |        |  | License #: |

Specify dimensions of excavation on drawing below. Use the space provide for calculations or to add any additional information.



**T.W. = Top Width    D = Depth    B.W. = Bottom Width**

## Section 7: Accident Investigation

Procedures for investigating workplace accidents, hazardous substance exposures, and near misses include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from re-occurring; and
5. Recording the findings and actions taken. It should not be to affix blame.

Each contributing factor should be traced back to its root cause. A written report that describes the accident, its causes and recommendations for corrective action and prevention will be prepared and presented to management.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to “employee error,” without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.



# Accident/Incident Procedures

CITY/UTILITY: *Redwood Falls, MN*

In the event of an accident or a serious incident, please take the following steps:

## EMPLOYEE

1. Immediately seek medical attention for any injured person, regardless of the perceived seriousness of the injury.
2. Contact any law enforcement, emergency medical personnel or fire department if needed.
3. Secure the accident scene, do not let anybody move, remove or disturb any portion of the scene. This includes equipment, vehicles, tools, buildings etc.
4. Notify Supervisor/Department or HR Coordinator/City Administrator.

## SUPERVISOR/DEPARTMENT HEAD/CITY ADMINISTRATOR

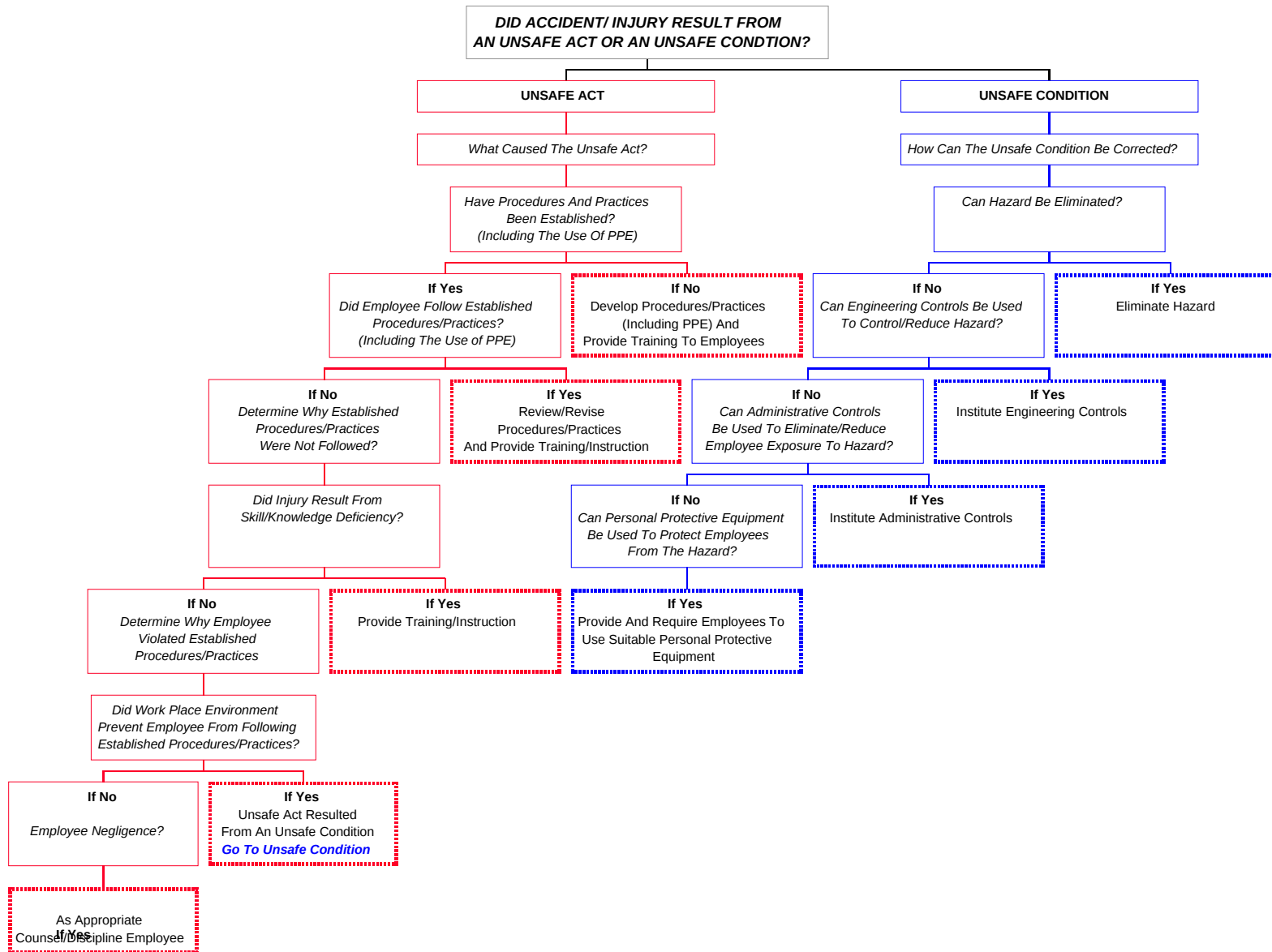
1. Notify MMUA Safety Coordinator, **Logan Davids 515-341-0051**. If unable to reach him at that number, call **Mike Willetts 612- 802-8474** or the MMUA office at 800.422.0119 and ask for his location today and a number to reach him at.
2. Immediately begin to take notes. Note, the time of the accident, the involved persons, the location of the accident, the equipment involved, the duties being performed by the persons, and what and how it happened, if known. Details, details, details. Get the names and phone numbers of any possible witnesses.
3. Immediately take photographs of the scene include everything possible. Take the pictures from various angles and proximity. Remember, you can never take enough pictures.
4. Contact MNOSHA/OSHA according to reporting requirements.  
**MNOSHA 877.470.6742 or after normal hours 800.321.OSHA.**
5. Complete necessary paperwork for worker's compensation.
6. Record the accident on the OSHA 300 log if deemed recordable.
7. Contact Safety Committee Chairperson. Chairperson will assemble an investigation committee to work with MMUA Safety Coordinator and Supervisor/Department Head/City Administrator for further investigation if necessary.

600 Highway 169 South, Ste 701 | St. Louis Park, MN 55426

Phone 763-551-1230 Toll-Free 800-422-0119

[www.mmua.org](http://www.mmua.org)

**Figure 1: Accident and Injury Flowchart**



## **Section 8: Enforcement of Safety and Health Programs**

Enforcement of safe work practices should be fair, consistent throughout the organization, and based on established policy which can be found in our Employee Handbook. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Verbal reprimand
2. Written reprimand
3. Suspension without pay
4. Demotion
5. Discharge

Disciplinary action will follow the above sequences according to our personnel policy unless the situation warrants more severe immediate action.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

## **Section 9: Program Review**

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital, because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.

## **Section 10: Safety Committee**

The Safety Committee will hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement.

Employee Safety Committee members must be selected by employees. Duties that Safety Committee members can assume include:

- Participating in regular walk around inspections;
- Training new employees about safe working procedures;
- Performing job hazard analyses (JHAs);
- Providing input for the creation of workplace safety and health rules;
- Presenting safety and health information at regularly scheduled staff safety meetings;
- Assisting in accident investigations and bringing employee safety and health concerns and complaints to supervision and management for correction.

Safety Committee members will be able to perform their duties without fear of discrimination or retaliation by management.

## **II. SAFETY STATEMENT**

### **CITY OF REDWOOD FALLS MINNESOTA**

The City Council, management and staff of the City of Redwood Falls, jointly as a team, are sincerely concerned for the safety of each other and the citizens whom we serve. Therefore, we believe that it is unacceptable that injury or property damage occur on public property due to foreseeable and correctable hazards. We acknowledge our responsibility to provide safe working conditions for our employees and a safe environment for the public.

Accidents cause suffering and financial loss to the victim and the victim's family. Accidents also cause unnecessary expenditure of public funds. Worker's compensation losses result in direct expenditures of tax dollars for medical expenses, compensation and time lost from work. Indirect costs include, but are not limited to employee time lost for accident investigation, damage to tools and equipment, and overtime of temporary personnel to cover the time missed by the injured employee.

We recognize the importance of safety to the health, welfare and quality of life of citizens and employees. To this end, we endorse and agree to support the Safety Policy of the City of Redwood Falls.

## **I. SAFETY POLICY**

### **Introduction**

The Redwood Falls City Council has recognized the importance of safety to the health and welfare of its citizens and employees by adopting a Risk Management and Safety Policy. A preventive safety program decreases the likelihood of injuries to citizens and employees and reflects positively on the cost of the City's insurance coverage. Likewise, a safety program also reduces injuries which may result in pain, financial loss and employee time lost. Continual emphasis will be placed on the refinement of operational procedures and healthful working conditions to eliminate causes of municipal losses. New procedures and facilities will be reviewed for exposures.

### **Purpose**

The purpose of this policy is to establish the basic guidelines for a safety program and to assert the Council's and management's support of the program.

### **Section 1.      RESPONSIBILITIES**

- A.      The City Council has charged the City Administrator with the creation and implementation of a broad risk control program.
- B.      The City Administrator shall designate a Safety Coordinator who will report directly to the City Administrator and whose responsibilities will include:
  - 1.      Creation and operation of a safety program, policies and procedures.
  - 2.      Assistance to department supervisors with the creation of departmental policies and procedures which are in accordance with the values of the City's Safety Statement.
  - 3.      Investigation.
  - 4.      Maintenance of records and preparation of reports of accidents/injuries, experience and costs.
  - 5.      Formulation of safety recommendations.
- C.      The City Administrator will hold each department supervisor responsible for the safe and healthful working conditions and governmental operations under his/her control.
- D.      Department supervisors will be responsible for the safe and healthful working conditions and governmental operations under his/her control.
- E.      All employees are responsible to work in a safe manner and to recognize risks and dangers, immediately reporting them to their supervisors. This includes conditions in the workplace and throughout the City such as defective sidewalks, broken curbs, missing signs, potholes, defective equipment, etc. All employees will make safety a matter of continuing concern and will give it equal importance to all other operational concerns. An employee who reasonably believes that an assigned task poses an imminent danger of death or serious physical harm may refuse to work if there is no reasonable alternative.
- F.      All employees will cooperate with and assist the Safety Coordinator with the creation and

implementation of safety policies and procedures. Department supervisors will support the participation of their department members in the Safety Committee and allow sufficient time for their attendance at meetings and completion of research and assignments.

Section 2. EMPLOYEE RESPONSIBILITIES

Safety is self-rewarding; therefore, each employee should be the person most concerned about his/her own safety. In addition, each employee has certain duties and obligations to the organization. They are:

1. Knowing his/her job and always applying safe work practices
2. Recognizing the hazards of the job and taking precautions to assure the safety of others as well as himself/herself.
3. Informing his/her supervisor of hazards and recommending ideas for elimination of these hazards or improving the condition so work is made safer.
4. Actively participating and cooperation with the overall Safety Program.
5. Reporting all injuries immediately; minor first aid injuries, as well as major problems.
6. His/her ability to work is dependent on good personal health habits.

It will be the responsibility of all employees to acquire the degree of knowledge, safe work procedures and standards of performance that are necessary to perform their jobs without injury. Assistance and instructions are constantly available.

Employee suggestions for maintaining a safe working environment are important.

Section 3. SAFETY COMMITTEE

- A. A Safety Committee will be created to:
  1. Review worker's compensation losses to avoid future recurrences by determining necessary corrections to operations, equipment and/or facilities and making recommendations to the City Administrator for creation of new, or amendments to existing policies and procedures.
  2. Assist with creation of policies, procedures, and recommendations.
  3. Identify areas of risk which require examination and action.
- B. The Safety Committee shall meet as required.
- C. The substance of each meeting will be documented with minutes. The minutes will be circulated to all members, the City Administrator and will also be distributed to the City Council in Communication Notes will be available for review through the Deputy City Clerk.

D. Safety Committee will be created from representatives of the following departments:

|                       |                      |                           |
|-----------------------|----------------------|---------------------------|
| 1. Police             | 4. Liquor Lodge      | 7. Airport                |
| 2. Electric Utilities | 5. Park & Recreation | 8. Street                 |
| 3. Library            | 6. City Hall         | 9. Water/Wastewater Dept. |
|                       |                      |                           |

In addition, the following people will be included in the committee: City Administrator and Safety Coordinator to deal with City-wide matters. The Safety Coordinator shall address needs which are not met by the formal Safety Committee.

- E. A person representing another City department may be added to meet with the Safety Committee on an as needed basis to discuss safety items related to that group.
- F. Occasionally, employees with special area of expertise and department supervisors may be asked to attend Safety Committee meetings.

Section 4. ATTITUDE

- A. Management and supervisors will be aware at all times that their attitudes directly reflect on their staff's response to programs. Management and supervisors will provide leadership to encourage and support their employees in safety considerations and compliance with safety policies and procedures.
- B. An employee who causes accidents to happen to him/herself or others, may have specific performance deficiencies which need to be recognized, evaluated and corrected. Management and supervisors will recognize this need and include the employee's safety deficiencies in performance evaluations. Likewise, an employee's aggressive pursuit of safety improvements and loss control shall be recognized in performance evaluations.

Section 5. POLICIES AND PROCEDURES

- A. Policies and procedures applicable solely to a specific department may be drafted by department supervisors with the assistance, as necessary, of the Safety Coordinator and Safety Committee. They will be approved by the City Administrator.
- B. Administrative policies and procedures applicable to City wide operations or services to the public will be approved by the City Administrator.
- C. Employees who violate safety policies and procedures will be disciplined.

Section 6. SAFETY TALKS

Safety talks will be given on a minimum of a yearly basis by all departments. They will be a minimum of five minutes in length (approximately) and will consist of presentation of a new idea or problem in that department. Safety talks are valuable tools in keeping all employees current on matters of importance and allowing safety matters to be discussed and taken care of when they cannot wait for the monthly safety meeting.

Because safety, housekeeping, quality and productivity are all related, these meetings may be used to discuss problems affecting any one of these areas.

Section 7. NEW EMPLOYEE TRAINING

All new employees will be shown how to log-in to the Employee portal to access the most recent copy of the City's AWAIR Program, Safety Statement & Policy and Risk Management Policy. They will be instructed on the requirements the City expects of all employees in the area of safety and the guidelines that have been developed to promote accident prevention.

New employees will be informed of management's attitude on safety and the existence of a formalized safety program that addresses conditions in the work environment, both physical conditions and unsafe acts that expose employees to accidents. New employees will be told the necessary personal protective equipment to wear or purchase as required by OSHA and City policy. Emphasis will be placed on using these guards and personal protective equipment to prevent employee injury. Special emphasis should be placed on the fact that safety practices and personal protective equipment is not a debatable or a negotiable item.

Supervisors will explain to new employees that it is their obligation to acquire the necessary safety skills and the proper attitude toward loss control, as sponsored and promoted by the City. Supervisors will explain employees' involvement in safety meetings and expected contributions in improving the overall program.

The supervisor in charge of the employee will give him a tour of the area he/she will be working in. The supervisor should point out specific hazards and conditions of exposure, also emphasizing guards and other safety devices used to neutralize potential exposures.

The supervisors will be very specific and train the new employee on heavy equipment they will operate. Documentation of training will be completed on the applicable form and returned to the Executive Assistant.

The supervisor will emphasize to new employees that Standards of Safe Operating Procedures will be enforced. Safety rules are not to be broken. Until the new employee is thoroughly familiar with his/her new job, the supervisor will visit frequently to discuss any problems or questions that arise.

Section 8. SAFETY RULES

All employees are expected to observe the following safety rules:

1. All injuries, no matter how slight, will be reported immediately to your supervisor, and an accident report will be filled out and submitted to the Human Resource Manager.
2. No one shall operate any machine or other piece of equipment unless he has been properly trained and authorized by the supervisors.
3. Good housekeeping practices will be observed at all times. Work areas are to be kept clean, neat and swept at all times.
4. Proper personal protective equipment will be worn as prescribed by the supervisor in that area and the Safety Committee. This includes safety glasses, ear plugs, steel-toed safety shoes in good repair, dust masks, respirators, etc.
5. Horseplay of any kind will not be tolerated.
6. Compressed air over 30 PSI will not be used for cleaning machines, equipment, or floors.

7. All main aisles and exits will be kept clear and accessible at all times.
8. All defects or malfunctions of machines or equipment will be reported immediately to your supervisor.
9. No machine or other piece of equipment will be operated unless the guards or other protective devices are in place and properly adjusted.
10. Avoid back injuries and straining by using proper lifting methods and by getting help when moving heavy or awkward material. Power equipment should be used for moving heavy objects whenever possible.
11. All electrical work will be done by qualified personnel only. Lockout procedures must be used.
12. Be alert to any unsafe condition that could result in injury to you or another person. Report all such conditions to your supervisor immediately.

Section 9. SAFETY EQUIPMENT

The following considerations will be made in everyday safety equipment:

1. Safety glasses will be worn by all those persons doing business in or working directly in the shop area, and in the yard area when conditions dictate.
2. Steel-toed work shoes or boots, in good repair, will be worn by those persons working in the following departments Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. Employees should keep shoe soles free of grease and oil, laces tied short, and replace when worn.
3. Clothing should be appropriate for the job and temperature of the areas. Shirts should be tucked in so as to eliminate hazards of catching or being dragged into machinery or tools. Clothing should be free of large holes.  
  
Clothing should be changed daily, as sweat will reactivate the bacteria left on clothing.
4. Gloves should be worn (when dexterity permits) when the job requires the handling of sharp, greasy, or ragged edged materials. Gloves should always be worn when the label on a product requires their use (chemical solvents).
5. Hearing protection will be worn by all persons using a grinding tool or when working in an area where the decibel level is known to be greater than 80. Persons are always welcome to use hearing protectors in areas where noise is a nuisance but less than 80 decibels.
6. Hair that is long should be pulled back or up to eliminate the possibility of being caught up in machinery. Long neck chains should never be worn in shop area. Rings need special attention if you work in an area where hand hazards are present.
7. Never carry tools or sharp objects in your pockets, where they may cause injury if you forget that they are there.

8. Butane lighters pose special safety hazards and should never be used in shop areas where heat or heat related products are used or required for repair.
9. NEVER smoke, eat or drink with any type of chemical residue left on your hands. This includes paints, solvents, degreasers and any other shop chemical.
10. Respirators, dust masks and the like will be worn by all persons painting or working in an area where exposure to chemical fumes or dust is possible.

Section 10. COMPANY SAFETY PROCEDURES

A. Air Hoses

Air hoses will not be used to spray off persons or clothing. Doing so is an OSHA and City violation. This practice can and does lead to excessive foreign particles flying in the air which can directly cause an eye injury to self or others.

B. Emergency Evacuation

In the event of fire, tornado, bomb threat or other threat:

1. Alert

Authorization to evacuate other authorized personnel will be given by the City Administrator. This alert will be given to the HR Coordinator who will then contact the person in charge of each department.

In the event of threatening weather, the HR Coordinator will have a radio for further information.

2. Evacuation and Support Procedures

- a. In the event of injury to any employees due to an incident causing evacuation or during evacuation, first aid trained members should respond until proper authorities have arrived to assume care.
- b. Office: Each division/department manager is responsible for identifying files and materials which should be removed from the building during an evacuation (done only if possible without risk to human life). A member or members of his/her staff should be designated to have the responsibility for this removal.
- c. Shop: Gas and electricity will be shut off by the supervisors responsible for that area. (220 and above)

Vehicles in the area of the propane tanks will be removed if it is safe to do so.

If the problem is fire (contained) or threat, have a person outside to alert emergency crews to the closest entrance to the problem.

- d. Exits: In any situation, the nearest exit should be used.

- e. Severe Weather: In the event that work areas need to be evacuated due to severe weather, all employees are to go to the center most portion of the building on the ground floor, away from electrical supply sources and other potentially hazardous areas. They are to remain there until instructed otherwise by the City Administrator or other authorized personnel.

- f. Bomb Threat, Fire, or Other Emergency: In the event that the building needs be evacuated due to one of these types of conditions, all employees are to meet in the following areas:

|                                                          |                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Works Depts:<br>Streets, Shop<br>Water/Wastewater | 1. Meet at the sign storage shed                                                                                                                                                                                                                                                                                                                         |
| City Hall:                                               | 1. Meet at Minnwest Parking Lot.                                                                                                                                                                                                                                                                                                                         |
|                                                          | 2. Once all are accounted for, all should move to Lower Level of Courthouse by meeting room.                                                                                                                                                                                                                                                             |
| Library:                                                 | 1. Meet at Homestead's south parking lot (5 <sup>th</sup> Street).                                                                                                                                                                                                                                                                                       |
|                                                          | 2. Once all are accounted for, all should move into the entryway of the Homestead.                                                                                                                                                                                                                                                                       |
| Parks                                                    | 1. Meet by the Duck Pond.                                                                                                                                                                                                                                                                                                                                |
| RACC:                                                    | 1. If you exit the building to the North, please go across the parking lot and meet at the furthest parking lot light.<br>2. If you exit the building to the West, please go across the road and meet at the streetlight.<br>3. If you exit the building to the East, please go out to the Softball Fields.*If indoor shelter is needed, go to Wal-Mart. |
| Electric Utilities Line Workers                          | 1. Meet at west parking lot of Generation Building.                                                                                                                                                                                                                                                                                                      |
|                                                          | 2. Once are all accounted for, all should move to Generation Building or Truck Garage.                                                                                                                                                                                                                                                                   |
| Power Plant:                                             | 1. Meet at base of driveway going up the hill.                                                                                                                                                                                                                                                                                                           |
|                                                          | 2. Once all are accounted for, all should move to Generation Building or Truck Garage.                                                                                                                                                                                                                                                                   |
| Liquor                                                   | 1. Once all are accounted for, all should move into Pavilion building.                                                                                                                                                                                                                                                                                   |
| Police:                                                  | 1. As emergency personnel, all officers will be dispatched to emergency as needed.                                                                                                                                                                                                                                                                       |
|                                                          | 2. Office staff should meet in LEC parking lot.                                                                                                                                                                                                                                                                                                          |
|                                                          | 3. Once all staff are accounted for, they should go to the Court Administration Office.                                                                                                                                                                                                                                                                  |

- g. All Clear: The all clear will be given by the City Administrator or other authorized personnel.  
Head counts should be taken to assure that all employees are present and uninjured.

C. Equipment Lockout

When any piece of equipment is being inspected or repaired, in order to prevent possible personal injury or equipment damage, the following lockout procedure is required:

1. Every power source that can produce a machine member movement shall be locked off at the closest possible power source.
2. The mechanical energy of all portions of the machine will be at its lowest practical value so the opening of any pipe, tubing, hose, or actuation of any valve will not produce a movement which could cause injury.
3. Holding a machine member against gravity or a spring force by blocking, by suspension, or by brackets or pins designed specifically for that purpose is permissible as long as energy of the machine member is at its lowest practical value, and all loose or moveable machine members are secured against accidental movement.
4. A work piece or material supported, retained, or controlled by the machine shall be considered as part of the machine if the work piece or material can move or cause machine movement.
5. Each power source that can produce a machine member movement will be locked and identified by each individual working on the equipment.
6. Each employee responsible for locking out equipment will have his/her own individual locks.
7. When power sources have been locked out, test for movement by operating start procedure as a last check.

D. Lockout Procedure

1. Each employee responsible for locking out equipment will have an adequate number of locks for this.
2. Before proceeding with work (repair) or inspection:
  - a. Disconnect all electrical power to the machine or equipment being locked out.
  - b. Close all valves off for air, hydraulic gear, gas or steam and bleed off any pressure that would cause machine or equipment member movement.
  - c. Secure all machine or equipment members against gravity or spring tension.
  - d. Test for power by operating start switch or valve.
  - e. Install their personal lock with identifying markings on the electrical or disconnect valve.
  - f. Upon completion of the repair or inspection, remove locks and restore power to normal conditions.

VIOLATIONS OF THE LOCKOUT POLICY MAY RESULT IN SERIOUS INJURY TO SELF OR OTHERS. NEVER ASSUME SOMEONE KNOWS YOU HAVE POWER ON OR OFF - BE SURE – LET THEM KNOW PERSONALLY.

G. Eye Protection

All employees who work in the following departments should wear safety glasses: Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. §1910.133 Eye and face protection.

- (1) The employer shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- (2) The employer shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.
- (2) The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

H. Foot Protection

Steel-toed work shoes/boots that are sturdy in construction and offer good protection for the feet are required for all employees. Shoes and soles of shoes must be in good repair at all times.

All employees who work in the following departments should wear steel-toed footwear: Electric/Power Plant, Parks, RACC Maintenance, Shop, Streets and Water/Wastewater Departments. Steel toed boots must meet the requirements of F2412-05 Standard Test Methods for Foot Protection and F-2413-05 Standard Specification for Performance Requirement for Foot Protection. Steel toed boots will have a label on them indicating their manufacturing requirements. Part-time and Seasonal employees that work in one of the above departments shall abide by the same requirements.

I. Safety Shoe Reimbursement

In an effort to defray costs to regular part-time and seasonal employees for safety equipment, the City of Redwood Falls will reimburse employees the cost or portion thereof incurred for the purchase of safety steel-toed shoes. Limits and terms of reimbursement will be as stated in applicable collective bargaining unit agreements. For those employees who are not part of a collective bargaining unit and do not receive a clothing allowance, the following reimbursements will be made as listed below:

Reimbursement to part time regular employees shall be up to \$75.00 per year. Reimbursement to seasonal/temporary employees shall be up to \$75. All Employees will be required to submit documentation receipt and proof of F2412-05 Standard Test Methods for Foot Protection and F-2413-05 Standard Specification for Performance Requirement for Foot Protection. **See table below for specific information for each group of employee reimbursement.**

**SAFETY SHOE REIMBURSEMENT INFORMATION**

| <b><u>GROUP</u></b>                                                    | <b><u>STATUS</u></b> | <b><u>REIMBURSEMENT<br/>AMOUNT</u></b>             |
|------------------------------------------------------------------------|----------------------|----------------------------------------------------|
| Non-Union P&R,<br>Building Official and<br>Public Works<br>Coordinator | Full-Time            | Per Personnel Policy<br>Clothing Allowance         |
| Non-Union P&R                                                          | Part-Time            | \$75.00                                            |
| Non-Union P&R                                                          | Seasonal             | \$75.00                                            |
| Non-Union Streets                                                      | Seasonal             | \$75.00                                            |
| IBEW Employees                                                         | Full-time            | Per IBEW Union<br>Agreement Clothing<br>Allowance  |
| Electric<br>Superintendent                                             | Full-time            | Per IBEW Union<br>Agreement Clothing<br>Allowance  |
| RFPEA – Streets and<br>Water Departments                               | Full-time            | Per RFPEA Union<br>Agreement Clothing<br>Allowance |
| Water/Waste Water<br>Superintendent                                    | Full-time            | Per RFPEA Union<br>Agreement Clothing<br>Allowance |
| Street<br>Superintendent                                               | Full-time            | Per RFPEA Union<br>Agreement Clothing<br>Allowance |
| Airport Manager                                                        | Full-time            | Per Personnel Policy<br>Clothing Allowance         |
| LELS Employees                                                         | Full-time            | Per LELS Union<br>Agreement Clothing<br>Allowance  |
| LELS Leadership –<br>Police Chief &<br>Assistant Police<br>Chief       | Full-time            | Per LELS Union<br>Agreement Clothing<br>Allowance  |

**Hearing Protection**

Hearing protection is required for all employees while working on any grinding or sawing tool, and when working with any piece of equipment that emits greater than 80 decibels of noise. Good judgment should be used while working in areas that produce constant noise, even at lower levels than 80 decibels. Good judgment should be used when radios are played in the shop areas. Hearing protection is strongly recommended for any employee who has a hearing or ear problem.

- J. Protective Clothing  
General work clothing should be in good repair, no holes; shirts should be tucked in. Jewelry should be avoided in shop situations; the danger of the item becoming caught is very high. Long hair should be pulled back out of the way of moving parts, etc.

Special equipment for use with chemicals or any other type of potentially harmful material should include aprons, gloves, goggles, face shields, and respirators.

Be alert to special clothing needs and see your supervisor for these needs.

#### H.1. High Visibility Personal Protective Equipment

Any City employee that is exposed to or working adjacent to moving vehicles or earth moving equipment are required to wear high visibility garments. See pages 16 & 17 of the AWAIR Manual for actual rules that pertain.

- J. General Health Concerns

Good health is important to all of us. Never eat, drink or smoke with any type of chemical or material residue on your hands. Always wash your hands before eating, drinking or smoking.

Be sure your clothing is clean each day; water and sweat may reactivate chemical residue and bacteria left on clothing.

Be sure to read the labels and warnings associated with the materials that you are using on a daily basis. If you have difficulty in understanding the material or it appears it is incomplete, please check with your supervisor for further information. Please be sure to follow the recommendations listed on the labels for these products.

- K. First Aid: In the event of a minor injury, notify your supervisor immediately. Although the injury itself may not require much care, it may be part of a pattern that shows a problem with a job or a machine.

First aid cabinets are supplied in the shop area. Never abuse the materials in the cabinet. Use only what is necessary for the particular problem.

If items appear to be missing or if a new item is necessary, please notify your supervisor or a member of the Safety Committee.

- L. Smoking  
Smoking is prohibited in all City buildings and City vehicles.

- M. Flammable Liquid Handling  
All flammable liquids must be stored in OSHA approved containers. Grounding and bonding of flammable liquid containers is necessary to prevent static electricity from causing a spark. A wire bond is provided between the storage container and the container being filled. Use these bonds at all times.

SMOKING EVER IN AREAS WHERE FLAMMABLES ARE IN USE OR BEING FILLED.

N. Machine Operation

The following general rules should be followed to assure safe operation of any machine or tool:

1. Machines are never to be left running unattended.
2. Operators of machinery with moving parts should never wear loose fitting clothing or jewelry. Long hair is to be pulled back.
3. All operators should wear eye protection. Persons observing the machine operation should also wear eye protection.
4. Manual adjusting and gauging of the work is not permitted while the machine is operational.
5. Operators should use brushes, vacuums, etc., for cleaning machines and machine parts rather than air hoses.
6. Operators should use proper tools.
7. Safety devices such as lockouts, guards, air nozzles, etc., will not be removed or altered in any way except for maintenance reasons and will be replaced immediately.

O. Grinding Safety

1. If grinder is large enough to be attached to a dust collector, the dust collector must be on before starting the machine.
2. Do not start the grinder without checking either the belts or blades for wear.
3. Do not start the grinder while standing in front of the blade or belt.
4. Hand protection is recommended when working with a grinder.
5. Hearing protection is required for any employee using a grinder.
6. Never force the material to be ground against the blade.

P. Welding Safety

1. Curtain must be drawn before welding is started.
2. All welders must wear approved personal protective equipment. This includes safety glasses or full face shields as dictated by job.
3. All welding tanks must be secured at all times other than when transporting to or from storage.
4. Welding area must be well ventilated.

Q. Respirator Usage

Respirators will be provided and used in those areas where:

1. Nuisance dust or odors become unpleasant for the employee to work.
2. Fumes or dust emitted from materials that are worked with show levels that would indicate potential health or environmental problems.

Employees will be instructed in the proper use and care of respirators, as well as the ability to choose the correct respirator for the job.

R. Pre-employment Physical

Successful completion of a pre-employment physical may be a condition of employment at the City of Redwood Falls. This precaution is required just as much for your health and well-being as it is for the City's protection. Not all persons are suited for all types of work. A physical helps to determine this.

**EMPLOYER:** This physical examination form is available from the Human Resource Coordinator.

This examination can be obtained for a nominal fee in most areas and should not require more than 20 or 30 minutes of the doctor's time.

S. Recordkeeping

Employees are required to report all work-related accidents immediately. An accident report form must be completed for all accidents with the Human Resource Manager. All occupational injuries and illnesses, except minor injuries requiring first aid, are recorded on OSHA Form 300, and on the Worker's Compensation First Report of Injury.

Reports are to be completed within 24 hours of notification of injury.

The summary, OSHA Form 300, is compiled at year end and posted on employee bulletin boards as required by law.

The OSHA Safety and Health poster will be on display in a designated area in the shop or office.

All OSHA records are maintained for five (5) years, excluding the current year.

T. Visitors in the Shop Area

1. Visitors are not allowed in the repair areas unless they are accompanied by a supervisor or an employee.
2. Visitors will be furnished with safety glasses.
3. Visitors will be advised of other hazards in the areas that they are visiting.
4. Outside contractors or agencies, who have employees working at the City of Redwood Falls, will abide by the shop safety rules at all times.

U. Right to Know Program

The City of Redwood Falls makes every effort to comply with the Minnesota "Right to Know" Law.

Training in materials used, as well as labeling of these materials, are part of the employee training program.

If at any time you have a question about the contents of a material/chemicals that you are using, please contact your supervisor who will either provide you with the information or get an answer to you as quickly as it becomes available. All employees have access to the MSDS information online. Links to these documents are available on computers in each department. Shortcuts to this site has been put on those computers and employees can also use the HR Portal to access the MSDS Sheets located on the MSDS Online System for the City of Redwood Falls.

Employees are expected to participate in the program by reading labels and warnings posted and by complying with the recommendations on the labeling or the suggestions given in discussion or classes on these materials.

Every effort will be made to use the least toxic substance for the job required.

The City will maintain at the Power Plant, Utilities Garage, Community Center, City Shop, New Water Plant and old Water Plant the Material Safety Data Sheets (MSDS) of all chemicals used by the City. Employees should familiarize themselves with the location, content, and use of this information.

V. Loading of Trucks

To ensure the safety of employees loading equipment onto trucks by forklift, all trailers being loaded must be stabilized by having the dollies lowered while loading procedures are taking place.

W. Employee Safety Complaint Procedures

Any employee of the City of Redwood Falls who has a complaint or concern relative to unsafe or potentially unsafe working conditions may follow this procedure to seek resolution to this concern.

1. The employee shall discuss the safety complaint or concern with their immediate supervisor in an attempt for resolution.
2. If the employee is not satisfied with the resolution through the informal process, the employee may file a formal complaint.
3. In filing a formal complaint, the employee shall reduce the concern to writing and forward copies of the written complaint to:  
Immediate Supervisor  
Department Head  
Safety Coordinator
4. Upon receipt of a formal safety complaint, the department head, or their designee,

shall meet with the employee to hear and consider the employee's safety complaint. The department head shall take steps to investigate the employee's complaint and take any necessary actions, such as:

- a. Issue advisories or directives to employees, supervisors, or directors, to enforce compliance with existing safety procedures, rules and regulations; and/or
- b. Take action appropriate to the authority of the department head/designee to resolve the employee complaint; and/or
- c. Refer the employee complaint to the Safety Coordinator for review and consideration; and/or
- d. Inform the complainant that it is the conclusion of the department head/designee that the complaint provides no basis for City action.

The department head/designee shall issue, in a timely manner, a formal response to the employee with a copy to the Safety Coordinator.

5. If the employee is not satisfied with the complaint resolution at the department head level or with the progress of the complaint process, the employee may submit the complaint to the Safety Coordinator for review by the Safety Committee. The Committee as a whole shall review, as necessary, and issue a written statement of disposition of the complaint.
6. If the employee is not satisfied with the disposition of the complaint by the Safety Committee, the employee may request a review with the City Administrator. The decision of the City Administrator shall be final.

X. Personal Injury and/or Vehicle Accident Reporting Procedure

. All work-related injuries and accidents involving a City-owned vehicle or personal vehicle used while attending to City business should be reported immediately to the appropriate supervisor and the Human Resource Manager.

2. In the event of a vehicle accident the police should be contacted and a report generated for all accidents involving City vehicles or personal vehicles used while attending to City business. If the accident is a multi-vehicle accident, a complete report should be obtained from the other party(s) involved in the accident and submitted to the police and Human Resource Manager.
3. In the event of a work-related injury, the Human Resource Manager should be contacted within 24 hours of the injury and provided with a verbal report, at a minimum, of the incident until such time the supervisor and employee can complete the necessary forms.

Y. Safety Inspections

Safety inspection of buildings, equipment, park and recreation facilities and playground equipment, etc., shall be performed on a regular basis in an established inspections list. Records of such inspections shall be maintained by the appropriate department. The Safety Coordinator and/or Safety Committee member responsible for the coordination of the City's safety inspections program, may at any time review the inspection records and participate in inspections of facilities.

Z. Motor Vehicle Operation

All drivers of City owned vehicles and those using personal vehicles while attending to City business shall comply with all applicable laws of the State, as well as any additional regulations of the City. Emergency vehicles operating under emergency situations are exempted from the usual motor vehicle laws and rules but are required to exercise due caution and care in travel.

Proper driver care includes, but is not limited to:

1. All employees of the City of Redwood Falls are required to comply with the Minnesota Seat Belt Law while operating or riding in a City owned, motor operated vehicle, or operating a personal vehicle while attending to City business.
2. Employees shall not drive a City vehicle unless they possess a valid driver's license as designated for that vehicle.
3. No employee shall operate a vehicle or other equipment unless properly trained and qualified in its operation.
4. Drivers shall be alert, careful and courteous toward pedestrians and other drivers and comply with all applicable motor vehicle laws and regulations.
5. Vehicles or equipment shall not be used in a manner for which they are not designed.
6. Motor vehicles or accessory equipment shall not knowingly be operated in a dangerous or defective condition. If problems cannot be corrected immediately, notify the supervisor in charge.
7. When refueling vehicles, the engine must be turned off and no lighted smoking materials are to be within the refueling area.
8. Vehicles left unattended must be properly secured against accidental movement, theft, and unauthorized use (for example, motor off, power take-off equipment inoperable, power buckets and shovels "grounded").
9. Before initial daily use of a vehicle, the driver shall inspect the vehicle for visible damage, inoperable lights, loose hardware, under-inflated tires, or any other noticeable condition which may create an unsafe situation.
10. Each driver shall be responsible for the proper securing of loads and observing appropriate weight limitations for the vehicle.
11. All accidents and injuries must be reported to your supervisor immediately.
12. Consumption of alcoholic beverages or narcotics immediately prior to the operation of a City-owned vehicle is prohibited.
13. Cell phones should not be used while driving. The driver should be parked to place or answer a call on a cell phone.

AA. Driver Eligibility

Drivers of City owned vehicles operated on the public roadways shall have a valid driver's license appropriate for the vehicle being driven. If a City employee has his/her driver's license suspended/revoked/canceled or restricted, the employee must immediately notify the appropriate supervisor and the Human Resource Manager. The Human Resource Manager and the appropriate supervisor(s) shall review the driving record and provide a determination an eligibility to operate a City owned vehicle. If the Human Resource Manager learns an employee has not complied with the above reporting requirement, appropriate disciplinary action may be taken.

A driving record may be obtained and reviewed on each City employee as follows:

1. Prior to an employee beginning employment.
2. Whenever an employee is involved in an accident involving a City owned vehicle.
3. Whenever an employee reports he/she is operating on a restricted driver's license or has had his/her driver's license suspended, revoked or canceled.

#### **IV. RISK MANAGEMENT POLICY**

Introduction

The Redwood Falls City Council, trustee of the City's funds and assets, recognizes the continuing exposure to risk of loss from occurrences involving damage to property, injury to employees and others, and unforeseen liabilities imposed by law or assumed by contract. A Risk Management Policy is needed to protect the integrity of the City from perils beyond the City's control and to determine the appropriate method for handling each risk exposure.

Purpose

The purpose of this policy is to establish the City Council's commitment to:

1. Protect Redwood Falls from the financial consequences of accidental losses which are catastrophic in nature.
2. Preserve Redwood Falls' assets and public service capabilities from loss, destruction or depletion.
3. Minimize the total long term cost to Redwood Falls of all activities related to the identification, prevention and control of accidental losses and their consequences.
4. Create a system of internal procedures to provide a constant reassessment of fluctuating exposure to loss, loss bearing capacity and available financial resources, including insurance.
5. Establish to the extent possible and consistent with the City's role as a service provider, an exposure-free work and service environment in which municipal personnel, as well as members of the public, can enjoy safety and security in the course of their daily pursuits through creation of a preventive safety program.

## Policy

To achieve the goals established above, the City Council hereby charges the City Administrator with the creation and implementation of a Risk Management Program. The basic function of this program shall be to:

1. Identify risks of accidental loss.
2. Identify the appropriate risk management technique for dealing with each exposure through one, or a combination of the following methods:
  - a. Avoidance. Examination of the risk exposure from proposed services, facilities and programs prior to implementation.
  - b. Reduction. Examination of the hazards in the environment which may be controlled in order to reduce the occurrence of a peril or to reduce the amount of a loss should it occur.
  - c. Transfer. Examination of ways to transfer the risk exposure to others through insurance, hold harmless agreements, contracts, leases and purchasing methods.
  - d. Retention. Examination of the frequency and severity of losses to determine what exposures the City can bear. This involves making an active, conscious decision to non-insure, fund by reserve, or reduce exposure through deductibles.
3. Make recommendations to the City Council regarding identified risks and risk management techniques.

\* \* \* All employees are required to follow the rules and regulations contained in this manual. Failure to do so will result in progressive disciplinary action up to and including discharge.

First revision of: AWAIR Program  
Safety Statement & Policy  
Risk Management Policy

Council Approved, January 06, 2026



Kari Klages  
Finance Director  
Phone: 507-616-7400  
kklages@ci.redwood-falls.mn.us

## AGENDA MEMO

**Meeting Date:** January 6, 2026

**Agenda Item:** Request to Waive Sanitary Sewer Charges

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

**Summary/Overview:** Attached for your consideration is a letter from Cole Cooreman with Cooreman Properties, utility account holder at 714 East 4<sup>th</sup> Street, requesting that \$523.12 in sanitary sewer charges be waived.

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

Water that does not enter the sanitary sewer system includes, but is not limited to, landscape watering, filling a swimming pool or hot tub, and water that is pumped from a property prior to entry into the floor drain or in the absence of a floor drain.

In this case, the water line from the softener was placed in the sump basin, and the water was discharged outside, not entering the sanitary sewer system. Staff recommends waiving the associated sanitary sewer charge.

**Attachments:** Cole Cooreman Utility Waiver Letter

Dear Members of the Council,

My name is Cole Cooreman, I own the property at 714 E 4th Street in Redwood Falls, it serves as one of my rental properties. During the last water billing cycle we had an issue at the property with the water softener. It was malfunctioning and calling for water when the salt bay was already full causing it to overflow out the top of the lid. When my tenant reported the problem to me I had instructed him to shut the water supply off to the tank until I could get a plumber there to handle it. This is where the larger issue occurs, rather than shutting the valve off, they disconnected the water supply hose and had it discharging onto the floor leading to the sump pump. When I checked in they said everything was under control and the plumber was in no rush, I had no idea how they had solved the issue, until I got the increased water notice from the city of Redwood. I am glad the new meters are available and can catch things like this before they get even worse. This property typically uses around 200 units of billed consumption during a typical billing cycle, which jumped up to 10,854 after this incident. Which brings us to this letter. I currently have a water bill with the City of Redwood for \$1,543.94, The water consumption portion of the bill of \$877.00, I am fine with, I am not happy about it, but that is mine for the water that was used by the property. The part I am asking for forgiveness on is the sewer consumption portion of \$531.85 for the water being discharged out the sump pump and not sending the treated water down the sanitary sewer. Amy Kerkhoff at the city office has been awesome to work with throughout this process, I really appreciate all of her help. Thank you for taking the time to read my letter and considering my request.

Cole Cooreman



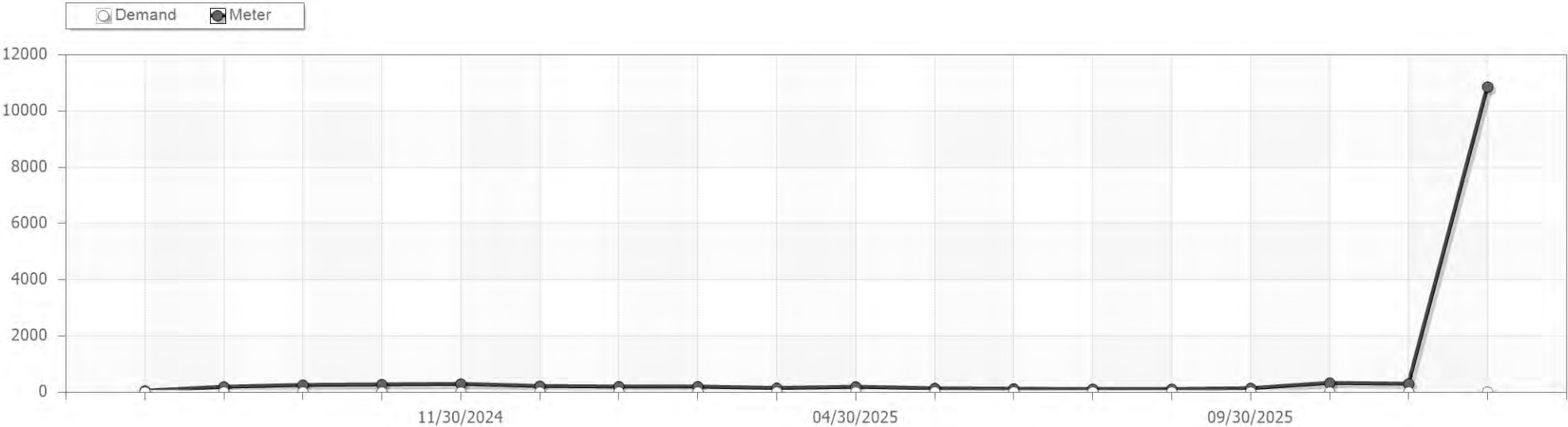
Account: 02-07260-02

Service Address: 714 E 4th St

Service Category: WTR - WATER

Meter Number: 230101114 B

Name: COOREMAN PROPERTIES



| Year | Month | Bill Date  | Begin Read | End Read | Billed Consumption | Metered Consumption | Demand |                                                                                                                                                                                        |
|------|-------|------------|------------|----------|--------------------|---------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2025 | 11    | 12/31/2025 | 3,167      | 14,021   | 10,854             | 10,854              | 0      | 2025-11-30 to 2024-12-31<br>Average Consumption<br>2,131 / 12 = 178 cubic feet<br><br>178 x \$4.90 / 100 = \$8.72<br><br>10,854 - 178 = 10,676<br><br>10,676 x \$4.90 / 100 = \$523.12 |
|      | 10    | 11/30/2025 | 2,874      | 3,167    | 293                | 293                 | 0      |                                                                                                                                                                                        |
|      | 9     | 10/31/2025 | 2,552      | 2,874    | 322                | 322                 | 0      |                                                                                                                                                                                        |
|      | 8     | 9/30/2025  | 2,418      | 2,552    | 134                | 134                 | 0      |                                                                                                                                                                                        |
|      | 7     | 8/31/2025  | 2,314      | 2,418    | 104                | 104                 | 0      |                                                                                                                                                                                        |
|      | 6     | 7/31/2025  | 2,210      | 2,314    | 104                | 104                 | 0      |                                                                                                                                                                                        |
|      | 5     | 6/30/2025  | 2,094      | 2,210    | 116                | 116                 | 0      |                                                                                                                                                                                        |
|      | 4     | 5/31/2025  | 1,962      | 2,094    | 132                | 132                 | 0      |                                                                                                                                                                                        |
|      | 3     | 4/30/2025  | 1,776      | 1,962    | 186                | 186                 | 0      |                                                                                                                                                                                        |
|      | 2     | 3/31/2025  | 1,635      | 1,776    | 141                | 141                 | 0      |                                                                                                                                                                                        |
|      | 1     | 2/28/2025  | 1,441      | 1,635    | 194                | 194                 | 0      |                                                                                                                                                                                        |
| 2024 | 12    | 1/31/2025  | 1,248      | 1,441    | 193                | 193                 | 0      |                                                                                                                                                                                        |
|      | 11    | 12/31/2024 | 1,036      | 1,248    | 212                | 212                 | 0      |                                                                                                                                                                                        |
|      | 10    | 11/30/2024 | 748        | 1,036    | 288                | 288                 | 0      |                                                                                                                                                                                        |
|      | 9     | 10/31/2024 | 480        | 748      | 268                | 268                 | 0      |                                                                                                                                                                                        |

## AGENDA RECOMMENDATION

**Meeting Date:** January 6, 2026

**Agenda Item:** Resolution No. 1 of 2026 – Resolution Adopting Assessments for Delinquent Utility Accounts  
Resolution No. 2 of 2026 – Resolution Adopting Assessments for Unpaid Maintenance Costs  
Resolution No. 3 of 2026 – Resolution Adopting Assessments for Unpaid Surcharges

**Recommendation/Action Requested:** Open public hearing to discuss proposed resolutions. After discussions are held, close the public hearing. Read the resolutions or make a motion to waive the reading of the resolutions. If there are no concerns, adopt proposed resolutions by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Attached for your consideration are three resolutions handling delinquent utility, maintenance cost charges and surcharges that are 30 days past due. Similar resolutions are brought to the Council on a quarterly basis in order to improve the time between the delinquent utility bill and our ability to disclose the information to new owners. The delinquent account resolutions will be presented at the first meeting in January, April, July, and October. Staff recommends approval of the resolutions as mentioned above.

**Delinquent Process:**

- Delinquent letters are mailed to the utility account holders.
- Delinquent letters are then mailed to the property owners if not collected from account holders.
- Pending assessments are published two weeks prior to the Public Hearing.
- Any unpaid balance is then brought to the Council to be approved by resolution.
- Pending assessments passed by resolution and still outstanding as of November 1 will be charged a \$50 fee and then transferred to Redwood County to be assessed on the tax rolls.

**Attachments:** Resolution No. 1 of 2026  
Resolution No. 2 of 2026  
Resolution No. 3 of 2026

**RESOLUTION NO. 1 OF 2026**  
**RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

**WHEREAS**, Section 9.02 of the Home Rule Charter of the City of Redwood Falls provides that the City Council may provide by Ordinance that the costs of any utility services provided to a property located within the City of Redwood Falls may be assessed against the property benefited and collected in a like manner as are special assessments; and

**WHEREAS**, Section 3.04, Subd. 8(D) of the Redwood Falls City Code of Ordinances provides that each utility account which is more than thirty (30) days delinquent may, when authorized by Resolution of the City Council, be certified by the City Administrator of the City of Redwood Falls to the County Auditor for payment in a single installment; and

**WHEREAS**, certain accounts, as listed on this resolution, have been established with the Redwood Falls Public Utilities Department for the purpose of providing utility services to the premises specified for each account listed therein, said premises being located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, there is an outstanding balance that is more than thirty (30) days delinquent on the customer accounts listed below in the amount as set forth therein; and

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment of delinquent utility accounts listed below.

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

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. Before certification of the assessment to the County Auditor, the City Administrator or other authorized official, is authorized and directed to accept partial prepayment of the assessment, but not less than 50% of the total amount of any assessment, and reduce the amount certified to the County Auditor accordingly. Partial prepayment may be accepted only during the 30-day period following approval of the assessment.
5. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

| ACCOUNT     | LEGAL DESCRIPTION                                                                                      | PARCEL      | AMOUNT     |
|-------------|--------------------------------------------------------------------------------------------------------|-------------|------------|
| 01-02990-97 | HITCHCOCK 2 <sup>ND</sup> , N ½ LOT 3 & W 20' OF N ½ LOT 2, BLOCK 4                                    | 88-423-0640 | \$476.59   |
| 01-03420-04 | ORIGINAL, LOT 1, BLOCK 12                                                                              | 88-200-2080 | \$150.65   |
| 01-03920-08 | ORIGINAL, 2 <sup>ND</sup> N 24' LOTS 11 & 12, BLOCK 15                                                 | 88-200-2620 | \$193.74   |
| 01-04170-06 | ORIGINAL, S 48' OF E 40' LOT 11 & S 48' LOT 12, BLOCK 15                                               | 88-200-2580 | \$241.57   |
| 02-00300-08 | HITCHCOCK 3 <sup>RD</sup> , COM 180' W OF NE COR, S 120', W 60', N 120', E 60', PT OF N ½ BLK, BLOCK 1 | 88-424-0080 | \$150.65   |
| 02-02090-01 | HITCHCOCK, LOT 6, BLOCK 7                                                                              | 88-422-1360 | \$150.65   |
| 02-03960-06 | ORIGINAL, LOT 3, BLOCK 2                                                                               | 88-200-0340 | \$1,023.62 |
| 02-04180-10 | ORIGINAL, LOT 11, BLOCK 1                                                                              | 88-200-0060 | \$150.65   |
| 02-04630-01 | LAMBERTON, LOT 5, BLOCK 1                                                                              | 88-533-0100 | \$150.65   |
| 02-05420-04 | EASTERN, LOT 11, BLOCK 2                                                                               | 88-323-0280 | \$172.84   |
| 02-07130-06 | EASTERN, LOT 5, BLOCK 6                                                                                | 88-323-1100 | \$150.65   |
| 02-07840-03 | HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7                                                             | 88-423-1160 | \$150.65   |
| 02-08210-02 | HITCHCOCK 3 <sup>RD</sup> , TR 50' X 120' IN E SIDE OF BLK, BLOCK 3                                    | 88-424-0320 | \$150.65   |
| 03-00760-07 | WATSON 1 <sup>ST</sup> , N ½ LOTS 1 & 2, BLOCK 1                                                       | 88-865-0060 | \$150.65   |

| ACCOUNT     | LEGAL DESCRIPTION                                                                                                                                            | PARCEL      | AMOUNT     |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| 03-02380-07 | WATSON 1 <sup>ST</sup> , LOT 9, BLOCK 1                                                                                                                      | 88-865-0240 | \$129.48   |
| 03-04120-05 | WATSON 3 <sup>RD</sup> , LOT 4, BLOCK 15                                                                                                                     | 88-867-2120 | \$409.72   |
| 03-04310-11 | WATSON 3 <sup>RD</sup> , E 55' LOT 5, BLOCK 7                                                                                                                | 88-867-1160 | \$254.62   |
| 04-00140-03 | 29-113-35, TR 112 ½' X 100' COM AT SW COR OF LOT 1 BLK 5, PART OF AUD LOT 1, ALSO TR 70' X 200' COM AT NE COR LOT 4 BLK 5 EX S 12 ½' X 100' OF VACATED ALLEY | 88-029-2090 | \$150.65   |
| 05-00210-04 | 6-112-35, AUDSUB 1, NWFR4, LOT 11                                                                                                                            | 88-106-2160 | \$1,547.88 |
| 05-01570-03 | SUNNYSIDE HEIGHTS, LOT 4 EX TRI TR, BLOCK 23                                                                                                                 | 88-766-3880 | \$814.43   |

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 6<sup>th</sup> day of January 2026.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 6<sup>th</sup> day of January 2026.

\_\_\_\_\_

**RESOLUTION NO. 2 OF 2026**  
**RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID MAINTENANCE COSTS**

**WHEREAS**, Sections 7.05 and 11.15 of the Redwood Falls City Code of Ordinances imposes certain maintenance obligations upon every property owner; and

**WHEREAS**, said sections provide that in the event the property owner fails to do so, the City may go upon the property and perform the necessary maintenance; and

**WHEREAS**, said sections further provide that the costs associated therewith may be certified as special assessments against such property; and

**WHEREAS**, on or about the date as hereinafter set forth, the City found it necessary to perform the necessary maintenance on the following described properties, all of which are located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, the City incurred costs as specified herein in maintaining the said properties; and

**WHEREAS**, the owner(s) of said properties has failed or refused to pay the said amount; and

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment of unpaid maintenance costs listed below.

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

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

| ACCOUNT #   | LEGAL DESCRIPTION                                                   | PARCEL #    | AMOUNT   |
|-------------|---------------------------------------------------------------------|-------------|----------|
| 01-03420-04 | ORIGINAL, LOT 1, BLOCK 12                                           | 88-200-2080 | \$161.06 |
| 01-04550-08 | ORIGINAL, E 50' LOT 5, BLOCK 5                                      | 88-200-0860 | \$221.06 |
| 02-04510-08 | EASTERN, LOT 7, BLOCK 1                                             | 88-323-0180 | \$140.53 |
| 02-07840-03 | HITCHCOCK 2 <sup>ND</sup> , LOT 1, BLOCK 7                          | 88-423-1160 | \$161.06 |
| 02-08210-02 | HITCHCOCK 3 <sup>RD</sup> , TR 50' X 120' IN E SIDE OF BLK, BLOCK 3 | 88-424-0320 | \$161.06 |

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 6<sup>th</sup> day of January 2026.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 6<sup>th</sup> day of January 2026.

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

**RESOLUTION NO. 3 OF 2026**  
**RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID SURCHARGES**

**WHEREAS**, Sections 3.40 and 3.50 of the Redwood Falls City Code of Ordinances prohibit clear water drainage into the public sanitary sewer and require an inspection of each building within the City to confirm that there is no discharge of prohibited clear water drainage; and

**WHEREAS**, said sections provide that in the event a property owner fails to schedule an inspection and/or provide the required affidavit proving inspection and compliance, the City may impose a monthly surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule; and

**WHEREAS**, Section 3.50, Subd. 9 further provides that if said surcharge is not received by the City, the City may assess the unpaid balance against the property and collect in a like manner, as are special assessments.; and

**WHEREAS**, on or about the date as hereinafter set forth, surcharges remain unpaid to the City for the following described properties, all of which are located in the City of Redwood Falls, Redwood County, Minnesota; and

**WHEREAS**, the owner(s) of said properties has failed or refused to pay the said amount(s); and

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment of unpaid surcharges listed below.

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

1. The properties listed below are hereby specially assessed in the amount specified for each parcel. The amounts certified may include a \$50.00 assessment fee.
2. Such assessments shall be payable in a single installment.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property to the City Treasurer.
4. The Accounts Receivable Coordinator shall forthwith transmit certified duplicates of the assessments to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

| ACCOUNT #   | LEGAL DESCRIPTION                                                                              | PARCEL #    | AMOUNT   |
|-------------|------------------------------------------------------------------------------------------------|-------------|----------|
| 01-04120-08 | ORIGINAL, COM 44' OF SE COR BLK, W 100', N 20', E 100', S 20' TO POB OF LOTS 11 & 12, BLOCK 18 | 88-200-3560 | \$300.00 |
| 02-07840-03 | HITCHCOCK 2 <sup>nd</sup> , LOT 1, BLOCK 7                                                     | 88-423-1160 | \$200.00 |
| 02-08210-02 | HITCHCOCK 3 <sup>rd</sup> , TR 50' X 120' IN E SIDE OF BLK, BLOCK 3                            | 88-424-0320 | \$300.00 |
| 02-80210-02 | HYLLAND, LOT 5, BLOCK 3                                                                        | 88-438-0440 | \$300.00 |

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 6<sup>th</sup> day of January 2026.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 6<sup>th</sup> day of January 2026.

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

January 6, 2026

### **Agenda Recommendation**

**Agenda Item:** Resolution Accepting Donation from Walmart

**Recommendation/Action Requested:** Staff Recommends approval

### **Summary/Overview:**

In October, 2025, management at the Redwood Falls Walmart suggested RFPD apply for a Walmart grant of \$1000 and identify its use for the Shop With A Cop event. At the November 4, 2025, city council meeting a request to apply for the Walmart grant was approved. In December of 2025 Walmart Corporation approved a \$5000 grant award which has already been received.

The \$5000 grant is to be used to fund future Shop With A Cop events. There are no requirements for matching funds or reporting to Walmart.

**Attachments:** Resolution No. 4 of 2026

**RESOLUTION NO. 4 OF 2026**  
**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> |
|----------------------|---------------|
| Walmart Corporation  | \$5,000.00    |

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

Terms or Conditions  
Donation to the Redwood Falls Police Department to be used for “Shop with a Cop” event.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 6<sup>th</sup> day of January 2026.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
6<sup>th</sup> day of January 2026.

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

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**Meeting Date: January 6, 2026****AGENDA RECOMMENDATION****Agenda Item:** Downtown Commercial Rehab Loan Application – 210 S Mill Street**Recommendation/Action Requested:** Staff recommends approval of the loan request.**Summary/Overview:**

Johanneck Leasing LLC has purchased the commercial building located at 210 S. Mill Street. The building was a former movie theater and has been vacant for several years. The new owners intend to renovate the building which will be used for retail purposes.

The City of Redwood Falls has a Downtown Commercial Loan Program which is funded by prior Small Cities Development Loan Program repayments. The current fund balance is \$55,000. The structure of the loan program provides applicants with up to \$15,000 in low interest loan funding and up to \$15,000 in a forgivable loan.

The owners of Johanneck Leasing have submitted a loan application to finance the renovation of the building, which will exceed \$45,000 in cost. The applicant is requesting a \$15,000 low interest loan and a \$15,000 forgivable loan. The application complies with the funding guidelines and requirements of the loan program and staff recommend approval of the request.

**Attachments:** Loan Agreement

**Commercial Rehabilitation Loan Program  
Repayment Agreement and Mortgage Deed  
Corporation To Corporation**

*Mortgage Registry Tax due hereon:     \$69.00*

**THIS INDENTURE**, is made and entered into on the \_\_\_\_\_ day of January, 2026, between Johanneck Leasing LLC, a Limited Liability Company under the laws of the State of Minnesota, with a business address of 219 W Chestnut Street, PO Box 171, Redwood Falls, Minnesota, ("Mortgagor"); and the City of Redwood Falls, a Minnesota municipal corporation, with a business address of 333 South Washington Street, P.O. Box 526, Redwood Falls, Minnesota 56283, ("Mortgagee").

**Recitals**

**WHEREAS**, Mortgagee has implemented a Commercial Rehabilitation Loan Program (hereinafter referred to as the "Loan Program") which is designed to eliminate slum and blight conditions and to prevent further deterioration of small and medium-sized commercial buildings; and

**WHEREAS**, Mortgagor has submitted an application under the Loan Program, and has been found to be eligible for participation in the Loan Program; and

**WHEREAS**, as a result of Mortgagor's eligibility for participation in the Loan Program, Mortgagee has made a loan to Mortgagor, the proceeds of which are to be used in accordance with the guidelines and standards of the Loan Program; and

**WHEREAS**, in accordance with the provisions of the guidelines of the Loan Program, Mortgagor and Mortgagee desire to set forth herein the provisions for Mortgagor's repayment of said loan and to provide for securing said repayment with a mortgage on Mortgagor's interest in the real estate as hereinafter described.

**Agreement**

**NOW, THEREFORE**, in consideration of the loan described herein, and in accordance with the provisions of the Loan Program Guidelines and all other applicable laws, the Mortgagor does hereby agree as follows:

- 1) **Participation in Loan Program.** Mortgagee approves Mortgagor for participation in the Loan Program, and concurrent with the execution of this Agreement by Mortgagor, and delivery of the agreement to Mortgage in acceptance of the signed agreement by Mortgagee, Mortgagee shall make the loan to Mortgagor which will be placed in escrow pursuant to the Loan Program Guidelines and which shall be repaid in accordance with the provisions set out below.
- 2) **Compliance by Mortgagor.** Mortgagor covenants with and warrants to Mortgagee that the application which has been the basis for Mortgagee's decision to make this loan has been fully and accurately completed. Mortgagor covenants with and warrants to Mortgagee that Mortgagor will use the proceeds of the loan in accordance with the provisions of the Loan Program Guidelines.
- 3) **Description of Loan Program Obligation.**

(a) Zero percent (0%) deferred loan in the amount of \$15,000.00. This portion of the loan is made to Mortgagor as a 0% interest, payment deferred, forgivable loan with a term of five years. On the anniversary date of this Agreement each year for five years, twenty percent (20%) of the loan shall be forgiven so long as on said anniversary date the Mortgagor is not in default of any covenant or warranty made in this Agreement and the Mortgagor still holds the Mortgagor's interest in the property as described above. Mortgagor agrees to repay this loan or any unforgiven portion of this loan immediately upon default of any covenant or warranty under this Agreement or immediately upon transfer, whether voluntary or involuntary, of the Mortgagor's interest in the property as described herein to another person or entity.

(b) Low interest loan in the amount of \$15,000.00. Mortgagor agrees to repay this sum in equal monthly installments of **\$269.53**, the first installment being due on the **1st day of February, 2026**, with a like amount on the same day of each and every month thereafter until **January 1, 2031**, at which time the full amount of this note and accrued interest shall be fully paid. Interest will accrue on the unpaid balance for the date hereof at the rate of 3 % per annum. All payments will be applied first to interest, then to principal. Mortgagor has the right to prepay at any time without penalty.

- 4) **Mortgage.** As consideration therefore, and as security for the obligation of the Mortgagor to make repayment as provided herein, the Mortgagor does hereby grant and convey to the Mortgagee a mortgage on real property in Redwood County, Minnesota, legally described as follows:

That part of Lots 1, 2, and 3, all in Block 18, Original Plat of the Village (now City) of Redwood Falls, described as follows: Commencing at a point on the South line 20 feet West of the Southeast corner of said Lot 1, Block 18; thence West 120 feet; thence North 80 feet; thence East 120 feet; thence South 80 feet to the point of beginning, Redwood County, Minnesota.

Provided, and this conveyance is made upon the express condition, if the Mortgagor or their heirs, executors, administrators or assigns shall pay to the Mortgagee or its heirs,

executors, administrators or assigns the obligation secured by this deed, at the times provided for in this deed, and shall also pay all taxes and assessments of every kind levied or assessed upon or in respect of the mortgaged premises, all sums advanced in protecting the lien of this Mortgage, insurance premiums covering buildings thereon, principal or interest on any prior liens, expenses and attorney's fees herein provided for and sums advanced for any other purpose authorized herein, and shall keep and perform all the covenants and agreements herein contained, then this mortgage shall be null and void, and shall be released at Mortgagee's expense.

- 5) **Ownership of the Property.** Mortgagor covenants with and warrants to Mortgagee that Mortgagor is lawfully seized of the mortgaged property free and clear and has good right to convey the same; that the Property is free from all encumbrances, excepting therefrom the Mortgage Deed dated November 10, 2025, and recorded on November 13, 2025, as Doc. No. A383084 in the office of the Redwood County Recorder, executed by Johanneck Leasing LLC, a Minnesota Limited Liability Company, as Borrower, to Hometown Bank, organized and existing under the laws of the State of Minnesota, as Lender; and that Mortgagee shall quietly enjoy and possess the same; and that Mortgagor will warrant and defend the title to the same against all lawful claims not hereinbefore specifically excepted.

And Mortgagor does further covenant with Mortgagee as follows:

1. To pay the principal sum of money and interest as specified herein;
2. To pay all taxes and assessments now due or that may hereafter become liens against the mortgaged property before penalty attaches thereto;
3. To keep all buildings, improvements and fixtures now or later located on or a part of the mortgaged property insured against loss by fire, extended coverage perils, vandalism, malicious mischief and, if applicable, steam boiler explosion, for at least the amount of the full insurable value at all times while any amount remains unpaid under this Mortgage. If any of the buildings, improvements or fixtures are located in a federally designated flood prone area, and if flood insurance is available for that area, Mortgagor shall procure and maintain flood insurance in amounts reasonably satisfactory to Mortgagee. Each insurance policy shall contain a loss payable clause in favor of Mortgagee affording all rights and privileges customarily provided under the so-called standard mortgage clause. In the event of damage to the mortgaged property by fire or other casualty, Mortgagor shall promptly give notice of such damage to Mortgagee and the insurance company. The insurance shall be issued by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to Mortgagee. The insurance policies shall provide for not less than ten days written notice to Mortgagee before cancellation, non-renewal, termination or change in coverage, and Mortgagor shall deliver to Mortgagee a duplicate original or certificate of such insurance policies;
4. To pay, when due, both principal and interest of all prior liens or encumbrances, if any, and to keep the mortgaged property free and clear of all other prior liens or encumbrances;
5. To commit or permit no waste on the mortgaged property and to keep it in good repair;
6. To complete forthwith any improvements which may hereafter be under course of construction on the mortgaged property; and

7. To pay any other expenses and attorney's fees incurred by Mortgagee by reason of litigation with any third party for the protection of the lien of this Mortgage.

In case of failure to pay said taxes and assessments, prior liens or encumbrances, expenses and attorney's fees as above specified, or to insure said buildings, improvements, and fixtures and deliver the policies as aforesaid, Mortgagee may pay such taxes, assessments, prior liens, expenses and attorney's fees and interest thereon, or obtain such insurance, and the sums so paid shall bear interest from the date of such payment at the same rate set forth in the Note, and shall be impressed as an additional lien upon the mortgaged property and be immediately due and payable from Mortgagor to Mortgagee and this Mortgage shall from the date thereof secure the repayment of such advances with interest.

In case of default in any of the foregoing covenants, Mortgagor confers upon the Mortgagee the option of declaring the unpaid balance of the Note and the interest accrued thereon, together with all sums advanced hereunder, immediately due and payable without notice, and hereby authorizes and empowers Mortgagee to foreclose this Mortgage by judicial proceedings or to sell the Property at public auction and convey the same to the purchaser in fee simple in accordance with the statute, and out of the moneys arising from such sale to retain all sums secured hereby, with interest and all legal costs and charges of such foreclosure and the maximum attorney's fee permitted by law, which costs, charges and fees Mortgagor agrees to pay.

The terms of this Mortgage shall run with the mortgaged property and bind the parties hereto and their successors in interest.

*(Signatures on Following Page)*

**IN WITNESS WHEREOF**, Mortgagor has hereunto set their hand the day and year first above written.

\_\_\_\_\_  
Scott M. Johanneck, President

\_\_\_\_\_  
Jason M. Johanneck, Vice President

\_\_\_\_\_  
Jennifer U. Johanneck, Agent

STATE OF MINNESOTA       )  
                                          ) ss.  
COUNTY OF REDWOOD       )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026 by Scott M. Johanneck, Jason M. Johanneck, and Jennifer U. Johanneck, as President, Vice President, and Agent of Johanneck Leasing LLC on behalf of Johanneck Leasing LLC.

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

**This instrument was drafted by:**  
Trenton Dammann, #0396869  
Redwood Falls City Attorney  
333 South Washington Street  
Redwood Falls, MN 56283  
Phone: (507) 616-7400

**SECURED PROMISSORY NOTE  
WITH PERSONAL GUARANTY**

On this \_\_\_\_ day of January, 2026, Johanneck Leasing LLC, a Limited Liability Company under the laws of the State of Minnesota, ("**Borrower**"), with a business address of 219 W Chestnut Street, PO Box 171, Redwood Falls, Minnesota, promises to pay to the order of the City of Redwood Falls, a Minnesota municipal corporation ("**Lender**"), with a business address of 333 South Washington Street, P.O. Box 526, Redwood Falls, MN 56283, the principal sum of Fifteen Thousand Dollars (\$15,000), under the terms and conditions described herein.

**Secured Note:** This Note is secured by a Mortgage Deed executed by Lender and Borrower. The terms of the Mortgage Deed are incorporated herein. Disbursements of the principal of this Note shall be made pursuant to the terms of the Mortgage Deed.

**Terms of Repayment:** Borrower shall repay the loan in equal monthly installments of \$269.53, the first installment being due on the 1st day of February, 2026, with a like amount on the same day of each and every month thereafter until January 1, 2031, at which time the full amount of this note and accrued interest shall be fully paid. Interest will accrue on the unpaid balance for the date hereof at the rate of 3 % per annum. All payments will be applied first to interest, then to principal. Mortgagor has the right to prepay at any time without penalty.

**Payable on Demand:** The entire unpaid principal and accrued interest thereon, if any, shall become immediately due and payable on demand by the holder of this Note.

**Place of Payment:** All payments due under this Note shall be made at the Redwood Falls City Hall, 333 S. Washington, Redwood Falls, Minnesota, or at such other place as the holder of this Note may designate in writing.

**Prepayment:** This Note may be prepaid in whole or in part at any time without premium or penalty.

**Default:** In the event of default, the Borrower agrees to pay all costs and expenses incurred by the Lender, including all reasonable attorney fees (including both hourly and contingent attorney fees as permitted by law) for the collection of this Note upon default, and including reasonable collection charges (including, where consistent with industry practices, a collection charge set as a percentage of the outstanding balance of this Note) should collection be referred to a collection agency.

**Acceleration of Debt:** In the event that the Borrower fails to make any payment due under the terms of this Note, or breach any condition relating to any security, security agreement, note, mortgage or lien granted as collateral security for this Note, seeks relief under the Bankruptcy Code, or suffers an involuntary petition in bankruptcy or

receivership not vacated within thirty (30) days, the entire balance of this Note and any interest accrued thereon shall be immediately due and payable to the holder of this Note.

**Personal Guaranty:** This Promissory Note shall be accompanied by a Personal Guaranty ("**Exhibit A**") signed by the individual members and spouses of those individual members ("**Guarantors**") of Borrower.

**Joint and Several Liability:** All Borrowers and Guarantors identified in this Note shall be jointly and severally liable for any debts secured by this Note.

**Modification:** No modification or waiver of any of the terms of this Agreement shall be allowed unless by written agreement signed by both parties. No waiver of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default of the same or similar nature.

**Transfer of the Note:** Borrower hereby waives any notice of the transfer of this Note by the Lender or by any subsequent holder of this Note, agrees to remain bound by the terms of this Note subsequent to any transfer, and agrees that the terms of this Note may be fully enforced by any subsequent holder of this Note.

**Severability of Provisions:** In the event that any portion of this Note is deemed unenforceable, all other provisions of this Note shall remain in full force and effect.

**Choice of Law:** All terms and conditions of this Note shall be interpreted under the laws of Minnesota.

*(Signatures on Following Page)*

IN WITNESS WHEREOF, the undersigned has caused this Note to be executed by its authorized officers as of the day and year first above written.

**Johanneck Leasing, LLC**  
**Borrower**

---

Scott M. Johanneck, President

---

Jason M. Johanneck, Vice President

---

Jennifer U. Johanneck, Agent

STATE OF MINNESOTA       )  
                                          ) ss.  
COUNTY OF REDWOOD       )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026 by Scott M. Johanneck, Jason M. Johanneck, and Jennifer U. Johanneck, as President, Vice President, and Agent of Johanneck Leasing LLC.

---

*Notary Public*

**This instrument was drafted by:**  
Trenton Dammann, #0396869  
Redwood Falls City Attorney  
333 South Washington Street  
Redwood Falls, MN 56283  
Phone: (507) 616-7400

**EXHIBIT A**  
**PERSONAL GUARANTY**

THIS PERSONAL GUARANTY is given this \_\_\_\_ day of \_\_\_\_\_, 2026, by the undersigned, Jason M. Johanneck and Amanda J. Johanneck, spouses married to each other; Scott M. Johanneck and Michelle L. Johanneck, spouses married to each other; and Jennifer U. Johanneck, a single person; hereinafter identified as the "Guarantors," to the City of Redwood Falls, hereinafter identified as "Lender." Lender in consideration for the promises made herein by Guarantors hereby agrees that it will loan funds to Johanneck Leasing LLC, a Limited Liability Company under the laws of the State of Minnesota, hereinafter identified as "Borrower."

IT IS THEREFORE AGREED:

1. **Obligation.** The undersigned hereby unconditionally and absolutely guarantees the payment of all indebtedness, be it principal, interest, and/or cost of collection, of the incurred amount to Lender, whether heretofore or hereafter incurred. In the event that the business to whom Lender funds were loaned to fails to pay an amount within thirty (30) days after the same shall become due and payable, the undersigned agrees to pay such amount upon demand. This instrument is intended to cover any indebtedness or liability presently owing or hereinafter incurred by the business, and any extension or the renewal thereof to Lender. The current indebtedness is \$15,000.
2. The Guarantors agree that this Personal Guaranty is executed in order to induce Lender to make and disburse the loan evidenced by the Note and other loan documents and with the intent that it be relied upon by Lender in making and disbursing the loan funds. Disbursement of any part of the loan evidenced by the Note and other loan documents, without any further action or notice, shall constitute conclusive evidence of the reliance hereon by Lender. This Guaranty shall run with the loan documents and without the need for any further assignment of this Personal Guaranty to any subsequent

holder of the Note or the need for any notice to the guarantor thereof. Upon endorsement or assignment of the Note to any subsequent hold, said subsequent holder of the Note may enforce this Personal Guaranty as if said hold had been originally named as Lender hereunder.

3. This Guaranty is delivered in and made in and shall in all respect be construed pursuant to the laws of the State of Minnesota.
4. This Guaranty, and each and every part hereof, shall be binding upon the Guarantors and upon their heirs, administrators, representatives, executors, successors and assigns and shall inure to the benefit of each and every future holder of the Note, including the heirs, administrators, representatives, executors, successors and assigns of the Lender.
5. The obligation of the undersigned Guarantors shall be joint and several with all the other guarantors of the indebtedness guaranteed.

IN WITNESS WHEREOF, the undersigned guarantors have signed this instrument of this \_\_\_\_ day of \_\_\_\_\_, 2026.

**Guarantors**

\_\_\_\_\_  
By: Jason M. Johanneck

\_\_\_\_\_  
By: Amanda J. Johanneck

STATE OF MINNESOTA            )  
                                                  ) ss.  
COUNTY OF REDWOOD        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of January, 2026 by Jason M. Johanneck and Amanda J. Johanneck, spouses married to each other, as Guarantors.

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

**Guarantors**

\_\_\_\_\_  
By: Scott M. Johanneck

\_\_\_\_\_  
By: Michelle L. Johanneck

STATE OF MINNESOTA       )  
                                          ) ss.  
COUNTY OF REDWOOD       )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of January, 2026 by Scott M. Johanneck and Michelle L. Johanneck, spouses married to each other, as Guarantors.

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

**Guarantor**

\_\_\_\_\_  
By: Jennifer U. Johanneck

STATE OF MINNESOTA       )  
                                          ) ss.  
COUNTY OF REDWOOD       )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of January, 2026 by Jennifer U. Johanneck, a single person, as Guarantor.

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

**This instrument was drafted by:**

Trenton Dammann, #0396869

Redwood Falls City Attorney

333 South Washington Street

Redwood Falls, MN 56283

Phone: (507) 616-7400

**Meeting Date: January 6, 2026**

**AGENDA RECOMMENDATION**

**Agenda Item:** Stormwater Plan Update Proposal.

**Recommendation/Action Requested:** Staff recommend Council approval of the proposal provided by Bolton & Menk Inc. for the sum of \$17,500.00 as printed in the attached quote and listed scope of services.

**Summary/Overview:** Attached is a proposal for listed scope and services in accordance with the 2026 Master Service Agreement approved on December 16, 2025, per Resolution No. 88.

The City's Municipal Separate Stormwater System (MS4) program was audited on October 2, 2025. Minnesota Pollution Control Agency Staff reviewed the program with the Public Works Project Coordinator and found the program to be missing required written planning and review documentation through the six minimum control measures (MCMs).

On December 2, 2025, the Mayor and Staff received an alleged violation letter (AVL) outlining the deficiencies and listing corrective actions required to be completed within 90 days. Staff requested support from Bolton & Menk Inc., the city engineering and consulting firm, to draft a proposal to assist the MS4 program and address the corrective actions within the response term limit.

This expense was not anticipated and therefore not included in the approved 2026 budget. Council approval is required and to direct the expenses to be funded through the Stormwater Utility Fund.

**Attachments:** MS4 Proposal for services from Bolton & Menk  
Required 10-day response letter to the MPCA



Real People. Real Solutions.

1243 Cedar Street NE  
Sleepy Eye, MN 56085

Ph: (507) 794-5541  
Fax: (507) 794-5542  
Bolton-Menk.com

December 26, 2025

Jim Doering  
Public Works Project Coordinator  
City of Redwood Falls  
333 S. Washington Street  
Redwood Falls, MN 55283

RE: MS4 Program Updates and Administration

Dear Mr. Doering:

As requested, Bolton & Menk has completed a review of the Alleged Violations Letter generated by the MPCA audit of the City's MS4 (Municipal Separate Storm Sewer System) Program on October 2, 2025. This effort included development of an Action Plan to bring the City's MS4 program into compliance with the permit. The Action Plan lists the MS4 Permit requirement and action recommended by Bolton & Menk and is attached for your review. Based on this Action Plan, we have prepared a scope of services and fee estimate for completing the necessary MS4 Program updates at this time. Future updates and assistance can be provided on an as needed basis but are not included in this proposal. Based on our understanding of the project, we propose the following scope of work:

Task 1: Communication

- Conduct an initial meeting with City staff to review the current MS4 Program and discuss potential improvements and additions.
- Coordinate and meet with City staff as necessary to review progress toward MS4 Program updates, discuss interim findings and recommendations, and solicit ideas and insight.

Task 2: Storm Water Pollution Prevention Program (SWPPP) Updates

- Overall Program Management
  - o Generate SWPPP Staff list, including staff name, position/title, and SWPPP responsibilities. This list includes Police Department and Fire Department staff.
  - o Update City's GIS system to include all City owned and/or operated structural stormwater management facilities (i.e. sump manholes, WQ Devices, amended soils, permeable pavement, bioretention basins, dry detention basins, wet retention basins, and reuse systems).
  - o Update City's GIS system to include known privately owned and/or operated structural stormwater management facilities. Inventory to be coordinated with City staff.
  - o Generate staff training program based on MS4 permit requirements.
  - o Update City's Storm Water webpage to include updates to MS4 Program and educational articles.

- MCM 1: Public Education and Outreach
  - Review potential improvements and additions to existing activities and partnerships with others to meet MS4 requirements.
  - Coordinate with City to identify stormwater-related issues of high priority.
  - Generate educational materials to meet requirements for distribution. Materials on two specifically selected stormwater-related issues of high priority, illicit discharge recognition and reporting, salting and deicing, and pet waste shall be generated and coordinated for placement on the City's Storm Water webpage.
  - Generate Education and Outreach Plan, including target audiences, specific activities, schedules, and partnerships.
- MCM 2: Public Participation and Involvement
  - Coordinate with City to place complete SWPPP on the Storm Water webpage.
  - Review current and potentially new public involvement activities with City.
  - Generate written procedures for consideration of and response to public input on adequacy of SWPPP.
- MCM 3: Illicit Discharge Detection and Elimination (IDDE)
  - Review potential improvements and additions to the IDDE Program with City.
  - Coordinate adoption of updated regulatory mechanism requiring owners or custodians of pets to remove and properly dispose of feces from permittee owned land areas.
  - Coordinate adoption of updated regulatory mechanism requiring proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities.
  - Generate an Illicit Discharge Detection and Elimination Plan, including written procedures for investigation, location, and elimination of illicit discharges and spill response.
  - Develop map of high priority areas for illicit discharge inspections to be included in the City's GIS.
- MCM 4: Construction Site Runoff Control
  - Review potential improvements and additions to erosion, sediment, and waste controls for construction sites with the City.
  - Coordinate adoption of updated regulatory mechanism requiring erosion, sediment, and waste controls for construction sites.
  - Generate written procedures for Site Plan reviews, construction site inspections, receipt and consideration of reports of non-compliance with erosion, sediment, and/or waste controls from the public, and enforcement response.
  - Generate written checklists for site plan reviews and site inspections.
- MCM 5: Post-Construction Stormwater Management
  - Review potential improvements and additions to the Post-construction Stormwater Management Program with the City.
  - Coordinate adoption of updated regulatory mechanism requiring post-construction stormwater management for construction projects.
  - Generate written procedures for Site Plan reviews and enforcement response.
  - Generate Operation and Maintenance Agreement template for structural stormwater BMPs not to be owned or operated by the City.

- o Generate written checklists for site plan reviews and site inspections.
- MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations
  - o Review potential improvements and additions to the Pollution Prevention and Municipal Operation Program with the City.
  - o Generate inventory of all City owned and/or operated facilities, including spreadsheet and map.
  - o Generate list of Best Management Practices for municipal operations at all City owned and/or operated facilities.
  - o Coordinate review and update of Road Maintenance, Storm System Maintenance, and Snow and Ice Policies with Public Works as necessary to meet current MS4 requirements.
  - o Generate written procedures for determining treatment pond effectiveness, and BMP, outfall and pond inspections.
  - o Provide TMDL compliance planning for City's applicable waste load allocations (WLA) for the Redwood River, County Ditch 52, and the Minnesota River. Compliance planning includes initial determination of compliance or non-compliance. If WLA is identified as in non-compliance, a compliance schedule will be provided, including a list and schedule of BMPs to be applied toward achieving applicable WLA.
  - o Generate written Bacteria Reduction Plan, including inventory of potential sources. Inventory of potential areas and sources for bacteria to be included in the City's GIS.
  - o Coordinate Winter Maintenance Assessment with Public Works, including existing equipment, regular calibration of equipment, operational activities (pre-wetting, increased plowing prior to deicing, monitoring of road temperatures, etc.), implementation of new or modified equipment, optimization of mechanical removal procedures, and designation of no or low salt zones.

#### Annual MS4 Program Administration

These tasks **are not included** in the current proposal but are ongoing services that our firm can provide for you on an as needed basis to assist in maintaining compliance with the current and future MS4 permit requirements:

- Update GIS with stormwater management facilities installed in the previous year, including privately owned facilities.
- Coordinate training of all staff commensurate with individual's responsibilities as they relate to the permittee's SWPPP. This includes illicit discharge recognition and reporting for field staff (including Police and Fire Departments), illicit discharge investigation, construction site inspection, site plan review, enforcement, winter maintenance, storm system inspection (i.e. structural BMPs, ponds, & outfalls), and SWPPP management (i.e. reporting, assessment, and management).
- Provide articles for newsletters as necessary, including articles on issues of high priority, illicit discharge, pet waste, and salt management.
- Conduct inspection of all City owned and/or operated structural stormwater BMPs, ponds, and outfalls.
- Complete draft of annual reports and coordinate submittal to the MPCA by June 30<sup>th</sup> each year.

- Document the following information:
  - MCM 1: Public Education and Outreach
    - Description of all specific stormwater-related issues of high priority identified.
    - Completed Public Education and Outreach Plan.
    - Activities held, including dates, to reach each target audience.
    - Educational materials distributed, including dates, to reach each target audience.
  - MCM 2: Public Participation and Involvement
    - Relevant input submitted by public regarding the SWPPP.
    - City responses to submitted input, including any modifications to the SWPPP.
    - Dates, locations, and estimated number of participants for events.
    - Notices for public meetings where opportunity is provided to public to review the SWPPP and comment on its adequacy.
  - MCM 3: Illicit Discharge Detection and Elimination
    - Illicit discharge inspections.
    - Reports of alleged illicit discharges.
    - Dates and location of discovery of illicit discharges.
    - Sources of illicit discharges.
    - Remedial and enforcement actions taken to address illicit discharges.
    - Training provided to all field staff and staff designated for specific IDDE Program duties.
  - MCM 4: Construction Site Runoff Control
    - Site Plan reviews.
    - Training as it relates to this MCM, including site plan review, inspections, and enforcement.
    - Enforcement actions taken to address erosion, sediment, and/or waste controls.
  - MCM 5: Post Construction Stormwater Management
    - Site Plan reviews.
    - Maintenance agreements for privately owned BMPs.
    - Training as it relates to this MCM, including site plan review, inspections, and enforcement.
    - Enforcement actions taken to ensure compliance with this MCM.
  - MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations
    - BMP, outfall, and pond inspections.
    - Maintenance activities on BMPs, outfalls, and ponds.
    - Training as it relates to this MCM, including inspections and winter maintenance activities.
    - Sediment excavation for City owned and/or operated ponds.
    - TMDL compliance progress.
    - Deicer amount applied each season.

MS4 Program Updates and Administration

City of Redwood Falls

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Based on the scope of services described above, we propose the following fee schedule to be billed on a not to exceed hourly basis. Again, this fee schedule does not include Annual MS4 Program Administration for future services.

Task 1: Communication

Task 2: SWPPP Update – Overall Program Management  
MCM 1: Education and Outreach  
MCM 2: Public Participation/Involvement  
MCM 3: Illicit Discharge  
MCM 4: Construction Runoff  
MCM 5: Post-Construction Stormwater  
MCM 6: Good Housekeeping

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**Total Hourly Not To Exceed: 17,500.00**

Please let me know if you have questions or need additional information.

Sincerely,

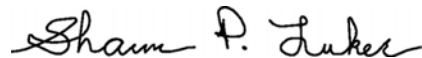
**Bolton & Menk, Inc.**



**Shane T. Traulich, P.E.**

Municipal Project Manager

And:



**Shaun P. Luker, P.E.**

Water Resources Project Manager

Cc: Owen Todd, P.E. – Bolton & Menk  
Bob Bean, P.E. – Bolton & Menk



333 S. Washington Street, PO Box 526  
Redwood Falls, MN 56283-0526  
Phone: 507-616-7400  
Fax: 507-637-2417

December 11, 2025

**Kong Yang Fyten** | Environmental Specialist I  
Minnesota Pollution Control Agency (MPCA)  
Municipal Stormwater Unit  
520 Lafayette Rd | Saint Paul| MN 55101

RE: Alleged Violations Letter Response  
City of Redwood Falls, Redwood County Activity ID PEN2025001@43775

Mr. Kong Yang Fyten,

The City of Redwood Falls is taking this situation very seriously and is immediately taking action to address the alleged violations (AV). The Public Works Project Coordinator that you met with during the audit, who oversees the MS4 program, has reviewed the letter and added footnotes in **RED** (Attached) to each AV for your review and consideration.

It is abundantly apparent that our current program and efforts are antiquated and in need of revision. We have met with and engaged our consulting and engineering firm, Bolton & Menk Inc., to review our program and fully retool each MCM to fully comply with the current deficiencies and conformance with any new pending permit requirements.

Upon receipt of your letter, we began actively working to address each corrective action as listed and are committed to meeting the 90-day conformance period. We ask that you confirm the final due date of the corrective actions. We respectfully request a March 20<sup>th</sup>, 2026, compliance deadline to allow for two additional Council meetings. The City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. This 18-day extension would enhance our efforts with ordinance revision to meet mandated statutory public notification requirements.

Please share this response with your team that was cc'd in your letter. We hope that you take into consideration our rapid response to correct and implement these changes as you further evaluate your next steps.

Sincerely,

A handwritten signature in cursive script that reads 'Keith Muetzel'.

Keith Muetzel  
Redwood Falls City Administrator

Cc: Tom Quackenbush, Mayor  
Trenton Damman, City Attorney  
Jim Doering, Public Works Project Coordinator  
Owen Todd, P.E., Bolton & Menk Inc.  
Shane Traulich, P.E., Bolton & Menk Inc.  
Tim Olson, P.E. Bolton & Menk Inc.  
Shaun Luker, P.E. Bolton & Menk Inc.

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**Meeting Date: January 6, 2026****AGENDA RECOMMENDATION****Agenda Item:** Fire Hall Ash Tree Removal Project**Recommendation/Action Requested:** Staff requests approval of ash tree removal and tree replacement plan at the fire hall.**Summary/Overview:** Emerald ash borer is an invasive insect that attacks and kills all species of ash trees. According to the Minnesota Department of Agriculture, there are 58 counties in Minnesota, including Redwood County, with known emerald ash borer infestations. In Redwood Falls, City staff have noted numerous ash trees displaying signs of infestation which include thinning foliage and dieback in the tree's canopy. Recently, 33 ash trees were removed from Knollwood Park, many of which had indications of insect infestation.

The eventual spread of emerald ash borer will have a serious impact on our community. City staff will continue to coordinate the removal of dead and infested ash trees within the public right-of-way and from public property. Property owners will be responsible for infested ash tree removal from private property. City Council has formed a tree committee to provide oversight and guidance of tree removal and replacement efforts.

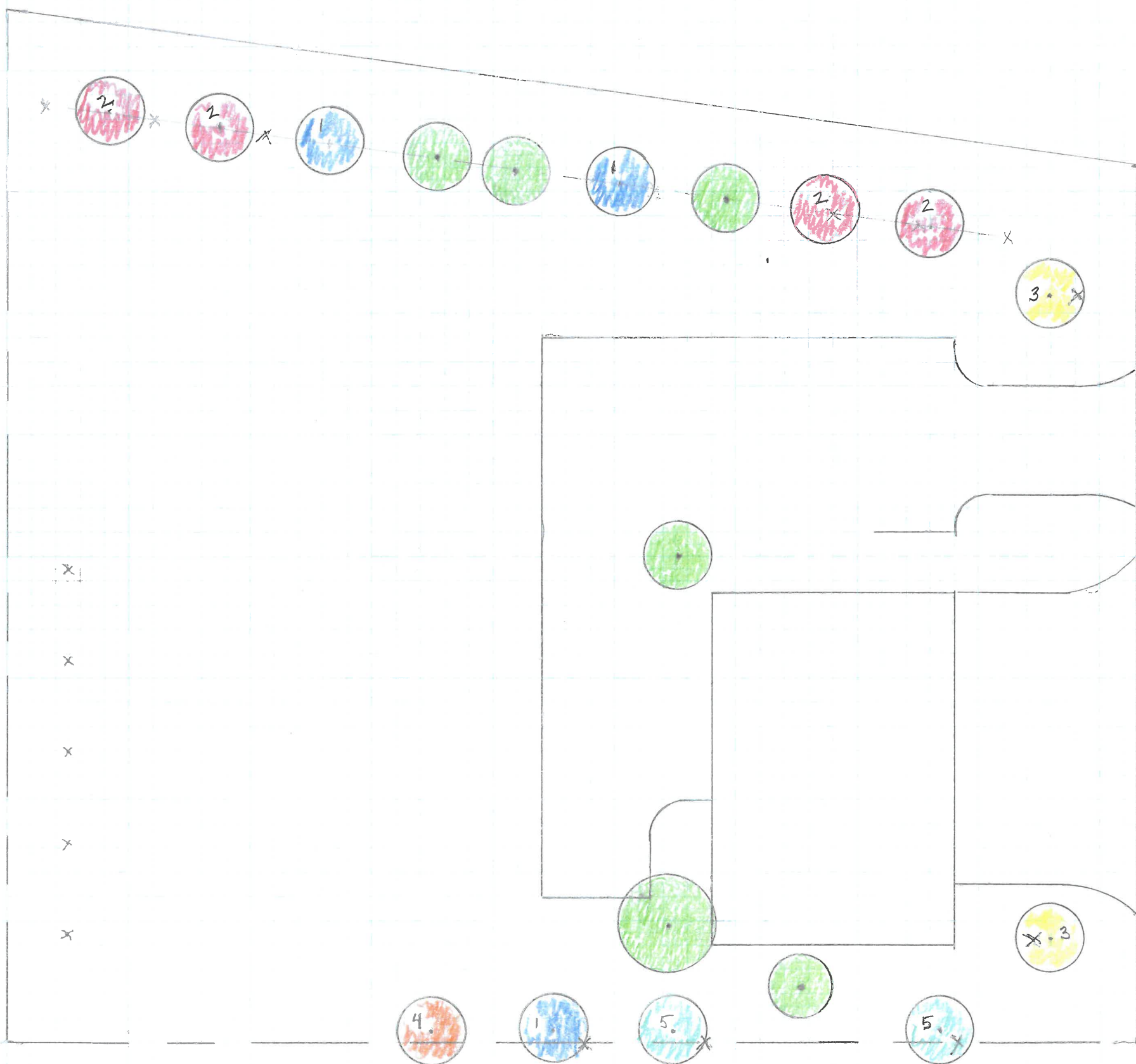
The tree committee met on December 15 and one of the committee's recommendations is to accelerate the removal of 18 ash trees at the fire hall. The nonprofit group Reforest Redwood Falls has developed a tree replacement plan for the fire hall and has agreed to cover 100% of the cost of planting 12 replacement trees. The tree replacement plan will include planting a variety of tree species to minimize the spread of disease and insect infestation. The cost estimate for the replacement trees is \$4,200.

City staff and representatives of the tree committee are requesting approval to remove all the ash trees at the fire hall this winter and proceed with the tree replacement plan in the spring.

**Attachments:** Tree Replacement Plan

1" = 40'

18 ash to remove  
X



- 1 Hackberry
  - 2 Elm
  - 3 Skyline Locust
  - 4 Burr Oak
  - 5 Greenspire Linden
- Green trees to remain