



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
JANUARY 20, 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. January 6, 2026
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
 - A. Approve City Assistance with Celebrate Redwood Falls – Fire & Ice Festival
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. MnDOT Airport Grant Agreement for Pavement Maintenance – Resolution #5
 - B. Community Center Roof Replacement Bid Award – Resolution #6
 - C. Interfund Transfer for Reflections Development Projects – Resolution #7
 - D. 2025 Archery Deer Hunt Report
10. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
11. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
12. **Adjournment**

MINUTES
ORGANIZATIONAL/REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, JANUARY 6, 2026

Pursuant to due call and notice thereof, an organizational/regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, January 6, 2026, at 5:00 p.m.

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

Mayor Tom Quackenbush attended via electronic means.

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

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

A motion was made by Council Member Arentson and seconded by Council Member Sandgren to approve the December 16, 2025, minutes as presented. Motion passed by unanimous vote.

Mayor Quackenbush called for nominations for Council President for 2026.

Council Member Smith nominated Council Member Arentson.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to elect Council Member Arentson as Council President. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Guetter to approve the following 2026 Commission Appointments. Motion passed by unanimous vote.

Airport Commission

Reappoint Pete U'Ren to 2nd full term.

Housing & Redevelopment Authority

Reappoint Tammy Enge (Resident) to 1st full term.

Library Commission

Reappoint Royce Heffelfinger to 3rd full term.

Parks & Recreation Commission

Reappoint Larry Swann to 3rd full term.

Planning Commission

Reappoint Brad Franklin to 3rd full term.

Port Authority

Reappoint Craig LaBrie to 3rd full term.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve the listed 2026 Council Committee Appointments. Motion passed by unanimous vote.

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 Matt Smith
---	-----------------------------

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

A motion was made by Council Member Smith and seconded by Council Member Guetter to appoint Council Member Jim Sandgren and Finance Director Kari Klages to the Redwood Falls Firefighter's Relief Association Board of Trustees for 2026. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Arentson to designate the City's official depositories pursuant to MN Statutes 118A.02 and the City Investment Policy for 2026. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to designate the City's official electronic funds transfer policy pursuant to MN Statutes 471.38, subd. 3 for 2026. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to continue meeting on the 1st and 3rd Tuesday of each month at 5:00 p.m. for the City Council Meetings in 2026; cancel the meeting scheduled for Tuesday, November 3rd due to the General Election; schedule a special meeting for Tuesday, November 10th to canvass the General Election results; change the start time to 6:00 p.m. for the City Council Meeting on Tuesday, December 15th; and cancel the City Council Work Session scheduled for Tuesday, December 29th due to the holiday. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to designate the City's official newspaper as the Redwood Gazette for 2026. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to designate Bolton & Menk as Consulting City Engineer for 2026. Motion passed by unanimous vote.

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

1. Approve Submittal of 2026 Pay Equity Report
2. Approve AWAIR Program Update (A Workplace Accident Injury Reduction Program)
3. Request to Waive Sanitary Sewer Charge – 714 E. 4th Street

Motion passed by unanimous vote.

Mayor Quackenbush opened a public hearing at 5:12 p.m. to discuss delinquent utility accounts, maintenance charges, and surcharges.

City Administrator Muetzel introduced Resolution No. 01 of 2026 – Resolution Adopting Assessments for Delinquent Accounts, Resolution No. 02 of 2026 – Resolution Adopting Assessments for Unpaid Maintenance Costs, and Resolution No. 03 of 2026 – Resolution Adopting Assessments for Unpaid Surcharges.

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

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

No one was present to provide comments during the hearing.

Mayor Quackenbush closed the public hearing at 5:14 p.m.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 01 of 2026 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Guetter to approve Resolution No. 01 of 2026 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to waive the reading of Resolution No. 02 of 2026 – Resolution Adopting Assessments for Unpaid Maintenance Costs. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve Resolution No. 02 of 2026 – Resolution Adopting Assessments for Unpaid Maintenance Costs. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to waive the reading of Resolution No. 03 of 2026 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to approve Resolution No. 03 of 2026 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

City Administrator Muetzel introduced Resolution No. 4 of 2026 – A Resolution Accepting a Donation to the City.

Mr. Muetzel stated in October 2025, management at the Redwood Falls Walmart suggested the Redwood Falls Police Department should apply for a Walmart Corporation grant of \$1,000 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 2025, Walmart Corporation approved a \$5,000 grant award which has already been received. The \$5,000 grant is to be used to fund future Shop With A Cop events. There are no requirements for matching funds or reporting to Walmart.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to waive the reading of Resolution No. 4 of 2026 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Arentson to approve Resolution No. 4 of 2026 – A Resolution Accepting a Donation to the City. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Downtown Commercial Rehab Loan Application – 210 S. Mill Street.

Mr. Muetzel stated 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.

Mr. Muetzel stated 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.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the Downtown Commercial Rehab Loan Application – 210 S. Mill Street. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Engineering Proposal to Update the Redwood Falls Municipal Separate Storm Sewer System (MS4) Program.

Mr. Doering stated 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, Mayor and Staff received an alleged violation letter (AVL) outlining the deficiencies and listing corrective actions required to be completed within 90 days.

Mr. Doering stated City staff requested support from Bolton & Menk Inc., to draft a proposal to update the MS4 program and address the corrective actions within the response time limit. This expense was not anticipated and therefore not included in the 2026 budget and Council approval is required to fund the MS4 program update with the Stormwater Utility Fund. Staff recommend Council approval of the proposal provided by Bolton & Menk Inc. for the sum of \$17,500.00.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to approve the Engineering Proposal to Update the Redwood Falls Municipal Separate Storm Sewer System (MS4) Program. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Fire Hall Ash Tree Removal Project.

Mr. Muetzel stated 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.

Mr. Muetzel stated 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. Council has formed a tree committee to provide oversight and guidance of tree removal and replacement efforts.

Mr. Muetzel stated 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.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to approve the Fire Hall Ash Tree Removal Project. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering stated tree removal will begin around the library and in the area behind Garnette Gardens to prepare for upcoming construction projects. A private contractor will be removing trees around the library to prepare for construction in the spring and City Staff will begin tree removal along the Safe Routes to School trail route to prepare for the trail project construction.

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

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

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor



Ross Nachreiner
 Redwood Falls Parks & Rec Director
 Phone: 507-616-7444
 Fax: 507-644-2199
 rnachreiner@ci.redwood-falls.mn.us

Council Meeting: Tuesday, January 20th, 2026

Agenda Item: Celebrate Redwood Falls – Fire & Ice Festival

Date: Friday, January 2nd, 2026

Summary/Overview:

The Celebrate Redwood Falls Committee will be hosting the annual Fire on Ice Event on Saturday, February 7th, 2026, at Perks Park and on Lake Redwood.

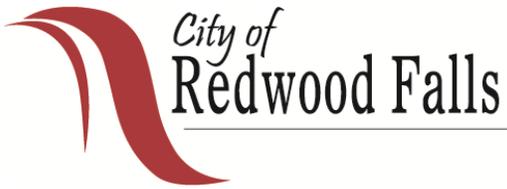
Staff is recommending to the City Council the following assistance and waiving of rental fees for the Celebrate Redwood Falls events:

Fire & Ice Festival: February 7th, 2026, 5:00-8:00pm

- Use of Perks Park and Lake Redwood (Authorized by the Redwood County Sheriffs Dept.)
 - In case of insufficient ice, Fireworks will be canceled.
- Use of city owned picnic tables (8), and garbage cans (2).
- Boat Ramp – Make sure gaps/holes are filled with sand or gravel so event attendees can access the lake safely.
- Make sure Park Drive and road through Perks Park is plowed.

City of Redwood Falls staff have met and will continue to meet with the Celebrate Redwood Falls board as they plan for these community events.

cc: Paul Hagert, Park Superintendent
 Darren Hacker, Street Superintendent



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

Meeting Date: January 20, 2026

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 5

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

Summary/Overview: Council approved the FAA grant submission for the MNDOT Aeronautics Hangar and Taxi lanes Pavement Maintenance (A6401-63 Project) Grant Application project at the regularly scheduled meeting held on December 2, 2025, through Resolution No. 83 of 2025. MnDOT Aeronautics has issued the state companion grant agreement 1062007 for Council approval and signature.

Staff are recommending the approval of Resolution No. 5 that will allow for the access of reimbursable funds through MNDOT Aeronautics. The State funding portion is \$46,614.75 and the local share of \$19,977.75 (70/30) will be funded through the Airport Project Fund. The total project cost is \$66,592.50 per the approved quote provided by Pearson Brothers Inc. on December 2, 2025, with Resolution No. 83.

Attachments: Resolution No. 5 of 2026
MNDOT Agreement No. 1062007, Project # A6401-63

RESOLUTION NO. 5 OF 2026

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

WHEREAS, the City of Redwood Falls is resolved to the following: That the State of Minnesota Agreement No. 1062007, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A6401-63 at the Redwood Falls Municipal Airport is accepted.

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

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 20th day of January 2026.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF REDWOOD

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Redwood Falls at an authorized meeting held on the 20th day of January 2026, as shown by the minutes of the meeting in my possession.

Keith Muetzel
City Administrator

Subscribed and sworn to before me this
____ day of _____, 2026.

(Corporate Seal)

Notary Public

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

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

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project **A6401-63** ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

AGREEMENT TERMS

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

- 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed and Grantee has been notified by the State to begin the work.
- 1.2 **Expiration Date.** This Agreement will expire on **June 30, 2030**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
- 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement

2. Grantee's Duties

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

- 2.4 Publication of Grantee Contact Information.** Under Minnesota Statute § 16B.98, if a grantee has a website, the names and contact information for the grant administrator(s) and organization's leadership must be clearly published.
- 2.5 Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 2.6 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.
- 2.7 Transfer of Interest.** Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.
- 3. Time.** Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.
- 4. Cost Participation and Payment**
- 4.1 Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in Exhibit B.
- 4.1.1 Federal Funding.** No federal funds are authorized for the Project. In the event federal reimbursement becomes available for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that Grantee has complied with all terms of this Agreement and furnished all necessary records.
- 4.2 Sufficiency of Funds.** Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.
- 4.3 Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$46,614.75**.
- 4.4 Payment**
- 4.4.1 Invoices.** Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website: <https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: Upon completion of the services.
- 4.4.2 All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.
- 4.4.3 Expiration of Reimbursement.** Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.
- 4.4.4 State's Payment Requirements.** The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the

State receives the corrected invoice, the State will pay Grantee within thirty (30) days of receipt of such invoice.

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

6. Authorized Representatives

6.1 The State's Authorized Representative is:

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

6.2 Grantee's Authorized Representative is:

Jim Doering, jdoering@ci.redwood-falls.mn.us
(507) 616-7400, ctyhrmn@runestone.net
333 S. Washington Street, PO Box 526
Redwood Falls, MN 56283-0526

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

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

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

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

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

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

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

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

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

9. **State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor, Legislative Auditor, or Attorney General as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10. Government Data Practices and Intellectual Property Rights

10.1 **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this Agreement, and as it

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

10.2 Intellectual Property Rights.

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

10.2.2 Obligations

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

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

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#) subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.

12.2 **Endorsement.** Grantee must not claim that the State endorses its products or services.

13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

14.1 **Termination.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 **Suspension.** The State may immediately suspend this Agreement:

14.4.1 In the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Asset Acquisitions completed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment; or

14.4.2 If funding is canceled, withdrawn, or terminated, the State may suspend its performance until funding is restored. Suspension of performance under these circumstances will be temporary until funds become available again and does not release the State from its obligations under this Agreement.

15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified

or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

17. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
 - 17.2 No Grantee, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
 - 17.3 A violation of this Section is a misdemeanor; and
 - 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
18. **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee, however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee's compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.
21. **Additional Provisions**
[Intentionally left blank.]

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

MnDOT ENCUMBRANCE VERIFICATION

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

By: _____
Date: _____
SWIFT Contract # _____

SWIFT Purchase Order # _____

**COMMISSIONER OF TRANSPORTATION
as delegated**

By: _____
Date: _____

GRANTEE

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

By: _____

Title: _____

Date: _____

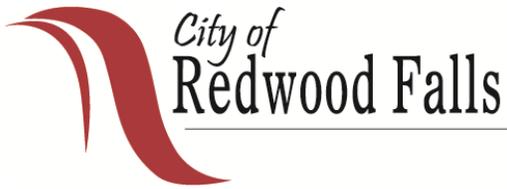
By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____
Date: _____



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

November 14, 2025

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

RE: Grant Application
Redwood Falls Municipal Airport (RWF)
Hangar Taxilanes Pavement Maintenance

Dear Mr. Bourassa:

Please find enclosed the quote for the aforementioned project at the Redwood Falls Municipal Airport located in Redwood Falls, Minnesota:

The project is to complete pavement maintenance for the Hangar Taxilanes.

The city of Redwood Falls requests a State grant agreement in the amount of **\$46,614.75** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at jdoering@ci.redwood-falls.mn.us or 507-616-7400.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Doering', is written over the typed name.

Jim Doering
Public Works Project Coordinator

cc: Brian Conklin, MnDOT Aeronautics
Arika Johnson, MnDOT Aeronautics
Silas Parmar, Bolton & Menk, Inc.

Enclosures:

- Quote
- MnDOT Cost Split

EXHIBIT "B"

Airport: REDWOOD FALLS MUNICIPAL AIRPORT
Airport Sponsor: CITY OF REDWOOD FALLS, MN
Ident: RWF
UEI:
State Project No.: A6401-63
Federal Project No.:
Agreement No.:
Project Description: HANGAR TAXILANES PAVEMENT MAINTENANCE
Date: 11/14/2025

Construction	Description	Total	Funding Rates		Federal	State	Local
			Federal	State			
	BITUMINOUS PAVEMENT MAINTENANCE - PEARSON BROS.	\$ 66,592.50	0%	70%	\$ -	\$ 46,614.75	\$ 19,977.75
		\$ -	0%	70%	\$ -	\$ -	\$ -
		\$ -	0%	70%	\$ -	\$ -	\$ -
	CONSTRUCTION SUBTOTAL	\$ 66,592.50			\$ -	\$ 46,614.75	\$ 19,977.75
Engineering	Description	Total	Federal	State	Federal	State	Local
		\$ -	0%	70%	\$ -	\$ -	\$ -
		\$ -	0%	70%	\$ -	\$ -	\$ -
		\$ -	0%	70%	\$ -	\$ -	\$ -
	ENGINEERING SUBTOTAL	\$ -			\$ -	\$ -	\$ -
Administration	Description	Total	Federal	State	Federal	State	Local
		\$ -	0%	70%	\$ -	\$ -	\$ -
		\$ -	0%	70%	\$ -	\$ -	\$ -
	ADMINISTRATION SUBTOTAL	\$ -			\$ -	\$ -	\$ -
	Total (before adjustments)	\$ 66,592.50			\$ -	\$ 46,614.75	\$ 19,977.75
	Adjustments to round Fed amount				\$ -	\$ 46,614.75	\$ 19,977.75
	Grant Amounts	\$ 66,592.50			\$ -	\$ 46,614.75	\$ 19,977.75
	Overall Share Percentages				0.0%	70.0%	30.0%



Ross Nachreiner
Redwood Falls Parks & Rec Director
Phone: 507-616-7444
Fax: 507-644-2199
rnachreiner@ci.redwood-falls.mn.us

AGENDA RECOMMENDATION

Council Meeting Date: January 20th, 2026

Agenda Item: Resolution No. 6 of 2026

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

Summary/Overview: In response to the Advertisement for Bids, the city received four proposals for the roof replacement project of the Redwood Area Community Center, of which two were deemed responsive. Bids by two contractors were considered non-responsive and are disqualified for using an incorrect bid form. The proposals were opened and publicly read at 10:00 a.m. on Monday, January 12th, 2026.

The Summary of Bids is attached highlighting the lowest responsive bidder as Jackson & Associates LLC of White Bear Lake, MN. The responsive lumps sum bids were \$1,445,000.00 and \$1,717,700.00. The low bidder was 23% below the Architect's Estimate of \$1,880,500. Once again, the City's monetary responsibility for this project will be approximately \$689,265.00.

Staff supports the approval of award for the 2026 Redwood Area Community Center Roof Replacement project.

Attachments: Resolution No. 6 of 2026

Bid Recommendation to award by Adam Luckhardt, AIA of Bolton & Menk Inc.
Notice of Award

RESOLUTION NO. 6 OF 2026

**AUTHORIZATION TO EXECUTE
AWARD OF CONTRACT FOR THE 2026
REDWOOD AREA COMMUNITY CENTER ROOF REPLACEMENT PROJECT**

WHEREAS, the City of Redwood Falls is authorized to enter into a contract with Jackson & Associates LLC of White Bear Lake, MN pursuant to Minnesota Statutes § 412.221, subd. 2 for the benefit of its citizens; and

WHEREAS, at the regular City Council meeting on December 2, 2025, the Council authorized the Advertisement for Bids for the 2026 Redwood Area Community Center (RACC) Roof Replacement Project; and

WHEREAS, on Monday, January 12th, 2026, at 10:00 a.m., four bids were received and opened and publicly read via conference call (Microsoft Teams); and

WHEREAS, Jackson & Associates LLC of White Bear Lake, MN is the competent, low apparent bidder for the 2026 RACC Roof Replacement project in the amount of \$1,445,000.00; and

WHEREAS, the recommendation to award the contract to Jackson & Associates LLC has been made by the City's appointed Building & Architectural Practice Leader, Adam Luckhardt, AIA, Bolton and Menk, Inc.

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

1. The bid and subsequent contract described above is awarded, approved, and executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The Parks & Recreation Director shall be listed as the Project Representative on behalf of the City of Redwood Falls.
3. The Mayor and/or City Administrator are authorized to execute this contract and any amendments on behalf of the City of Redwood Falls pursuant to the Redwood Falls Procurement Policy
4. The awarded contract described above shall be maintained and insured as allowed by law.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota on this 20th day of January 2026.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
____ day of _____, 2026.

Notary Public



Real People. Real Solutions.

1243 Cedar Street NE
Sleepy Eye, MN 56085

Phone: (507) 810-4184
Bolton-Menk.com

January 14, 2026

Ross Nachreiner

City of Redwood Falls Parks and Recreation Director
Redwood Area Community Center
901 Cook St.
Redwood Falls, MN 56283

Tom Anderson

Director of Finance and Support Services - Redwood Area Schools ISD 2897
901 Cook St.
Redwood Falls, MN 56283

RE: Redwood Area Community Center Roof Replacement
City of Redwood Falls
Project No.: 25X.140410.000

Mr. Nachreiner & Mr. Anderson

The referenced project received four total bids, of which two were deemed responsive. Bids by two contractors were considered non-responsive and are disqualified for using an incorrect bid form. The proposals were opened and publicly read on January 12th, 2026.

The responsive lump sum bids were \$1,445,000 and \$1,717,700. The Summary of Bids is attached highlighting the low bidder as Jackson and Associates of White Bear Lake, MN. The low bidder was 23% below the Architect's Estimate of \$1,880,500.

If the Council determines the project financially feasible, we recommend awarding the contract to the lowest responsive bidder, **Jackson and Associates, LLC**, in the amount of **\$1,445,000**.

Sincerely,

Adam Luckhardt, AIA

Building and Architectural Practice Leader

Bolton & Menk, Inc.

adam.luckhardt@bolton-menk.com

**Redwood Falls Community Center
Roof Replacement
2026.01.12 | BID SUMMARY**



BOLTON & MENK

Real People. Real Solutions.

	Gag Sheet Metal Inc	Guarentee Roofing and Sheet Metal	Jackson and Associates LLC	Roof 1 RBR Inc.
Single Prime	Single Prime	Single Prime	Single Prime	Single Prime
Bid				
Primary	\$ 1,717,700.00	\$ 1,299,621.00	\$1,445,000.00	\$ 2,750,000.00
Unit Price	\$ 2.33	Not Provided	\$ 3.00	Not Provided
Total With Additions	\$ 1,717,700.00	\$ 1,299,621.00	\$1,445,000.00	\$ 2,750,000.00
Addendums Acknowledged	X	X	X	X
Other				
Bid Security	X	X	X	X
Qualifications				
License	X	X	X	X
Project 1	Girard Park West Condos	Sisseton School	Burnsville Ice Arena	Henning HS Reroof
Project 2	Harris-Lake Park CSD MS/HS	Sioux Falls School Reroofs	Church of Elk River	Wright County Gov Center
Project 3	MillerKnoll 2800 Estes	SD State Uni. Reroofs	Heritage Hall	Albany HS Reroof
PM	X	X	X	X
Sup	X	X	X	X

NOTICE OF AWARD

1.1 BID INFORMATION

- A. Bidder: **Jackson & Associates, LLC.**
- B. Bidder's Address: **1817 Buerkle Road, White Bear Lake, MN 55110**
- C. Prime Contract: **Kevin Larson**
- D. Project Name: **Redwood Area Community Center Roof Replacement**
- E. Project Location: **901 Cook St. Redwood Falls, MN 56283**
- F. Owner: **City of Redwood Falls Redwood Area Community Center**
- G. Architect: **Bolton & Menk, Inc**
- H. Architect Project Number: **25X.140410.000**

1.2 NOTICE OF AWARD OF CONTRACT

- A. Notice: The above Bidder is hereby notified that their Bid, dated January 12, 2026, for the above Contract has been considered and the Bidder is hereby awarded a Contract for all required materials, labor, equipment and disposal associated with the removal and replacement of the existing Community Center and School Field House roof.
- B. Contract Sum: The Contract Sum is:
 - 1. One Million Four Hundred Forty-Five Thousand dollars (\$1,445,000).

1.3 EXECUTION OF CONTRACT

- A. Contract Documents: Executable copies of the Contract Documents will be made available to the Bidder within 5 business days. The Bidder must comply with the following conditions precedent within 15 business days of the above date of issuance of the Notice:
 - 1. Deliver to Owner three sets of fully executed copies of the Owner/Contractor Agreement and associated documents indicating a requirement for signature by the Contractor.
 - 2. Deliver with the executed Owner/Contractor Agreement the Bonds and Certificates of Insurance required by the Contract Documents.
- B. Compliance: Failure to comply with conditions of this Notice within the time specified will entitle Owner to consider the Bidder in default, annul this Notice, and declare the Bidder's Bid security forfeited.
 - 1. Within 10 days after the Bidder complies with the conditions of this Notice, Owner will return to the Bidder one fully executed copy of the Owner/Contractor Agreement.

1.4 NOTIFICATION

- A. This Notice is issued by:
 - 1. Owner: **Redwood Area Community Center**
 - 2. Authorized Signature: _____.
 - 3. Signed By: **Keith Muetzel**
 - 4. Title: **City Administrator**



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

AGENDA MEMO

Meeting Date: January 20, 2026

Agenda Item: Resolution No. 7 of 2026 – Resolution Approving Interfund Transfers for Reflection Development Projects

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

Summary/Overview: The City Council previously approved the construction and financing plans for the Reflection Ridge, Reflection Prairie, and Reflection Cove development projects. As part of those plans, the City issued bonds, as well as allocating cash contributions from multiple funds and sources. Those cash contributions were deposited into the Reflections Capital Project Fund.

These funds were primarily used to cover street-related portions of the projects; however, a portion of the cash contributions were intended to reimburse the water, sanitary sewer, and storm water utility funds for their share of project-related expenses in excess of bond proceeds.

Staff recommends approval of the transfer of \$1,855,655.74 from the Reflections Capital Project Fund to the utility funds as follows:

- \$598,562.80 to the Water Utility Fund
- \$958,332.74 to the Sanitary Sewer Utility Fund
- \$298,760.20 to the Storm Water Utility Fund

Attachments: Resolution No. 7 of 2026
Sources and Uses of Funds

RESOLUTION NO. 7 OF 2026

RESOLUTION APPROVING INTERFUND TRANSFERS FOR REFLECTION DEVELOPMENT PROJECTS

WHEREAS, the City Council of Redwood Falls has taken prior action to approve the construction and financing plan for Reflection Ridge, Reflection Prairie, and Reflection Cove development projects; and

WHEREAS, the financing plan included cash contributions from multiple funds and sources which were placed into a capital project fund and used to cover the street-related portion of the project; and

WHEREAS, a portion of these cash contributions should now be distributed to the respective utility funds to reimburse them for project-related expenses;

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

1. The City Finance Director is directed and authorized to transfer a total of \$1,855,655.74 from the Reflections Capital Project Fund to the following utility funds as reimbursement for eligible project costs:
 - \$598,562.80 to the Water Utility Fund
 - \$958,332.74 to the Sanitary Sewer Utility Fund
 - \$298,760.20 to the Stormwater Utility Fund

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 20th day of January, 2026.

ATTEST:

Keith Muetzel
City Administrator

(City Seal)

Tom Quackenbush
Mayor

Subscribed and sworn to before me this
20th day of January, 2026.

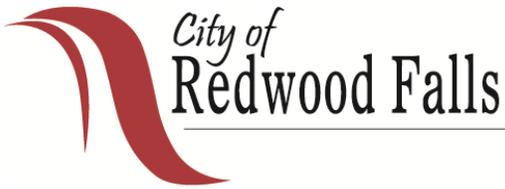
Notary Public

<u>Sources</u>	403 Streets	601 Water	602 Sanitary Sewer	603 Storm Water	Total Project
Cash	\$ 6,336,041.00				\$ 6,336,041.00
ARPA	\$ 320,225.56				\$ 320,225.56
Deed	\$ 432,430.87	\$ 168,997.50	\$ 206,733.20	\$ 356,038.25	\$ 1,164,199.82
Utility Access Fee	\$ 44,328.90				\$ 44,328.90
Mulch Exchange	\$ 4,000.00				\$ 4,000.00
Interest		\$ 12,028.98	\$ 23,235.65	\$ 9,669.93	\$ 44,934.56
Debt		\$ 2,141,240.00	\$ 4,136,936.00	\$ 1,721,824.00	\$ 8,000,000.00
Total Revenue	\$ 7,137,026.33	\$ 2,322,266.48	\$ 4,366,904.85	\$ 2,087,532.18	\$ 15,913,729.84

<u>Uses</u>	Streets	Water	Sanitary Sewer	Storm Water	Total Project
Construction	\$ 4,007,430.09	\$ 2,709,822.35	\$ 4,623,331.15	\$ 2,133,237.01	\$ 13,473,820.60
Engineering/Prof Services	\$ 215,526.60	\$ 298,220.00	\$ 508,808.26	\$ 258,533.32	\$ 1,281,088.18
Other Expenses	\$ 341,987.10	\$ 8,009.00	\$ 12,624.90	\$ 28,728.02	\$ 391,349.02
Financing	\$ 2,838.79	\$ 13,699.97	\$ 26,039.91	\$ 11,033.83	\$ 53,612.50
Total Expense	\$ 4,567,782.58	\$ 3,029,751.32	\$ 5,170,804.22	\$ 2,431,532.18	\$ 15,199,870.30

Remaining Funds	\$ 2,569,243.75	\$ (707,484.84)	\$ (803,899.37)	\$ (344,000.00)
Reallocate to Utility Funds	\$ (1,470,164.52)	\$ 459,865.15	\$ 803,899.37	\$ 206,400.00
Allocate Reflection Cove to Utilities	\$ (385,491.22)	\$ 138,697.65	\$ 154,433.37	\$ 92,360.20
Total Transfer to Utilities	\$ (1,855,655.74)	\$ 598,562.80	\$ 958,332.74	\$ 298,760.20

**Remaining Balance To
Finish Reflection Cove Streets Portion** **\$ 713,588.01**



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

Meeting Date: January 20, 2026

AGENDA RECOMMENDATION

Agenda Item: 2025 Archery Deer Hunt Report.

Recommendation/Action Requested: Tyler Stage will be presenting the final 2025 Archery Deer Hunt Report. Staff is recommending approval of the report and a committee meeting be scheduled to review and determine future hunts.

Summary/Overview: Enclosed for Council review is the final 2025 Archery Deer Hunt Report.

Brief Synopsis: A total of 10 deer were harvested (25%) with 74 deer being spotted, which is 107 less than the previous year. Last year, hunters spent a total of 427.32 hours on stand. This year, hunters spent a total of 255 hours in the stand. Harvest and numbers of deer seen directly correlate to the number of hours spent by hunters in the stand. Hunt applications were down to 17 and reached 20 by implementing a “first come, first served” concept to fill the remaining 3 spots.

This year’s parameters were as follows: 20 Hunters-Double Earn a Buck, with maximum bag limit of 40. The season coincided with the full MNDNR archery season of September 14-December 31.

Staff is recommending the deer hunt committee reconvene to further review the results of the hunt, what was learned and what to change and determine if future hunts are warranted. The recommendation also includes using the same committee members from last year for consistency. The members are as follows: Keith Muetzel, City Administrator; Jim Sandgren, Council Member; Tyler Stage, Hunt Coordinator; Jim Doering, Public Works Project Coordinator; Dr. Steve Medrud, adjacent landowner; hunt participant TBD, Jon Buckley and Chief of Police Jason Cotner.

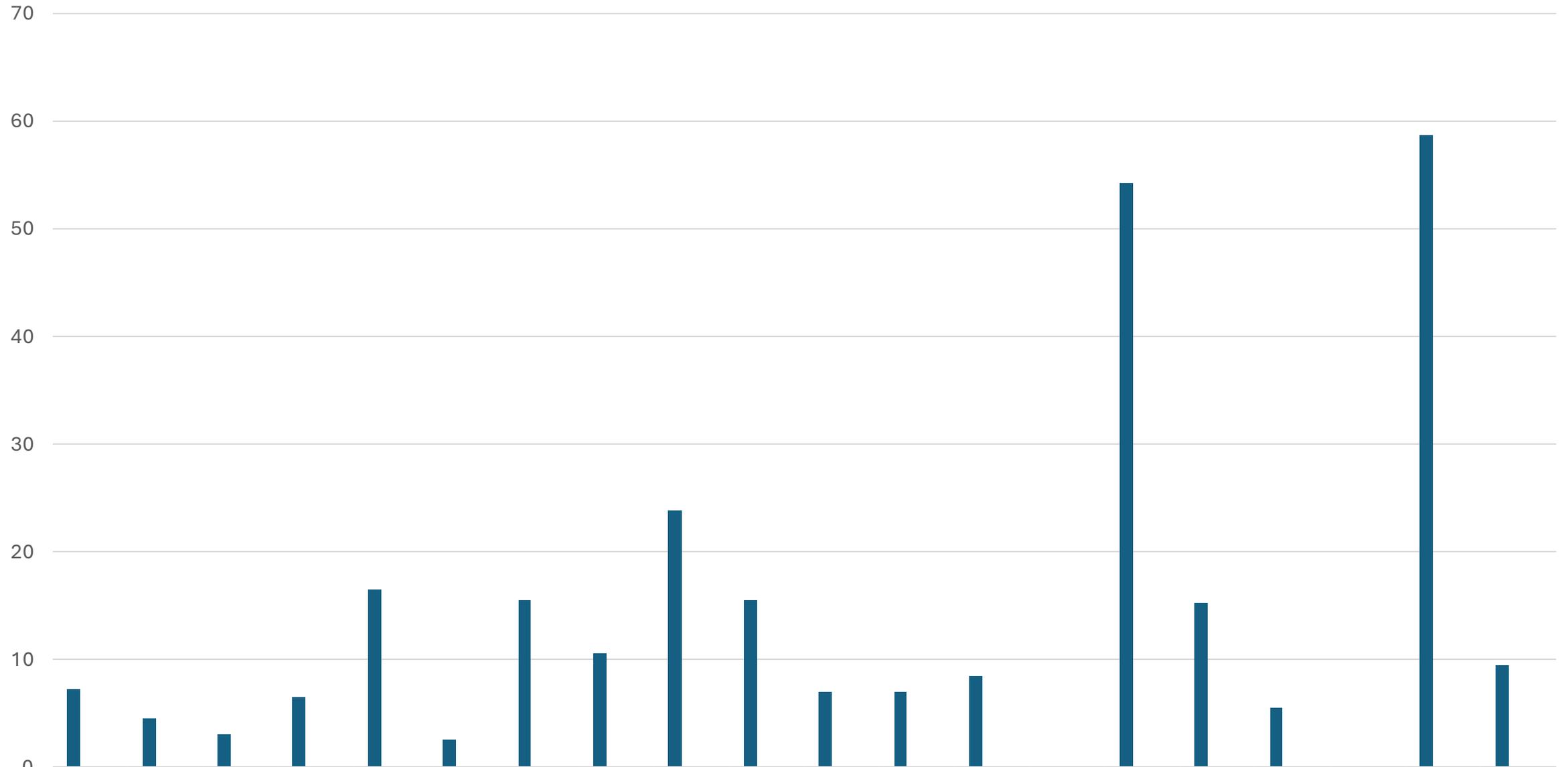
The DNR application to conduct a 2026 Archery Deer Hunt is due at the end of March. Results of the committee meeting along with a 2026 recommendation will be presented to the Council prior to submission.

Attachments: 2025 Archery Deer Hunt Report

City of Redwood Falls 2025 Archery Deer Hunt Report

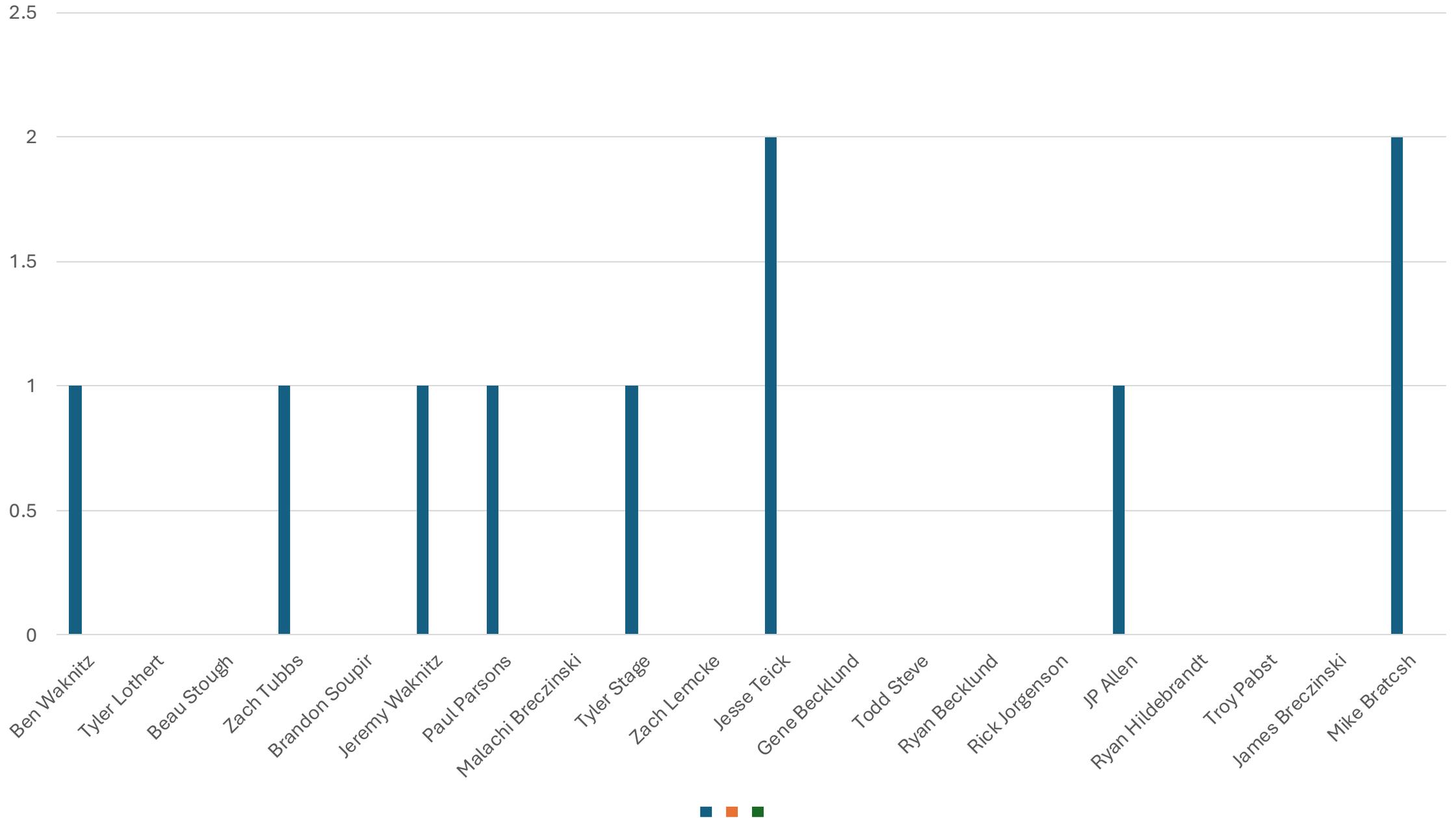
- The City Of Redwood Falls held its eleventh city archery hunt during 2025. Hunters were able to get applications off the City's website or in person at city hall, as well as pay a \$20 application fee. We had only received 17 applications by the deadline. The deadline was extended for a day longer until they received a total of 20 applicants. August 15,16,17 were the days potential hunters would go to the Redwood Falls Sportsman's club to take a proficiency test. Hunters had to shoot 5 arrows into the vital area on a 3D deer target in order to be qualified to be put into the drawing for the hunt. There was an opportunity for the shooters to try again for a fee of \$20 if they didn't pass the first time. No hunters needed a second chance and all hunters qualified. With there only being 20 applicants no drawing for hunters to be in the hunt was needed. A random number generator app was used to match hunters to the stand locations they received. All hunters paid a \$40 fee before being shown their stand location.
- Stand locations were shown to hunters in the week after or whenever would work for each hunter. Majority of the stand locations were already mapped out and familiar with hunters that had been in the City hunt prior years. Hunters were also given their green parking passes which they signed and dated as well as stand location, a list of rules and my signature and the date they stand was viewed. Many hunters have an app such as ONX or similar apps that showed them property boundaries as well as neighboring land owners incase they would need to possible retrieve an animal from a neighboring property, if they were unsure or had any questions or concerns they all had my number and could reach me at anytime.
- All documents such as stand site maps, hunter names, stand number as well as hunters phone numbers were listed at the Redwood Falls Police department incase of any issues. They also had to sign in and out before and after every hunt and fill out info on what they saw, how long they sat in their stands, and what they harvested that day. As well as leave any comments. Hunters are required to have their state archery tag as well as purchase 2 state bonus tags, upon filling both bonus tags, they can then try to harvest a buck or another doe with their state tag if they so choose, the archery season went from September 13th to December 31st.
- A total of 10 deer were harvested in the 2025 season which is lower then normal, the 2024 season had 17 deer harvested, a total of 255 hours and 35 minutes were spent in the stand by all hunters, which is down from last year which had 427 hours, which may explain the lower harvest number this season. Hunters saw a total of 17 Bucks, 25 Does, and 32 Fawns.

Hours In Stand

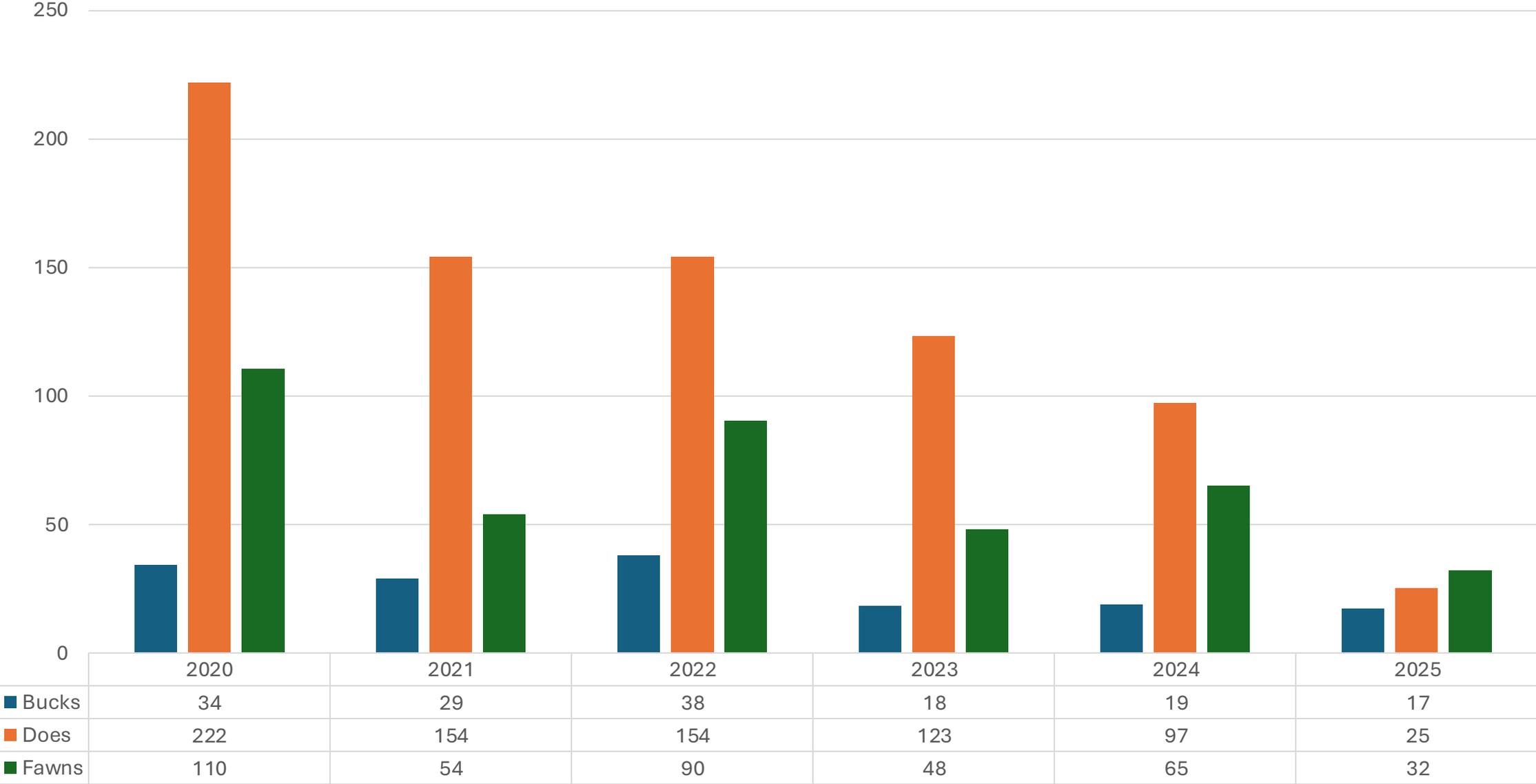


■ Series 1	7.25	4.5	3	6.5	16.5	2.5	15.5	10.5	23.75	15.5	7	7	8.5	0	54.25	15.25	5.5	0	58.75	9.5
------------	------	-----	---	-----	------	-----	------	------	-------	------	---	---	-----	---	-------	-------	-----	---	-------	-----

Deer Harvested by Hunter

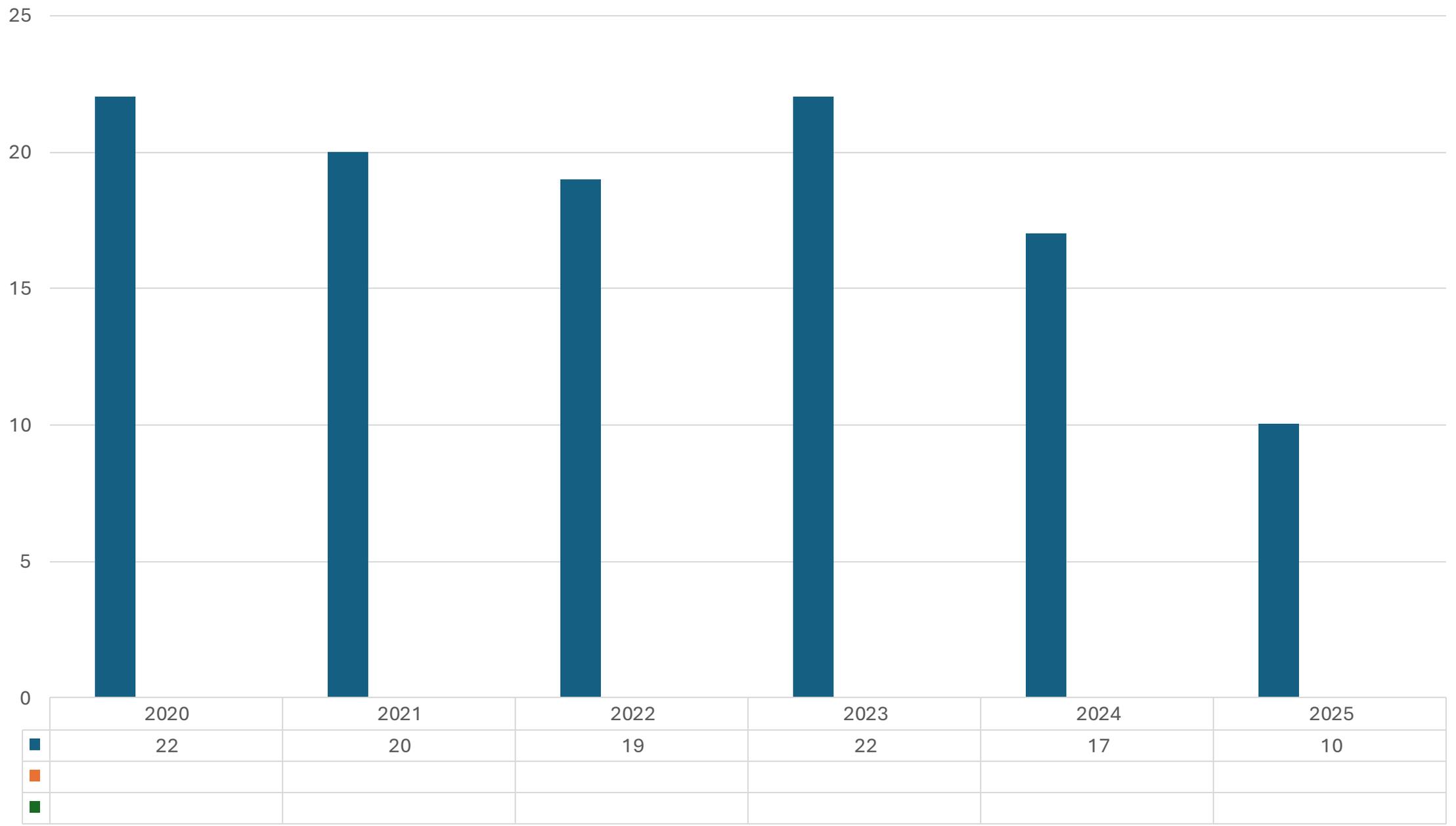


Deer seen per Year



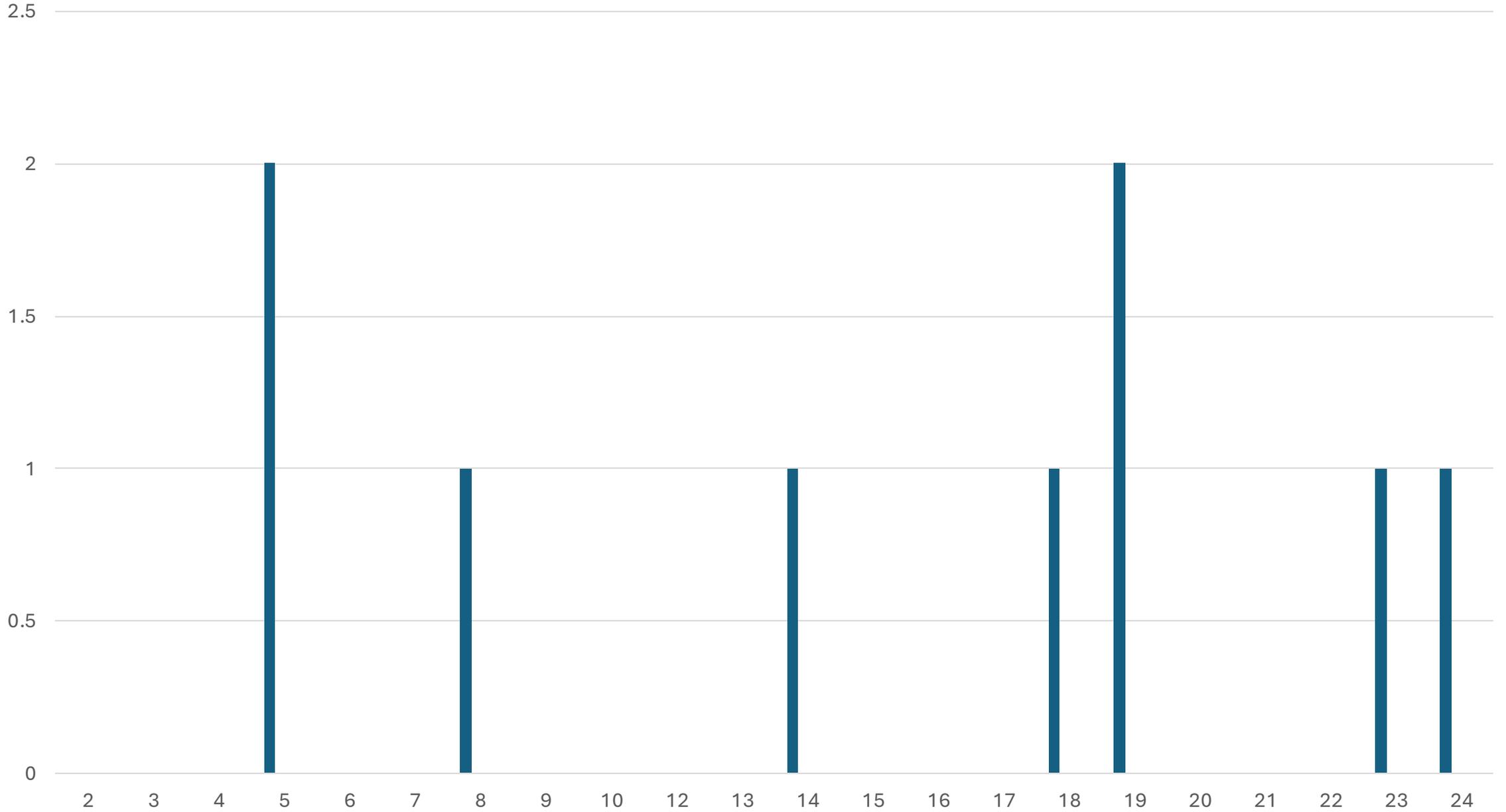
■ Bucks ■ Does ■ Fawns

Deer Harvested per Year

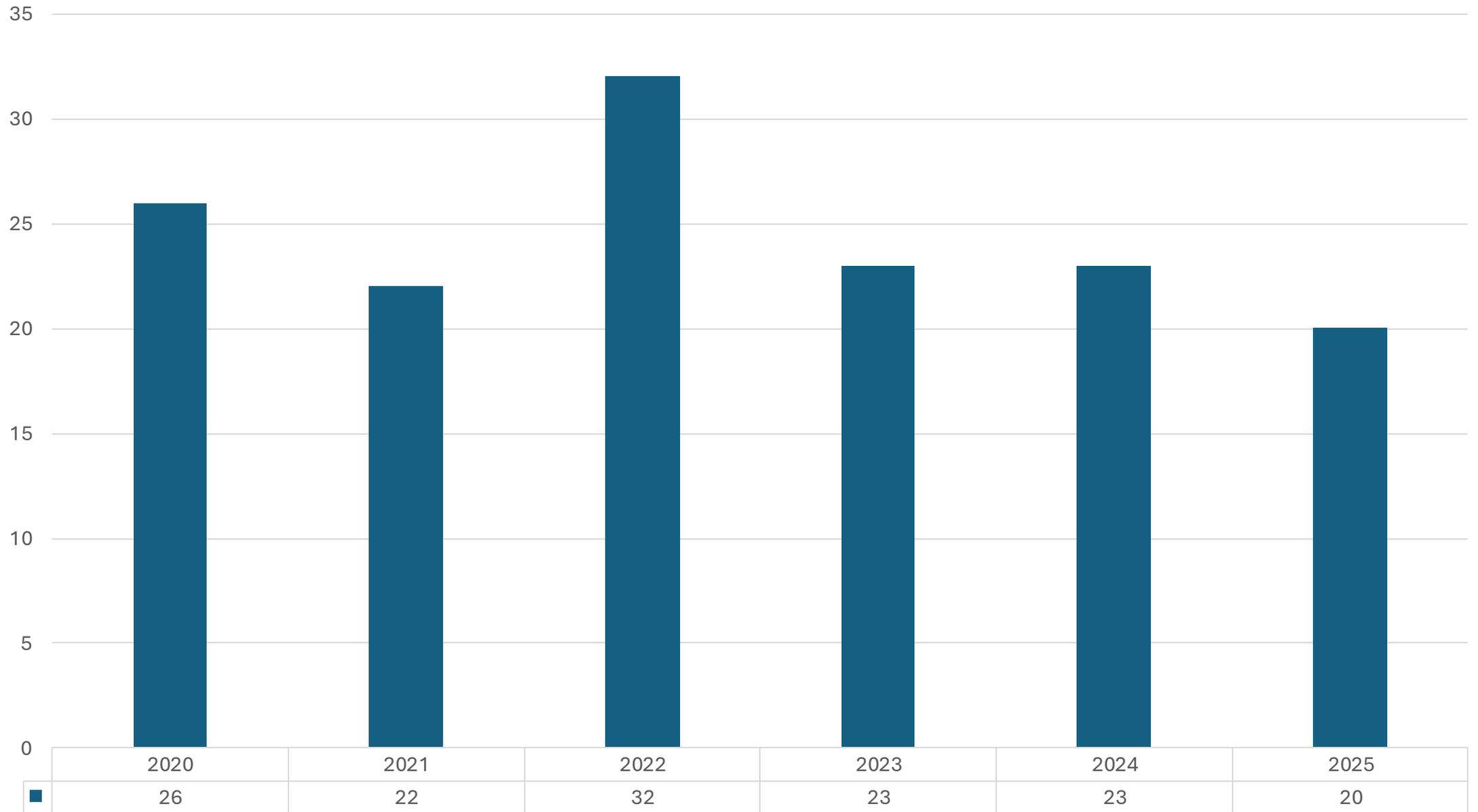


■ ■ ■

Deer Harvested by Stand



Applications per Year



■

The start of the archery season was very warm with some days being in the 90's. That slowed a lot of efforts from hunters early on. While the harvest numbers were down in the city hunt I believe that stems from less time in the stand by hunters compared to past years. In the coming years I'm hoping to advertise more and get the word out to more people that may be interested, with only 20 applicants this season I'm hoping that will improve. Thank you for the opportunity to be this years City archery hunt coordinator. I'm hoping to continue being the coordinator as long as they are willing to have me.

Thank You

Tyler Stage