



**AGENDA FOR
REGULAR CITY COUNCIL MEETING
APRIL 21, 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. April 7, 2026
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
 - A. Approve Parade Permit for Dakota Wicohan MMIR Awareness Walk
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
 - A. Approve Police Officer Recruit Agreement
 - B. Zoning Ordinance Amendments for Portable Storage/Shipping Containers
 - C. Agreement for Transfer of Federal Airport Entitlement Funds for 2026 Airport Improvement Projects – Resolution #29
 - D. Library Expansion Project – Change Order #1
10. **Other Items and Communications**
 - A. Council Items
 - B. Staff Items
11. **Paid Bills and Claims – For Informational Purposes**
 - A. City of Redwood Falls Accounts Payable Summary
12. **Adjournment**

**MINUTES
REGULAR COUNCIL MEETING
CITY OF REDWOOD FALLS, MINNESOTA
TUESDAY, APRIL 7, 2026**

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, April 7, 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 was absent.

Council President Larry Arentson presided over the meeting.

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

A motion was made by Council Member Kerkhoff and seconded by Council Member Sandgren to approve the March 17, 2026, minutes as presented. Motion passed by unanimous vote.

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

1. Approve KLGR Advertising Exchange
2. Declare Equipment Surplus Property and Authorize Sale
3. Approve City Assistance with Celebrate Redwood Falls - Nightfalls Event
4. Ratification of 2025 Fixed Asset Disposal List

Motion passed by unanimous vote.

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

Finance Director Klages introduced Resolution No. 23 of 2026 – Resolution Adopting Assessments for Delinquent Accounts and Resolution No. 24 of 2026 – Resolution Adopting Assessments for Unpaid Surcharges.

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

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

No one was present to provide comments during the hearing.

Council President Arentson closed the public hearing at 5:04 p.m.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to waive the reading of Resolution No. 23 of 2026 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to approve Resolution No. 23 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 Smith to waive the reading of Resolution No. 24 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 Sandgren to approve Resolution No. 24 of 2026 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Authorization to Submit Application for Southwest Health and Human Services Opioid Settlement Grant.

Chief Cotner stated over the last several years the Minnesota Attorney General has been a party to settlement agreements involving multiple opioid distributors and manufacturers. These settlements have resulted in several hundred million dollars being allocated to the State of Minnesota to combat the opioid crisis. The Minnesota Attorney General's office has worked with Minnesota cities and counties to reach agreements on how to allocate and distribute these funds.

Chief Cotner stated beginning in 2023, Southwest Health and Human Services (SWHHS) began receiving annual installments of settlement money and created an application process whereby requests for these funds could be made to that organization. The latest round of settlement funds have been distributed and applications are now being taken. RFPD would like to submit a request to SWHHS for funding to send Officer Andy Mathwig, who is currently assigned as an Agent to the Brown/Lyon/Redwood/Renville Drug Task Force, to Cellebrite Operator training. Cellebrite is a program owned by RFPD that allows operators to download and analyze cellphones and electronic devices. Once certified, Officer Mathwig would download all Drug Task Force phones thereby freeing up the time of other RFPD Cellebrite operators to focus on other responsibilities.

A motion was made by Council Member Smith and seconded by Council Member Guetter to approve the Authorization to Submit Application for Southwest Health and Human Services Opioid Settlement Grant. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 25 of 2026 – Resolution for \$97,833.00, Minnesota Department of Education (MDE) Grant Funding Assistance for the Redwood Falls Public Library Meeting Room Renovation Project.

Mr. Doering stated Staff is requesting Council approve the draft (Redwood Falls Public Library Meeting Room Renovation Project) grant agreement of \$97,833.00 as it relates to the MDE notice of award dated February 11, 2026, for the Mary C. Murphy Library Construction Grant - FY2026. The grant agreement is in draft form, for the MDE to add and approve their portions to the agreement. The resolution certifies funds on hand as of April 7, 2026, and the sources and uses of funds. Approval also authorizes the Mayor to execute the final agreement once routed back from MDE as the listed signatory in the original application.

Mr. Doering stated Staff recommend the approval of Resolution No. 25 that will enable the submission of the draft grant agreement for MDE review and fulfillment. This is a different procedure from other State grant agreement approvals because the agreement template is drafted by the recipient and then forwarded to the State for final additions, revisions, review and execution. The resolution is also a templated version provided by MDE that is formatted differently than the traditional format.

A motion was made by Council Member Sandgren and seconded by Council Member Smith to waive the reading of Resolution No. 25 of 2026 – Resolution for \$97,833.00, Minnesota Department of Education (MDE) Grant Funding Assistance for the Redwood Falls Public Library Meeting Room Renovation Project. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to approve Resolution No. 25 of 2026 – Resolution for \$97,833.00, Minnesota Department of Education (MDE) Grant Funding Assistance for the Redwood Falls Public Library Meeting Room Renovation Project. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 26 of 2026 – Resolution Approving Local Road Improvement Program Grant Agreement Grant Terms and Conditions SAP No. 207-020-003, Tied to SAPs 207-590-001 and 207-591-001.

Mr. Doering stated Staff recommend approval of Resolution No. 26 for the Local Road and Bridge Program “Turn Lanes Grant” MnDOT 1062457 known as State Aid Project No. 207-020-003 for \$619,608.90. The grant amount is based off bids received and awarded to M.R. Paving and Excavating of New Ulm on March 17, 2026. This grant covers a portion of the total bid amount of \$1,397,583,69 as shown in Exhibit A of the sources and uses portion of the grant agreement.

A motion was made by Council Member Guetter and seconded by Council Member Smith to waive the reading of Resolution No. 26 of 2026 – Resolution Approving Local Road Improvement Program Grant Agreement Grant Terms and Conditions SAP No. 207-020-003, Tied to SAPs 207-590-001 and 207-591-001. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Sandgren to approve Resolution No. 26 of 2026 – Resolution Approving Local Road Improvement Program Grant Agreement Grant Terms and Conditions SAP No. 207-020-003, Tied to SAPs 207-590-001 and 207-591-001. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 27 of 2026 – Resolution Approving Safe Routes to School Program Grant Agreement Grant Terms and Conditions SAP No. 207-591-001, Tied to SAPs 207-590-001 and 207-020-003.

Mr. Doering stated Staff recommend approval of Resolution No. 27 for the Safe Routes to School “Trail Grant” MnDOT 1062470 known as State Aid Project No. 207-591-001 for \$497,205.39. The grant amount is based off bids received and awarded to M.R. Paving and Excavating of New Ulm on March 17, 2026. This grant covers a portion of the total bid amount of \$1,397,583,69 as shown in Exhibit A of the sources and uses portion of the grant agreement.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to waive the reading of Resolution No. 27 of 2026 – Resolution Approving Safe Routes to School Program Grant Agreement Grant Terms and Conditions SAP No. 207-591-001, Tied to SAPs 207-590-001 and 207-020-003. Motion passed by unanimous vote.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to approve Resolution No. 27 of 2026 – Resolution Approving Safe Routes to School Program Grant Agreement Grant Terms and Conditions SAP No. 207-591-001, Tied to SAPs 207-590-001 and 207-020-003. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 28 of 2026 – Resolution Approving Active Transportation Program Grant Agreement Grant Terms and Conditions SAP No. 207-590-001, Tied to SAPs 207-591-001 and 207-020-003.

Mr. Doering stated Staff recommend approval of Resolution No. 28 for the Active Transportation “Trail Grant” MnDOT 1062471 known as State Aid Project No. 207-590-001 for \$279,028.79. The grant amount is based off bids received and awarded to M.R. Paving and Excavating of New Ulm on March 17, 2026. This grant covers a portion of the total bid amount of \$1,397,583,69 as shown in Exhibit A of the sources and uses portion of the grant agreement.

A motion was made by Council Member Smith and seconded by Council Member Guetter to waive the reading of Resolution No. 28 of 2026 – Resolution Approving Active Transportation Program Grant Agreement Grant Terms and Conditions SAP No. 207-590-001, Tied to SAPs 207-591-001 and 207-020-003. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Sandgren to approve Resolution No. 28 of 2026 – Resolution Approving Active Transportation Program Grant Agreement Grant Terms and Conditions SAP No. 207-590-001, Tied to SAPs 207-591-001 and 207-020-003. Motion passed by unanimous vote.

City Administrator Muetzel introduced the Water/Wastewater Foreman Position.

Mr. Muetzel stated last year’s internal transfer of Pete Albu from the water department to the street department created a vacancy for the water/wastewater foreman position. The vacancy was posted internally, two applications were received, and the applicants were interviewed on March 31. The hiring committee recommend the selection of Zach Jahnz. Zach has worked in the water department for one year and has served on the fire department for over eight years. Staff recommend approval of an employment offer to Zach Jahnz at Pay Grade 6, Step 1.

A motion was made by Council Member Smith and seconded by Council Member Sandgren to approve the Water/Wastewater Foreman Position to Zach Jahnz. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Police Department Pepperball Policy.

Chief Cotner stated during the February 26, 2026, Council meeting, Council accepted a donation of \$17,000 from the PROTECTS non-profit organization for the purchase of Pepperball non-lethal launchers. Since then, the department received the donation as well as all the launchers and ancillary equipment from the manufacturer. In addition, two officers attended the train-the-trainer class and are ready to train all RFPD officers on the correct use of Pepperball launchers.

Chief Cotner stated before the launchers can be deployed for patrol use a policy is required. The manufacturer does not have a suggested policy, however, they did provide several samples of policies from law enforcement agencies throughout the country which have already deployed the Pepperball launchers. Police Chief Cotner reviewed all these policies and in consultation with the Pepperball instructors and RFPD supervisory staff developed a draft Pepperball policy. The policy outlines, among other items; training requirements, use of force levels, decontamination procedures, supervisor authorizations, care and maintenance, and reporting.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Police Department Pepperball Policy. Motion passed by unanimous vote.

Council Member Kerkhoff commended City Staff for the work being done to qualify for and receive grant funding for numerous City projects.

City Administrator Muetzel agreed and stated Staff are motivated to obtain grant funding.

Council Member Arentson requested an update on the Library Expansion Project.

Public Works Project Coordinator Doering stated the Library Expansion construction is currently on schedule. A temporary wall to the expansion area has been constructed. The contractor is waiting for spring road restrictions to be removed to start bringing in additional equipment and begin work on the parking lot.

Council Member Smith requested an update on the RACC Roof Replacement Project.

Public Works Project Coordinator Doering stated there haven't been any surprises and construction is progressing according to the schedule. Crews will be starting on the ice arena and move towards the school portion, working around any inclement weather and school traffic.

Council Member Kerkhoff requested an update on the proposed projects in Ramsey Park, including the installation of the new pickleball courts.

City Administrator Muetzel stated M.R. Paving & Excavating, Inc. is the General Contractor on the project and they would like to start as soon as possible. Spring road restrictions are affecting the construction start date, but the Parks Department is ready for them to start anytime.

Council Member Arentson requested more information regarding plumbing work being completed near the Ziggi's Coffee project site on North Lincoln Street.

Public Works Project Coordinator Doering stated a new water service line for Ziggi's Coffee needed to be installed at the main, which is located in the street. The construction project required the installation of a new two-inch water line.

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 Guetter and seconded by Council Member Sandgren to adjourn the meeting at 5:36 p.m. Motion passed by unanimous vote.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

AGENDA RECOMMENDATION

Meeting Date: April 21, 2026

Agenda Item: Parade Permit for the Dakota Wicohan MMIR Awareness Walk

Recommendation/Action Requested:

Priscilla Gruendemann with Dakota Wicohan completed the necessary application process and submitted an approved route. The MMIR Awareness Walk will take place on Tuesday, May 5, 2026 at 5:00 p.m. The walk will begin at 1881 E. Bridge St. (Clements Lumber) and end at the Legion Park Shelter (400 N. Drew Street.) Traffic will not be detoured. Staff recommends approval.

Attachment: Application and Route



Dakota Wicohan invites our allies, supporters, and community to join us for the 4th Annual MMIR Walk in Redwood Falls, Minnesota.

May 5th is recognized as the National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and Relatives. Each year on May 5th, Indigenous communities across the country host walks or rallies to remember our stolen relatives, and honor those who are still missing. Indigenous people continue to be disproportionately affected by violence and disappearances, while the media still often ignores or provides minimal attention to MMIR. Both as a whole and when people go missing. Indigenous **Women, Girls, Men, Boys, and Two-Spirit relatives** are all impacted by the MMIR crisis across America, and many cases remain unresolved. Raising awareness in our own community is an important step toward justice and healing. In 2022, Dakota Wicohan youth participants came up with the idea to organize our own community walk to bring awareness to the **Missing and Murdered Indigenous Relatives (MMIR) crisis happening in our own backyard**. This is our fourth year of walking to honor our relatives, support families, and remind our community that our relatives are not forgotten. Together, change can happen.

We would love for you to walk alongside us! Your support is always greatly appreciated as we remember and honor our stolen relatives.

Tuesday, May 5th

Walk Starts at 5:00 PM near the Redwood Area Airport and ends at Legion Park (Volleyball)

A meal will be shared afterwards with a few guest speakers.

Ways that you can help:

- Join us at the **MMIR Walk on May 5th**
- Share this event with your friends and family and invite them to join as well.
- Wear **red** to honor Missing and Murdered Indigenous Relatives
- Learn more about the MMIR crisis and educate others
- Support organizations doing advocacy and community work
- Volunteer to help spread awareness in our community

If you would like to **learn more about this important initiative, about Dakota Wicohan, or find ways to get involved, please email priscilladee@dakotawicohan.com with any questions, or call 507-697-6272**

Pidaunyapi-we are very grateful!



4TH ANNUAL MISSING & MURDERED INDIGENOUS RELATIVES WALK



Join us in solidarity as we gather in remembrance, unity, and strength to honor Missing and Murdered Indigenous Relatives. We raise awareness and stand together with families and our community.

Tuesday, May 5, 2026

Near the Redwood Falls Airport to Legion Park (volleyball) @ 5:00 p.m.
Enjoy a meal catered by Frybread Jones & listen to speakers afterwards
Free t-shirts while supplies last!
Rides provided to elders and for anyone that needs a ride back to their vehicles



*Frybread
Jones*



All are welcome to join us!
Walk with us as we honor our relatives and continue to bring awareness to M.M.I.R.



Deputy City Clerk's Office
 333 S. Washington Street, PO Box 526
 Redwood Falls, MN 56283
 507-616-7400
 Email: ckodet@ci.redwood-falls.mn.us

Application for Parade Permit

Parade Permit = \$25/event

APPLICANT INFORMATION:

Name: Priscilla Gruendemann
 Address: 230 west 2nd St.
 City, State, Zip: Morton MN 56270
 Telephone: 507 430 6696 Email: priscilladee@dakotawicohan.com

BUSINESS/SPONSORING ORGANIZATION:

Business/Sponsor Name: Dakota Wicohan
 Address: 230 west 2nd St.
 City State, Zip: Morton MN 56270
 Mailing Address (if different from above):
 Phone: 507 697 6772 Alternate Number: 507 430 6690 ^{PG's cell.}

PARADE CHAIR PERSON:

Name:
 Address:
 City, State, Zip:
 Telephone: Email:

PARADE INFORMATION:

Event: MMIR awareness march.
 Date and Hours of Event: Tuesday May 5th. 3:00 pm - 7:00 pm
 Route to be Traveled (attach map of route):
 Length of the Parade: 2.5 miles
 General Composition of Units:
 Location of Assembly Area:

The City of Redwood Falls reserves the right to request additional information to assist in the evaluation of this application. The City Council shall have at least 14 days from and after receipt of the complete application for review prior to granting or denying issuance of a license.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Redwood Falls, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant: *[Handwritten Signature]* Date: 4/9/20

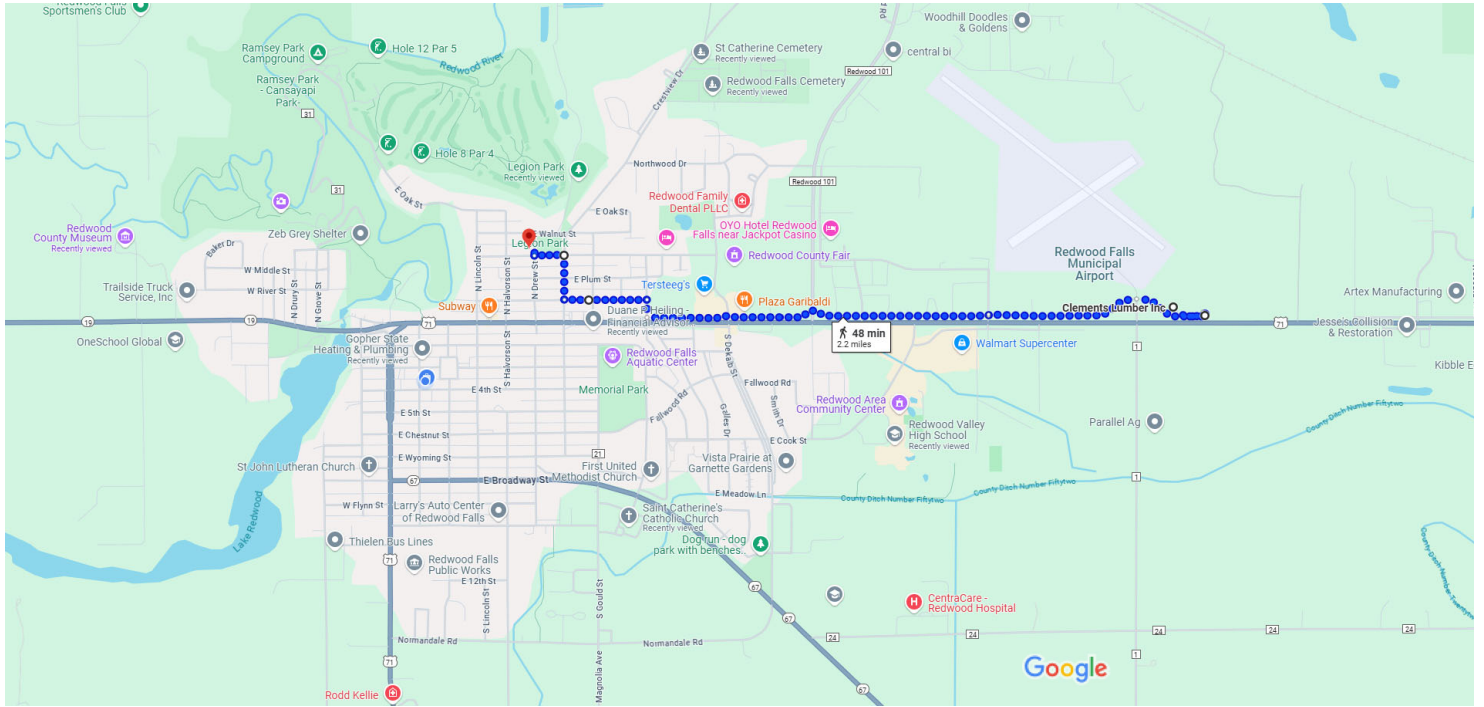
Print Name: *Isabella* *Dee* *Gruendemann*
 First Middle Last

FOR CITY USE ONLY:	
<input type="checkbox"/> Completed Application and Permit Fee received	<input type="checkbox"/> Route Map Attached to Application
<input type="checkbox"/> Route approved by Police Chief	<input type="checkbox"/> City Council approved Application
<input type="checkbox"/> Permit mailed to Applicant	<input type="checkbox"/> Copy of Permit to Police Department
<input type="checkbox"/> Application, Supporting Documents and Permit scanned to Business License; BL Binder Index updated	

Clements Lumber Inc, 1881 E Bridge St, Redwood Falls, MN 56283 to 400 N Drew St, Redwood Falls, MN 56283 Walk 2.2 miles, 48 min



West on E. Bridge St. frontage rd to Patten St.
North on Patten St. to E. Spring. to N. Swain St.
North on Swain St. to E. Elm St. End at Legion Park Shelter - 400 N. Drew St.



Map data ©2025 Google 1000 ft



via E Bridge St

48 min

2.2 miles

Mostly flat



Meeting Date: April 21, 2026

Agenda Recommendation

Agenda Item: Approval of Police Officer Recruit Agreement

Recommendation/Action Requested: Staff recommends approval of the agreement

Summary/Overview:

In March of 2026, City Administrator Keith Muetzel, Police Chief Jason Cotner, and Asst. Police Chief Steve Schroeder interviewed several candidates for a vacant police officer position. One of those interviews was with Redwood Falls resident Phil Johnson. Mr. Johnson had been a police officer in the State of Washington, however, at the time of the interview he was not eligible to be licensed by the State of Minnesota. Since the interview, Mr. Johnson has begun the process to become licensed eligible in the State of Minnesota.

Mr. Johnson is an excellent candidate and is very interested in becoming a Redwood Falls Police Officer. Police administration believes he would be an excellent candidate for future vacancies and presented the option of entering the Police Recruit Program. Mr. Johnson accepted this offer.

The terms of the Police Recruit agreement are consistent with prior agreement. In short, once Mr. Johnson is eligible to be licensed by the State of Minnesota, if Redwood Falls Police Department has a vacancy, and he is accepted for the position, he would be eligible for up to \$7500 in tuition reimbursement for law enforcement related classwork or training. In addition, he would be allowed to participate in all in-house training at the department and encouraged to participate in the ride-along program.

Attachments:

Police Recruit Program Agreement

Redwood Falls Police Department
Police Officer Recruit Agreement

This Officer Recruit Agreement ("Agreement") is made this 9 day of April, 2026, by and between the City of Redwood Falls ("City") and Philip Johnson ("Recruit").

Recitals

WHEREAS, the objective of the City is to facilitate the entry of the Recruit as a qualified candidate for a police officer position in the City's police department; and

WHEREAS, this Agreement is designed to aid the Recruit in actively pursuing the required pre-service education and training to become eligible to be licensed as a Minnesota peace officer; and

WHEREAS, the Recruit desires to pursue and maintain a law enforcement career with the Department; and

WHEREAS, the City is committed to hiring and retaining high-quality, dedicated peace officers.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the City and the Recruit agree as follows:

Section I. Definitions.

A. "Allowable expenses" shall mean costs incurred by the Recruit after the Effective Date of this Agreement, necessary to become eligible for a licensed police officer position, which includes the cost of tuition, uniforms and equipment, textbooks and learning materials, and housing if located within 20 miles of the Recruit's chosen school.

B. "POST" shall mean "Minnesota Peace Officer Standards and Training."

Section II. Term. This Agreement is effective as of the 9 day of April, 2026 (the "Effective Date"). *This Agreement will terminate upon the occurrence of one of the following events:*

A. The Recruit refuses to accept a job offer to become a full-time Redwood Falls Police Officer or is disqualified from accepting the position; or

B. If on the date Recruit becomes POST eligible, there is no full-time police officer position with the City of Redwood Falls that is open and/or available for the Recruit and no position becomes available within six (6) months of that date; or

C. The Recruit is terminated by the City prior to the fulfillment of three (3) years of continuous service as a full-time Redwood Falls Police Officer; or

D. The Recruit voluntarily leaves the employment of the City prior to the fulfillment of three (3) years of continuous service as a full-time Redwood Falls Police Officer; or

E. Completion of three (3) years of continuous service as a full-time Redwood Falls Police Officer

Section III. City's Obligations. The City agrees to:

A. Provide reimbursement to the Recruit for allowable expenses after completion of the following conditions:

1. The Recruit must successfully complete all required pre-service peace officer education and training as mandated by the POST board;

2. The Recruit must successfully pass the Minnesota POST licensing exam and provide official documentation from the POST Board certifying the RECRUIT is eligible to be licensed as a full-time police officer;

3. The Recruit is hired by the Redwood Falls Police Department as a full-time Police Officer;

4. The Recruit completes a field training program with the Redwood Falls Police Department;

5. Within 90 days of completion of all other conditions listed in this Section, the Recruit must submit documentation verifying all allowable expenses, for law enforcement related coursework from a Minnesota accredited law enforcement school or program, to be reimbursed up to a maximum of \$7,500. Expenses for education and training completed prior to the Effective Date of this agreement will not be eligible for reimbursement.

B. Provide mentoring, guidance, and training opportunities suitable for a pre-service candidate.

C. Hire the Recruit to a full-time Police Officer position if all of the following conditions have been met:

1. An opening for an entry-level Police Officer position exists in the Department at the time the Recruit is eligible for peace officer licensure;

2. The Redwood Falls City Council authorizes that opening to be filled;

3. The Recruit has successfully completed all the required pre-service peace officer education and training as mandated by the POST board;

4. The Recruit has successfully passed the Minnesota POST licensing exam and provided official documentation from the POST Board certifying the RECRUIT is eligible to be licensed as a full-time police officer;

5. All of the Recruit's personnel evaluations have met the standard of "meets expectations" or better;

6. The Recruit has not been the subject of serious discipline (defined as any suspension, demotion, termination or disciplinary transfer) in any public law enforcement or related employment or volunteer work;

7. The Recruit is not disqualified during the Department's background investigation, psychological exam, or medical exam at the time of his/her initial hire;

8. The Recruit passes an interview at the time the opening arises, if applicable;

9. The Recruit passes or meets any other POST-mandated or Department mandated selection criteria that are in effect at the time the opening arises;

10. The Chief of Police determines the Recruit would be suitable for the vacant police officer position.

Section IV. Recruit's Obligations. The Recruit agrees to:

A. Obtain the necessary pre-service education and training and register for and take the POST test as soon as possible after qualifying to do so; and

B. Complete the items listed in Section III(A)(1-5) and Section III(C)(3-9); and

C. Commit to three (3) years of continuous service as a full-time Redwood Falls Police Officer; and

D. Return all city-issued equipment (uniforms, badges, name tags, ID cards, and other identification items) upon leaving the employment of the City; and

E. Reimburse the City for any assistance for allowable expenses received through this Agreement if they voluntarily leave employment prior to the fulfillment of three (3) years of continuous service as a full-time Redwood Falls Police Officer.

Section V. Termination.

A. The City may terminate the Recruit for any of the following reasons:

1. Poor job performance or inappropriate work habits as defined by and in the sole discretion of the Department and the Chief of Police; or

2. Conduct by the Recruit, either on-duty or off-duty, which makes him/her unsuitable for a police officer position, as defined by and in the sole discretion of the Department and the Chief of Police; or

3. Incompetence at implementing essential police skills, as determined by the Department and the Chief of Police; or

4. Inability to work and communicate effectively with the public, as determined by the Department and the Chief of Police; or

5. Any firearm safety violations; or

6. Unsafe or illegal driving in a city-owned vehicle; or

7. Criminal conduct or violation of traffic laws on-duty or off-duty; or

8. Becoming the subject of an adverse peace officer license action by the Minnesota POST Board; or

9. Inappropriate disclosure of confidential information; or

10. Revocation or suspension of Recruit's peace officer license due to violations of any Minnesota Statutes or POST board rules.

B. Upon termination, the Department will pay the Recruit compensation for hours worked through the effective date of termination. The Recruit will not be paid any other compensation, including severance pay or payment for unused sick time or vacation leave.

Section VI. General Provisions.

A. This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

B. This Agreement may only be amended by written mutual consent of the City and the Recruit.

This Agreement shall be governed by, construed, and enforced in accordance with the laws of Minnesota.

D. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

E. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach or failure to comply with any other provision of this Agreement.

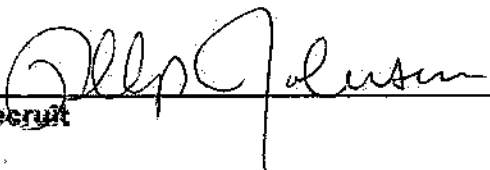
F. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF the Parties have caused this Agreement to be approved on the date above.

City of Redwood Falls, Minnesota

By: _____
Its Mayor

And _____
Its City Administrator



Recruit
By:



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

tdammann@ci.redwood-falls.mn.us

AGENDA MEMO

Meeting Date: April 21, 2026

Agenda Item: Ordinance No. 104, Fourth Series – Proposed Zoning Amendments to the Unified Development Ordinance for Portable Storage/Shipping Containers

Recommendation/Action Requested: Read the proposed ordinance or make a motion to waive the first reading of the ordinance. Discuss the proposed ordinance. If there are no concerns, proposed ordinance will be discussed again at the next Council Meeting on May 5, 2026, with a request for approval by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: The City of Redwood Falls has the authority to adopt an ordinance pursuant to Minn. Stat. Sec. 462.357, allowing a local unit of government to adopt zoning regulations for the purpose of promoting the public health, safety, morals, and general welfare by regulating on the earth's surface, in the air space above the surface, and in subsurface areas, the location, height, width, bulk, type of foundation, number of stories, size of buildings and other structures and the uses of buildings and structures for trade, industry, residence, recreation, public activities, or other purposes, and the uses of land for trade, industry, residence, recreation, and agriculture.

Ordinance No. 104 creates a new chapter in the Unified Development Ordinance for the regulation of portable storage/shipping containers. The goal of the ordinance is to provide for the public health, safety, and general welfare of the community and its people through the establishment of standards to ensure that portable storage/shipping containers are used for the short-term, temporary storage and transport of personal property; are not used as accessory buildings; and do not impede vehicular access, traffic flow or circulation, or create public safety hazards.

On April 14, 2026, after published notice in the Redwood Gazette on April 2nd, a public hearing was held by the Planning Commission to discuss Ordinance No. 104, Fourth Series. After the hearing, the Planning Commission adopted the Findings of Fact found in Section 2 of Ordinance No. 104 and recommended approval of Ordinance No. 104.

Attachment: Ordinance No. 104, Fourth Series

ORDINANCE NO. 104, FOURTH SERIES

**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT
ORDINANCE, 2014 EDITION, AS PROVIDED IN §14.04 OF THE
REDWOOD FALLS CITY CODE, FOR THE PURPOSE OF REGULATING
THE USE OF PORTABLE STORAGE/SHIPPING CONTAINERS
WITHIN THE CITY OF REDWOOD FALLS**

THE CITY COUNCIL OF REDWOOD FALLS DOES ORDAIN:

SECTION 1. PURPOSE.

WHEREAS, pursuant to State Statute §462.357 which enables cities to enact land use plans through zoning ordinances, a certain document, one (1) copy of which is on file in the office of the City Administrator of the City of Redwood Falls, being marked and designated as the Unified Development Ordinance, 2014 Edition, was adopted, after public hearing, as the Unified Development Ordinance of the City of Redwood Falls, State of Minnesota by Ordinance No. 44, Fourth Series, on November 7, 2014 by the City Council of Redwood Falls. The Unified Development Ordinance of the City of Redwood Falls, State of Minnesota, was adopted for regulating and governing zoning ordinances for the purpose of promoting public health, safety and the general welfare; for the future layout and landscape of the City for years to come; for the development or preservation of open space; for the redevelopment and revival of existing properties; and to develop future plans for harmonious and healthy land use patterns that are consistent with the goals of the City's Comprehensive Plan; and

WHEREAS, after public hearing, Ordinance No. 90, Fourth Series, adopted on May 21, 2024, adopted the Unified Development Ordinance, 2014 Edition, of the City of Redwood Falls with amendments to sections 7.18, 7.20, and 7.24, modifying, zoning, performance standards, and use designations for pools, residential accessory structures, and solar energy systems; and

WHEREAS, the Unified Development Ordinance, 2014 Edition, shall continue and remain adopted as the Unified Development Ordinance of the City of Redwood Falls, State of Minnesota. The Unified Development Ordinance, 2014 Edition, shall remain on file in the office of the City Administrator of the City of Redwood Falls, is hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance with amendments as noted below; and

WHEREAS, the Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Redwood Falls, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good; and

WHEREAS, The purpose of this Chapter is to provide for the public health, safety, and general welfare of the community and its people through the establishment of standards to ensure that portable storage/shipping containers as defined herein are used for the short-term, temporary storage and transport of personal property; are not used as accessory buildings; and do not

impede vehicular access, traffic flow or circulation, or create public safety hazards. It is the intent of this Ordinance that portable storage/shipping containers be placed on private property.

SECTION 2. That after a public hearing and review of all the evidence pertaining to the request to amend the Unified Development Ordinance, 2014 Edition, as referenced in Section 7, the City Council of the City of Redwood Falls makes the following:

FINDINGS OF FACT

1. The amendments are consistent with the applicable policies of the City's Comprehensive and Land Use Plan.
2. The amendments do not propose to change the zoning classification of a particular property.
3. The amendments are in the best interest of the public as they promote orderly development and are not solely for the benefit of a single property owner.

SECTION 3. CONFLICT AND REPEAL. That any and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. SEVERABILITY. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Redwood Falls City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that anyone or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. APPLICATION. That nothing in this ordinance or in the Unified Development Ordinance hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 6. That Chapter 14, Section 14.01 of the Redwood Falls City Code continue to read as follows:

"SEC. 14.01. UNIFIED DEVELOPMENT ORDINANCE. The Unified Development Ordinance, 2014 Edition, is hereby adopted by reference as though set forth verbatim herein. One copy of said Code shall be marked CITY OF REDWOOD FALLS-OFFICIAL COPY and kept on file in the office of the City Administrator and open to inspection and use by the public."

SECTION 7. That Chapter 14, §14.04 of the Redwood Falls City Code be amended to read as follows:

~~**SEC. 14.04 [RESERVED]**~~

"SEC. 14.04. AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE. *The Unified Development Ordinance, 2014 Edition, as adopted on November 7, 2014, April 6, 2021, May 21, 2024, and January 2, 2025, by reference as though set forth verbatim in §14.01, §14.02, and §14.03 is hereby amended to read as follows:*

1. Chapter 18 PORTABLE STORAGE/SHIPPING CONTAINERS

ARTICLE 1. GENERAL PROVISIONS

18.01 Purpose

This chapter is established for the purpose of protecting the public health, safety, and general welfare of the community and its people through the establishment of standards to insure that portable storage/shipping containers as defined herein are used for the short-term, temporary storage and transport of personal property; are not used as accessory buildings; and do not impede vehicular access, traffic flow or circulation, or create public safety hazards within the legal boundaries of the City of Redwood Falls through the use of zoning requirements, and land use designations and restrictions.

18.02 Definitions

For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- (A) The term “Containers” includes but is not limited to portable storage units, shipping containers, pods, Conex, cargo/freight container, reefer, and dry van. The term may be used interchangeably within this ordinance.
- (B) The term “Permanent” means a period of time that exceeds six (6) months.
- (C) The term “Portable Storage Unit” means a storage unit or container designed, constructed, or reconstructed to be capable of movement via towing, hauling or attachment to a vehicle from one site to another and designed to be used without a permanent foundation for storage or shipment of household goods, wares, building materials or merchandise. Portable storage units shall include semi-trailers and similar units which are being used for storage rather than transport.
- (D) The term “Shipping Container” means an article of transport equipment which falls into any of the following categories:

- 1) Originally, specifically or formerly designated for or used in the parking, shipping, movement, transportation, or storage of freight, articles, goods, or commodities; and/or,
 - 2) Designed for or capable of being mounted or moved on a rail car, or mounted on a chassis or bogie for movement by a truck trailer, or loaded on to a ship; and/or
 - 3) A prefabricated metal structure designed for use as an individual shipping container or a metal structure designed and built for the use as an enclosed truck trailer.
- (E) The term “Temporary” means a period of time that does not exceed six (6) months.

ARTICLE 2. REQUIREMENTS

18.03 Zoning and Use

(A) Containers may not be placed, stored, or used permanently or temporarily on any property zoned for residential use (including the R-1, R-2, R-3, R-4, and R-R districts). Containers with alterations, such as cosmetic or structural changes done in order for the container to appear more like a typical accessory building or accessory structure are not allowed.

(B) Containers may be placed and used on property in any other zoning district, other than residential districts, for temporary storage. A maximum of one (1) container shall be allowed on the property for no more than six (6) months.

18.04 General Regulations and Use Standards

The following regulations shall apply to all Containers within City Limits:

- (A) Containers shall not be stacked on one another.
- (B) Containers shall not be used for human habitation or commercial purposes, and shall not be provided with refrigeration, heating, electricity or plumbing.
- (C) Refuse and debris shall not be stored in, against, on or under the container.
- (D) Containers may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district.
- (E) Containers shall not block, obstruct, or reduce in any manner any required exits, windows, vent shafts, parking spaces, and/or access driveways.
- (F) Containers shall comply with all applicable building and fire code regulations.
- (G) Containers shall be placed on an impervious surface, consisting of asphalt, concrete, brick, or cement pavers, and be located a minimum of fifteen (15) feet from the edge of the street.

- (H) Containers shall be structurally sound, stable, and in good repair. Any container that becomes unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property. The City shall provide notice to the owner of the property where the container is located of any condition in violation of this section. After notice to the property owner, any cargo container stored or kept in such a manner deemed a dangerous condition and a public nuisance as determined by the City may be immediately removed by the City. Any cost or expense associated with the removal shall be the responsibility of the property owner where the container is located.
- (I) No container shall be used to store any illegal or hazardous material.
- (J) Other than ownership identification, no advertising sign shall be attached to a portable storage/shipping container.

18.05 Exceptions

The following containers are exempt from this ordinance:

- (A) Containers for sale or rent or awaiting service that are located on premises owned or leased by a person or business legally engaged in the sale, rental, or service of Portable Storage Units.
- (B) Semi-Trailers that are licensed and road-ready, that are in compliance with all other parking requirements of the Uniform Development Ordinance and City Code.
- (C) Properly licensed fish houses, properly licensed and road-ready recreational vehicles and trailers, and accessory structures that are in compliance with all other requirements of the Uniform Development Ordinance and City Code.
- (D) Containers which are contained within a building.
- (E) Containers that are actively being unloaded and will be located on private property for 7 days or less.
- (F) Containers that are actively being used as part of a City permitted construction project.

ARTICLE 3. VIOLATIONS AND PENALTIES

18.06 Current Violations

Containers located within the listed zoning districts prior to the effective date of this ordinance are considered illegal. All property owners within the City shall have twelve (12) months from the effective date of this ordinance to bring the properties, which currently hold containers that are in violation of the terms of this Chapter, into full compliance with the provisions of this Chapter.

18.07 Penalties

Any person, firm, or corporation who shall violate or refuse to comply with any of the provisions of this Chapter shall be guilty of a misdemeanor as punishable by a fine not to exceed

\$1,000 or imprisonment for not more than 90 days, or both, plus the costs of prosecution in either case except as otherwise stated in specific provisions hereof. Each day a violation is permitted to exist shall constitute a separate offense.

18.08 Public Nuisance

(A) The delivery, placement, and maintenance of Containers in violation of this Chapter is declared to be a public nuisance affecting peace and safety because it: 1) obstructs views on streets and private property; 2) creates cluttered and otherwise unsightly areas; 3) prevents the full use of residential streets for residential parking; 4) introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited; 5) decreases adjoining landowners' and occupants' use and enjoyment of their property and neighborhood; and 6) otherwise adversely affects property values and neighborhood patterns.

(B) Any criminal penalty notwithstanding, the City of Redwood Falls may determine a Container delivered, placed, or maintained in violation of this Chapter to be a public nuisance affecting peace and safety and order the nuisance abated pursuant to Section 10.69 of the Redwood Falls City Code of Ordinances. The cost of enforcement, removal, and disposal shall be a lien against the subject real property as provided by City Code Section 10.69, Subd. 7, as it may be amended from time to time, but the assessment shall be payable in a single installment.

SECTION 8. EFFECTIVE DATE. That this Ordinance becomes effective from and after its passage and publication of its adoption and reference that a printed copy of the Unified Development Ordinance is available for inspection by any person during regular office hours at the office of the City Administrator.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls, Minnesota this 5th day of May, 2026.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

Subscribed and sworn to before me this
5th day of May 2026.

Notary Public

Introduction: 04/21/2026
Posting:
Adopted: 05/05/2026
Approval Published:



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

Meeting Date: April 21, 2026

AGENDA RECOMMENDATION

Agenda Item: Resolution No. 29 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 no concerns, adopt proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

Summary/Overview: In the past, the airport has received expiring funds from other airports for current projects and then transferred new entitlement funds back. This resets the 5-year, use-it or lose-it clock of the lending airport. The proposed agreement with Pine River will allow the transfer of airport entitlement dollars in the amount of \$300,000.00 from the City of Pine River to the Redwood Municipal Airport for use on the 2026 airport improvements. The transfer will be repaid back to Pine River by May 01, 2028, utilizing 2026 and 2027 entitlement allocations from the FAA.

It is a unique and useful feature to keep allocated federal funding in the state, rather than allowing them to expire and be sent back to the nationwide funding pool. This also prevents the FAA from penalizing the state on future allocations where they track that funding was sent back so therefore the state will need less going forward. Staff recommends approval of the resolution and agreement.

Attachments: Resolution No. 29 of 2026
Pine River to Redwood Falls Transfer/Repayment Agreement

RESOLUTION NO. 29 OF 2026

**AUTHORIZATION TO EXECUTE
TRANSFER AND REPAYMENT
AGREEMENT OF FEDERAL ENTITLEMENT FUNDS**

WHEREAS, the City of Redwood Falls is resolved to the following: That the transfer and repayment agreement of Federal Entitlement funds between the City of Pine River, MN and the City of Redwood Falls on behalf of the Redwood Falls Municipal Airport is accepted; and

WHEREAS, the City of Redwood Falls seeks Federal Entitlement Funds for the 2026 Airport Improvement Projects; and

WHEREAS, the City of Pine River is willing to transfer \$300,000.00 of its Federal Entitlement funds by May 1, 2026, to help complete the projects; and

WHEREAS, the City of Redwood Falls agrees to return to the City of Pine River \$300,000.00 of Federal Entitlement dollars no later than May 1, 2028; and

FURTHER, that the Mayor and/or City Administrator are authorized to execute this Agreement and any subsequent FAA required transfer forms or repayment agreements on behalf of the City of Redwood Falls.

PASSED AND ADOPTED by the City Council of the City of Redwood Falls this 21st day of April 2026.

ATTEST:

Keith Muetzel
City Administrator

Tom Quackenbush
Mayor

(City Seal)

**AGREEMENT BETWEEN THE CITY OF REDWOOD FALLS, MINNESOTA
AND
THE CITY OF PINE RIVER, MINNESOTA**


- I. This document is memorialization of the Agreement between city of Pine River and the city of Redwood Falls that city of Pine River does hereby authorize \$300,000 of Federal Entitlement dollars, earmarked for the city of Pine River, be transferred to the city of Redwood Falls for its use at the Redwood Falls Municipal Airport, subject to the following conditions:

- II. City of Pine River agrees to sign and file FAA Form 5100-110 "Request for FAA Approval of Agreement for Transfer of Entitlements" (Order 5100.38D) with the U.S. Department of Transportation, Federal Aviation Administration. This action will finalize the above-stated transfer of Federal Entitlement dollars. However, in full consideration of this agreement, the city of Redwood Falls agrees to return to the city of Pine River \$300,000 of Federal Entitlement dollars earmarked for the Redwood Falls Municipal Airport no later than May 1, 2028.

- III. All parties acknowledge that this agreement is in full consideration, which will allow for \$300,000 of Federal Entitlement dollars to be transferred to the city of Redwood Falls on or about May 1, 2026.

This agreement is fully stated and cannot be cancelled, modified, or in any way changed without the express written permission of both parties.

Keith Muetzel
City Administrator
City of Redwood Falls, MN


Nicole Coler
City Clerk/Treasurer
City of Pine River, MN



Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: City of Pine River

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Pine River Regional Airport (PWC)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Nonprimary	2024	\$ 87,851.00
Nonprimary	2025	\$ 150,000.00
Nonprimary	2026	\$ 62,149.00
Total		\$ 300,000.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Redwood Falls Municipal Airport (RWF)

Name of Receiving Airport's Sponsor: City of Redwood Falls

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 12/31/2030 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 13TH day of April, 2026


Name of Sponsor: City of Pine River

Name of Sponsor's Authorized Official: Nicole Coler

Title of Sponsor's Authorized Official: Clerk/Treasurer

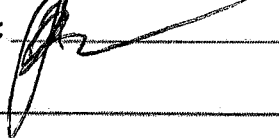
Signature of Sponsor's Authorized Official: 

Certificate of Transferring Sponsor's Attorney

I, , acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of . Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at (City, State),

this 13 day of April, 2026

Signature of Sponsor's Attorney: 



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

Meeting Date: April 21, 2026

AGENDA RECOMMENDATION

Agenda Item: Library Addition and Renovation Project, Change Order No. 1

Recommendation/Action Requested: Staff is recommending the approval of “Change Order (CO) No. 1” for the addition of code required exterior fire department connection and related check valve with backflow preventer. Approval will allow the City Administrator to execute the CO.

Summary/Overview: Change Order No. 1 is being presented due to the discovery of the missing external connection during field verification of the current fire suppression system and tie-in for the new library addition. The connection was omitted with the original library construction.

Attachments: Change Order No. 1
C.O. No. 1
Letter of Documentation and Support; Andy Engan, Principal AME/slh



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
855.01 Redwood Falls Public Library
Redwood Falls MN

CONTRACT INFORMATION:
Contract For:
Date: October 21, 2025

CHANGE ORDER INFORMATION:
Change Order Number: 1
Date: April 10, 2026

OWNER: *(Name and address)*
City of Redwood Falls
333 S. Washington St.
Redwood Falls, MN 56201

ARCHITECT: *(Name and address)*
Engan Associates, P.A.
311 4th Street SW
Willmar, MN 56201

CONTRACTOR: *(Name and address)*
Breitbach Construction Co., Inc.
802 1st Avenue
Elrosa, MN 56325

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

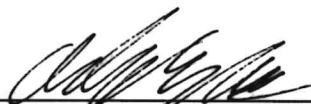

Changes related to PR#1 \$20,793.05

The original Contract Sum was	\$ 4,394,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 4,394,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 20,793.05
The new Contract Sum including this Change Order will be	\$ 4,414,793.05

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

 <hr/> ARCHITECT <i>(Signature)</i>	 <hr/> CONTRACTOR <i>(Signature)</i>	<hr/> OWNER <i>(Signature)</i>
Andrew Engan, Principal <i>(Printed name, title, and license number if required)</i>	Jacob Weller, Project Manager <i>(Printed name and title)</i>	<hr/> <i>(Printed name and title)</i>
April 10, 2026 <hr/> <i>Date</i>	4-10-26 <hr/> <i>Date</i>	<hr/> <i>Date</i>

REDWOOD FALLS LIBRARY CO #1

WORK CHANGE PROPOSAL BREAKDOWN

Contractor/ Vendor RFP Number	N/A	Date:	04.03.2026
Architects PR Number			
RFI Item Number	003	RFP Item Description	Backflow and FDC Addition
Project Name	Redwood Falls Library		
Bid Package Number:	21 - Fire Sprinkler	Construction Manager at Risk:	Breitbach Construction
Contract/ Vendor Name:	The Fire Group Inc.	Project Architect:	

Contract Time Extension Requested?	Yes/ No?	No
	No. of Calendar Days?	0

BRIEF DESCRIPTION OF WORK: (INCLUDE JUSTIFICATION AND REASONING FOR ALL COSTS AS PRESENTED BELOW)

Provide labor and material for the addition of the fire department connection (FDC) according to NFPA 13 code. This line will be installed from the existing riser up into the attic and drop down in the south west corner of meeting room B 104A. Soffits or bulk heads to be completed by others.

Provide labor and material for the additon for backflow protection according to 2024 IPC code.

SELF-PERFORMED WORK ITEMS

LABOR			LABOR	MATERIAL	EQUIP.	TOTALS
LABOR ITEM	LABOR HOURS	LABOR RATE				
2 Man Crew	60	84	\$ 5,040.00			\$ 5,040.00
Engineering	4	52	\$ 208.00			\$ 208.00
Total - Labor Costs						\$ 5,248.00

MATERIAL					
MATERIAL ITEM	QUANTITY	UNIT PRICE			
4" Deringer backflow	1	3175	\$ 3,175.00		\$ 3,175.00
120 V Horn/Stobe	1	135	\$ 135.00		\$ 135.00
FDC Connection	1	175	\$ 175.00		\$ 175.00
4" Check Valve	1	482	\$ 482.00		\$ 482.00
4" Blk Sch 10 pipe	147	9.95	\$ 1,462.65		\$ 1,462.65
4" 009 Groove Couplings	42	29.35	\$ 1,232.70		\$ 1,232.70
4" Groove Fittings	12	39.4	\$ 472.80		\$ 472.80
Hanger Attachments	15	3.5	\$ 52.50		\$ 52.50
Subtotal of Bare Material Costs			\$ 7,187.65		\$ 7,187.65
Sales Tax		7.2%	\$ 517.51		\$ 517.51
Total - Material Costs					\$ 7,705.16

EQUIPMENT					
EQUIPMENT ITEM	Quantity	Price			
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
Total - Equipment Costs					\$ -
TOTAL - SELF PERFORMED WORK			\$ 5,248.00	\$ 7,705.16	\$ -
Overhead 5% and Profit 5% - Self Performed Work (10%)					\$ 1,295.32

SUBCONTRACTOR WORK ITEMS		
Sub Name	Subcontractor Scope of Work	
		\$ -
SUBCONTRACTOR TOTALS		\$ -
Overhead and Profit - Subcontractor Work (6%)		\$ -
MODIFICATION		\$ (0.48)

Total Cost of Change (Self Performed + Subcontract + O/P's)		\$ 14,248.00
TOTAL CHANGE PROPOSAL COST		\$ 14,248.00



QUOTE

Your Total Life Safety Experts

Date: September 22, 2025

To

Low voltage systems Redwood Falls Library Renovation

Fire alarm RFI #1

- Rewiring of waterflow to accommodate sprinkler changes
- 1 monitor module
- Password of the day will be provided by owner +

TOTAL SYSTEM PRICE: \$658.00

- **Taxes included**

Sub Mark up +\$32.90

Total: \$690.90

Proposal Sent by:
Rick Halloran
CEO Twenty4Seven Fire & Security
20 3rd Ave South
St Cloud MN 56301

To accept this quotation, sign here and return: _____

Thank you for your business!

Twenty4Seven Fire & Security 20 32nd Ave South, St Cloud MN 56301 Phone 320-339-5661 rick@twenty4sevenfs.com

Jacob Weller

From: Clint Scherping <clint@bpconstructs.com>
Sent: Thursday, April 2, 2026 8:04 AM
To: Jacob Weller
Subject: RE: Redwood Fall Library Soffit Patch

Jacob-

We could do that for \$4864. If we can do it at the same time as the rest of our work, I could probably drop a little bit off since I wont have to be re-mobilizing.

-Clint w/B&P

From: Jacob Weller <jacobw@bcc-mn.com>
Sent: Wednesday, April 1, 2026 8:57 PM
To: Clint Sherping <clint@bpconstructs.com>
Subject: Redwood Fall Library Soffit Patch


Clint - Would you be able to give me a price to reframe, rock and tape this soffit in the meeting room. We will need to demo this to get a 4 inch line through there for the FDC. Please let me know so I can get pricing completed.

Thank you,



 BCC-MN.COM
 802 1ST. AVE | ELROSA, MN 56325

Breitbach Construction Co.
Jacob Weller | Project Manager

 (320) 262-0889

 Jacobw@bcc-mn.com



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS

shared vision. innovative design.

April 13, 2026

Redwood Falls Public Library
Jim Doering, Public Works Project Coordinator
City of Redwood Falls
333 S. Washington St.
Redwood Falls, MN 56283

RE: **Redwood Falls Public Library – Redwood Falls, MN** (855.01)
Change Order #1

This letter is provided to document and support Change Order #1 for Council review and approval.

During the sprinkler contractors field verification in designing the sprinkler system for the additions and how they tie into the existing system they brought up two items in the existing system that did not meet the new code, the lack of a fire department connection on the exterior and a check valve that prevented the back flow of sprinkler pipe water into the water main. We brought these two items up with City of Redwood Falls Building Inspector/Fire Marshall and they advised that these existing items should be updated as part of this project.

If you have any questions or concerns, or if you simply have additional comments that you wish to make, please contact me at (320) 235-0860, or email me at andy.engan@engan.com.

Andrew Engan, Principal
AME/slh