



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
MAY 5, 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 21, 2026
  - B. April 21, 2026 – Board of Appeal and Equalization
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda** (items approved with one motion)
  - A. Approve Updated Solar Interconnection Rules
  - B. Approve Library Expansion Furniture Purchase
7. **Scheduled Public Hearings**
8. **Old Business**
  - A. Zoning Ordinance Amendments for Portable Storage/Shipping Containers – Ordinance #104
9. **Regular Agenda**
  - A. Updated Red Skye Lofts Property Assessed Clean Energy (PACE) Assessment – Resolution #30
  - B. Summary Publication of Ordinance #104 – Resolution #31
  - C. Agreement for Transfer of Federal Airport Entitlement Funds for 2026 Airport Improvement Projects – Resolution #32
  - D. Business Recruitment Incentive Policy
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 21, 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 21, 2026, at 5:00 p.m.

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

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

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

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the April 7, 2026, minutes as presented. Motion passed by unanimous vote.

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

1. Parade Permit for Dakota Wicohan MMIR Awareness Walk

Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce the Police Officer Recruit Agreement.

Chief Cotner stated 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 of becoming license eligible in the State of Minnesota.

Chief Cotner stated 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 agreements. 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.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve the Police Officer Recruit Agreement with Phil Johnson. Motion passed by unanimous vote.

City Attorney Trenton Dammann introduced 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.

Mr. Dammann stated 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.

Mr. Dammann stated 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.

Mr. Dammann stated 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.

Zoning Administrator Randy Thole was present.

Mr. Thole stated the changes are being suggested following a recent inquiry from a commercial business regarding the use of portable storage/shipping containers in a construction project. City Staff began researching other communities and ordinances in place regarding these types of containers. To be proactive, City Staff feels these ordinances need to be in place to create a clear definition for how and where these portable storage/shipping containers can be used in residential and commercial districts.

A motion was made by Council Member Kerkhoff and seconded by Council Member Guetter to waive the reading of 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. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 29 of 2026 – Authorization to Execute Transfer and Repayment Agreement of Federal Entitlement Funds.

Mr. Doering stated in previous years the airport 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 Falls 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 Federal Aviation Administration (FAA).

Mr. Doering stated it is a unique and useful feature to keep allocated federal funding in the state, rather than allowing it 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 recommend approval of the resolution and agreement.

A motion was made by Council Member Sandgren and seconded by Council Member Arentson to waive the reading of Resolution No. 29 of 2026 – Authorization to Execute Transfer and Repayment Agreement of Federal Entitlement Funds. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve Resolution No. 29 of 2026 – Authorization to Execute Transfer and Repayment Agreement of Federal Entitlement Funds. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced the Library Expansion Project – Change Order #1.

Mr. Doering stated Staff is recommending the approval of “Change Order (CO) No. 1” for the addition of a code required exterior fire department connection and related check valve with backflow preventer. Approval will allow the City Administrator to execute the CO. 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. The change order amount of \$20,793.05 will be paid with project contingency funds already included in the project costs.

A motion was made by Council Member Guetter and seconded by Council Member Kerkhoff to approve the Library Expansion Project – Change Order #1. Motion passed by unanimous vote.

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 5:18 p.m. Motion passed by unanimous vote.

ATTEST:

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Keith Muetzel  
City Administrator

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Tom Quackenbush  
Mayor

MINUTES  
 LOCAL BOARD OF APPEAL AND EQUALIZATION  
 CITY OF REDWOOD FALLS, MINNESOTA  
 TUESDAY, APRIL 21, 2026

Pursuant to due call and notice thereof, the Local Board of Appeal & Equalization Meeting of the City of Redwood Falls was held in the Municipal Building Council Chambers on Tuesday, April 21, 2026, at 6:00 p.m.

Roll call indicated Council Members Denise Kerkhoff, Matt Smith, Larry Arentson, Jim Sandgren, and Shannon Guetter were present. Also present were City Administrator Keith Muetzel, City Attorney Trenton Dammann, Deputy City Clerk Caitlin Kodet, County Assessor Jesse Jacobson, and City Property Appraiser Steve Elzenga.

County Assessor Jacobson certified there was a quorum with a trained member present.

Council President Arentson called the Local Board of Appeal & Equalization Meeting to order.

County Assessor Jacobson stated estimated market values are determined by using the sales that were included in the sales study dates of October 1, 2024, through September 30, 2025. Redwood County uses a Computer-Aided Mass Appraisal (CAMA) system. In the 2025 sales study, there were 64 residential sales and 7 commercial sales. Currently, there have been 16 residential sales in 2026. The median ratio for the current year is 90%. The state's acceptable level is 90-105 percent. The Estimated Market Value changes were determined by the time trend, house grades, residential schedule change county wide, house schedules, land values, sales of properties, and direction from Department of Revenue.

County Assessor Jacobson received an inquiry from Rick Zitzmann, property owner of a vacant lot identified as Parcel ID 88-001-2095 and 318 Westwood Drive (88-508-0320) regarding the valuation for both lots. After further review, Redwood County staff is recommending to reduce the 2026 Estimated Market Value of 318 Westwood Drive from \$16,300 to \$9,400 because the parcel is vacant and not buildable due to the required driveway access. The proposed market value matches the land value per square foot of the adjacent lot with Mr. Zitzmann's primary residence. Redwood County staff is also recommending to reduce the 2026 Estimated Market Value of Parcel ID 88-001-2095 from \$21,800 to \$4,400 due to the topography of the lot. The vacant lot is not buildable, and the proposed value is more in line with other lots of similar uses.

Mr. Zitzmann was not present to discuss the requests.

Rick & Adrienne Zitzmann  
 318 Westwood Drive (Driveway Lot)  
 88-508-0320

2026 EMV =	\$16,300
2026 Recommendation =	\$9,400

Westwood Property Group LLC (c/o Rick Zitzmann)  
 Vacant – No Address  
 88-001-2095

2026 EMV =	\$21,800
2026 Recommendation =	\$4,400

After board discussion, a motion was made by Council Member Sandgren and seconded by Council Member Kerkhoff to adjust the 2026 Estimated Market Value of Parcel ID 88-508-0320 to \$9,400 and adjust the 2026 Estimated Market Value of Parcel ID 88-001-2095 to \$4,400, according to the recommendation of the County Assessor. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to adjourn the meeting at 6:30 p.m. Motion passed by unanimous vote.

ATTEST:

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

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Larry Arentson  
Council President

## AGENDA RECOMMENDATION

**Meeting Date:** May 5, 2026

**Agenda Item:** Approve Updated Solar Power Interconnection Rules

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

**Summary/Overview:**

The newly expanded interconnection rules approved by the Minnesota Public Utilities Commission in 2024 and expanded in 2026, mandate that every electric utility adopt a Technical Specifications Manual (TSM) and Technical Interconnection and Interoperability Requirements (TIIR). These are necessary to be in compliance with the MPUC's rules.

Attached is an overview of the TSM and TIIR. Feel free to reach out if you need additional information.



# **Redwood Falls Public Utilities TECHNICAL SPECIFICATIONS MANUAL (TSM)**

## **Abstract**

The technical specifications manual for interconnection of Distributed Energy Resources with Redwood Falls Public Utilities power system.

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# 1. Introduction

## 1.1 General

The State of Minnesota has adopted technical interconnection and interoperability requirements for distributed energy resources interconnected to the distribution system. These overarching requirements are documented in what is commonly referred to as the State of Minnesota TIIR. This document, the Technical Specification Manual, also referred to as the TSM, is an accompanying document to the TIIR. The TSM will contain additional technical requirements specific to the Area EPS Operator.

Both the TIIR and the TSM are to be used with the adopted interconnection process. For municipal electric utilities in Minnesota, the interconnection process is known as the Municipal Minnesota DER Interconnection Process or M-MIP. Proposed DER interconnections submitted under the M-MIP process shall be designed to comply with the technical requirements listed in the TIIR and Area EPS Operator's TSM.

The TSM is expected to be updated on a regular basis as DER technology and interconnection standards change. Interconnection Customers should confirm they are using the latest TSM version when designing their DER system. This TSM version incorporates the interim technical guidance listed in Annex C of the TIIR.

Substantial changes to existing DER systems, such as capacity additions or inverter changes, are required to be compliant with the latest version of the TIIR and TSM.

## 1.2 Applicability

The TSM document is designed to provide technical requirements for renewable, storage and fossil fuel DER systems specific to the Area EPS Operator. The wide-ranging type of DER systems addressed in the TSM at times may be classified by their certification, or lack thereof, to IEEE 1547-2018. In other locations in the TSM, the DER system may be classified as how the DER system operates with the Area EPS (also known as the utility's distribution system.) The size of the DER system only will affect the type of metering, monitoring and control requirements will be required by the Area EPS Operator.

## 1.3 Solar Systems Less than 40 kW

The majority of the DER interconnection applications the Area EPS Operator receives are sized less than 40 kW and are solar systems with certified inverters. While the entire TSM document applies to all DER systems, solar systems sized less than 40 kW should focus on meeting the requirements of the following sections:

- Section 4.2 – Voltage Active Power Mode



# STATE OF MINNESOTA TECHNICAL INTERCONNECTION AND INTEROPERABILITY REQUIREMENTS

TIIR

## Abstract

The technical requirements for interconnection of Distributed Energy Resources to the distribution system to be used in conjunction with electric utilities' Technical Specification Manuals

Approved by Commission's Order dated January 22, 2020

# 1. Overview

## 1.1 General

Distributed Energy Resources (DER) connected to the electric distribution system span a wide range of sizes and electrical characteristics utilizing technology that is constantly evolving. The design of electrical distribution systems varies widely from that which is required to serve the rural customer to that which is needed to serve the large commercial customer.

The electric distribution system is designed to operate in both normal and contingency configurations. Normal system configurations or normal operation exists when all distribution facilities and equipment are available and fully functional and the Area EPS's switches are in their normal state. Contingency system configuration or contingency operation is the condition in which the failure of a single or multiple element(s) affect the normal operation of the Area EPS or when the Area EPS's switch positions are in the abnormal state. Contingency configurations can arise from electric component failures or from planned maintenance.

The scope of this document, referred to as the Technical Interconnection and Interoperability Requirements (TIIR), is to describe common statewide requirements for interconnection of DER systems with the Area EPS. The Area EPS's specific specifications or technology requirements are detailed with the Area EPS Operator's Technical Specification Manual (TSM). Both the TIIR and the TSM documents are based upon the IEEE 1547 standards and other applicable national standards. The intent of these documents is to provide consumers and installers with a clear set of technical requirements and guide the interconnection of DER systems with the local electrical distribution system using a safe, reliable, and cost-effective design.

With so many variations in Area EPS designs, it becomes complex to create a single set of interconnection requirements that fits all DER interconnection situations. The Area EPS Operator must maintain a level of engineering judgment in order to interconnect the wide range of technologies over a variety of Area EPS and DER characteristics and designs<sup>1</sup>. The Area EPS Operator shall follow applicable industry standards and good utility practice when applying engineering judgment.

This document sets forth statewide technical requirements for DER interconnecting to an Area EPS in the state of Minnesota. The Minnesota statewide TIIR have been established to align with the Area EPS Operators' duty and obligation to plan and operate a distribution system that economically delivers electric power while focusing on safety, reliability, and quality of service.

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<sup>1</sup> Another factor driving the need for engineering judgment is the increasingly varied mixture of legacy DER equipment from different era standards. Currently national standards do not exist to address interconnection engineering considerations that may arise due the mix of current and legacy technology. For example, a portion of the Area EPS with legacy inverters and advanced inverters will respond differently to abnormal conditions when compared to apportion of the Area EPS that contains only advanced inverters. Legacy inverters are grandfathered in under the standards under which they were installed.

Meeting Date: May 5, 2026

## **AGENDA RECOMMENDATION**

**Agenda Item:** Library Expansion Furniture

**Recommendation/Action Requested:** Staff requests approval to purchase additional library furniture for the children's wing. Demco will provide additional shelving, seating, and tables at a cost of \$131,336.41. Jonti Craft will provide the majority of the children's play area and storytime room furniture for \$18,349.63

**Summary/Overview:** Due to the expansion of the library, additional furnishings are needed to fill the space. Staff requests approval of purchase requests from Demco, which will provide the majority of the book shelving, and from Jonti Craft, which will provide most of the children's play area and storytime room furniture.

Staff obtained quotes from Demco, Jonti Craft, and AGATI for Library furnishing. All three quotes were reviewed and product selection was made from Demco and Jonti Craft. Approval of this purchase is contingent upon approval from the Redwood Area Library Foundation.

**Attachments:**

Demco purchase order quote

Jonti Craft purchase order quote

# Redwood Falls Public Library - Library Expansion



4810 Forest Run Road  
Madison WI 53708-8548  
fax 800.730.8094

**Project ID: D5040085**

<b>FOR:</b> Connie Lechner Email: null Phone: 5076167420	<b>SALES REP:</b> Emily Wagner Email: emilyw@demco.com Phone: 608-906-7252 Fax:	<b>PROJECT COORDINATOR:</b> Lee Gumienny Email: leeg@demco.com Phone: 608.415.4989 Fax:	<b>QUOTE ID:</b> T6117051 <b>QUOTE VERSION/TYPE:</b> Version 06 <b>QUOTE ISSUE DATE:</b> 04/27/2026 <b>QUOTE EXPIRATION DATE:</b> 05/27/2026
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## ROOM: 01 ROOM

<u>Line #</u>	<u>Tag</u>	<u>Product #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount %</u>	<u>Discount Unit Price</u>	<u>Extended Price</u>
1.00	BT1	19000410	4	\$3,152.52		\$3,152.52	\$12,610.08
		<b>Description:</b> JSI Caav Mod Lounge 2-Seat w/44"H Screen <b>Notes:</b> SEAT UPH - CFS FUSE SLATE (GRA   DE C)   SCREEN UPH - CFS FUSE CHARCOAL   (GRADE C)   WOOD - PILSNER					
2.00	L8	13836600	2	\$1,529.94		\$1,529.94	\$3,059.88
		<b>Description:</b> JSI Indie Single Seat Low Lounge 27Hx27Wx36D-Gr C <b>Notes:</b> UPH - CFS FUSE CHIVE (GRADE C)					
		<b>Options:</b>					
		Wood Finish <input checked="" type="checkbox"/> Pilsner on Maple					
		Vinyl Color <input checked="" type="checkbox"/> SEE LINE NOTES					

3.00	L9	13726580	2	\$2,067.12	\$2,067.12	\$4,134.24
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**Description:** KI Sway Chair Arctic White Frame 41-3/4"x33"x32-1/2"

**Options:**

Glide type	<input checked="" type="checkbox"/>	Nylon
Back/Seat Vinyl	<input checked="" type="checkbox"/>	Zizania Indigo/white shell

4.00	O1	13655550	1	\$879.12	\$879.12	\$879.12
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**Description:** Beach Stone Seat A Grade E 12-1/2" x 26-3/4" x 28-3/4"

**Options:**

Vinyl color	<input checked="" type="checkbox"/>	Avant Bristol Blue Vinyl
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5.00	O2	13655560	1	\$861.52	\$861.52	\$861.52
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**Description:** Beach Stone Seat B Grade E 14-1/2" x 23" x 26-1/2"

**Options:**

Vinyl color	<input checked="" type="checkbox"/>	Avant Water Vinyl
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6.00	O3	13655580	1	\$905.52	\$905.52	\$905.52
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**Description:** Beach Stone Seat C Grade E 16-1/2" x 25-1/2" x 22-1/4"

**Notes:** UPH - AVANT SAGE

**Options:**

Vinyl color	<input checked="" type="checkbox"/>	SEE LINE NOTES
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7.00	S6	13617240	4	\$2,982.34	\$2,982.34	\$11,929.36
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**Description:** ColorScape 6-Bin Mobile Book Browser 30"H x 41-1/2"W x 28"D

**Options:**

Inside Color 1	<input checked="" type="checkbox"/>	Limeade
Inside Color 2	<input checked="" type="checkbox"/>	Limeade
Wood Species	<input checked="" type="checkbox"/>	Sterling Ash Laminate
Back Panel Color	<input checked="" type="checkbox"/>	Sunken Treasure

8.00	S7	13830890	58	\$738.74	\$738.74	\$42,846.92
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**Description:** DEMCO DF Integral-back Steel Shelving 66"Hx24" Adj 24" Base

**Options:**

Paint Color	<input checked="" type="checkbox"/>	Gray Mist
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9.00	S7b	13831120	116	\$26.31	\$26.31	\$3,051.96
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**Description:** DEMCO Bracket Pair for Wood Canopy Tops

**Options:**

Paint Color	<input checked="" type="checkbox"/>	Gray Mist
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10.00	T5	19000430	2	\$2,034.90	\$2,034.90	\$4,069.80
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**Description:** JSI Caav Lounge Work Table Rectangular 50"

**Notes:** HPL TOP - PILSNER | BASE - MATTE BLACK

11.00	CT1	70003881	4	\$1,572.94	\$1,572.94	\$6,291.76
		<b>Description:</b>	Demco Steel 1-1/8 Canopy 3mm 360-15/32Lx24-1/2 4pc MPL			
		<b>Notes:</b>	HPL - Sterling Ash			
12.00	CT2	70002899	2	\$893.54	\$893.54	\$1,787.08
		<b>Description:</b>	Demco Steel 1-1/8 Canopy 3mm 216-9/32Lx24-1/2 2pc MPL			
		<b>Notes:</b>	HPL - Sterling Ash			
13.00	CT3	70002897	1	\$781.74	\$781.74	\$781.74
		<b>Description:</b>	Demco Steel 1-1/8 Canopy 3mm 144-3/16Lx24-1/2 2pc MPL			
		<b>Notes:</b>	HPL - Sterling Ash			
14.00	CT4	70002895	1	\$360.34	\$360.34	\$360.34
		<b>Description:</b>	Demco Steel 1-1/8 Canopy 3mm 72-3/32Lx24-1/2 1pc MPL			
		<b>Notes:</b>	HPL - Sterling Ash			
17.00	EP1	70002908	16	\$258.64	\$258.64	\$4,138.24
		<b>Description:</b>	Demco Steel 1" End Panel 3mm 67-1/2Hx25 DF 12"/12" MPL			
		<b>Notes:</b>	HPL - Sterling Ash			

## Installation Services

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
18.00	00001090	Services for Project Mgmt. Delivery and Installation

### Options:

Loading Dock?	<input checked="" type="checkbox"/>	No,loading dock does not exist at site
Special Loading Doc Info?	<input checked="" type="checkbox"/>	NA
What floor of bldg deliver to?	<input checked="" type="checkbox"/>	1
Elevator available to use/size	<input checked="" type="checkbox"/>	Not Applicable
Stair carry necessary?	<input checked="" type="checkbox"/>	NA
Doorway sizes	<input checked="" type="checkbox"/>	Yes, All doorways are 36"W or more
Special Doorway Info?	<input checked="" type="checkbox"/>	NA
Debris Removal?	<input checked="" type="checkbox"/>	Yes, removal all debris from site
Prevailing Wages ?	<input checked="" type="checkbox"/>	Yes, Prevailing Wage Rates Required
Addl Prevailing Wage Info?	<input checked="" type="checkbox"/>	TBD
Customer SITE	<input checked="" type="checkbox"/>	TBD
CONTACT Name?		
Customer SITE	<input checked="" type="checkbox"/>	TBD
CONTACT Phone#		
How many trips to install?	<input checked="" type="checkbox"/>	Single Trip for All Items
Std Work Hours 8a-5p M-F	<input checked="" type="checkbox"/>	Yes
Shelving - Wall/Floor Mnt?	<input checked="" type="checkbox"/>	Yes, secure shelving to walls
Wall Types? Drywall, Concrete,	<input checked="" type="checkbox"/>	Drywall
Layout for Installers Required	<input checked="" type="checkbox"/>	Yes
Safety Equip/Protocol 4 Crew?	<input checked="" type="checkbox"/>	NA
No elec/phone/cable work incl.	<input checked="" type="checkbox"/>	Crews will not handle any elec/phn/cable connectio

Exist.furniture not  
included

Crew will not move/dispose/relo any existing furni

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

<b>Sub Total</b>	\$97,707.56
<b>Shipping</b>	\$7,378.85
<b>Other Services</b>	\$26,250.00
<b>Tax</b>	TAX EXEMPT
<b>GRAND TOTAL</b>	<hr/> \$131,336.41

**Quote ID:** T6117051

**Shipping & Delivery Options** *If this quote includes options, they are based on the following list, (note: shipping options may only apply to certain shipments):*

<b>Billing Information</b>	<b>Shipping</b>	<b>Customer Contact</b>	<b>Designer</b>
Redwood Falls Public Library 509 S Lincoln St Redwood Falls, MN, 56283  Bill Contact:  507-637-8650	Connie Lechner Redwood Falls Public Library 509 S Lincoln St Redwood Falls MN 56283-1645	Connie Lechner 507.616.7420 clechner@ci.redwood-falls.mn.us	Rachael Neitzel Drawing ID:

**Signature that authorizes Demco to place this order:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Project: Redwood Falls Public Library  
Room: Children's Wing Addition  
Project ID: 6195-032525-MJL

**Jonti-Craft® Product List**

Item #	Description	Qty	List EA	Ext. List	Cost EA	Ext. Cost	Website Link
0264JC	Jonti-Craft® Unit Blocks Set - Starter	1	\$649.99	\$649.99	\$325.00	\$325.00	<a href="#">0264JC</a>
0285JC	Jonti-Craft® Sensory Table	1	\$629.99	\$629.99	\$315.00	\$315.00	<a href="#">0285JC</a>
0358JC	Jonti-Craft® Mobile Block Shelf	1	\$489.99	\$489.99	\$245.00	\$245.00	<a href="#">0358JC</a>
0503JC	Jonti-Craft® Traditional Doll High Chair	1	\$149.99	\$149.99	\$75.00	\$75.00	<a href="#">0503JC</a>
0654JC	Jonti-Craft® 4 Way Adjustable Easel	1	\$754.99	\$754.99	\$377.50	\$377.50	<a href="#">0654JC</a>
07170JC	Jonti-Craft® Low Combo Mobile Storage Unit - with Clear Trays	2	\$664.99	\$1,329.98	\$332.50	\$664.99	<a href="#">07170JC</a>
0767JC	Jonti-Craft® Wall Mount Coat Rail - 7 Hooks	3	\$94.99	\$284.97	\$47.50	\$142.49	<a href="#">0767JC</a>
1336JC	Jonti-Craft® Jumbo Tote Storage with Clear Jumbo Totes + Lids	1	\$794.99	\$794.99	\$397.50	\$397.50	<a href="#">1336JC</a>
1711JC	Modern® Play Kitchen 4 Piece Set	1	\$2,429.99	\$2,429.99	\$1,215.00	\$1,215.00	<a href="#">1711JC</a>
1739JC	Modern® Play BBQ Grill	1	\$659.99	\$659.99	\$330.00	\$330.00	<a href="#">1739JC</a>
2381JC	Jonti-Craft® Dream Cube - with Cushions	1	\$2,079.99	\$2,079.99	\$1,040.00	\$1,040.00	<a href="#">2381JC</a>
2638JC	Jonti-Craft® Workbench with Drawer	1	\$1,379.99	\$1,379.99	\$690.00	\$690.00	<a href="#">2638JC</a>
3305JC	Jonti-Craft® Media Cart - Lockable	1	\$704.99	\$704.99	\$352.50	\$352.50	<a href="#">3305JC</a>
3709JC	Jonti-Craft® Magnetic STEM Board	1	\$359.99	\$359.99	\$180.00	\$180.00	<a href="#">3709JC</a>
3729JC	Jonti-Craft® STEM Mobile Creativity Board	1	\$559.99	\$559.99	\$280.00	\$280.00	<a href="#">3729JC</a>
3771JC	Jonti-Craft® Komfy Chair	2	\$654.99	\$1,309.98	\$327.50	\$654.99	<a href="#">3771JC</a>
3775JC	Jonti-Craft® Komfy Living Room 4 Piece Set	1	\$1,934.99	\$1,934.99	\$967.50	\$967.50	<a href="#">3775JC</a>
37680JC	Jonti-Craft® Read-a-Round 3 Piece Set - Blue	1	\$2,494.99	\$2,494.99	\$1,247.50	\$1,247.50	<a href="#">37680JC</a>
37880JC2	Jonti-Craft® Read-a-Round Island - Key Lime	2	\$1,149.99	\$2,299.98	\$575.00	\$1,149.99	<a href="#">37880JC2</a>
3932JC	Jonti-Craft® Open Storage with Beveled Front	1	\$729.99	\$729.99	\$365.00	\$365.00	<a href="#">3932JC</a>
40260JC	Jonti-Craft® 25 Tub Mobile Storage - with Clear Tubs	2	\$1,274.99	\$2,549.98	\$637.50	\$1,274.99	<a href="#">40260JC</a>
57440JC	Jonti-Craft® KYDZ Building Table - Traditional Brick Compatible - with Clear Tubs	1	\$574.99	\$574.99	\$287.50	\$287.50	<a href="#">57440JC</a>
5751JC	Jonti-Craft® Activity Table	1	\$484.99	\$484.99	\$242.50	\$242.50	<a href="#">5751JC</a>
5912JC	Jonti-Craft® KYDZ Ladderback Chair - 12 Height	4	\$159.99	\$639.96	\$80.00	\$319.98	<a href="#">5912JC</a>
6256JCP251	Jonti-Craft® Purpose+ Rectangle Table - 24"x 48"	1	\$484.99	\$484.99	\$242.50	\$242.50	<a href="#">6256JCP251</a>
6305JC	Jonti-Craft® Traditional Doll Bed	1	\$119.99	\$119.99	\$60.00	\$60.00	<a href="#">6305JC</a>
6453JCM251	Berries® Four Leaf Activity Table, Mobile - Maple/Maple/Gray	6	\$584.99	\$3,509.94	\$292.50	\$1,754.97	<a href="#">6453JCM251</a>
8115JC	Jonti-Craft® Pegboard Hooks & Bins - 43 Piece Set	1	\$89.99	\$89.99	\$45.00	\$45.00	<a href="#">8115JC</a>
8144JC1005	Berries® Stacking Chair with Chrome-Plated Legs - 14" Ht - Teal	8	\$89.99	\$719.92	\$45.00	\$359.96	<a href="#">8144JC1005</a>
8144JC1130	Berries® Stacking Chair with Chrome-Plated Legs - 14" Ht - Key Lime	8	\$89.99	\$719.92	\$45.00	\$359.96	<a href="#">8144JC1130</a>
8144JC1131	Berries® Stacking Chair with Chrome-Plated Legs - 14" Ht - Coastal Blue	14	\$89.99	\$1,259.86	\$45.00	\$629.93	<a href="#">8144JC1131</a>
8164JC	Jonti-Craft® Glider Rocker - Beige Cushions	1	\$959.99	\$959.99	\$480.00	\$480.00	<a href="#">8164JC</a>
9511JC	Jonti-Craft® Mega Supply Cabinet	1	\$1,924.99	\$1,924.99	\$962.50	\$962.50	<a href="#">9511JC</a>
0286JC	Jonti-Craft® Sensory Table - Toddler	1	\$629.99	\$629.99	\$315.00	\$315.00	<a href="#">0286JC</a>
				<b>\$36,699.25</b>		<b>\$18,349.63</b>	

## AGENDA MEMO

**Meeting Date:** May 5, 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 second reading of the ordinance. Discuss the proposed ordinance. The proposed ordinance was introduced at the April 21, 2026, City Council Meeting. At tonight's meeting, staff are requesting Council approve the ordinance by motion and roll call vote in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** 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 in residential and central business district zones; 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 2<sup>nd</sup>, 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.

After the first reading of the ordinance on April 21, 2026, concerns were made known to city staff as to the nature and extent of the ordinance's regulation of portable storage/shipping containers. Revisions were made to the ordinance to address those concerns. Those revisions are underlined for the sake of review.

State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 104, Fourth Series is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 31 of 2026 and Exhibit A, which contains the summary of Ordinance No. 104 for publication as a separate agenda item.

**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 in residential districts; 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, R-M, R-B, and R-R districts) or the central business district (B-4). 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 on residential property or the central business district.

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

(C) Containers may be placed and used as non-residential accessory buildings in the I-1, I-2, B-1, B-2, and B-3 zoning districts subject to Section 7.19 of the Unified Development Ordinance. Containers placed pursuant to this paragraph must be frost-protection anchored to a permanent foundation and comply with all applicable electric, plumbing, building, and fire code regulations. Containers placed pursuant to this paragraph shall not be used for human habitation. A maximum of two (2) containers is allowed per lot in the B-1, B-2, and B-3 zoning districts.

### **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.
- (C) Containers shall not be used for commercial purposes, and shall not be provided with refrigeration, heating, electricity or plumbing, unless they qualify for use under Section 18.03(C) as non-residential accessory buildings.
- (D) Refuse and debris shall not be stored in, against, on or under the container.

- (E) Containers may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district.
- (F) Containers shall not block, obstruct, or reduce in any manner any required exits, windows, vent shafts, parking spaces, and/or access driveways.
- (G) Containers shall comply with all applicable building and fire code regulations.
- (H) 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.
- (I) 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.
- (J) No container shall be used to store any illegal or hazardous material.
- (K) 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, which are in violation, 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 5<sup>th</sup> day of May, 2026.

ATTEST:

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

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

(City Seal)

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

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

**Introduction:**           **04/21/2026**  
**Posting:**               **04/22/2026**  
**Adopted:**               **05/05/2026**  
**Approval Published:**

AGENDA MEMO

**Meeting Date:** May 5, 2026

**Agenda Item:** Updated Red Skye Lofts Property Assessed Clean Energy (PACE) Assessment – Resolution No. 30 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:** On August 20, 2024, the City Council approved an application from Redwood Property Holdings, owner of Red Skye Lofts, to participate in the Minnesota Property Assessed Clean Energy Program (PACE). The PACE program provides developers with financing for energy efficiency improvements, which is repaid exclusively through special assessments levied against the benefiting property. On September 3, 2024, the City Council approved a revised resolution reflecting the final loan amount as \$2,221,325.00 with a 30-year term and interest rate of 9.22%.

Since that time, Redwood Property Holdings submitted a request to split the property to facilitate development of an adult memory care facility. As a result, the St. Paul Port Authority is requesting that the assessment be updated to reflect the newly assigned Parcel Identification Number (88-348-0020) for the benefiting property associated with the PACE assessment. The assessment amount, terms, and interest rate remain unchanged.

**Attachments:** Assessment Update Request  
Resolution No. 30 of 2026

**RESOLUTION NO. 30 OF 2026**

**A RESOLUTION AMENDING RESOLUTION NO. 51 OF 2024 ADOPTED ON SEPTEMBER 3, 2024, AND TITLED, “A RESOLUTION AMENDING RESOLUTION NO. 48 OF 2024 ADOPTED ON AUGUST 20, 2024, AND TITLED, “A RESOLUTION ADOPTING A PROPERTY ASSESSED CLEAN ENERGY (PACE) SPECIAL ASSESSMENT AS REQUESTED BY PROPERTY OWNER.”**

**WHEREAS**, On June 4, 2024, the City Council adopted Resolution No. 33 of 2024, A “Resolution Designating The Port Authority To Implement And Administer A Property Assessed Clean Energy Improvement Financing On Behalf Of The City, And Providing For The Imposition Of Special Assessments As Needed In Connection With That Program,” pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the “Act”); and

**WHEREAS**, to implement and administer the Property Assessed Clean Energy Program (“MinnPACE”), the City of Redwood Falls entered into a Joint Powers Agreement with the Port Authority of the City of Saint Paul (“Port Authority”); and

**WHEREAS**, the Port Authority previously received a Special Assessments Application and Petition Agreement from Redwood Property Holdings, LLC (“Property Owner”); and

**WHEREAS**, the Port Authority reviewed the proposed assessment and determined that the project conforms with Minnesota PACE statutes and made a request to the City of Redwood Falls to place a PACE special assessment on the following parcel as requested by the Property Owner; and

**WHEREAS**, on August 20, 2024, the Council adopted Resolution No. 48 of 2024, a Resolution Adopting A Property Assessed Clean Energy (PACE) Special Assessment as Requested by Property Owner; and

**WHEREAS**, on September 3, 2024, the council adopted Resolution No. 51 of 2024, a Resolution Amending Resolution No. 48 of 2024 to amend the final loan amount, interest rate, and term; and

**WHEREAS**, the City has now received a request to amend the terms of that special assessment due to a change in the assessed property’s parcel ID number.

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

1. The special assessment approved on September 3, 2024, by Resolution No. 51 of 2024 shall be amended as specified herein.
2. The Assessment shall be amended to remove Parcel ID Number 88-106-2175 and replace it with the new Parcel ID Number 88-348-0020. All other terms of the assessment including the amount, interest rate, and term remain unchanged.

Property Owner	Assessment Start Date	Parcel #	Assessed Amount	Interest Rate(%)	Amortization (Years)
Redwood Holdings LLC	1/1/2025	88-348-0020	\$2,221,325	9.22%	30

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls this 5<sup>th</sup> day of May, 2026.

ATTEST:

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

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

Subscribed and sworn to before me this 5<sup>th</sup> day of May,  
2026.

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

AGENDA MEMO

**Meeting Date:** May 5, 2026

**Agenda Item:** Resolution No. 31 of 2026 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 104, Fourth Series - Proposed Zoning Amendments to the Unified Development Ordinance for Portable Storage/Shipping Containers

**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 the proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** State law requires that all ordinances adopted be published prior to becoming effective. As the Council is aware, Ordinance No. 104, Fourth Series, is lengthy. However, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps. Staff have prepared Resolution No. 31 of 2026 and Exhibit A, which contains the summary of Ordinance No. 104 for publication. Both documents are attached.

**Attachment:** Resolution No. 31 of 2026  
Exhibit A – Summary Publication

**RESOLUTION NO. 31 OF 2026**

**A RESOLUTION OF THE CITY OF REDWOOD FALLS PROVIDING FOR THE SUMMARY PUBLICATION OF 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**

**WHEREAS**, on May 5, 2026, at the regular Redwood Falls City Council meeting, by majority vote, the City Council adopted Ordinance No. 104, Fourth Series, An Ordinance Amending Redwood Falls Unified Development Ordinance for the Purpose of Regulating the Use of Portable Storage/Shipping Containers within the City of Redwood Falls; and

**WHEREAS**, State law requires that all ordinances adopted be published prior to becoming effective; and

**WHEREAS**, the Ordinance is lengthy; and

**WHEREAS**, Minnesota Statutes, Section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

**WHEREAS**, The City Council believes that the Summary Publication, as identified in Exhibit A attached hereto, would clearly inform the public of the intent and effect of the Ordinance; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA**, that the City Administrator shall cause Ordinance No. 104, Fourth Series, to be published in summary in the official newspaper in lieu of the entire ordinance.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 5<sup>th</sup> day of May 2026.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2026.

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

## EXHIBIT A

### **PUBLIC NOTICE**

The following is the official summary of Ordinance No. 104, Fourth Series, Titled “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” for the City of Redwood Falls.

Pursuant to Minn. Stat. Sec. 462.357, which allows local units of government to adopt zoning regulations, Ordinance No. 104 creates a new chapter in the Unified Development Ordinance for the regulation of portable storage units and 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 units and shipping containers are used for the short-term, temporary storage and transport of personal property; are not used as accessory buildings in residential and central business district zones; and do not impede vehicular access, traffic flow or circulation, or create public safety hazards. The ordinance includes new definitions and prohibits the placement and use of portable storage units and shipping containers in all residential zoning districts as well as the central business district. The ordinance allows for the temporary use of one (1) container for storage in all other types of zoning districts and for permanent placement and use in the I-1, I-2, B-1, B-2, and B-3 zoning districts subject to the Unified Development Ordinance, including several requirements introduced in the newly created chapter.

Pursuant to Section 3.17 of the Redwood Falls Unified Development Ordinance, after proper notice, a public hearing was held by the Redwood Falls Planning Commission on April 14, 2026. Recommendations from the Planning Commission for approval of the zoning amendment request were presented to City Council in the form of Ordinance No. 104, Fourth Series on April 21, 2026.

A complete copy of the full ordinance is available at Redwood Falls City Hall during regular business hours or on the City website at <https://ci.redwood-falls.mn.us/city-government/city-code-of-ordinances>.

This ordinance was enacted after presentation for second reading pursuant to Chapter 4 of the City Charter on May 5, 2026.

**THE CITY OF REDWOOD FALLS DOES ORDAIN:**

SECTION 1. Purpose.

SECTION 2. Findings of Fact.

SECTION 3. Conflict and Repeal.

SECTION 4. Severability.

SECTION 5. Application.

SECTION 6. 14.01 – Unified Development Ordinance

SECTION 7. 14.04 – Amendments to the Unified Development Ordinance

Chapter 18 – Portable Storage/Shipping Containers

SECTION 8. Effective Date

Passed and Adopted by the Redwood Falls City Council May 5, 2026

Attest:

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

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

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2026.

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

(City Seal)

**Meeting Date: May 5, 2026**

**AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 32 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 Mahnomen County will allow the transfer of airport entitlement dollars in the amount of \$150,000.00 from the Mahnomen County Airport to the Redwood Municipal Airport for use on the 2026 airport improvements. The transfer will be repaid back to Mahnomen County by May 1, 2030, utilizing 2029 entitlement allocations from the FAA.

This transfer will cover cash flow for the 80x80 hangar as we wait for the \$137,000.00 FAA Bipartisan Infrastructure Law (BIL) funding allocation we will get later in 2026 as our final payment. It is a unique and useful feature to keep allocated federal funding in the state, rather than allowing it 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. 32 of 2026  
Mahnomen County to Redwood Falls Transfer/Repayment Agreement

**RESOLUTION NO. 32 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 Mahnomen County, 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 Mahnomen County-Mahnomen County Airport is willing to transfer \$150,000.00 of its Federal Entitlement funds by May 15, 2026, to help complete the projects; and

WHEREAS, the City of Redwood Falls agrees to return to Mahnomen County \$150,000.00 of Federal Entitlement dollars no later than May 1, 2030; 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 on this 5th day of May 2026.

ATTEST:

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

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

(City Seal)



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

## Request for FAA Approval of Agreement for Transfer of Entitlements

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

Name of Transferring Sponsor:

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): ( )

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
<b>Total</b>		

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

Name of Airport (and LOCID) Receiving Transferred Entitlements: ( )

Name of Receiving Airport's Sponsor:

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 (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:



**AGREEMENT BETWEEN THE CITY OF REDWOOD FALLS, MINNESOTA  
AND  
MAHNOMEN COUNTY, MINNESOTA**

- I. This document is memorialization of the Agreement between Mahnomen County and the city of Redwood Falls that Mahnomen County does hereby authorize \$150,000 of Federal Entitlement dollars, earmarked for Mahnomen County, be transferred to the city of Redwood Falls for its use at the Redwood Falls Municipal Airport, subject to the following conditions:
  
- II. Mahnomen County 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 Mahnomen County \$150,000 of Federal Entitlement dollars earmarked for the Redwood Falls Municipal Airport no later than May 1, 2030.
  
- III. All parties acknowledge that this agreement is in full consideration, which will allow for \$150,000 of Federal Entitlement dollars to be transferred to the city of Redwood Falls on or about May 15, 2026.

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

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Keith Muetzel  
City Administrator  
City of Redwood Falls, MN

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David Geray  
County Board Chairman  
Mahnomen County, MN

**Meeting Date: May 5, 2026**

**AGENDA RECOMMENDATION**

**Agenda Item:** Business Recruitment Incentive Policy

**Recommendation/Action Requested:** City Council review and provide feedback.

**Summary/Overview:**

On March 31, City Council held a work session to discuss marketing activity for the Reflection Ridge Business Park. One of the meeting outcomes was a suggestion to develop an incentive program to encourage business recruitment efforts. A draft policy is attached for City Council review and discussion.

**Attachments:** Business Recruitment Incentive Policy

# City of Redwood Falls Port Authority Business Recruitment Incentive Policy

## Purpose and Intent

The purpose of this policy is to establish a Business Recruitment Incentive Program administered by the Redwood Falls Port Authority ("Port Authority") to promote economic development within the City of Redwood Falls.

This program advances a public purpose by encouraging private individuals to assist in identifying and recruiting new businesses that locate and operate within Redwood Falls, thereby supporting job creation, commercial activity, expansion of the local tax base, and overall economic vitality.

Payments made under this policy are performance-based incentives tied to verified outcomes and are not gifts or donations of public funds.

## Legal Authority

This policy is adopted pursuant to Minnesota Statutes, Chapter 469, including provisions governing Port Authorities; Article X, Section 1 of the Minnesota Constitution; and all applicable state laws governing public expenditures, contracting, and conflicts of interest.

The Port Authority finds that business recruitment constitutes an essential governmental function and that expenditures made under this policy serve a valid public purpose.

## Program Description

The Redwood Falls Port Authority may provide a one-time cash incentive to an eligible individual ("Recruiter") who directly and demonstrably facilitates the successful location of a new qualifying business within the City of Redwood Falls.

No incentive shall be paid unless all eligibility, performance, and verification requirements of this policy are satisfied.

## Eligible Recruiters

To qualify as a Recruiter, an individual must meet all of the following criteria:

- Be at least 18 years of age
- Not be an employee, officer, or commissioner of the City of Redwood Falls or the Port Authority
- Not have a direct or indirect ownership interest in the recruited business
- Not own, lease, or hold a financial interest in the property occupied by the recruited business
- Not be acting in the capacity of a licensed realtor, broker, developer, or agent receiving commission-based compensation

## Eligible Businesses

A recruited business must meet all of the following conditions:

- Be new to Redwood Falls, having been located outside the city limits prior to recruitment
- Establish and operate a commercial or industrial business within Reflection Ridge Business Park, Ponderosa Business Park, or other Port Authority property held for sale
- Comply with all applicable zoning, licensing, building, and regulatory requirements
- Operate continuously for at least six (6) consecutive months

## Incentive Amount

The standard incentive shall be \$5,000 per qualifying business.

Only one incentive may be awarded per recruited business regardless of the number of individuals involved. Incentive amounts may be adjusted by Port Authority Board resolution.

## Performance and Verification Requirements

Prior to payment, the Port Authority must verify and document that the Recruiter was the primary and direct cause of the business locating in Redwood Falls, that the business has operated continuously for at least six (6) months, that the business is in good standing with the City and State, and that measurable public benefit has been realized.

Recruiters must submit a written application and certification in a form prescribed by the Port Authority.

## Payment Conditions

Incentives shall be paid only after all performance criteria are met and verified.

Payments shall be made by check or electronic funds transfer. Incentives constitute taxable income and will be reported in accordance with applicable law. No advance payments are permitted.

## Conflict of Interest and Prohibited Payments

No incentive shall be paid where a prohibited conflict of interest exists, where the payment would constitute a gift or donation, or where the primary benefit of the payment accrues to a private interest rather than the public.

Any false certification or material misrepresentation shall result in denial of payment and may require reimbursement of funds.

## Funding and Budget Control

Incentives shall be paid solely from funds legally available and appropriated by the Redwood Falls Port Authority.

Adoption of this policy does not obligate the Port Authority to fund incentives beyond available resources.

## Administration and Discretion

The Redwood Falls Port Authority Board retains final authority to approve or deny applications, interpret and administer this policy, and amend, suspend, or terminate the program at any time by resolution.

## Severability

If any provision of this policy is determined to be invalid or unenforceable, such determination shall not affect the remaining provisions.

# Adoption

Adopted by resolution of the Redwood Falls Port Authority on \_\_\_\_\_, 2026.