



**AGENDA FOR  
ORGANIZATIONAL/REGULAR CITY COUNCIL MEETING  
JANUARY 2, 2025 – 5:00 P.M.**

1. **Pledge of Allegiance**
2. **Call to Order**
  - Roll Call and Establishment of Quorum
  - Oath of Office
3. **Approval of Agenda**
  - Council Changes
  - Staff Changes
4. **Approval of Minutes**
  - A. December 17, 2024
5. **Audience Participation** (10 minute time limit for items not on the agenda)
6. **Organizational Business**
  - A. Elect Council President
  - B. Appointments to Commissions
  - C. Appointments to Council Committees
  - D. Appointments to Fire Relief Association Board of Trustees
  - E. Procedural Items
    1. Designate Official Depositories
    2. Designate Electronic Funds Transfers
    3. Designate City Council Meeting Day and Time (1st and 3rd Tuesday at 5:00 p.m.)
    4. Designate Redwood Gazette as Official Newspaper
    5. Designate Bolton & Menk as Consulting City Engineer
7. **Consent Agenda** (items approved with one motion)
8. **Scheduled Public Hearings**
  - A. Assessments for Delinquent Utility Accounts/Unpaid Maintenance Costs/Surcharges – Resolutions #1, #2, & #3
9. **Old Business**
  - A. Unified Development Ordinance Amendments for Cannabis Businesses – Ordinance #94
10. **Regular Agenda**
  - A. Fire Department Donation from Minnwest Bank – Resolution #4
  - B. Police Department Donation from PROTECTS to Establish a K-9 Program – Resolution #5
  - C. Purchase of Police K-9
  - D. American Kennel Club Police K-9 Grant Application
  - E. Summary Publication of Ordinance #94 – Resolution #6
11. **Other Items and Communications**
  - A. Council Items
  - B. Staff Items
12. **Paid Bills and Claims – For Informational Purposes**
  - A. City of Redwood Falls Accounts Payable Summary
13. **Adjournment**

**NOTICE for Meeting pursuant to Minn. Stat. § 13D.02  
City of Redwood Falls**

**City Council Meeting  
Notice of Meeting by Interactive Technology**

NOTICE IS HEREBY GIVEN that the City Council of the City of Redwood Falls will hold an organizational/regular meeting on January 2, 2025, at 5:00 p.m. at Redwood Falls City Hall in the City Council Chambers.

In accordance with the requirements of Minn. Stat. Section 13D.02, Mayor Tom Quackenbush will appear remotely via interactive technology from the following public location:

19203 29th Ave N. Phoenix AZ 85027

Members of the public may monitor the meeting by Microsoft Teams:

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 245 253 353 891

Passcode: 8Qp7pW7B

[Download Teams](#) | [Join on the web](#)



*State of  
Minnesota*

*County of  
Redwood*

## *Oath of Office*

*I, Denise Kerkhoff, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of the Office of First Ward Council Member of the City of Redwood Falls of the County of Redwood, to which I have been elected, to the best of my knowledge and ability, so help me God.*

*Subscribed and sworn to before me  
this 2nd day of January, 2025*

*(City Seal)*

\_\_\_\_\_  
*Denise Kerkhoff*

\_\_\_\_\_  
*Tom Quackenbush, Mayor*



*State of  
Minnesota*

*County of  
Redwood*

## *Oath of Office*

*I, Matt Smith, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of the Office of Second Ward Council Member of the City of Redwood Falls of the County of Redwood, to which I have been elected, to the best of my knowledge and ability, so help me God.*

*Subscribed and sworn to before me  
this 2nd day of January, 2025*

*(City Seal)*

\_\_\_\_\_  
*Matt Smith*

\_\_\_\_\_  
*Tom Quackenbush, Mayor*



*State of  
Minnesota*

*County of  
Redwood*

## *Oath of Office*

*I, Shannon Guetter, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of Council Member at Large of the City of Redwood Falls of the County of Redwood, to which I have been elected, to the best of my knowledge and ability, so help me God.*

*Subscribed and sworn to before me  
this 2nd day of January, 2025*

*(City Seal)*

---

*Shannon Guetter*

---

*Tom Quackenbush, Mayor*

**MINUTES  
REGULAR COUNCIL MEETING  
CITY OF REDWOOD FALLS, MINNESOTA  
TUESDAY, DECEMBER 17, 2024**

Pursuant to due call and notice thereof, a regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, December 17, 2024, at 6:00 p.m.

Roll call indicated Mayor Tom Quackenbush and Council Members Matt Smith, Denise Kerkhoff, Jim Sandgren, Larry Arentson, and John T. Buckley 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 Buckley 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 December 3, 2024, minutes as presented. Motion passed by unanimous vote.

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

1. 2025 Business License Applications

Motion passed by unanimous vote.

Mayor Quackenbush opened the Truth-in-Taxation public hearing at 6:02 p.m.

Finance Director Klages presented an overview of Resolution No. 80 of 2024 – Resolution Levying Ad Valorem Taxes for the Year 2025 for the City of Redwood Falls, Resolution No. 81 of 2024 – Resolution Approving 2025 Payments in Lieu of Taxes, and Resolution No. 82 of 2024 – Resolution Approving 2025 Final Budgets.

Ms. Klages stated the 2025 Total City Budget receives 90% of the total budget, or \$32,154,996, from non-tax revenue sources. Property taxes fund 10% of the total budget, or \$3,771,635. The total 2025 Levy of \$3,771,635 increased by 7.00% compared to the previous year.

Rick Zitzmann, Redwood Falls resident and property owner, was present to express concern for the increase in the value of his properties and the increase in the amount of property tax due on those properties.

Mayor Quackenbush closed the Truth-in-Taxation hearing at 6:22 p.m.

A motion was made by Council Member Buckley and seconded by Council Member Sandgren to waive the reading of Resolution No. 80 of 2024 – Resolution Levying Ad Valorem Taxes for the Year 2025 for the City of Redwood Falls. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Arentson to approve Resolution No. 80 of 2024 – Resolution Levying Ad Valorem Taxes for the Year 2025 for the City of Redwood Falls. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 81 of 2024 – Resolution Approving 2025 Payments in Lieu of Taxes. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 81 of 2024 – Resolution Approving 2025 Payments in Lieu of Taxes. Motion passed by unanimous vote.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 82 of 2024 – Resolution Approving 2025 Final Budgets. Motion passed by unanimous vote.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve Resolution No. 82 of 2024 – Resolution Approving 2025 Final Budgets. Motion passed by unanimous vote.

Finance Director Klages introduced Resolution No. 83 of 2024 – Resolution Establishing Rates for Purchased Power Avoidance Cost.

Ms. Klages stated Resolution No. 83 would enact the electric utility purchased power avoidance cost rates as of January 1, 2025. Schedule 2 contains the rates for solar power reimbursement. The City of Redwood Falls will reimburse using the Annual All Hours rate of \$.03321 per kilowatt hour. Staff recommend approval.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 83 of 2024 – Resolution Establishing Rates for Purchased Power Avoidance Cost. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 83 of 2024 – Resolution Establishing Rates for Purchased Power Avoidance Cost. Motion passed by unanimous vote.

Human Resources Coordinator Sheila Stage was present to introduce Resolution No. 84 of 2024 – A Resolution Setting and Adopting the 2025 Pay Plans and Pay Step Structure for Part-Time & Seasonal Non-Union Employees.

Ms. Stage highlighted the changes to the 2025 Pay Plans. All regular part-time employees will be eligible for a \$1.25 base pay increase. Part-time Liquor Store and Library clerks will see an increase to the step pay plan by \$1.00 for each step progression. Library employees will see this increase as of January 1, 2025 and Liquor Store employees will see the increase on the employee's anniversary date. Seasonal employees that are returning will receive a \$0.50 per hour increase plus a base pay increase of \$1.00 per hour for 2025.

A motion was made by Council Member Smith and seconded by Council Member Arentson to waive the reading of Resolution No. 84 of 2024 – A Resolution Setting and Adopting the 2025 Pay Plans and Pay Step Structure for Part-Time & Seasonal Non-Union Employees. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to approve Resolution No. 84 of 2024 – A Resolution Setting and Adopting the 2025 Pay Plans and Pay Step Structure for Part-Time & Seasonal Non-Union Employees. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 85 of 2024 – Resolution Approving Grant Agreement with the Minnesota Department of Education for the Redwood Falls Public Library Addition & Renovation Project.

Mr. Doering stated Staff is requesting Council approve the draft (Redwood Falls Public Library Addition & Renovation Project) grant agreement of \$1,000,000.00 as it relates to the Minnesota Department of Education (MDE) notice of award dated July 22, 2024. The grant agreement is in draft form, for the MDE to add and approve their portions highlighted in yellow to the agreement. The resolution certifies funds on hand as of December 10, 2024, and the sources and uses of funds. Approval also authorizes the Mayor and City Administrator to execute the final agreement from MDE. City Staff is recommending the approval of Resolution No. 85 that will enable the submission of the draft grant agreement for MDE review and fulfillment.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 85 of 2024 – Resolution Approving Grant Agreement with the Minnesota Department of Education for the Redwood Falls Public Library Addition & Renovation Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 85 of 2024 – Resolution Approving Grant Agreement with the Minnesota Department of Education for the Redwood Falls Public Library Addition & Renovation Project. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 86 of 2024 – Authorization to Execute Master Agreement for Professional Services 2025 City of Redwood Falls and Bolton & Menk, Inc.

Mr. Doering stated Resolution No. 86 executes the Master Service Agreement for 2025. The Master Service Agreement lists responsibilities for both parties and outlines basic services to be provided by Bolton & Menk Inc. as assigned by the City of Redwood Falls. This will be done on a project-by-project basis that is to be outlined by individual “Task Orders” presented to Council for subsequent approval throughout the year. The term for this Master Agreement will have a start of January 1, 2025 and is slated to terminate December 31, 2025 but roll over annually if both parties agree. Council must still formerly appoint Bolton & Menk Inc., Owen Todd P.E. as the City Engineer at the first business meeting of the new year. This agreement has been reviewed by Bolton & Menk Inc. with no changes suggested and City Staff recommend approval.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Resolution No. 86 of 2024 – Authorization to Execute Master Agreement for Professional Services 2025 City of Redwood Falls and Bolton & Menk, Inc. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 86 of 2024 – Authorization to Execute Master Agreement for Professional Services 2025 City of Redwood Falls and Bolton & Menk, Inc. Motion passed by unanimous vote.

City Attorney Trenton Dammann introduced Ordinance No. 94, Fourth Series – An Ordinance Amending the Unified Development Ordinance, 2014 Edition, as Provided in §14.03 of the Redwood Falls City Code, for the Purpose of Regulating Cannabis Businesses.

Mr. Dammann stated Chapter 342 of Minnesota law was established in 2023 and was updated in 2024. This chapter allows local governments to protect the public health, safety, and welfare of their residents by regulating cannabis businesses within their legal boundaries. The City of Redwood Falls has the authority to adopt an ordinance pursuant to Minn. Stat. 342.13(c) and 462.357, allowing a local unit of government to adopt zoning regulations in the form of reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.



Mr. Dammann stated after discussion of the issues surrounding cannabis business licensing, registration, and zoning at a work session on October 29th, City Council requested that Staff prepare a zoning ordinance for the regulation of cannabis businesses in Redwood Falls. Ordinance No. 94 creates a new chapter in the Unified Development Ordinance for the regulation of cannabis businesses. The goal of the ordinance is to zone the various types of cannabis businesses in conformance with the City's comprehensive plan and compatible with pre-existing zoning districts and the uses allowed within them.

Mr. Dammann stated on December 10, 2024, after published notice in the Redwood Gazette, a public hearing was held by the Planning Commission to discuss Ordinance No. 94, Fourth Series. After the hearing, the Planning Commission adopted the Findings of Fact found in Section 2 of Ordinance No. 94 and recommend approval of Ordinance No. 94. If there are no concerns, the proposed ordinance will be discussed again at the next Council Meeting on January 2, 2025, with a request for approval by motion in accordance with Chapter 4 of the City Charter.

Mr. Dammann further stated the Redwood County Board of Commissioners met the morning of December 17, 2024. The Redwood County Board approved an ordinance regulating cannabis business licenses and license registration. The County's cannabis license ordinance allows for up to two cannabis licenses not including any municipal licenses. Redwood County would not regulate any zoning requirements within the City of Redwood Falls.

A motion was made by Council Member Sandgren and seconded by Council Member Buckley to waive the reading of Ordinance No. 94, Fourth Series – An Ordinance Amending the Unified Development Ordinance, 2014 Edition, as Provided in §14.03 of the Redwood Falls City Code, for the Purpose of Regulating Cannabis Businesses. Motion passed by unanimous vote.

City Attorney Dammann introduced the Law Enforcement Lease Agreement – Security Addendum.

Mr. Dammann stated in August of this year, the Redwood Falls Police Department was assigned an Information Technology Security Audit from the Minnesota Bureau of Criminal Apprehension (BCA). In the process of completing this audit, the BCA found that RFPD was not in compliance with FBI CJIS Security Policy, Section 5.9.1.2 which requires the agency to develop and keep current a list of personnel with authorization to access the agency's physical secure location and FBI CJIS Security Policy, Section 5.9.1.3 which requires the agency to control all physical access points and verify individual access authorization.

Mr. Dammann stated the Law Enforcement Center Lease Agreement commenced on September 2, 2014, and runs for a term of 15 years to an expiration date of August 31, 2029. Instead of creating a new agreement to satisfy the requirements of the BCA audit, it was determined that a formalized security addendum to the existing lease agreement would be an appropriate remedy. This addendum outlines procedures for physical access to a specific secure location, ensuring adherence to the BCA policies. The addendum was scheduled to be presented at the Redwood County Board of Commissioners meeting on the morning of December 17, 2024.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to approve the Law Enforcement Lease Agreement – Security Addendum. Motion passed by unanimous vote.

City Administrator Muetzel stated the next City Council Meeting is scheduled for Thursday, January 2, 2025, at 5:00 p.m. Per the City Charter, on the first business day of January following a regular municipal election, the Council shall meet for the purpose of organization.

Mayor Quackenbush recognized Council Member Buckley's service to the City of Redwood Falls with a plaque honoring 24 years as Council Member At-Large from January 3, 2001 to December 31, 2024.

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 Kerkhoff and seconded by Council Member Buckley to adjourn the meeting at 7:02 p.m. Motion passed by unanimous vote.

ATTEST:

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

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

## 2025 CITY COUNCIL AND COMMISSIONS

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

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

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

<b><u>AIRPORT COMMISSION</u></b>			
Alan Olson		3 <sup>rd</sup>	January 2028
Jim Tersteeg		3 <sup>rd</sup>	January 2027
Ernie Fiala		3 <sup>rd</sup>	January 2027
Pete U'Ren		1 <sup>st</sup>	January 2026
VACANT	VACANT	VACANT	VACANT

**CHARTER COMMISSION**  
15 positions = ALL VACANT

<b><u>HOUSING &amp; REDEVELOPMENT AUTHORITY</u></b>			
Jeannette Mertens		2 <sup>nd</sup>	January 2030
Stephen Plaetz		2 <sup>nd</sup>	January 2029
Phil Johanneck		3 <sup>rd</sup>	January 2028
Lowell Peterson		3 <sup>rd</sup>	January 2027
Tammy Enge (*Resident)		Partial Term	January 2026

<b><u>LIBRARY COMMISSION</u></b>			
Sandra Swartz		2 <sup>nd</sup>	January 2027
Robin Stegner		3 <sup>rd</sup>	January 2027
Royce Heffelfinger		2 <sup>nd</sup>	January 2026
VACANT	VACANT	VACANT	VACANT
VACANT	VACANT	VACANT	VACANT

### **PARKS & RECREATION COMMISSION**

Stephen Vannelli	3 <sup>rd</sup>	January 2028
Travis Fluck	3 <sup>rd</sup>	January 2027
Bob Kaupang	3 <sup>rd</sup>	January 2027
Larry Swann	2 <sup>nd</sup>	January 2026
VACANT	VACANT	VACANT

### **PLANNING COMMISSION**

Valerie Stephens	3 <sup>rd</sup>	January 2028
Dave Steinkraus	2 <sup>nd</sup>	January 2028
Brad Cantwell (Finish Kory Grey's term)	Partial Term	January 2027
Anne Johnson	2 <sup>nd</sup>	January 2027
Brad Franklin	2 <sup>nd</sup>	January 2026

### **POLICE COMMISSION**

Holly Larsen	3 <sup>rd</sup>	January 2028
James Darr	2 <sup>nd</sup>	January 2027
Mike Mohr	3 <sup>rd</sup>	January 2027
VACANT	VACANT	VACANT
VACANT	VACANT	VACANT

### **PORT AUTHORITY**

Ben Swanson	1 <sup>st</sup>	January 2030
Jeanne Limoges	2 <sup>nd</sup>	January 2029
Jim Sandgren (Council Rep)	5 <sup>th</sup> (coincides with Council term)	January 2027
Doug Prins (Finish Jackson Koster's term)	Partial Term	January 2027
Craig LaBrie	2 <sup>nd</sup>	January 2026
Denise Kerkhoff (Council Rep)	2 <sup>nd</sup> (coincides with Council term)	January 2029
Anne Johnson	2 <sup>nd</sup> (coincides with Planning Commission term)	January 2027

### **PUBLIC UTILITIES COMMISSION**

David Klabunde	3 <sup>rd</sup>	January 2028
Jody Radel	2 <sup>nd</sup>	January 2027
Mike Davis	3 <sup>rd</sup>	January 2027
Tony Madsen	3 <sup>rd</sup>	January 2026
VACANT	VACANT	VACANT

**\*Reappoint**

**\*Vacant or newly appointed**

## 2025 City Council Committee Assignments

**Standing Committees:**

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

**Issues:**

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

**Individual Assignments:**

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

~~~~~  
**(By Council Member)**

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



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

**Meeting Date: January 2, 2025**

**AGENDA RECOMMENDATION**

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

**Recommendation/Action Requested:** Approve the following appointments for a term ending December 31, 2025.

**Elected Official:**  
To Be Determined

**Appointed Official:**  
Kari Klages

## Memo

**To:** City Council  
**From:** Kari Klages, Finance Director  
**Date:** January 2, 2025  
**Re:** Designation of Official Depositories in 2025

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

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

120

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

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

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

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

**History:**

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

**Excerpt from Investment Policy:**

**DESIGNATED DEPOSITORIES**

*In accordance with Minnesota Statutes, Section 118.A02 and 427.02, it shall be the policy of the City to authorize the Investment Official the ability to designate all institutions and financial dealers for all City checking and investment deposits. The Investment Official shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. In addition, a list of approved security broker/dealers will be maintained selected by credit worthiness, who maintain an office in the State of Minnesota. A broker includes anyone who transfers, purchases, sells, or obtains securities for or on behalf of a government entity. No public deposit shall be made except in a qualified public depository as established by Minnesota laws. At the Investment Official's discretion the number of depositories shall be limited as needed to eliminate inefficiencies in dealing with multiple representatives while still being able to tap into the best markets for maximizing the rate of return on investments. Depositories must have the following as applicable:*

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

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



## Memo

**To:** City Council  
**From:** Kari Klages, Finance Director  
**Date:** January 2, 2025  
**Re:** **Designation of Electronic Funds Transfers in 2025**

---

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

### 471.38 CLAIMS.

202

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

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

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

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

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

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

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

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

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

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

***History:***

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

## CITY COUNCIL MEETING DATES

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

January 2, 2025  
January 21, 2025

February 4, 2025  
February 18, 2025

March 4, 2025  
March 18, 2025

April 1, 2025  
April 15, 2025  
April 29, 2025 City Council Work Session

May 6, 2025  
May 20, 2025

June 3, 2025  
June 17, 2025

July 1, 2025  
July 15, 2025  
July 29, 2025 City Council Work Session

August 5, 2025  
August 19, 2025

September 2, 2025  
September 16, 2025  
September 30, 2025 City Council Work Session

October 7, 2025  
October 21, 2025

November 4, 2025  
November 18, 2025

December 2, 2025  
December 16, 2025 – Start at 6:00 p.m.  
December 30, 2025 City Council Work Session – Cancel due to New Year's Eve Holiday



Amy Kerkhoff  
 Accounts Receivable/Customer Service Coordinator  
 Phone: 507-616-7400  
 Fax: 507-637-2417  
 akerkhoff@ci.redwood-falls.mn.us

## AGENDA RECOMMENDATION

**Meeting Date:** January 2, 2025

**Agenda Item:** Resolution No. 1 of 2025 – Resolution Adopting Assessments for Delinquent Utility Accounts  
 Resolution No. 2 of 2025 – Resolution Adopting Assessments for Unpaid Maintenance Costs  
 Resolution No. 3 of 2025 – Resolution Adopting Assessments for Unpaid Surcharges

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

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

### Delinquent Process:

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

**Attachments:** Resolution No. 1 of 2025  
 Resolution No. 2 of 2025  
 Resolution No. 3 of 2025

**RESOLUTION NO. 1 OF 2025  
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS**

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

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

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

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

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

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

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

| ACCOUNT     | PARCEL      | ADDITION                  | LOT                                                                            | BLOCK | AMOUNT   |
|-------------|-------------|---------------------------|--------------------------------------------------------------------------------|-------|----------|
| 02-07130-06 | 88-323-1100 | EASTERN                   | 5                                                                              | 6     | \$136.49 |
| 02-01490-11 | 88-422-0540 | HITCHCOCK                 | 8                                                                              | 3     | \$132.88 |
| 02-02090-01 | 88-422-1360 | HITCHCOCK                 | 6                                                                              | 7     | \$136.49 |
| 02-07840-03 | 88-423-1160 | HITCHCOCK 2 <sup>ND</sup> | 1                                                                              | 7     | \$136.49 |
| 02-00300-08 | 88-424-0080 | HITCHCOCK 3 <sup>RD</sup> | COM 18' W OF NE COR, S 120', W 60', N 120', E 60', PART OF N ½ BLOCK           | 1     | \$136.49 |
| 02-08210-02 | 88-424-0320 | HITCHCOCK 3 <sup>RD</sup> | TRACT 50'X12' ON THE E SIDE OF BLOCK                                           |       | \$136.49 |
| 02-03370-03 | 88-424-0680 | HITCHCOCK 3 <sup>RD</sup> | 6                                                                              | 4     | \$136.49 |
| 02-04630-01 | 88-533-0100 | LAMBERTON                 | 5                                                                              | 1     | \$136.49 |
| 03-00760-07 | 88-865-0060 | WATSON 1 <sup>ST</sup>    | N ½ LOTS 1 & 2                                                                 | 1     | \$136.49 |
| 03-04850-05 | 88-867-0440 | WATSON                    | 9                                                                              | 3     | \$136.49 |
| 03-04320-02 | 88-867-1740 | WATSON 3 <sup>RD</sup>    | LOTS 5 6 EXCEPT COM 17' E OF SW COR; W 17', N TO NW COR, E 50' SW TO POB LOT 6 | 10    | \$136.49 |

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 2<sup>nd</sup> day of January 2025.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 2<sup>nd</sup> day of January 2025.

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

**RESOLUTION NO. 2 OF 2025**  
**RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID MAINTENANCE COSTS**

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

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

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

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

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

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

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

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

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

| ACCOUNT     | PARCEL      | ADDITION                  | LOT                                      | BLOCK | AMOUNT   |
|-------------|-------------|---------------------------|------------------------------------------|-------|----------|
| 02-07840-03 | 88-423-1160 | HITCHCOCK 2 <sup>ND</sup> | 1                                        | 7     | \$161.06 |
| 02-08210-02 | 88-424-0320 | HITCHCOCK 3 <sup>RD</sup> | TRACT 50'X120' ON THE E<br>SIDE OF BLOCK | 3     | \$161.06 |

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 2<sup>nd</sup> day of January 2025.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 2<sup>nd</sup> day of January 2025.

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

**RESOLUTION NO. 3 OF 2025  
RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID SURCHARGES**

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

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

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

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

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

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

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

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

| ACCOUNT     | PARCEL      | ADDITION                  | LOT                                       | BLOCK | AMOUNT   |
|-------------|-------------|---------------------------|-------------------------------------------|-------|----------|
| 02-07840-03 | 88-423-1160 | HITCHCOCK 2 <sup>ND</sup> | 1                                         | 7     | \$400.00 |
| 02-08210-02 | 88-424-0320 | HITCHCOCK 3 <sup>RD</sup> | TRACT 50' X120' ON THE E<br>SIDE OF BLOCK | 3     | \$200.00 |
| 02-03370-03 | 88-424-0680 | HITCHCOCK 3 <sup>RD</sup> | 6                                         | 4     | \$200.00 |

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota, this 2<sup>nd</sup> day of January 2025.

ATTEST:

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

(City Seal)

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

Subscribed and sworn to before me  
This 2<sup>nd</sup> day of January 2025.

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

## AGENDA MEMO

**Meeting Date:** January 2, 2025

**Agenda Item:** Ordinance No. 94, Fourth Series – Proposed Zoning Amendments to the Unified Development Ordinance for Cannabis Businesses

**Recommendation/Action Requested:** The proposed ordinance was introduced at the December 17, 2024, City Council Meeting. At tonight’s meeting, staff is requesting Council approve the ordinance by motion and roll call vote in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Chapter 342 of Minnesota law was established in 2023 and was updated in 2024. This chapter allows local governments to protect the public health, safety, and welfare of their residents by regulating cannabis businesses within their legal boundaries.

The City of Redwood Falls has the authority to adopt an ordinance pursuant to 1) Minn. Stat. 342.13(c) and 462.357, allowing a local unit of government to adopt zoning regulations in the form of reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses. After discussion of the issues surrounding cannabis business licensing, registration, and zoning at a work session on October 29th, City Council requested that Staff prepare a zoning ordinance for the regulation of cannabis businesses in Redwood Falls.

Ordinance No. 94 creates a new chapter in the Unified Development Ordinance for the regulation of cannabis businesses. The goal of the ordinance is to zone the various types of cannabis businesses in conformance with the City’s comprehensive plan and compatible with pre-existing zoning districts and the uses allowed within them.

On December 10, 2024, after published notice in the Redwood Gazette, a public hearing was held by the Planning Commission to discuss Ordinance No. 94, Fourth Series. After the hearing, the Planning Commission adopted the Findings of Fact found in Section 2 of Ordinance No. 94 and recommended approval of Ordinance No. 94.

State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 94, 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. 06 of 2025 and Exhibit A, which contains the summary of Ordinance No. 94 for publication.

**Attachment:** Ordinance No. 94, Fourth Series  
Zoning Map



**ORDINANCE NO. 94, FOURTH SERIES**

**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT  
ORDINANCE, 2014 EDITION, AS PROVIDED IN §14.03 OF THE  
REDWOOD FALLS CITY CODE, FOR THE PURPOSE OF REGULATING  
CANNABIS BUSINESSES**

**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 City of Redwood Falls has the authority to adopt this ordinance pursuant to 1) Minn. Stat. 342.13(c), allowing a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; and 2) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

**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 purpose 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, §14.03 of the Redwood Falls City Code be amended to read as follows:

**SEC. 14.03 [RESERVED]**

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

**1. Chapter 17 CANNABIS BUSINESSES**

ARTICLE 1. GENERAL PROVISIONS

**17.01 Purpose**

This chapter is established for the purpose of implementing the provisions of Minnesota Statutes, Chapter 342, which authorizes the Redwood Falls City Council to protect the public health, safety, welfare of Redwood Falls residents by regulating cannabis businesses within the legal boundaries of the City of Redwood Falls through the use of zoning requirements, and land use designations and restrictions.

**17.02 Definitions**

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

- (A) The term “Cannabis Business” means a business as defined in Minn. Stat. 342.01, as amended from time to time.
- (B) The term “Cannabis Cultivation” means a cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
- (C) The term “Cannabis Retail Business” means a cannabis business with a license or endorsement authorizing the retail sale of cannabis flower, plants, cannabis products, and lower-potency hemp products, including cannabis products sold for on-site consumption.
- (D) The term “Cannabis Retailer” means any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

- (E) The term “Indoor Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts within an indoor facility.
- (F) The term “Lower-Potency Hemp Edible” has the meaning as defined under Minn. Stat. 342.01, subd. 50, as amended from time to time.
- (G) The term “Lower-Potency Hemp Edible Retailer” means any place of business with a preapproved state license, license, or endorsement to sell lower-potency hemp edible products to the public from the Office of Cannabis Management and/or any place of business holding a valid pre-existing state registration as a hemp-derived cannabinoid business authorizing the sale of hemp-derived cannabinoid products directly to consumers.
- (H) The term “Office of Cannabis Management” means the Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.
- (I) The term “Outdoor Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts at an outdoor location.
- (J) The term “Retail Registration” means an approved registration issued by Redwood County to a state-licensed cannabis retail business.
- (K) The term “State License” means an approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.
- (L) The term “Volatile Solvent” means any solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures. Volatile Solvent includes but is not limited to butane, hexane, and propane.

## ARTICLE 2. REQUIREMENTS

### **17.03 Zoning and Land Use**

- (A) *Cultivation.* Cannabis businesses licensed or endorsed for cultivation are allowed as a permitted use in the listed zoning districts as follows:

- (1) *Indoor Cultivation:* I-1 Limited Industrial;  
I-2 General Industrial; and  
B-3 Auto-Oriented.
- (2) *Outdoor Cultivation:* I-1 Limited Industrial; and  
R-R Rural Residential.

\* Outdoor cultivation of up to 2 acres of mature flowering plants is allowed as a permitted use in the R-R zoning district, provided there is a minimum of five (5) acres of continuous land and all setbacks and conditions within the Redwood Falls Unified Development Ordinance are met.

- (B) *Cannabis Manufacturer.* Cannabis businesses licensed or endorsed for cannabis manufacturer are allowed as a permitted use in the following zoning districts:
  - (1) I-1 Limited Industrial;
  - (2) I-2 General Industrial; and
  - (3) B-3 Auto-Oriented.
  
- (C) *Hemp Manufacturer.* Businesses licensed or endorsed for low-potency hemp edible manufacturers are allowed as a permitted use in the following zoning districts:
  - (1) I-1 Limited Industrial;
  - (2) I-2 General Industrial; and
  - (3) B-3 Auto-Oriented.
  
- (D) *Wholesale.* Cannabis businesses licensed or endorsed for wholesale are allowed as permitted use in the following zoning districts:
  - (1) I-1 Limited Industrial;
  - (2) I-2 General Industrial; and
  - (3) B-3 Auto-Oriented.
  
- (E) *Cannabis Retail.* Cannabis businesses licensed or endorsed for cannabis retail are allowed as a permitted use in the following zoning districts:
  - (1) I-1 Limited Industrial;
  - (2) B-2 Limited Community Retail;
  - (3) B-3 Auto Oriented; and
  - (4) B-4 Central Business District.

\* Lower-Potency Hemp Edible Retailers holding a valid preapproved state license, license or endorsement, or a registration as a hemp-derived cannabinoid business prior to the effective date of this ordinance shall be considered a legal nonconforming use within zoning districts not listed in this paragraph and may continue operating as Lower-Potency Hemp Edible Retailer and/or hemp-derived cannabinoid business so long as the retailer's state license and/or registration remains valid and is not discontinued for more than one year. A retailer that meets the requirements of this exemption may not expand the nonconforming use by applying for or obtaining any other state license, endorsement, or registration that would authorize the cultivation, manufacture, or sale of cannabis plants, cannabis flower, or other cannabis products.

- (F) *Cannabis Transportation.* Cannabis businesses licensed or endorsed for transportation are allowed as a permitted use in the following zoning districts:
- (1) I-1 Limited Industrial;
  - (2) I-2 General Industrial; and
  - (3) B-3 Auto-Oriented.
- (G) *Cannabis Delivery.* Cannabis businesses licensed or endorsed for delivery are allowed as a permitted use in the following zoning districts:
- (1) I-1 Limited Industrial;
  - (2) B-2 Limited Community Retail;
  - (3) B-3 Auto-Oriented; and
  - (4) B-4 Central Business District.

#### **17.04 Advertising**

- (A) Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building and/or on the property of the business in accordance with Chapter 10 of the Redwood Falls Unified Development Ordinance, unless otherwise limited or prohibited by Minnesota Statute.
- (B) Cannabis businesses shall comply with all advertisement requirements in Minn. Stat. 342.64, as amended from time to time.

#### **17.05 Performance Standards**

- (A) *Security.* Pursuant to Minn. Stat. 342.27, subd. 9, cannabis businesses shall at all times maintain compliance with security requirements established by OCM, including but not limited to requirements for maintaining video surveillance records, using specific locking mechanisms, establishing secure entries, and the number of employees working at all times.
- (B) *Shared Use.* A cannabis business is prohibited from sharing a common entrance or a premises with a business licensed as a tobacco products shop. This prohibition does not include Lower-Potency Hemp Edible Retailers.
- (C) *Nuisance.* Odors, noise, vibration, glare and other potential side effects of cannabis manufacturing or cultivation processes shall not be discernable beyond the property line. Except in the I-1 and I-2 zoning districts, the use of volatile solvents for cannabinoid extractions is prohibited.

**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 2<sup>nd</sup> day of January, 2025.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of January 2025.

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

**Introduction:** 12/17/2024  
**Posting:** 12/19/2024  
**Adopted:** 01/02/2025  
**Approval Published:**



Architecture  
Engineering  
Environment  
Planning

I+S GROUP

www.i-s-gp.com

### City of Redwood Falls

Redwood County Minnesota

Official Zoning Map

January 2015

#### Overlay District

- Airport
- Floodplain
- Shoreland
- City Limits
- Lake
- Parcels
- Runway Approach Zone A
- Runway Approach Zone B
- Railroad
- River

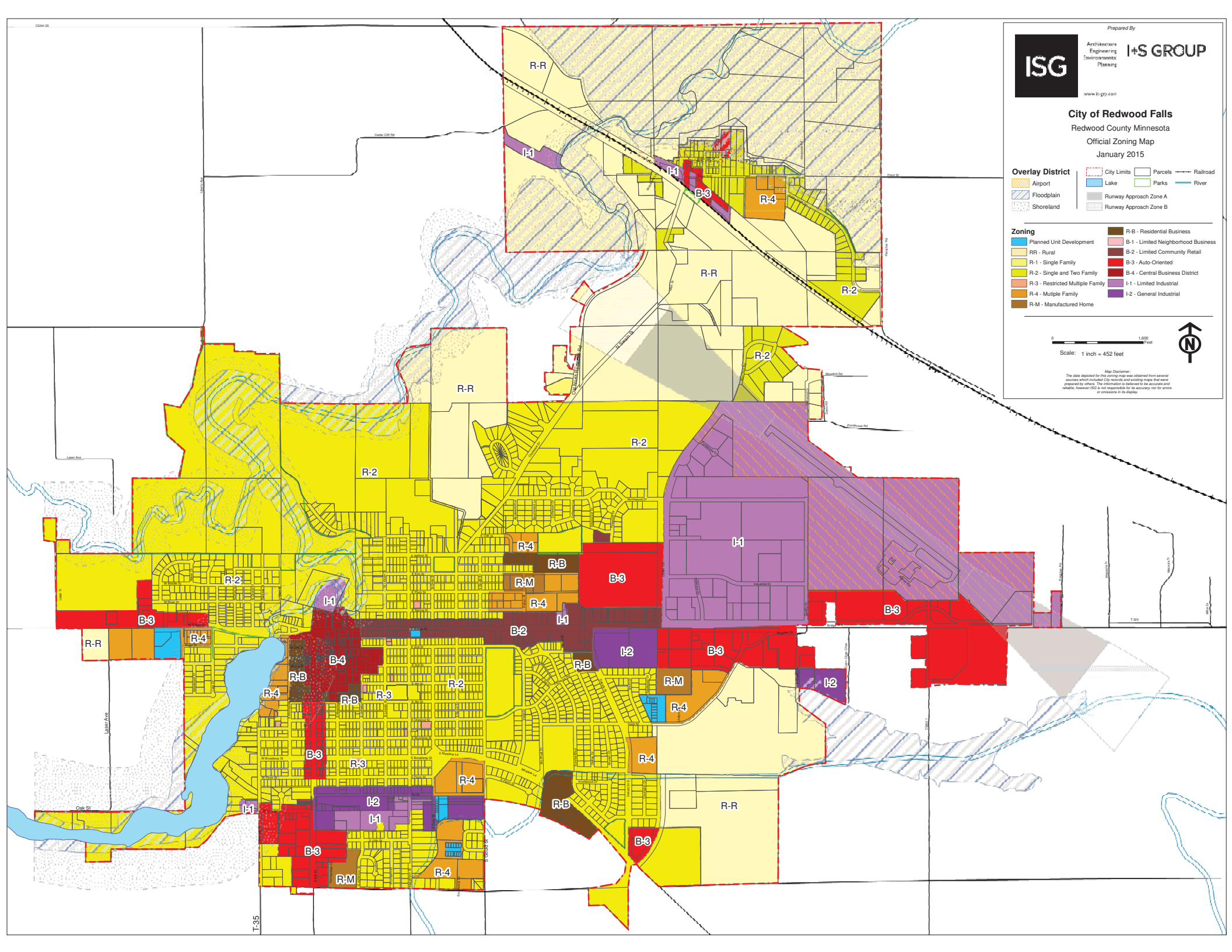
#### Zoning

- Planned Unit Development
- RR - Rural
- R-1 - Single Family
- R-2 - Single and Two Family
- R-3 - Restricted Multiple Family
- R-4 - Multiple Family
- R-M - Manufactured Home
- R-B - Residential Business
- B-1 - Limited Neighborhood Business
- B-2 - Limited Community Retail
- B-3 - Auto-Oriented
- B-4 - Central Business District
- I-1 - Limited Industrial
- I-2 - General Industrial

Scale: 1 inch = 452 feet



Map Disclaimer:  
The data depicted for this zoning map was obtained from several sources which included City records and existing maps that were prepared by others. The information is believed to be accurate and reliable, however ISG is not responsible for its accuracy nor for errors or omissions in its display.







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

---

## AGENDA RECOMMENDATION

**Meeting Date:** January 2, 2025

**Agenda Item:** Resolution No. 4 of 2025 – Resolution Accepting Donation for Redwood Falls Fire Department

**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:** Minnesota Statute 465.03 gives the city authority to receive donations and requires them to be formally accepted by resolution, adopted by a two-thirds vote of the Council. Attached is a resolution accepting a financial donation for the Redwood Falls Fire Department in the amount of \$1,000 from Minnwest Bank.

**Attachments:** Resolution No. 4 of 2025

**RESOLUTION NO. 4 OF 2025**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

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

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

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| Minnwest Bank        | \$1,000.00    |

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

Terms or Conditions  
Donation to the Redwood Falls Fire Department.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 2<sup>nd</sup> day of January 2025.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of January 2025.

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

January 2, 2025

### **Agenda Recommendation**

**Agenda Item:** Resolution No. 5 of 2025 – Resolution Accepting Donation from PROTECTS – Redwood Falls

**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. Staff recommends accepting the donation from PROTECTS.

#### **Summary/Overview:**

In 2024, the non-profit organization Providing Resources, Officer Training, Equipment Canine, and Team Support (PROTECTS) was established. The organization's purpose is to provide funding to first responder organizations that have needs which cannot be met within their normal operating budgets. After meeting with Police Chief Jason Cotner and Assistant Police Chief Steve Schroeder PROTECTS announced their first organizational goal was to raise funds for the purchase of a police K-9. This goal included the purchase of the dog, training for the dog and handler, travel and housing costs, and specialized squad car equipment, among other items. Preliminary estimates for this purchase were set at \$45,500.00.

By December 18, 2024, PROTECTS informed Chief Cotner the organization had raised over the estimated purchase costs and was ready to disburse those funds to the Redwood Falls Police Department.

RFPD has contacted the vendor, McDonough K-9, who reports a dog will be available for the next training session in March of 2025. Training lasts 3 months. This would be an unbudgeted purchase, however, PROTECTS donation will fully fund the purchase of the dog, all training and certification, travel and housing costs, and K-9 squad car equipment. Outside the officer's normal wages, no RFPD funds would be used toward this project.

#### **Attachments:**

PROTECTS Letter of Intent  
Resolution No. 5 of 2025

**RESOLUTION NO. 5 OF 2025**  
**A RESOLUTION ACCEPTING DONATIONS TO THE CITY.**

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

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

| <u>Name of Donor</u>                                                                                       | <u>Amount</u> |
|------------------------------------------------------------------------------------------------------------|---------------|
| PROTECTS – Redwood Falls<br>(Providing Resources, Officer Training,<br>Equipment Canine, and Team Support) | \$45,500.00   |

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

Terms or Conditions  
Contribution to be used by the Redwood Falls Police Department for the purchase of a dog, K-9 training and certification, travel and housing costs, and K-9 squad car equipment.

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

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

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

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

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 2<sup>nd</sup> day of January.

ATTEST:

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

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

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of January 2025.

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

January 2, 2025

### **Agenda Recommendation**

**Agenda Item:** Purchase of Police K-9

**Recommendation/Action Requested:** Staff recommends purchase

### **Summary/Overview:**

In 2024, the non-profit organization Providing Resources, Officer Training, Equipment Canine, and Team Support (PROTECTS) was established. The organization's purpose is to provide funding to first responder organizations that have needs which cannot be met within their normal operating budgets. After meeting with Police Chief Jason Cotner and Assistant Police Chief Steve Schroeder PROTECTS' announced their first organizational goal was to raise funds for the purchase of a police K-9. This goal included the purchase of the dog, training for the dog and handler, travel and housing costs, and specialized squad car equipment, among other items. Preliminary estimates for this purchase were set at \$45,500.

PROTECTS has provided a letter of intent to donate \$45,500 to RFPD for the K-9 program. The vendor of the K-9, McDonough K-9, has provided an invoice listing the purchase price and training of the dog and handler as \$16,500. The purchase of the dog and training is an unbudgeted expenditure within the RFPD budget. With the \$45,500 PROTECTS donation all anticipated costs for the purchase, training, and equipment needs are fully funded and no RFPD funds will be used to make this purchase.

### **Attachments:**

PROTECTS letter of intent  
McDonough estimate and equipment list



Providing Resources, Officer Training, Equipment, Canine, and Team Support  
Subsidiary of RACF

---

PO Box 82  
Redwood Falls, MN 56283  
Phone: 507-993-3216 (Abby)  
Facebook: PROTECTS – Redwood Falls

December 17, 2024

To Whom It May Concern:

The PROTECTS organization has fundraised and received grants to support the creation of the K9 program for the Redwood Falls Police Department. PROTECTS has committed to contributing \$45,500.00 to support the needs of the department regarding the creation of the K9 program.

**Initial Payment:** On January 2, 2025, PROTECTS is committed to provide an initial payment of \$16,500.00 to the City of Redwood Falls to cover the cost of the purchase and training of an imported police K9 from Mark McDonough.

**Ongoing Support:** PROTECTS has secured funding and is further committed to providing the remaining balance of \$29,000.00, which will be distributed to the City of Redwood Falls as additional needs and purchases arise, ensuring continued support for the K9 program.

This partnership will provide the Redwood Falls Police Department with the necessary resources to enhance their ability to serve the community.

Sincerely,

*AL, Treasurer*

PROTECTS  
Krysta Schroeder, President  
Abby Larson, Treasurer  
Jenifer Manthei, Secretary  
Hillary Evans  
Patti Machart  
Emily Monson  
Matt Johnson

# INVOICE

**Mark McDonough**

INVOICE #24-034  
DECEMBER 15, 20204

551 Van Buren St  
Anoka, MN 55303

TO Redwood Falls Police Department

| SALESPERSON | JOB | SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE | PAYMENT TERMS | DUE DATE |
|-------------|-----|-----------------|----------------|---------------|---------------|----------|
|             |     |                 |                |               |               |          |

| QTY | ITEM # | DESCRIPTION                                                          | UNIT PRICE     | DISCOUNT | LINE TOTAL  |             |
|-----|--------|----------------------------------------------------------------------|----------------|----------|-------------|-------------|
|     |        | Purchase of imported police K9 and training for patrol and narcotics | \$16,500.00    |          | \$16,500.00 |             |
|     |        |                                                                      | TOTAL DISCOUNT |          |             |             |
|     |        |                                                                      |                |          | SUBTOTAL    | \$16,500.00 |
|     |        |                                                                      |                |          | SALES TAX   |             |
|     |        |                                                                      |                |          | TOTAL       | \$16,500.00 |

Make all checks payable to **Mark McDonough**  
**THANK YOU FOR YOUR BUSINESS!**



## **EQUIPMENT NEEDED FOR K-9 CLASS**

1. Trial sleeve, from Ray Allen or Elite K-9
2. Barrel sleeve
3. (2) Double handle 12-inch tugs
4. (2) Balls on ropes, 2 to 2 ½ inch balls
5. (2) Kongs on ropes
6. 26-foot retractable lead
7. (2) Agitation whips
8. Tracking harness, nylon preferred
9. 6-foot street lead, leather
10. 6-inch tab lead, leather preferred
11. 15-foot lead
12. 30-foot lead
13. 50-foot lead which can be made from ¼ to ½ rope from Home Depot, with a clasp at the end.
14. A .209 primer blank gun, with approximately 500 rounds
15. 3 dozen tennis balls
16. 10-15 grams of meth, cocaine, and crack heroine
17. Hotdogs, enough for training every day.
18. Treat pouch
19. Leerburg Educator E collar (ET400+ dual receiver) or PT3000 Martin E collar.
20. Choker
21. Pinch collar-small teeth 3mm to 4mm
22. Dominant dog collar from Leerburg
23. Bite pillow
24. Ram 9 muzzle from Ray Allen
25. Clicker
26. Elite K-9 folding break bar, from Serius or from Elite K-9
27. Rex spec earmuffs
28. K-9 training vest, multi-pocketed, (from Elite or Ray Allen)



January 2, 2025

### **Agenda Recommendation**

**Agenda Item:** Permission to Submit Grant Application to American Kennel Club (AKC)

**Recommendation/Action Requested:** Staff recommends approval of the grant submission

### **Summary/Overview:**

In 2024, the non-profit organization Providing Resources, Officer Training, Equipment, and Team Support (PROTECTS) was created and their first goal was the purchase of a police K-9 for the Redwood Falls Police Department (RFPD). In less than six months the organization raised more than \$45,500, which was the preliminary estimate for the purchase of the K-9, training and certification of the dog and handler, travel and housing costs, as well as specialized K-9 equipment for the RFPD squad car.

While the PROTECTS donation funded all the start up costs for a police K-9 program some unbudgeted expenses are necessary to maintain the K-9 such as food and veterinary visits. To meet this unbudgeted expense a grant from the American Kennel Club (AKC) was identified. AKC's Reunite K9 Cop Grant Program provides up to \$7500 for new K-9 programs. This grant requires no matching funds or reporting requirements. The only stipulations if RFPD were awarded the grant is the K-9 squad car display an AKC Reunite logo.

### **Attachments:**

AKC Reunites K9 Cop Grant Program Application



**AKC  
REUNITE**<sup>SM</sup>  
The way home for lost pets.



[Exit](#)

[Guidelines](#) [General Information](#) [Sponsoring Club Information](#) [K9 Program Description](#) [Attachments and Certification](#) [Review My Application](#)

**Please correct the problems indicated below.**

1. Tax ID is a required field.
2. Completed W-9 is a required field.
3. Proof of Funds Letter is a required field.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click **Submit** to forward your application for consideration. If you're not ready to submit your application yet, click **Save & Finish Later**.

### Guidelines

[Printer Friendly Version](#) | [E-mail Draft](#)

\* Required before final submission

### AKC Reunite K9 Cop Grant Program

AKC Reunite is working with AKC Clubs to donate K9 police dogs to police departments around the United States. Many police department K9 units are suffering budget cuts and they are unable to solicit money due to town and municipality codes. The donations from AKC Reunite and AKC Clubs allow the police department's need for a new K9 to become a reality. AKC Reunite will match the funds raised by AKC Clubs three to one, not exceeding \$7,500.00. A maximum of one grant per department and a total of 200 grants will be awarded in 2024 (number may change).

### Application Overview:

- Applicant must be a qualified Police Department.
- Applicant must work with an American Kennel Club ("AKC") member or licensed club(s) to raise funds for the K-9.
- Applicant must agree to display the AKC Reunite logo on the K9 unit vehicle(s).
- Applicant must not have previously been awarded a grant through AKC Reunite in the same year.
- AKC Reunite's contribution shall not exceed the lesser of 75% of the total cost or \$7,500.00.

### General Information

#### Police Department Information

\* Department Name

Redwood Falls Police Department

\* Department Address

303 East 3rd Street  
Redwood Falls, MN 56283

\* Department City

Redwood Falls

\* Department State

MN ▼

\* Department Zip Code

56283

\* Website

ci.redwood-falls.mn.us

\* E-mail Address

General Email Address

rfd@ci.redwood-falls.mn.us

\* Phone

507-637-7450

### K9 Program Description

\* Please describe the department's K9 Officer Program:

Establishing a new K9 program entails substantial costs. While the City of Redwood Falls' budget can manage the annual expenses associated with the program, the initial startup costs surpass our current city levy. To successfully launch this initiative, we require additional funding to cover these essential upfront expenses.

\* What is your target price for a K9?

Please enter whole dollars only

16500

### Attachments and Certification

#### Attachments

Please include the following documentation/confirmation with your application:

\* Completed W-9


Click 'Choose File,' select the file from your computer, then click 'Upload' to attach.

 This is a required field.

No file chosen

\* Proof of Funds Letter

Click 'Choose File,' select the file from your computer, then click 'Upload' to attach.

 This is a required field.

No file chosen

Proof of 501(c)(3) status, if applicable

Click 'Choose File,' select the file from your computer, then click 'Upload' to attach.

No file chosen

#### Certification

\* Do you agree to display the AKC Reunite logo on the K9 unit vehicle(s)?

Yes 

\* Do you agree to notify AKC Reunite once K9 is purchased?

Yes 

All of the statements I have made in this application are true and accurate.


\* Signature

Asst. Chief Steven Schroeder #202

\* Tax ID

 This is a required field.

\* Tax Status

Government Agency 

\* Has your department received any previous support from The American Kennel Club or AKC Reunite?

No 

If yes, please list the specific year(s) and provide an explanation.

\* Territory or Area Served

City of Redwood Falls - MN

### Police Department Primary Contact

\* First Name

Steven

\* Last Name

Schroeder

\* Title

Asst. Chief of Police

\* Phone

507-637-4005

\* E-mail

sschroeder@ci.redwood-falls.mn.us

### Primary Grant Application Contact (if other than above)

Same as Police Department Primary Contact

First Name Last Name  
Steven Schroeder

Title  
Asst. Chief of Police

Phone E-mail  
507-637-4005 sschroeder@ci.redwood-falls.mn.us

## Sponsoring Club Information

### Sponsoring Club Information

\* Sponsoring AKC Club Name

USPCA

### Primary Club Grant Contact

\* First Name

Don

\* Last Name

Slavik

\* Mailing Address

34605 454 Ave

\* City

Ottertail

\* State

Two letter abbreviation only  
MN

\* Zip Code

56571

\* Email

executivedirector@uspcak9.com

\* Phone

651-350-4541

## K9 Program Description

AGENDA MEMO

**Meeting Date:** January 2, 2025

**Agenda Item:** Resolution No. 06 of 2025 – A Resolution of the City of Redwood Falls Providing for the Summary Publication of Ordinance No. 94, Fourth Series, Proposed Zoning Amendments to the Unified Development Ordinance for Cannabis Businesses

**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 and Minn. Stat. § 412.191.

**Summary/Overview:** State law requires that all ordinances adopted be published prior to becoming effective. As Council is aware, Ordinance No. 94, 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. 06 of 2025 and Exhibit A, which contains the summary of Ordinance No. 94 for publication. Both documents are attached

**Attachment:** Resolution No. 06 of 2025  
Exhibit A – Summary Publication

**RESOLUTION NO. 06 OF 2025**

**A RESOLUTION OF THE CITY OF REDWOOD FALLS PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 94, FOURTH SERIES, AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE, 2014 EDITION, AS PROVIDED IN §14.03 OF THE REDWOOD FALLS CITY CODE, FOR THE PURPOSE OF REGULATING CANNABIS BUSINESSES**

**WHEREAS**, on January 2, 2025, at the regular Redwood Falls City Council meeting, by majority vote, the City Council adopted Ordinance No. 94, Fourth Series, An Ordinance Amending The Unified Development Ordinance, 2014 Edition, as Provided in §14.03 of the Redwood Falls City Code, for the Purpose of Regulating Cannabis Businesses; 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. 94, 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 2<sup>nd</sup> day of January 2025.

ATTEST:

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

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

(City Seal)

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

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

## **EXHIBIT A**

### **PUBLIC NOTICE**

#### **ORDINANCE NO. 94, FOURTH SERIES**

The following is the official summary of Ordinance No. 94, Fourth Series, Titled “An Ordinance Amending The Unified Development Ordinance, 2014 Edition, as Provided in §14.03 of the Redwood Falls City Code, for the Purpose of Regulating Cannabis Businesses.”

Approved by the City Council of the City of Redwood Falls on January 2, 2025. Ordinance No. 94, Fourth Series amends the Redwood Falls Unified Development Ordinance by adding a new chapter for Cannabis Businesses, Chapter 17.

Chapter 17, titled “Cannabis Businesses,” is established pursuant to Minnesota Statutes §342.13(c) and §462.357, for the purpose of implementing the provisions of Minnesota Statutes, Chapter 342, which authorizes the Redwood Falls City Council to protect the public health, safety, and welfare of Redwood Falls residents by regulating cannabis businesses within the legal boundaries of the City of Redwood Falls through the use of zoning requirements, and land use designations and restrictions. 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.

Chapter 17 regulates cannabis businesses by state license type, creating new definitions where needed and referring to Minnesota state statute where necessary, but using pre-existing zoning districts. Chapter 17 allows for each cannabis license type to be a permitted use, but only in certain zoning districts; (Indoor Cultivation – I-1, I-2, and B-3), (Outdoor Cultivation – I-1 and R-R), (Cannabis and Hemp Manufacturing – I-1, I-2, and B-3), (Wholesale – I-1, I-2, and B-3), (Retail – I-1, B-2, B-3, and B-4), (Transportation – I-1, I-2, and B-3), and (Delivery – I-1, B-2, B-3, and B-4). Advertising, security, shared use, and nuisance regulations and standards are also addressed. Outdoor cultivation in the R-R zone is permitted but with special requirements as noted in the Ordinance. An exception for pre-existing state registered hemp-derived cannabinoid business to allow for continued operation was also included.

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.

Passed and Adopted by the Redwood Falls City Council January 2, 2025.

ATTEST:

---

Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
2<sup>nd</sup> day of January 2025.

---

Notary Public