

Dassel, MN

Regular City Council Meeting

Tuesday, January 21, 2025 at 6:00 pm

1. Call to Order

a. Pledge of Allegiance

Led by Mayor Lalone

b. Oath of Office

Council members Gaertner and Suchy & Mayor Lalone

c. Roll Call

Council members Gaertner, Landrus, Thurn, Suchy & Mayor Lalone

2. Approval of Minutes

Attachments:

- **City Council Minutes December 16, 2024** (12-16-2024_Regular_City_Council_Meeting_Minutes.pdf)

3. Public Hearing(s)

4. Open Forum

(The City Council invites residents to share new ideas or concerns related to city business; however, individual questions and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.)

5. Additions or Omissions to Agenda

6. Consent Agenda

a. Payment of Claims - 2024 \$87,396.00 and 2025 \$423,592.22

Claims list is a public document which is available by contacting the City Hall (320) 275-2454 or dassel@dassel.com.

b. Approve Resolution 2025-001 Accepting a Donation to the City of Dassel designated for Fire Department.

Attachments:

- **Resolution 2025-001 Accepting a Donation to the City of Dassel** (2024-001_Resolution_Accepting_Donation-FD.pdf)

c. Approve a \$.50 (fifty cent) increase from \$19.00 to \$19.50 per hour rate to Janis Rannow, Museum Worker for completing 90-day performance evaluation is satisfactory, retro-active to Nov. 19, 2024.

d. Approve a \$.50 (fifty cent) increase from \$19.38 to \$19.88 per hour rate to Jordan Siltala, Assistant Liquor Store Manager for completing 90-day performance evaluation is satisfactory effective Jan. 24, 2025.

e. Approve a \$.50 (fifty cent) increase from \$12.00 to \$12.50 per hour rate to Charlene Danielson, Liquor Store Clerk for completing 90-day performance evaluation is satisfactory effective Jan. 24, 2025.

f. Adopt Resolution 2025-002 Designation Official Newspaper & Financial Institutions

There are 2 new financial institutions that have been added to the list. They are Edward Jones, 945 Echo Dr, Ste B Hutchinson (Red Rooster Investments) and Northland Securities (for larger investments in certificate of deposits).

Attachments:

- **Resolution 2025-002 Designation Official Newspaper and Financial Institutions** (2024-002_Resolution_Designating_Official_Newspaper_and_Financial_Institutions.pdf)

g. Adopt Resolution 2025-003 Ratifying Mayoral Committee Appointments for 2025

Attachments:

- **Adopt Resolution 2025-003 Ratifying Mayoral Committee Appointments for 2025** (2024-003_Resolution_Appointing_Committee_Members.docx)

h. Adopt Resolution 2025-004 Assigning Citizen and Staff Committee Appointments for 2025

Attachments:

- **Resolution 2025-004 Assigning Citizen and Staff Committee Appointments for 2025** (2025-004_Resolution_Staff_Appointments.pdf)

i. Adopt Resolution 2025-005 Making Council Assignments for 2025

Attachments:

- **Resolution 2025-005 Making Council Assignments for 2025** (2025-005_Resolution_Council_Appointments.pdf)

j. Adopt Resolution 2025-006 Allowing Wire/Automated Bank Payments & Authorizing Pre-Payment of Claims

Attachments:

- **Resolution 2025-006 Allowing Wire/Automated Bank Payments & Authorizing Pre-Payment of Claims** (2025-006_Resolution_Allowing_Wire_Transfers__Pre_Payment_of_Claims.pdf)

k. Adopt Resolution 2025-007 Establishing and Approving Public Works Employees Annual Stipends

Attachments:

- **Resolution 2025-007 Establishing and Approving Public Works Employees Annual Stipend** (2025-007_Resolution_Setting_PW_Stipends.pdf)

7. Council & Committee Reports

a. Fire Relief Meeting, Jan. 15, 2025 - Mayor Lalone

8. Staff Reports

a. Museum Director

Attachments:

- **Monthly Report** (Museum_Directors_Report_-_Jan_2025.docx)

b. Liquor Store Manager

Attachments:

- **Monthly Report** (Liquor_Store_Report_-_Dec_2024.pdf)

c. Fire Chief

Attachments:

- **Monthly Report** (December_2024_Fire_Call_Reports.pdf)

d. Public Works Director

Attachments:

- **Monthly Report** (Public_Works_Report_January_2025.pdf)

e. City Engineer

f. City Administrator

Attachments:

- **Monthly Report** (20250121City_Administrator_Report.pdf)

g. City Attorney

Kurt Greenley will be present to give an update on the proposed Cannabis Ordinance and Zoning Ordinance documents. The attached are the most current drafts of the ordinances resulting from the two meetings that have been held with Greenley, Sarah Swedburg, City Planner with Bolton & Menk and Renee Eckerly, City Administrator.

We are requesting a joint meeting with Council and the Planning Commission on either Monday, February 10 or Tuesday, February 11, 2025, to review the attached documents and get feedback.

Attachments:

- **Draft Ordinance 2025-001 Regulating Cannabis Businesses** (2025-001_DRAFT_Ordinance_Regulating_Cannabis_Businesses_1-17-2025_Greenley-_Council_Review_1-21-2025.pdf)
- **Draft Ordinance 2025-002 Zoning Cannabis Businesses** (2025-001_DRAFT_Ordinance_No_02-2025_-_Dassel_Cannabis_Ordinance_01-16-25_Swedburg.pdf)

h. Sheriff's Department

Attachments:

- **Monthly Report** (Meeker_County_Sheriff_Monthly_Stats-December_2024.pdf)

9. Business Items

a. Motion to approve the quote from Lakeside Paintworks LLC in the amount of \$6,860.00 for painting of event center, chair room, hallways, lobby and bathroom hallway at the History Center.

Carolyn Holje, Museum Director, is recommending Lakeside Paintworks LLC. She will discuss during her staff report. The expense would be charged to 101-45172-401 Repairs/Maint Buildings budget balance \$9,000.00 on Jan. 1 2025.

Attachments:

- **Quotes for painting work at History Center** (History_Center_Painting_Quotes.pdf)

b. Motion to approve the quote from Their Well in the amount of \$25,450.00 for repair of wastewater irrigation pump.

Kyle Moe, Public Works Director will discuss during his staff report. The expense would be charged to 562-49450-500 Sewer Capital Outlay balance \$205,260.56 on Jan. 1 2025.

Attachments:

- **Quote for repairing wastewater irrigation pump** (Quote_from_Their_Well_Dassel_WW_Pump_repair_est.pdf)

c. Discuss motion to approve draft City Council Code of Conduct policy

The League of MN Cities suggest that City Councils have a Code of Conduct policy so that all City Council members are aware of the expectations of their position. This policy is originally from the City of Edina but covers all the important aspects. If approved by the Council, each member would sign the policy and it would be available at each Council meeting and distributed to each member of the Council.

Attachments:

- **Draft City Council Code of Conduct policy** (1-21-24_DRAFT_City_Council_Code_of_Conduct.pdf)

d. Motion to approve Resolution 2025-008 Local Board of Appeal & Equalization Trained Board Member Certification

The online Board of Appeal & Equalization Training is 45 minutes on the Department of Revenue website.

It is good to have multiple City Council members trained. The training closes on January 31, 2025, for the current year. Please give Renee Eckerly, City Administrator a copy of your certificate so she can forward it to the Meeker County Assessor.

Attachments:

- **Resolution 2025-008 Local Board of Appeal & Equalization Trained Board Member Certification** (2025-008_Resolution_Local_Board_of_Appeal___Equalization_Trained_Board_Member_Certification.pdf)

e. Motion to schedule your 2nd City Council meeting of 2025 on Tuesday, February 18, 2025, at 6:00 p.m.

f. Adopt Resolution 2025-003 Ratifying Mayoral Committee Appointments

Attachments:

- **Resolution 2025-003 Ratifying Mayoral Committee Appointments for 2025** (2025-003_Resolution_Ratifying_Mayoral_Committee_Appointments_for_2025.pdf)

10. Adjourn

The agenda packet with all background material is located at the side table for viewing by the public. The agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.

Dassel, MN

Regular City Council Meeting

Minutes

Monday, December 16, 2024 at 6:00 pm

1. Call to Order

Minutes:

Meeting called to order by Mayor Lalone at 6:06 pm.

a. Pledge of Allegiance

Led by Mayor Lalone

b. Roll Call

Council members Gaertner, Landrus, Sombke, Thurn & Mayor Lalone

Minutes:

Member present: Gaertner, Landrus, Sombke, Thurn and Mayor Lalone. Member absent: None

2. Approval of Minutes - City Council Minutes Nov. 14, 2024, and DAHS meeting Oct. 22, 2024

Minutes:

Motion by Gaertner, seconded by Landrus to approve the minutes as presented. Motion carried.

3. Public Hearing(s)

Minutes:

Public Hearing was opened at 6:08 pm.

a. Truth in Taxation Public Hearing

Minutes:

Administrator Eckerly reported the Levy is currently at 6%. The increase of \$46,000.00 is due to the increase in the contract with the Sheriff's Department of \$12,000.00, Planning and Development services increase of \$15,700.00, energy cost increase, health benefit increase and the addition of the City Administrators wages. This portion of the Public Hearing was closed at 6:22 pm.

b. Assessment of Delinquent Utility Accounts Public Hearing

Minutes:

This section of the Public Hearing was opened at 6:22 pm and closed at 6:24 pm with no one present to speak.

4. Open Forum

(The City Council invites residents to share new ideas or concerns related to city business; however, individual questions and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.)

5. Additions or Omissions to Agenda

Minutes:

Administrator Eckerly would like to add the annual pay increase for employees of 2.5% to the agenda for approval under 9j.

Motion by Landrus, seconded by Thurn to approve the agenda with the one addition. Motion carried.

6. Consent Agenda

Minutes:

Motion by Sombke, seconded by Thurn to approve the Consent Agenda. Motion carried.

- a. **Payment of Claims \$402,423.54**
- b. **Motion not to waive municipal tort liability limits established by MN Statute 466.04.**
- c. **Motion to Approve the Appointment of the Fire Department Officers effective Jan. 1, 2025**
- d. **Motion to schedule the 1st City Council meeting of 2025 on Tuesday, January 21, 2024, at 6:00 p.m. (Oath of Office)**

7. Council & Committee Reports

a. Council member Landrus - Dassel/Cokato Trail meeting 11/20/24

Minutes:

Council member Landrus reported on the trail meeting on November 20, 2024. The active transportation program funding was discussed to see about getting some assistance with maintenance of the asphalt on the trail. Bolton and Menk will be assisting with the grant application.

b. Council member Gaertner - Small Business Group meeting 11/25/24

Minutes:

Council member Gaertner reported the groups last meeting was to discuss the Dazzle in Dassel event. That event took place on December 13, 2024. The group was having a hard time finding someone to play Santa. Someone was hired and Santa made an appearance at the He Shed She Shed and the Garden Nook. Next meeting should be the 1st Monday in January 2025.

c. Council member Sombke - DAHS meeting 11/26/24

Minutes:

Council member Sombke was absent from the November meeting. Nothing to report. The next meeting will be in January 2025.

8. Staff Reports

a. Museum Director

Minutes:

Administrator Eckerly read the Museum Directors report. There is an area they would like to use as a little theatre. They are in need of having extra storage. The Department is looking at a new copy machine, a new microfilm reader, computer for the back room and also a new small copy machine for the back computer. The Director is getting quotes to have the History Center portion of the building painted. A new company was out to give a quote for the maintenance of the sprinkler system.

Upcoming events include: The Bortnam family musicians will be performing on Dec. 21, 2024, and coming in 2025 is Reader's theatre of Our Town Exhibit – "What's in a Name – Dassel?", Hatchery 2025, Printing and books – Steve Meisner and our printing items from the Dassel Dispatch, and Manhole Covers – Lydia Henry What Is It?

b. Liquor Store Manager

Minutes:

Manager Moy reported a little growth in sales numbers. The sign has been installed and running after a faulty connector was replaced. In November, Brandon Fischer, GreenWize Energy Solutions gave an estimate in regard to switching the interior lightning to LED. This is just for the liquor store side of the building. The LED bulbs that were recently replaced will be taken out and kept for use elsewhere. Council would like Moy to reach out to the tenant on the other side of the building to see if they would be interested in switching as well.

The total project is: Before Rebate \$8,665.95 Rebate Amount \$4,149.65 Out of Pocket. \$4,516.30

Motion by Gaertner, seconded by Thurn to approve the quote from GreenWize to retro the interior lighting at the liquor store to LED for \$4,516.30 to be charged to account to be determined by the City Administrator. Motion carried.

c. Fire Chief

Minutes:

Chief Johnson reported 26 calls for the month of November 2024. There were 12 within the city limits and 378 year to date.

d. Public Works Director

Minutes:

Street Department: The Department has been salting and sanding as needed. They installed holiday decorations along HWY 12 and Atlantic Ave. They have been continuing to pick up brush and stick piles along streets from the Halloween storm and in the field. He has been in contact with K&H towing regarding towing during snow removal again this year. The Department is all set and will do the same thing they did last year. He would like to remind residents that winter parking restrictions are in effect. Water Department: There was a service line leak on Sellards Dr. over Thanksgiving. It was repaired on Dec. 3, 2024, to find it was leaking prior to curb stop which per new ordinance is the cities responsibility. There were batteries that had to be replace at Water Plant generator. He has received a few complaints on discolored water but after investigation found to be homeowner issues. The most common has been low to empty water softeners. He submitted service line inventory and paperwork for the Lead and Copper inventory to Department of Health and is still waiting on a letter of completion. Sewer Department: The Lift pump at Lake and Willis is replaced and working. He has added this Lift pump to yearly inspections. The Department is continuing to sample as needed. He had Algren Electric install plugs into panels of 5th St. Lift and Simons Lift to be able to replace battery back-ups without having to wire them in. He has contacted Litchfield sewer department about having us come and walk through their plant. This will be a great help to see the mechanical plant side in operation for Nolan and

myself when we go test for our B license. We will do this during slow times. He is requesting a motion to purchase siding and soffit for Main and 5th St. Lift Stations. Moy presented pricing from Menards for supplies for staff to install steel siding and soffit on the two lift stations. Moy reported the Department will install the siding and soffit as they did the roofs on the buildings and the siding on Sellards Park bathroom. They tentatively plan to do the installs this winter/early spring as weather allows. The cost of the supplies is \$4,000 and would be taken out of 602-49450-401. We are purchasing on the heavy end of supplies because Simmons and our field shed also need to be completed in near future and will use remainder there. He is still waiting on quote for the irrigator pump at sewer plant.

Equipment: They have all summer equipment put away and snow equipment ready for service. They have been continuing to maintain and do preventative maintenance on equipment. He would like to purchase a bed mounted sander for the Tool Cat from Farmrite. Moy reported with the addition of the Safe Routes to School and downtown area, the Department has been doing a lot more clearing of snow on sidewalks. The Department only has a walk behind type of spreader for salt/sanding the sidewalks. The quote is for a trade in that Farm-Rite received that wasn't used so it is new condition and \$2,000 less than a new one. It is a preferred design for our use. The quote is for \$5,900 installed.

Personnel: Stan is off for the winter but still available for snow plowing. There will be employees using PTO rounding out the end of year but will maintain adequate staff snow plowing if needed. Parks: The Department has begun flooding the skating rink as long as weather allows. The rink is now open. The Department leveled dirt out at Summit Park. He was trying to work it out with the Rotary Club to be able to put time in, but weather didn't allow. They rough leveled it and will finish it in the spring including seeding. Moy attended DC Trail Meeting about moving forward with the grant to have trail repaired.

Building/Property: The Department has been cleaning and organizing the buildings. He worked with Spring Lake Association and MN Rural Water Association to complete a smoke test on "Chucks Pipe" to identify where it was coming in from. They discovered where the intake is and is coming from low land to the west. The line and intake are all out of city limits along with where it enters Spring Lake. The Department has been installing markers for snow cleaning. They will be reinstalling the thrift stores sign on the new liquor store sign. They were waiting on an answer if they wanted to have the sign redone but they do not. Motion by Lalone, seconded by Landrus to approve the purchase of material for repair of the siding/soffit project for the Main and 5th St lift stations not to exceed \$4,000.00 with fund coming from account 602-49450-401. Motion carried.

e. City Engineer

Minutes:

Engineer Lease reported the grant they are applying for is an active transportation grant for projects between \$50,000 and \$1,000,000.00. The project cost for the DC Trail is right around \$540,000.00 and if we receive the grant. It would be \$460,000.00 and would cover all of the construction costs. That would include resurfacing the entire trail to Cokato with portions of it receiving an actual reclaim to get better base material underneath it.

f. City Administrator

Minutes:

Administrator Eckerly reported upcoming events include Holiday – Christmas Eve and Christmas Day, Tuesday & Wednesday, Dec. 24 & 25, 2024, City Hall Closed Holiday – New Years Eve (City Hall open until noon), Dec. 31, 2024, and New Years Day (Jan. 1, 2025) City Hall Closed, Small Business Group meeting, Mon. Jan. 6, 2025, at 10:00 a.m. at SIMO, Department Head meeting, Tues, Jan. 14, 2025, 7:00 am, City Hall, Holiday – Martin Luther King Jr, Monday, Jan 20, 2025, City Hall Closed, City Council Meeting, Tuesday, Jan. 21, 2025, at 6:00 p.m. City Hall, Fire Relief Annual meeting, Wed. Jan. 22, 2025, 7:00 pm. Fire Hall (Mayor/City Adm., DAHS meeting, Tues. Jan. 28, 2025, 10:00 a.m. History Center, Board of Equalization Training, MUST BE COMPLETED BY Feb. 1, 2025.

She attended a meeting with a developer and Bolton & Menk regarding building five duplexes in Cherry Circle. She also spoke to another developer regarding building duplexes on Summit Avenue. She attended a TASC webinar, met with LeeAnn and Jerry Irwin, Trail Meeting, Department Head, Safety Meeting. Administrative staff had a training session with Jim Brown, H2O Analytics on the application for residents to monitor their own water usage and the steps to launch the application in January 2025. Tracey Bergum, City Clerk and I had a pre-audit meeting with Sara Oberloh to get prepared for the 2024 audit. Sara also stopped out and met with Heather Moy, Liquor Store Manager. Audit will be scheduled sometime in March 2025. The Department has handled a variety of complaints and inquiries. Staff is working with the delinquent utility account property owners prior to the Public Hearing on December 16, 2024. She is working on a proposed new fee schedule, budget and reviewing posting entries from throughout the year for corrections. Since it is the end of the year, there has been staff inquiring about their Earned Sick and Safe time. That is when she reviewed that volunteer firefighters were included in the policy. The State of MN changed the ESST law to not cover Volunteer and paid-on-call firefighters in the Spring of 2024. She talked with Dave Johnson, Fire Chief regarding the impact if she proposed the removal of the volunteer firefighters and he said it would be fine, and no one would be impacted. She has a motion requesting the change to the Personnel policy section referring to Earned Sick and Safe time. She has been in contact with Duane Heier regarding the restrooms at Breed's Park to get me an engineer drawing of the proposed restrooms that I can submit to the Building Official for review. Carolyn Holje, Museum Director, knows an artist that is working on creating a draft drawing of the proposed city seal. She has been working with Bill Singer, AT Group for the enrollment of the Blue Cross Blue Shield health insurance, Delta Dental renewal, Flex Spending enrollment, Health Savings enrollment. She is working on the city's renewal of liability/property and work comp insurance with the League of MN Cities. She volunteered to be part of the new Economic Development sub-committee for the Coalition of Greater Minnesota Cities. The new MARCO copier was installed Friday, December 13, 2024.

The League of MN Cities Elected Leaders Institute is February 21-22 in Plymouth or February 28 - March 1 in Alexandria if anyone would like to attend, please contact her to get registered and hotel accommodations.

g. City Attorney

Minutes:

Attorney Greenley presented a draft of the Adult Cannabis ordinance to the council for feedback. Greenley proposed the idea of a Public Hearing or bringing the Cannabis Committee back to go through the draft. Another approach may be to just do away with the draft. The moratorium will expire on January 1, 2025. The Office of Cannabis Management will begin accepting application in January or February with no social equity requirement with a lottery possibly being held sometime in May/June 2025. Eckerly asked if the council would want an application to be submitted on behalf of the city to get included in the lottery, which was discussed in length by council with no conclusion. Greenley stated at this point he is unsure if the LMC will insure cities that sell Cannabis. Greenley will be working with Sarah at Bolton and Menk then setting up a joint Council and Planning and Zoning meeting to review the draft ordinance and zoning map.

h. Sheriff's Department

Minutes:

Deputy Kelly reported 105 calls for the month of November 2024.

9. Business Items

a. Motion to Approve Resolution 2024-022 Appointing Dassel State Insurance and Susan Jarl, Agent

Minutes:

Motion by Gaertner, seconded by Lalone to approve Resolution 2024-022 Appointing Dassel State Insurance and Susan Jarl, Agent. Motion carried.

b. Motion to approve annual proposal for \$895.00 and 5 year Inspection Proposal for \$1,950.00 from Escape Fire Protection for the wet/dry sprinkler system at the History Center.

Minutes:

Motion by Landrus, seconded by Gaertner to approve annual proposal for \$895.00- and 5-year Inspection Proposal for \$1,950.00 from Escape Fire Protection for the wet/dry sprinkler system. Motion carried.

c. Motion to Authorize Mayor Lalone to sign Letter of Support for Active Transportation Program Infrastructure grant.

Minutes:

Motion by Landrus, seconded by Sombke to authorize Mayor Lalone to sign Letter of Support for Active Transportation Program Infrastructure grant. Motion carried.

d. Motion to approve Resolution 2024-023 Authorizing Pursuit of Active Transportation Infrastructure Grant

Minutes:

Motion by Landrus, seconded by Thurn to approve Resolution 2024-023 Authorizing Pursuit of Active Transportation Infrastructure Grant. Motion carried.

- e. Motion to authorize purchase of used SP12 Sand & Salt Spreader installed in ToolCat for \$5,900.00 from Farm-Rite Equipment.**

Minutes:

Motion by Landrus, seconded by Gaertner to authorize purchase of used SP12 Sand & Salt Spreader installed in ToolCat for \$5,900.00 from Farm-Rite Equipment. Motion carried.

- f. Motion to approve changes in Personnel Policy in regard to Earned Sick and Safe Leave eliminating volunteer firefighters from coverage.**

Minutes:

Motion by Lalone, seconded by Landrus to approve changes in Personnel Policy in regard to Earned Sick and Safe Leave eliminating volunteer firefighters from coverage. Motion carried.

- g. UPDATED: Discuss proposed 2025 Fee Schedule**

Minutes:

Eckerly will research the State Statute in regard to the Peddlers license fee. Mowing will be added to the fee schedule at \$75.00 per incident. The charge for the Irrigation Box will be discussed further at an upcoming meeting. Mitch with Bolton & Menk has been asked about including specifications for the installation of an Irrigation Box for a curb stop to the ordinance. The Fee Schedule will be updates and published for approval at the January 21, 2025 meeting.

- h. UPDATED: Motion to Adopt Resolution 2024-024 Approving Final Budget & Levy**

Minutes:

Motion by Gaertner, seconded by Lalone Motion to Adopt Resolution 2024-024 Approving Final Budget & Levy. Motion carried.

- i. NEW: Motion to certify delinquent water and sewer amounts to the Meeker County Auditor to be put on the real estate taxes**

Minutes:

Motion by Landrus, seconded by Gaertner to certify delinquent water and sewer amounts to the Meeker County Auditor to be put on the real estate taxes. Motion carried.

- j. Motion to approve 2.5% pay increase for staff effective 1/1/2025.**

Minutes:

Motion by Gaertner, seconded by Thurn to approve a 2.5% increase in wages for city staff effective January 1, 2025. Motion carried

10. Adjourn

Minutes:

Motion by Gaertner, seconded by Sombke to adjourn the meeting at 9:02 pm. Motion carried.

RESOLUTION ACCEPTING A DONATION TO THE CITY OF DASSEL

WHEREAS, the City of Dassel is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

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>
Thomas Veitch and P. Gayle Fuguitt	\$300.00

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 DASSEL, 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 directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Motion by _____, seconded by _____, the resolution was adopted and unanimously carried, this 21st day of January 21, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

CITY OF DASSEL

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER AND OFFICIAL DEPOSITORIES OF THE CITY OF DASSEL

WHEREAS, the City of Dassel is required under M.S. 412.831 to annually designate the Official City Newspaper; and

WHEREAS, the City of Dassel is required under M.S. 427.01 to annually designate the official depositories of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel that the Dassel – Cokato Enterprise Dispatch is designated as the official newspaper of the City for 2024; and

BE IT FURTHER RESOLVED by the City Council of the City of Dassel that the following financial institutions are hereby designated as depositories to the extent they are collateralized per the requirements of M.S. 118A.03 of accepted standards:

Perennial Bank
4-M Fund
First National Bank of Cokato
Kensington Bank
Edward Jones, 711 Hwy 12, Litchfield, MN
Edward Jones, 945 Echo Dr, Ste B, Hutchinson, MN
Northland Securities

BE IT FURTHER RESOLVED by the City Council of the City of Dassel that the City Administrator is authorized to make transfers between official depositories with Council approval.

Motion by _____, seconded by _____, the resolution was _____ and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

**CITY OF DASSEL
RESOLUTION RATIFYING MAYORAL
COMMITTEE APPOINTMENTS FOR 2025**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel the following Mayoral Appointments are accepted and adopted by the Council as a whole:

Acting Mayor	Dan Landrus
Cable Commission	City Administrator Renee Eckerly
Community Education Board	Bob Lalone
DC Baseball Association	Daniel Landrus
DC Trail Committee	Daniel Landrus John Pankratz, Park Board Member, Citizen Representative
Dassel Business Group Liaison	Amy Gaertner
Fire Advisory Board	Marie Thurn
Fire Department Relief Assoc. (Ex-Officios)	Bob Lalone City Administrator Renee Eckerly
Heritage Preservation Commission	Deb Suchy, Council Representative _____, Planning Commission Representative
Historical Society Liaison	Deb Suchy City Administrator Renee Eckerly
Negotiations/Personnel Committee	Bob Lalone Dan Landrus
Park & Rec Board	Amy Gaertner
Red Rooster Festival Committee	Amy Gaertner City Administrator Renee Eckerly

Spring Lake Association Liaison

Bob Lalone & Daniel Landrus

Wellhead Protection Committee

Daniel Landrus
City Administrator Renee Eckerly
Public Works Director Kyle Moy

Motion by Lalone seconded by Landrus, the resolution was approved and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

CITY OF DASSEL

**RESOLUTION ASSIGNING CITIZEN AND
STAFF COMMITTEE APPOINTMENTS FOR 2025**

WHEREAS, a community is strongest when it is supported by a broad base of citizens active in its growth and working toward ever increasing betterment of the community; and

WHEREAS, the City of Dassel is fortunate to have Citizens and Staff willing to serve the community to the best of their abilities on committees and advisory boards to provide the City with a united voice to guide its actions;

NOW, THEREFORE, BE IT RESOLVED that the following staff and citizen appointments are hereby approved by the Dassel City Council:

National Incident Management Board

- Chairman – Dave Johnson, City of Dassel – Staff (Fire Chief)
- Brian Massingham, City of Dassel – Staff (Assistant Fire Chief)
- Ryan Weinandt, Dassel Elementary School – Principal
- Sam Pahl, Cassia/Dassel Lakeside – Executive Director
- Mayor & Bob Lalone, Mayor – City of Dassel
- Renee Eckerly, City of Dassel – Staff (City Administrator)
- Brian Cruze, Meeker County Sheriff – Public Safety
- Kyle Moy, Public Works Director, City of Dassel – Staff (Public Works Director)

Dassel Safety Committee

- Bob Lalone, City Council Representative
- Dave Johnson, Fire Department Representative
- Renee Eckerly, Administrative Representative
- Kyle Moy, Public Works Director, Public Works Representative
- Heather Moy, Liquor Store Representative
- John Benson, Dassel History Center Representative

Planning Commission

- Al Sexton (Term ending 12/31/2024)
- ~~Debra Suchy~~ (Term ending 12/31/2025) _____ vacant position
- Nick Corbin (Term ending 12/31/2025)
- Daniel Landrus (Term ending 12/31/2024 – Council representative)

Motion by _____, seconded by _____, the resolution was _____ and
unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

CITY OF DASSEL

A RESOLUTION MAKING COUNCIL ASSIGNMENTS FOR 2025

WHEREAS, It is desirable to assign first line contacts to departments to be available to discuss with staff, projects and issues within the specific departments, and then to provide input to the council as a whole to add in the decision making process;

NOW, THEREFORE, BE IT RESOLVED by the Dassel City Council the following Assignments are accepted and adopted by the Council as a whole:

- | | |
|---|-------------------------|
| Administrative, Liquor, Museum,
Utilities & Public Works Departments | Mayor Lalone |
| Fire Department | Council member Gaertner |
| Technology | Mayor Lalone |

Motion by _____, seconded by _____, the resolution was _____ and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

**CITY OF DASSEL
RESOLUTION ALLOWING WIRE/AUTOMATED BANK PAYMENTS
AND AUTHORIZING PRE-PAYMENT OF CLAIMS**

WHEREAS, the banking industry has promoted electronic funds transfers to reduce paper transactions, move resources more rapidly and respond to customer demands; and

WHEREAS, Minnesota State Statutes defines electronic funds transfer as the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, Minnesota State Statute 471.38, states that payment of claims, obligations and investment transactions of a statutory city may be made by warrant, check or all forms of electronic or wire funds transfer and that a statutory city may accept payment by use of a credit card, debit card, or all forms of electronic or wire funds transfer; and

WHEREAS, the Dassel City Council acknowledges this new technology and the need for electronic fund transfer transactions both coming into and going out of the City bank and investment accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DASSEL, MINNESOTA that the Dassel City Administrator surer may accept and make payment by electronic funds transfer and wire transfer and that these transactions are subject to the same approval requirements as any paper transaction and that these electronic funds transfer and wire transfer transactions meet all of the required policies of the financial institutions the City of Dassel transacts with and includes but may not be limited to the following:

Utility and Miscellaneous Receipts, Credit Card Receipts and Monthly Charges, MN State Retirement System, ALERUS, State of Minnesota, IRS, PERA, USDA Rural Development, Federal Funding, Bond Payments, Lease Payments, Health/Dental/Life/STD & LTD Insurances

BE IT FURTHER RESOLVED, that the City Administrator is authorized to issue pre-payment of claims as directed by the Dassel City Council and Minnesota State Statute 412.271 as follows:

All utilities, including electrical, heating fuel, telephone, water and sewer; postage; payroll activity; sales taxes; registrations; payments for liquor store operations; other miscellaneous taxes; expenses subject to finance charges; payments for liquor store operations; and payment required under contracts or that have been otherwise pre-authorized by the City Council and entered into by the City.

Motion by _____, seconded by _____, the resolution was _____ and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

CITY OF DASSEL

**RESOLUTION ESTABLISHING AND APPROVING
PUBLIC WORKS EMPLOYEES' ANNUAL STIPENDS**

WHEREAS, the City Council requires Public Works employees to be available, for emergencies and to complete required equipment checks during non-regular business hours as part of their job duties, does hereby establish a weekly stipend for those employees;

AND WHEREAS, the City requires Public Works employees to wear safety equipment and uniforms;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DASSEL, MINNESOTA that the weekly stipend for non-exempt Public Works employees for on-call responsibilities for 2025 shall be \$150.00 per week to be paid separate from their normal hourly wage.

BE IT FURTHER RESOLVED, BY THE CITY COUNCIL OF DASSEL, MINNESOTA that the City will provide work uniforms through Vertis for Public Works employees and shall set an annual limit of \$150.00 for reimbursement of expenses for safety shoes or boots upon presentation of appropriate receipt or documentation to the City Administrator.

Motion by _____, seconded by _____, the resolution was _____ and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

**Directors Report
Dassel History Center
Dassel Area Historical Society**

January 2025

Updating Ergot:

We have an area we would like to use as a little theatre. It is loaded with stuff. We are looking forward to an addition.

Looking at a new copy machine.

New microfilm reader and computer for the back room.

Painting History Center, not the museum. Walls are dirty and planning to not have the screen painted on the wall. Have three quotes.

Sprinkler System – inspection by new company.

Programs

Community Strings performed Dec. 21. Good turnout. Audience loved them

Planning for 2025

Reader's theatre of Our Town, Exhibit – “What's in a Name – Dassel?”

Jerry Nelson, pianist June 20

Airborn – Summer

Community Strings in December

Cowboys in Sneakers, Poor Richard's Pizza, Cash bar. Working on food licensing

Dueling Pianos – perhaps with the Arts Association

Crow River String Band

Red Rooster Program – Dennis Bengtson

Dakota Uprising Tour

Other Exhibits Planned

Hatchery 2025

Printing and books – Steve Meisner, Dan Hoisington and our printing items from the *Dassel*

Dispatch, 2025

Manhole Covers – Lydia Henry

What Is It?

Liquor Store

	2024	Gross Sales	Cost of Good Sold	Gross Profit	Gross Profit %	Growth %	2023	2022	2021	2020	2019
Jan	\$	78,902.39	\$ 59,461.70	\$ 19,440.69	25%	-6%	\$ 83,519.07	\$ 86,497.18	\$ 103,006.56	\$ 84,851.41	\$ 83,468.67
Feb	\$	79,114.27	\$ 59,826.00	\$ 19,288.27	24%	-10%	\$ 88,229.64	\$ 88,822.30	\$ 93,595.13	\$ 84,679.83	\$ 77,335.16
Mar	\$	89,400.77	\$ 67,056.74	\$ 22,344.03	25%	-7%	\$ 96,207.42	\$ 94,419.40	\$ 105,366.78	\$ 125,469.96	\$ 93,680.21
Apr	\$	89,932.83	\$ 67,918.26	\$ 22,014.57	24%	-12%	\$ 101,729.09	\$ 101,990.20	\$ 111,477.81	\$ 135,457.28	\$ 95,525.43
May	\$	125,343.99	\$ 93,604.09	\$ 31,739.90	25%	-6%	\$ 133,711.11	\$ 125,300.13	\$ 137,816.79	\$ 166,196.43	\$ 119,647.00
Jun	\$	112,939.87	\$ 84,175.35	\$ 28,764.52	25%	-23%	\$ 146,918.07	\$ 143,156.80	\$ 142,970.10	\$ 152,792.72	\$ 124,815.85
Jul	\$	125,446.41	\$ 92,166.72	\$ 33,279.69	27%	-7%	\$ 135,529.73	\$ 148,990.37	\$ 157,498.35	\$ 170,289.30	\$ 134,229.90
Aug	\$	114,273.28	\$ 83,568.23	\$ 30,705.05	27%	-6%	\$ 121,073.47	\$ 121,411.40	\$ 126,696.75	\$ 146,544.48	\$ 133,046.50
Sep	\$	86,769.92	\$ 63,541.75	\$ 23,228.17	27%	-26%	\$ 117,082.11	\$ 125,522.69	\$ 118,904.19	\$ 126,685.79	\$ 97,976.90
Oct	\$	89,274.25	\$ 65,138.78	\$ 24,135.47	27%	-9%	\$ 98,507.27	\$ 106,315.17	\$ 114,317.15	\$ 122,201.79	\$ 96,634.58
Nov	\$	91,941.22	\$ 66,161.34	\$ 25,779.88	28%	-8%	\$ 100,091.46	\$ 104,464.97	\$ 105,407.93	\$ 117,977.05	\$ 97,387.40
Dec	\$	105,066.39	\$ 76,081.39	\$ 28,985.00	28%	-7%	\$ 113,228.84	\$ 117,422.03	\$ 122,868.03	\$ 139,890.73	\$ 111,026.33
YTD	\$	1,188,405.59	\$ 878,700.35	\$ 309,705.24	26%	86%	\$ 1,335,827.28	\$ 1,364,312.64	\$ 1,439,925.57	\$ 1,573,036.77	\$ 1,264,773.93
Annual % Growth							-2%	-6%	-8%	24%	5%

Inventory will be done on January 2nd
 Taking down holiday displays and getting everything organized again
 Looking forward to a new year

Please reach out with any questions or comments
 Thank you
 Heather Moy

City of Dassel Calls for December 2024

Incident Type Report (Summary) with Zones

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
111 - Building fire	1	10.00%	10,000.00	3,000.00	13,000.00	81.25%
123 - Fire in portable building, fixed location	1	10.00%	2,000.00	1,000.00	3,000.00	18.75%
	Total: 2	Total: 20.00%	Total: 12,000.00	Total: 4,000.00	Total: 16,000.00	Total: 100.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	8	80.00%				
	Total: 8	Total: 80.00%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
	Total: 10	Total: 100.00%	Total: 12,000.00			

Total Calls for December 2024

Incident Type Report (Summary) with Zones

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
111 - Building fire	1	2.94%	10,000.00	3,000.00	13,000.00	81.25%
123 - Fire in portable building, fixed location	1	2.94%	2,000.00	1,000.00	3,000.00	18.75%
Total: 2	Total: 5.88%	Total: 12,000.00	Total: 4,000.00	Total: 16,000.00	Total: 100.00%	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	26	76.47%				
322 - Motor vehicle accident with injuries	2	5.88%				
324 - Motor vehicle accident with no injuries.	2	5.88%				
Total: 30	Total: 88.24%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%	
Incident Type Category (FD1.21): 6 - Good Intent Call						
631 - Authorized controlled burning	2	5.88%				
Total: 2	Total: 5.88%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%	
Total: 34	Total: 100.00%	Total: 12,000.00				

Public Works Director Report

Street Department:

- We have been sanding and salting as needed.
- Would like to remind residents that winter parking ordinance is in effect.

Water Dept.

- There was a service line break on CJ Moe on 1/3/2025. After getting to the break it was discovered to be a property owner property.
- Did sampling with MDH on 1/15/2025 and awaiting results.
- Regular sampling and testing.
- Working in DNR conservation report.

Sewer Dept.

- We received siding for the lift stations. We are waiting on some nice weather to complete the project.
- We have received estimate for the replacement/repair of the irrigation pump. That came in at \$25,450. Will be taking that out of 602-49450-500.
-

Equipment

- The salter for the Toolcat has been received and installed.
- Did purchase new bigger chainsaw due to issues and ability to get running.
- Continuing to do maintenance and repairs on equipment.

Personnel

- Had employees using some vacation time over holidays.

Parks

- We are doing our best to keep ice conditions at rink best we can.

City Administrator

Monthly Report

Upcoming Events:

1. Fire Department Annual banquet, Sat. Jan. 25, 2025, 5:30 pm. Fire Hall (Council/Mayor/City Adm.) RSVP required
2. Fire Advisory Board meeting, Wed. Jan. 29, 2025, 6:00 p.m. Fire Hall
3. Board of Equalization Training, **MUST BE COMPLETED BY JAN. 31, 2025**
[Board of Appeal and Equalization Training | Minnesota Department of Revenue](#)
4. Small Business Group meeting, Mon. Feb. 3, 2025, at 10:00 a.m. at SIMO
5. Red Rooster Committee meeting, Tues. Feb. 4, 2025, at 6:00 p.m. at City Hall
6. Joint City Council & Planning Committee meeting, Mon. Feb 10 or Tues. Feb. 11, 2025 at 6:00 p.m. at City Hall.
7. Department Head meeting, Tues, Feb. 11, 2025, 7:00 am at City Hall
8. Holiday – Presidents’ Day, Monday, Feb. 17, 2025, City Hall Closed
9. City Council Meeting, Tuesday, Feb. 18, 2025, at 6:00 p.m. City Hall
10. DAHS meeting, Tues. Feb. 25, 2025, 10:00 a.m. History Center

Other Events: **NEED TO BOOK HOTELS ASAP**

1. League of MN Cities – City Day on Hill, Thurs. March 6, 2025 Downtown St. Paul
2. League of MN Cities – Annual Conference, June 25 – 27, 2025 Duluth
3. Coalition of Greater MN Cities – Summer Conference, July 23 – 25, 2025 Bemidji

Other Items

1. Tracey & I attended a meeting with a developer regarding building 32 single and multiple family homes Spring Lake Country Estates.
2. I attended the following meeting: Meeker Co Childcare issue, Annual Cable TV Commission, 2 meetings with Kurt Greenley & Sarah Swedburg on Cannabis ordinances and zoning, Meeker in Motion, Department Head, Safety Meeting, Deed webinar, Docuware storage presentation, Fire Relief meeting.
3. Administrative staff is preparing to launch the H2O Analytics application for residents to monitor their own water usage in February 2025.
4. Tracy Bergum, City Clerk and I have been working on year-end reporting to multiple agencies and balancing for the audit.
5. The annual audit with Sara Oberloh has been scheduled for March 24-26, 2025.
6. Handle a variety of complaints and inquiries.
7. I forgot to post the proposed New fee schedule in the paper for public comment. It will be on your February calendar for action.
8. I have been in contact with Duane Heier regarding the restrooms at Breed’s Park and with Chuck DeWolf, Bolton & Menk to get an architects drawing for the Building Officer to review. There maybe some money through Meeker County Public Health that could be applied for, I am researching. We are working on setting dates.
9. Carolyn Holje, Museum Director, knows an artist that is working on creating a draft drawing of the proposed city seal. Carolyn has touched base with the artist and he is still going to draft the design.

**COUNTY OF MEEKER
ORDINANCE NO. 01-2025**

**AN ORDINANCE OF THE CITY OF DASSEL, MINNESOTA, REGULATING
CANNABIS BUSINESSES AND CANNABIS DISPENSARIES**

NOW, THEREFORE, The City Council of the City of Dassel, Minnesota ordains as follows:

§ 1. FINDINGS, PURPOSE, AND AUTHORITY

In 2023 the State of Minnesota adopted an Adult-Use Cannabis Act, codified as Minnesota Statutes § 342.01 through § 342.82 (hereinafter referred to as the Minnesota Cannabis Act or Cannabis Act). This Cannabis Act legalized the growing, production, possession, marketing, sale and use of cannabis and cannabis derived products throughout the State of Minnesota.

Minn. Stat. §144.417, subd. 4, allows Minnesota counties and cities to enact and enforce local ordinances that are more stringent than state law in protecting individuals from secondhand smoke or from involuntary exposure to aerosol or vapor from electronic delivery devices.

A separate statute, Minnesota Statutes § 145A.05, subd.1, authorizes counties to adopt ordinances regulating actual or potential threats to public health unless the ordinances are in conflict with or less restrictive than the state law.

Following adoption of the Minnesota Cannabis Act the Meeker County Commissioners, stating that the County seeks to be proactive in protecting public health and safety, and citing both Minn. Stat. § 144.417, subd. 4 and Minn. Stat. § 145A. 05, subd. 1, adopted an ordinance regulating the possession and use of cannabis and cannabis derived products in public places and in places of public accommodation within Meeker County.

Minn. Stat. § 145A.05, subd. 9 authorizes cities to adopt ordinances relating to public health provided they are not in conflict with or less restrictive than the applicable county ordinance.

The purpose of this City of Dassel Ordinance is to implement the provisions of the Minnesota Cannabis Act, §342.13(c), which authorizes cities to protect the public health, safety, and welfare of residents by regulating cannabis businesses within the legal boundaries of the City of Dassel.

The City Council of Dassel, being proactive in protecting public health and safety, hereby adopts this Dassel City Ordinance as a supplement to the Meeker County Ordinance by more specifically regulating the sale and marketing procedures and use of cannabis and cannabis derived products within the City of Dassel.

§ 2. THE MINNESOTA STATE CANNABIS ACT

The State Cannabis Act addresses and broadly legalizes the production, labeling, sale, dispensing, possession, and use of cannabis and cannabis derived products including edible cannabinoid products. It provides for the licensing and taxing by the State of cannabis products and certain hemp products. It lowers or eliminates some criminal penalties relating to the production, sale, dispensing, possession and use of cannabis and cannabis derived products. It also provides for expungement of certain prior convictions.

The Cannabis Act also precludes local units of government from prohibiting the possession, transportation, or use of cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

Under the State Cannabis Act only the State of Minnesota has authority to license cannabis businesses. Local units of government may not prohibit the establishment or operation of a cannabis business or dispensary that has been licensed by the State under the State Cannabis Act. see Minn. Stat. § 342.13 (a) and (b).

§ 3. DEFINITIONS.

The following words, terms, and phrases when used in this City of Dassel Ordinance shall have the meanings ascribed to them in this Section.

A. Terms Relating to General Cannabis Regulation.

Office of Cannabis Management: The State of Minnesota Office of Cannabis Management established by Minn. Stat. § 342.02 subd. 1, alternatively referred to as “OCM” in this Ordinance.

License Preapproval: Action by the Office of Cannabis Management pre-approving a cannabis business license for social equity applicants who qualify under Minn. Stat. § 342.17.

State License: An approved License issued by the State of Minnesota Office of Cannabis Management to an applicant to operate a cannabis business.

Local Units of Government: Minnesota counties, cities, townships, and political subdivisions thereof. The City of Dassel is a local unit of government.

Retail Registration: Action to be taken by a local unit of government after the OCM has approved a state license for operation of a cannabis business within the boundaries of that local unit of government.

Compliance Checks: The system or procedure a local government uses to investigate and verify that activities and operations of a third party are being properly performed in compliance with rules and/or ordinances of that local government.

Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishment, hospitals, nursing homes, auditoriums, arenas, gyms, meeting rooms, common areas of rental apartment buildings, and other places of public accommodation.

Residential Treatment Facility: As defined under Minn. Stat. § 245.462 subd.23.

School: A public school as defined under Minn. Stat. § 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.462 subd.24.

Daycare Facility: A facility licensed with the Minnesota Department of Human services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Definitions for words, terms or phrases not set forth above may be found at Minn. Stat. §342.01 of the State Cannabis Act and are incorporated herein by general reference.

B. Terms Primarily Relevant to Various Cannabis Products

Cannabis Plant: All parts of the plant of the genus *Cannabis Sativa* (suh tee vuh) that is growing or has not been harvested and has a delta-9 tetrahydrocannabinol (THC) concentration of more than 0.3 per cent on a dry weight basis. Minn. Stat. §342.01 Subd. 19.

Cannabis Flower: The harvested flower, bud, leaves and stems of a cannabis plant. The term includes adult-use cannabis flower and medical use cannabis flower, but not hemp derived products. Minn Stat. §342.01 Subd. 16.

Adult-use Cannabis Flower: Cannabis flower that is approved for sale by the OCM or is substantially similar to a product approved by the OCM . It does not include medical cannabis flower, hemp plant parts or hemp-derived consumer products. Minn. Stat. §342.01 Subd. 3.

Cannabis Concentrate: The extracts and resins of a cannabis plant or cannabis flower, or the extracts and resins of a cannabis plant that are refined to increase the presence of targeted cannabinoids or a product that is produced by refining extracts or resins of a cannabis plant or cannabis flower and is intended to be consumed by combustion or vaporization of the product and inhalation of smoke, aerosol, or vapor from the product. Minn. Stat. §342.01 Subd. 15.

Adult-use Cannabis Concentrate: Cannabis concentrate that is approved for sale by the OCM or is substantially similar to a product approved by the OCM. It does not include artificially derived cannabinoid. Minn. Stat. §342,01 Subd. 2.

Cannabis: A product broadly defined as containing cannabinoid or hemp-based mood-altering chemicals or other plant or substance intended for human consumption including any cannabinoid, artificially derived cannabinoid, cannabis flower, cannabis product, lower-potency edible, or hemp-derived consumer products, or any other substance regulated by Minn. Stat. Chapter 342 or defined in Minn. Stat. §342.01.

Cannabis Products: Products that contain cannabis concentrate, or products infused with cannabinoids or other products that contain cannabis concentrate. Cannabis products also include adult-use cannabis products and edible cannabis products, but not lower potency edible hemp products or cannabis flower. See further Minn. Stat. § 342.01 Subd. 20 (a) and (b).

Cannabinoid Product: A cannabis product or a hemp-derived consumer product or a lower-potency hemp edible. Minn. Stat. §342.01 Subd. 12.

(?) product infused with cannabinoids, cannabis concentrate, artificially derived cannabinoid, cannabis flower, including but not limited to tetrahydrocannabinol (THC) extracted or derived from cannabis plants or cannabis flower or hemp plant. See Minn. Stat. §342.01 Subd. 20.

Adult-use Cannabis Product: A cannabis product that is approved by the Office of Cannabis Management or is substantially similar to a product approved by the OCM. It includes edible cannabis products but does not include medical cannabinoid products or lower-potency THC hemp edibles. Minn. Stat. §342.01 Subd 4.

Cannabinoid: The chemical constituents of cannabis plants or hemp plants that are naturally occurring, biologically active, and act on the cannabinoid receptors of the brain. Minn. Stat. §342.01 Subd.10.

Artificially Derived Cannabinoid: A cannabinoid extracted from a cannabis plant, cannabis flower, or hemp plant or hemp plant parts with a chemical makeup that is changed after extraction to create a different cannabinoid. Minn, Stat. §342.01 Subd.6.

Intoxicating Cannabinoid: A cannabinoid, including an artificially derived cannabinoid that when introduced into the human body impairs the central nervous system or impairs the human audio, visual, or mental processes. Minn Stat. §342.01 Subd. 46.

Cannabis Derived Products. A broad phrase that incorporates both “cannabis” and “cannabis products” as those terms are defined above.

Licensed Products or Licensed Cannabis Products: Those cannabis and cannabis derived products that require a Minnesota OCM issued license under the Minnesota Cannabis Act. Minn. Stat. chapter 342.

Lower-Potency Hemp Edible: A product intended to be eaten or consumed as a beverage by humans that consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol (THC) and do not contain concentrations of other cannabinoids as set forth in Minn. Stat. §342.01 subd. 50.

C. Terms Primarily Relevant to Cannabis Businesses

Cannabis Retail Businesses: A cannabis business as listed in Minn. Stat. § 342.01 Subd. 14 with retail operations that authorize sale of cannabis products to customers or patients.

Self-Service Merchandising. Use of open displays of licensed products in a manner where any person has direct physical access to the licensed products without the assistance or intervention of the licensee or the licensee's employee. Assistance or intervention means the actual physical exchange of the licensed product between the customer and the licensee or licensee's employee.

Movable Place of Business. A business that has no permanent physical location or is capable of being moved, including but not limited to, any business that is operated from a kiosk, other transportable structure or shelter, or a motorized or nonmotorized vehicle.

Cannabis Microbusiness: A vertically integrated operation that includes areas for cultivation of cannabis that do not exceed 5,000 square feet of plant canopy areas and containing on the same premises a single retail store for cannabis sales.

Cannabis Mezzobusiness: A larger vertically integrated operation that includes areas for cultivation of cannabis that in total do not exceed 15,000 square feet of plant canopy areas and containing up to three dispensaries for retail sales of cannabis. A mezzobusiness may also hold a cannabis manufacturing license and an event organizer license.

Cannabis Cultivator: A cannabis business that grows cannabis plants within an approved amount of space from seed or immature plant to mature plant, and to harvest cannabis flower from mature plants, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer, and perform other actions approved by the OCM.

D. Terms Relevant to Marketing and Sale of Cannabis Products.

Comment: The Minnesota Cannabis Act defines "Cannabis Business" by listing 13 or 14 different cannabis related activities, each of which requires a separate state license. See Minn. Stat. § 342.01, Subs. 14 and 48, and Minn Stat. § 342.10. This Minnesota Act definition is less workable when addressing city regulation of a local cannabis business.

Proposed Definition:

Cannabis Business: When used in this Ordinance, the term "Cannabis Business" means a legal entity such as a corporation, partnership, proprietorship, or individual(s) engaged or seeking to engage in one or more of the cannabis related activities listed in Minn. Stat. § 342.01 Subd. 14.

Comment: The potential location(s) where adult cannabis may be sold are variable (i.e. not just a store of some kind). Consequently, a broader term for identifying a place for sale is advisable.

Proposed Definition:

***Cannabis Dispensary:* The location of a building or designated area within or as part of a building utilized by a cannabis business for the promotion, sale, dispensing and delivery to the general public of state licensed cannabis products.**

Definitions for words, terms or phrases not set forth above may be found at Minn. Stat. §342.01 of the State Cannabis Act and are incorporated herein by general reference.

§ 4. INVOLVEMENT BY THE CITY OF DASSEL PRIOR TO ISSUANCE BY THE STATE OF A LICENSE TO A CANNABIS BUSINESS.

Comment: Minn. Stat. §342.13 (f) provides that when an application for a cannabis license is received by the OCM, a copy of the application is to be forwarded to the involved local unit of government for the purpose of obtaining from that local unit a certification that the proposed business complies with local zoning ordinances and with the applicable fire codes and building codes. Under this statute OCM may not issue a license if the proposed cannabis business does not meet these local codes.

Additionally, after the local unit of government receives a copy of the license application from the OCM, the local unit of government has 30 days in which to provide input on the application including concerns about the proposed location of the business and sharing public information about the applicant.

Comment: Minn. Stat. §342.13 provides that the Office of Cannabis Management may not issue a license if the proposed cannabis business does not meet local zoning and land use laws

Proposed Ordinance Provision:

Upon receiving from the Office of Cannabis Management a copy of an application seeking a state cannabis license for operation of a cannabis business to be located within the City of Dassel, the City shall conduct a preliminary compliance check to ensure that the proposed cannabis business complies with local ordinances as required by Minn. Stat. § 342.13. The City shall timely submit an objection to the application if the contemplated cannabis business operation does not comply with the City of Dassel zoning code, the state fire code, or the City of Dassel building code.

§ 5. REGULATION BY THE CITY OF DASSEL FOLLOWING ISSUANCE OF A STATE LICENSE TO A CANNABIS BUSINESS

Comment: The State Cannabis Act requires that before making sales a licensed cannabis business must receive a Cannabis Retailer Registration from the city, town, or county in which the business is to be located. Minn. Stat. § 342.22, Subd. 1.

Proposed Ordinance Provision:

No cannabis business, whether licensed or not licensed by the state, is allowed to make any sales of cannabis derived or licensed cannabis products within the City of Dassel unless and until the city has issued to that cannabis business a Certificate of Registration. The City shall charge an initial Registration fee and an Annual Registration Renewal fee as provided by the Minnesota Cannabis Act.

Comment: The Cannabis Act grants to local units of government the authority to limit the number of cannabis businesses it must register based on the population of that local unit of government, or the number of active registrations within the county in which the local unit is located compared to the population of the county. Minn. Stat. § 342.13 (i) and (j).

Proposed Ordinance Provision:

Based upon the population of the City of Dassel, and consistent with Minn. Stat. § 342.13 (i), the City of Dassel hereby limits the total number of cannabis businesses it will Register to no more than one (1). Additionally, at such time as there are two (2) or more active cannabis business registrations within the County of Meeker, the City of Dassel shall not issue a Certificate of Registration to any additional cannabis business whether or not that cannabis business has been licensed by the State of Minnesota. see Minn. Stat. § 342.13 (j).

§ 6. RESTRICTIONS ON THE LOCATION AND OPERATION OF A CANNABIS BUSINESS AND A CANNABIS DISPENSARY

Proposed Ordinance Provisions:

A. Location of Cannabis Business Operations -- Generally

Operation of a cannabis business may involve different locations within a city and impact different zones of the city. Examples of these various operations include cannabis cultivation, cannabis manufacturing, cannabis testing, cannabis events, and cannabis dispensaries. The location of any cannabis related activity within the City of Dassel must be in full compliance with the City of Dassel Zoning Code including any allowable conditional uses permitted thereunder.

B. Location of a Cannabis Dispensary

City Registration of a licensed cannabis business is limited to one dispensary at one location. All sales and deliveries of cannabis derived products and licensed cannabis

products must take place at that single dispensary location. Sales and dispensing of cannabis derived and licensed cannabis products may not take place at any other location within the City of Dassel.

No cannabis dispensary may be located in any of the following zoned areas of the City of Dassel: (This may be duplicative of the Zoning Code and therefore unnecessary)

Comment: The State Cannabis Act grants local units of government the authority to prohibit the operation of a cannabis dispensary within certain distances of a school, a day care center, a residential treatment facility, and within a public park that is regularly used by minors, including a playground or athletic field. see Minn. Stat. § 342.13 (c).

Proposed Ordinance Provision:

In addition to required compliance with the City of Dassel Zoning Code, no Cannabis Dispensary may be located within 500 feet of a school, 500 feet of a daycare facility, 500 feet of a residential treatment facility, or within 500 feet of an attraction that is located within a public park that may be used by minors, such as a playground or athletic field.

Note: Bolton & Menk has determined that even by applying the proposed Amendments to the Dassel Zoning Code and these 500-foot Buffers the requirements of the Minnesota State Cannabis Act can be satisfied.

A cannabis dispensary must install and properly maintain a certified security system to immediately send an alarm to (to be designated officials of the City) and to the Meeker County Sheriff's Office whenever there is an apparent break-in, intrusion, or suspicious activity involving the cannabis dispensary.

In addition, the cannabis dispensary must install and maintain a video surveillance system providing 24/7 video coverage of both the interior and exterior of the dispensary.

Any cannabis business or cannabis dispensary operating within the City of Dassel must maintain full liability insurance coverage in the minimum amount of \$2,000,000.00 per incident, with no liability exclusions. The liability insurance shall name the City of Dassel as an additional insured. The insurance policy must be kept current and a copy filed with the Dassel City Administrator.

C. Sales Procedures

All purchasers of cannabis products must appear in person at the cannabis dispensary to make any purchase of licensed cannabis products and prove legal age of 21 years or older for the purchase by producing a picture ID, a picture driver's license, or other legal proof of identity and age.

No mobile sales or deliveries of cannabis derived or licensed cannabis products are permitted within the City of Dassel. Sales may not be made through the internet nor by

phone. No home delivery or mail delivery of cannabis derived or licensed cannabis products is allowed.

D. Limited or Prohibited Sales and Marketing Procedures

All sales and marketing activities by a cannabis business or cannabis dispensary operating within the City of Dassel are restricted to one fixed location. Sales and marketing activities through use of a movable place of business as defined in this ordinance are strictly prohibited.

Self-service merchandising as that procedure is more fully defined in this ordinance is prohibited with respect to sales and marketing of cannabis derived and licensed cannabis products.

§ 7. RESTRICTIONS RELATING TO THE TIME AND MANNER FOR OPERATION OF A CANNABIS DISPENSARY

Comment: The State Cannabis Act grants local units of government the authority to adopt reasonable restrictions on the time, place, and manner for the operation of cannabis dispensary provided such restrictions do not effectively prohibit the establishment or operation of a cannabis business. Minn. Stat. § 342.13.

Proposed Ordinance Provision:

A cannabis dispensary may not be open for operation on legal or religious holidays, (nor on Saturdays or Sundays?) On those days when a cannabis dispensary may be open, its hours of operation are limited to (10:00 a.m. to 3:00 p. m?) (or consider incorporating the municipal liquor store days/hours)

No consumption or use of cannabis or a cannabis derived or licensed product is allowed within a cannabis dispensary nor on the property thereof.

§ 8. RESTRICTIONS ON THE PROMOTIONAL ACTIVITIES OF A CANNABIS BUSINESS AND ITS DISPENSARY

Proposed Ordinance Provision:

A cannabis business and its dispensary must comply with Minn. Stat. §342.64 and the Advertising provisions and limitations, as well as with Dassel City Code provisions regulating advertising and signage within the City of Dassel.

Additionally, the existence and operations of a cannabis business and its cannabis dispensary may not be promoted through public advertising or through any form of media, or by any other methods which may feature or depict minors or reasonably be expected to be heard or observed by minors.

Advertising and packaging must include proper warnings regarding cannabis products, and may not depict minors nor be designed to appeal to individuals under 21 years of age.

Only one (1) sign is allowed on a cannabis dispensary. That sign cannot be larger than 2 X 3 square feet. The size of letters is limited to two inches (2") in height. The street address of the cannabis dispensary must be printed on this sign using letters/and number three inches (3") in height. Use of the words "marijuana" or "Pot" or "Weed" on the sign is prohibited. The sign may not be neon, may not be flashing, and may not be illuminated in any other way.

The existence, location and operation of a cannabis business or cannabis dispensary may not be advertised or promoted in other areas of the city, nor may it be promoted by television, radio, newspaper advertisement or news flyers within the city, or by any other method of promotion that may reasonably be expected to be observed or heard by minors.

§ 9. ENFORCEMENT.

The City of Dassel shall complete at least one compliance check per calendar year of every cannabis business and dispensary to assess if the business meets age verification requirements under Minn. Stat. § 342.22 Subd.4(b) and Minn. Stat. § 342.24 and this Ordinance.

The City of Dassel shall also conduct at least one unannounced age verification compliance check per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under age 18, shall attempt to purchase adult-use cannabis products, lower potency hemp edibles, or hemp-derived products, all under the direct supervision of a law enforcement officer or an employee of the City.

The City of Dassel is responsible for the administration and enforcement of this Ordinance. Any violation of the provisions of this Ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law.

The city may also enforce this Ordinance by mandamus, injunction, or other appropriate equitable or civil remedy in any court of competent jurisdiction.

A violation of this Ordinance is also subject to the City's general penalties prescribed in the city code and may further result in the city reporting violations to the OCM if relevant to OCM licensing or other authorized proceedings.

The City Council hereby authorizes City staff and consultants to initiate any legal action on behalf of the City deemed necessary to secure compliance with this Ordinance.

(or consider a case by case as determined by Mayor or by City Council)

§ 10. SEVERABILITY.

Every section, provision, and part of this Ordinance is declared severable from every other section, provision, and part. If any section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

§ 11. EFFECTIVE DATE AND TERM.

This Ordinance shall become effective on the first day of publication after adoption, and shall remain in effect until the City Council expressly repeals it.

Motion by _____, seconded by _____ and unanimously adopted this _____ day of _____, 2024.

BY ORDER OF THE CITY COUNCIL

Mayor

ATTEST:

DRAFT

CITY OF DASSEL
COUNTY OF MEEKER
STATE OF MINNESOTA

Ordinance No. 02-2025

Draft 1-16-2025

AN ORDINANCE AMENDING THE DASSEL CITY CODE OF ORDINANCES SECTIONS 153.008, 153.035-153.044, AND 153.075 REGARDING CANNABIS BUSINESS ZONING REGULATIONS

The City Council of the City of Dassel, Meeker County, Minnesota hereby ordains (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted, sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Amendment. The City of Dassel City Code, Section 153.008, Definitions, shall be amended as follows:

CANNABIS BUSINESS. A business licensed by the Office of Cannabis Management (OCM) as a cannabis business as defined by Minnesota Statutes, section 342.01.

CANNABIS CULTIVATION. A cannabis business that conducts an operation pursuant to Minnesota Statute section 342.30, as it may be amended.

CANNABIS EVENT. A temporary cannabis event lasting no more than four days operating pursuant to Minnesota Statute 342.39, as it may be amended.

CANNABIS MANUFACTURING. A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.31, as it may be amended.

CANNABIS, MEZZOBUSINESS. A cannabis business that conducts an operation pursuant to Minnesota Statute section 342.29, as it may be amended.

CANNABIS, MICROBUSINESS. A cannabis business that conducts an operation pursuant to Minnesota Statute section 342.28, as it may be amended.

CANNABIS SALES. The sale of cannabis plants and seedlings, adult-use cannabis flower, and adult use cannabis products directly to consumers pursuant to Minnesota Statute section 342.27.

CANNABIS TESTING FACILITY. A cannabis business that conducts an operation pursuant to Minnesota Statute section 342.38, as it may be amended.

CANNABIS WHOLESALER. A cannabis business that conducts an operation pursuant to Minnesota Statute section 342.34.

HEMP BUSINESS. A business licensed by the Office of Cannabis Management (OCM) as a hemp business as defined by Minnesota Statutes, section 342.01.

LOWER-POTENCY HEMP EDIBLE MANUFACTURING. A hemp business that conducts an operation pursuant to Minnesota Statute Section 342.45, as it may be amended.

LOWER-POTENCY HEMP EDIBLE SALES. A hemp business that conducts an operation pursuant to Minnesota Statute Section 342.46, as it may be amended.

RETAIL ESTABLISHMENT. Any place of business or portion of a place of business where THC Products are available for sale to the general public. Retail Establishments shall include, but are not limited to, grocery stores,

convenience stores, tobacco products shops, gasoline service stations, bars, restaurants, CBD (Cannabidiol) stores, chiropractic/medical clinics, health/nutrition/supplement stores, and veterinary clinics. Retail Establishments shall not include any home-based business or sales out of any dwelling. A Retail Establishment can only be located in a C1-Central Commerce zoning district.

SECTION 2. Amendment. The City of Dassel City Code, Sections 153.035 – 153.043, District Regulations, shall be amended as follows:

153.035 RR – Rural Residential.

(B) *Permitted Uses.*

(1) Agricultural uses, including outdoor Cannabis cultivation that meets the standards set in 153.XX

(C) *Uses by Conditional Permit.*

(1) Cannabis cultivation, indoor.

153.040 C1 – Central Commerce.

(B) *Permitted Uses.*

(14) Retail establishments-Lower-Potency Hemp Edible Sales.

153.041 C2 – Highway Commerce.

(B) *Permitted Uses.*

(5) Lower-Potency Hemp Edible Sales.

(C) *Uses by Conditional Permit.*

(5) Cannabis mezzobusinesses, sales only.

(6) Cannabis microbusinesses, sales only.

(7) Cannabis sales.

153.042 I1 – Limited Industry

(B) *Permitted Uses.*

(2) Wholesaling, all commodities except live animals and cannabis products.

(5) Lower-Potency Hemp Edible Sales.

(C) *Uses by Conditional Permit.*

(3) Cannabis cultivation, indoor.

(4) Cannabis mezzo businesses.

(5) Cannabis microbusinesses.

(6) Cannabis sales.

153.043 I2 – General Industry

(B) *Permitted Uses.*

(2) Wholesaling, including cannabis products.

(C) *Uses by Conditional Permit.*

(3) Cannabis cultivation, indoor.

(4) Cannabis manufacturing.

(5) Cannabis mezzo businesses.

(6) Cannabis microbusinesses.

(7) Cannabis sales.

(8) Cannabis testing facilities.

(9) Lower-Potency Hemp Edible Manufacturing.

SECTION 3. Amendment. The City of Dassel City Code, Section 153.044, Zoning District Use Chart, shall be amended as follows:

	RR	C1	C2	I1	I2
A. Agriculture					
<u>Cannabis cultivation, indoor</u>	<u>C</u>			<u>C</u>	<u>C</u>
<u>Cannabis cultivation, outdoor</u>	<u>P</u>				
D. Commercial/Retail/Service					
<u>Cannabis mezzobusiness</u>			<u>C</u> <u>*Sales Only</u>	<u>C</u>	<u>C</u>
<u>Cannabis microbusiness</u>			<u>C</u> <u>*Sales Only</u>	<u>C</u>	<u>C</u>
<u>Cannabis sales</u>			<u>C</u>	<u>C</u>	<u>C</u>
E. Industrial					
<u>Cannabis manufacturing</u>					<u>C</u>
<u>Cannabis testing facility</u>					<u>C</u>
<u>Cannabis wholesaling</u>					<u>P</u>
<u>Lower-Potency Hemp Edible Sales</u>		<u>P</u>	<u>P</u>	<u>P</u>	
<u>Lower-Potency Hemp Edible Manufacturing</u>					<u>C</u>

SECTION 4. Amendment. The City of Dassel City Code, Section 153.075, previously known as Retail Establishments, shall be amended as follows:

153.075 RETAIL ESTABLISHMENTS-CANNABIS AND HEMP BUSINESSES.

(A) ~~*Proximity to Schools and Certain Facilities.* No license shall be issued for a premises within 250 feet of a School, a day care, or residential treatment facility, or a public park that is regularly used by minors, including a playground or athletic field. These distances are to be measured from the property line of the school or other structure, park, playground, or field to the closest side of the premises within which the Licensed Product is to be sold.~~ *Cannabis and Hemp Businesses.* All Cannabis and Hemp Businesses shall comply with the following qualifying criteria. Where required, a conditional use permit may only be issued when the following qualifying criteria are met.

- (1) Applicability. The standards within this subsection shall apply to the following uses:
 - a. Cannabis cultivation
 - b. Cannabis events

- c. Cannabis manufacturing
- d. Cannabis mezzobusiness
- e. Cannabis microbusiness
- f. Cannabis sales
- g. Cannabis testing facility
- h. Cannabis wholesaling
- i. Lower-potency hemp edible manufacturing
- j. Lower-potency hemp edible sales

(2) Buffers

- a. Any cannabis business must be setback 500 feet from schools, day care, residential treatment facilities, and attractions within a public park that are regularly used by minors, including a playground or athletic field.
- b. Any area used to cultivate or grow cannabis must meet the following setbacks:

	<u>Horizontal Setbacks for Cultivation or Growth of Cannabis (Minimum)</u>
<u>Any property line</u>	<u>50 feet</u>
<u>Minor Arterial Street</u>	<u>150 feet from centerline or 75 feet from ROW, whichever is greater</u>
<u>Major or Minor Collector Street</u>	<u>100 feet from centerline, or 50 feet from ROW, whichever is greater</u>
<u>Any other Public Street</u>	<u>40 feet from ROW</u>

(3) Development Standards

- a. Must be licensed by the State of Minnesota and in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.
- b. The facility shall be secured as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.
- c. Outdoor operations are prohibited, except for outdoor cultivation in the Rural Residential zone. All operations, including but not limited to, cultivation, manufacturing, storage, and sales must occur within a fully enclosed building or facility. Outdoor cultivation in the Rural Residential Zone shall be secured as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.
- d. Outdoor storage beyond the daily parking of vehicles is prohibited.
- e. The facility shall not produce noxious or nuisance causing odors, and is subject to the following conditions:
 1. The facility shall be ventilated so that all odors cannot be detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property.
 2. Growing cannabis must comply with all applicable laws and shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the facilities.
 3. An odor maintenance plan must be submitted to the City and approved by the City.
 4. At the Zoning Administrator’s discretion, the applicant may be required to provide plans that show appropriate odor control systems so as not to produce

any noxious or dangerous gases or odors or create any dangers to any person or entity in or near the facility.

- f. All mechanical, odor suppression equipment, trash enclosures, and loading and unloading areas to the facility must be screened from all public Right of Way and adjacent properties.
- g. Lighting
 - 1. All site lighting must meet City Code requirements. All light fixtures must be downward directed with cut-offs and be architecturally designed to match the overall design of the building.
 - 2. The specifications of all light fixtures must be provided to the City with the application for a conditional use permit.
 - 3. A photometric plan must be submitted to the City with the application for a conditional use permit indicating light measure at the property line.
 - 4. Lighting within a transparent greenhouse structure is permitted between the hours of 4:30 a.m. and 10:00 p.m. Lighting at the site property lines shall not exceed 1.0 foot-candles at any time.
- h. Water and Wastewater
 - 1. Cannabis and hemp businesses cultivating, processing, or manufacturing cannabis or hemp products shall be designed to minimize the use of water on the site, and must include water capture systems, grey-water systems, or other equally effective water conservation measures.
 - 2. Management of wastewater shall be approved by the City and in accordance with the Office of Cannabis Management, Minnesota Pollution Control Agency, or local ordinances. Where multiple standards exist, the more restrictive of the standards shall apply.
- i. Signs
 - 1. Signs shall be in compliance with the Office of Cannabis Management and the City Code. Whenever a more restrictive standard exists, the more restrictive standard shall apply.
- j. Security.
 - 1. The facility shall be secured as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.
 - 2. Any security bars, gates or grills shall be retractable, shall remain open and retracted when the Cannabis or Hemp business is open to the public or otherwise in operation and shall not be installed on the exterior of the building.

(B) Cannabis Events – In Business and Industrial Districts, a cannabis event may only be permitted as follows:

- (1) Permit Required for Cannabis Events. A permit is required to be issued and approved by the City of Dassel prior to holding a cannabis event.
- (2) Registration & Application Procedure. A registration fee, as established in the City of Dassel's fee schedule, shall be charged to applicants for cannabis events.
- (3) Application Submittal & Review. The City of Dassel shall require an application for cannabis events.
- (4) An applicant for a cannabis event shall fill out an application form, as provided by the City of Dassel. Said form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. A site plan including the location of the event, the set-up, location of parking, dates of the proposed event, hours of operation, lighting, signage, and any other information deemed necessary by the City.

- (5) The applicant shall include with the form:
 - a. The application fee as established in the City of Dassel's fee schedule.
 - b. A copy of the OCM cannabis event license application, submitted pursuant to Minnesota Statute 342.39 subd. 2.
- (6) The application shall be submitted to the City for review. If the City determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
- (7) Once an application is considered complete, the City shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
- (8) The application fee shall be non-refundable once processed.
- (9) The application for a license for a cannabis event shall meet the following standards:
 - a. Must be licensed by the State of Minnesota and in compliance with the standards set by the Office of Cannabis Management.
 - b. Cannabis events may only be held at approved cannabis cultivation, cannabis mezzobusiness, cannabis microbusiness and cannabis retail locations.
 - c. Cannabis events must last no more than four consecutive calendar days.
 - d. Unless approved by the City Council, no cannabis event may take place outdoors.
 - e. No more than one cannabis event may be conducted at a single location in a calendar year.
 - f. Hours of operation for a cannabis event are limited to 10:00 AM to 5:00 PM.
- (10) A request for a cannabis event that meets the requirements of this Section shall be approved.
- (11) A request for a cannabis event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective immediately from and after its adoption and publication in the official newspaper of the City of Dassel.

SECTION 6. ADOPTION DATE. This Ordinance _____ was adopted on this ___ day of _____, 2025 by a vote of _____ Ayes and _____ Nays.

DASSEL CITY COUNCIL

Bob Lalone, Mayor

ATTEST:

Renee Eckerly,

This Ordinance No. _____ was published on the _____ day of _____, 2025.



Meeker County Sheriff's Office

Brian Cruze, Sheriff ★ Bill Hudson, Chief Deputy

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Dassel Monthly Stats - City Council Report

Printed on January 2, 2025

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
911 Mis Dial Total: 1					
12/13/24 18:49:46	CFS24016045		125JK	911 Mis Dial	Clear
Abandoned Vehicle Total: 1					
12/23/24 19:56:03	CFS24016432		128SB	Abandoned Vehicle	Warning
Animal Total: 1					
12/03/24 14:31:25	CFS24015643		128SB	Animal	Assisted
Animal - Dog Total: 1					
12/25/24 18:45:54	CFS24016493		122EA	Animal - Dog	Clear
Burglary Total: 2					
12/04/24 08:49:22	CFS24015671		116BS	Burglary	Report Taken
12/16/24 11:48:03	CFS24016160		128SB	Burglary	Report Taken
Child Abuse - Neglect - Maltreatment Total: 1					
12/03/24 10:06:50	CFS24015630		112JC	Child Abuse - Neglect - Maltreatment	No Report Taken
Criminal Damage to Property Total: 1					
12/17/24 08:00:49	CFS24016189		128SB	Criminal Damage to Property	Report Taken
Disturbance Total: 1					
12/02/24 14:01:16	CFS24015598		125JK	Disturbance	Clear
Driving Complaint Total: 3					
12/02/24 19:07:09	CFS24015615		125JK	Driving Complaint	Clear
12/09/24 13:37:42	CFS24015885		118JO	Driving Complaint	Referred to Other Agency
12/24/24 21:40:50	CFS24016469		105IC	Driving Complaint	Citation Issued
Fire Total: 3					
12/08/24 15:31:18	CFS24015851		128SB	Fire	Assisted
12/14/24 13:32:23	CFS24016078		COKFR, 117JI, DFR1	Fire	Clear
12/16/24 22:05:19	CFS24016180		125JK, DFR1	Fire	Report Taken
Hit & Run Total: 1					
12/21/24 14:00:44	CFS24016349		128SB	Hit & Run	Handled By Officer / Deputy
Info Total: 1					
12/13/24 09:14:18	CFS24016011		806RC	Info	Clear

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
Lost Property Total: 2					
12/07/24 16:07:59	CFS24015813		128SB	Lost Property	Assisted
12/30/24 09:57:47	CFS24016736		116BS	Lost Property	
Medical Total: 2					
12/14/24 10:46:54	CFS24016070		DFR1, 118JO, MAYO1	Medical	EMS Transport
12/26/24 10:58:19	CFS24016519		DFR1, 128SB, MAYO1	Medical	EMS Transport
Motorist Assist Total: 3					
12/07/24 17:49:18	CFS24015826		105IC	Motorist Assist	Clear
12/14/24 22:45:17	CFS24016100		125JK	Motorist Assist	Clear
12/18/24 12:59:18	CFS24016243		125JK	Motorist Assist	Clear
Motor Vehicle Accident Total: 2					
12/03/24 12:21:41	CFS24015637		128SB	Motor Vehicle Accident	Assisted
12/19/24 16:43:14	CFS24016293		125JK	Motor Vehicle Accident	Citation Issued
Parking Total: 3					
12/12/24 09:16:57	CFS24015977		116BS	Parking	Clear
12/16/24 11:14:52	CFS24016155		128SB	Parking	Warning
12/17/24 12:45:43	CFS24016201		128SB	Parking	Warning
Public Assist Total: 4					
12/02/24 15:03:46	CFS24015600		125JK	Public Assist	Clear
12/17/24 17:34:14	CFS24016212		108ZL	Public Assist	No Report Taken
12/19/24 18:22:00	CFS24016298		807MS	Public Assist	Clear
12/20/24 19:33:05	CFS24016334		128SB	Public Assist	Clear
Public Works / Utilities Total: 1					
12/16/24 12:27:50	CFS24016161		128SB	Public Works / Utilities	Unfounded
Scam Total: 1					
12/08/24 15:11:26	CFS24015849		128SB	Scam	Assisted
Stolen Vehicle Total: 1					
12/21/24 13:44:28	CFS24016348		116BS	Stolen Vehicle	Report Taken
Suspicious Activity Total: 2					
12/06/24 11:00:07	CFS24015764		125JK	Suspicious Activity	Clear
12/16/24 14:20:03	CFS24016163		128SB	Suspicious Activity	Clear
Suspicious Person Total: 1					
12/16/24 14:56:29	CFS24016168		125JK	Suspicious Person	Assisted
Suspicious Vehicle Total: 2					
12/08/24 00:00:08	CFS24015838		128SB	Suspicious Vehicle	Assisted

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
12/31/24 20:54:18	CFS24016817		125JK	Suspicious Vehicle	Handled By Officer / Deputy

Traffic Stop Total: 81

12/02/24 19:56:35	CFS24015619		125JK	Traffic Stop	Warning
12/05/24 11:52:40	CFS24015716		125JK	Traffic Stop	Warning
12/05/24 12:25:09	CFS24015717		125JK	Traffic Stop	Warning
12/05/24 13:47:41	CFS24015723		125JK	Traffic Stop	Warning
12/06/24 19:48:45	CFS24015787		128SB	Traffic Stop	Warning
12/08/24 20:42:07	CFS24015862		128SB	Traffic Stop	Warning
12/09/24 15:33:28	CFS24015892		128SB	Traffic Stop	Warning
12/09/24 22:58:18	CFS24015902		128SB	Traffic Stop	Citation Issued
12/10/24 16:18:31	CFS24015917		125JK	Traffic Stop	Warning
12/10/24 17:40:47	CFS24015921		125JK	Traffic Stop	Warning
12/10/24 19:36:03	CFS24015925		125JK	Traffic Stop	Warning
12/11/24 20:10:40	CFS24015958		125JK	Traffic Stop	Citation Issued
12/11/24 22:52:10	CFS24015962		125JK	Traffic Stop	Warning
12/13/24 15:52:52	CFS24016039		125JK	Traffic Stop	Warning
12/13/24 17:05:00	CFS24016042		125JK	Traffic Stop	Warning
12/13/24 21:55:15	CFS24016055		125JK	Traffic Stop	Warning
12/13/24 23:17:27	CFS24016062		125JK	Traffic Stop	Warning
12/14/24 17:28:28	CFS24016087		125JK	Traffic Stop	Warning
12/14/24 17:46:54	CFS24016090		125JK	Traffic Stop	Warning
12/14/24 23:51:40	CFS24016103		125JK	Traffic Stop	Warning
12/15/24 15:39:32	CFS24016122		125JK	Traffic Stop	Warning
12/15/24 16:15:06	CFS24016125		125JK	Traffic Stop	Warning
12/15/24 20:06:18	CFS24016129		125JK	Traffic Stop	Warning
12/15/24 22:17:39	CFS24016134		125JK	Traffic Stop	Warning
12/15/24 23:20:23	CFS24016137		125JK	Traffic Stop	Warning
12/16/24 21:16:47	CFS24016178		125JK	Traffic Stop	Warning
12/16/24 21:41:07	CFS24016179		125JK	Traffic Stop	Warning
12/17/24 11:12:50	CFS24016197		128SB	Traffic Stop	Warning
12/17/24 14:05:08	CFS24016204		128SB	Traffic Stop	Warning
12/18/24 11:27:29	CFS24016232		105IC	Traffic Stop	Warning
12/18/24 11:58:42	CFS24016233		125JK	Traffic Stop	Warning
12/18/24 12:04:13	CFS24016235		105IC	Traffic Stop	Warning
12/18/24 12:12:59	CFS24016237		105IC	Traffic Stop	Warning
12/18/24 12:20:57	CFS24016238		125JK	Traffic Stop	Warning
12/18/24 12:26:30	CFS24016239		105IC	Traffic Stop	Warning
12/18/24 12:42:02	CFS24016241		125JK	Traffic Stop	Warning
12/18/24 12:50:36	CFS24016242		125JK	Traffic Stop	Warning
12/18/24 13:18:08	CFS24016249		125JK	Traffic Stop	Warning
12/19/24 16:33:40	CFS24016292		125JK	Traffic Stop	Warning
12/19/24 17:04:36	CFS24016294		117JI	Traffic Stop	Warning
12/22/24 01:54:48	CFS24016380		133HH	Traffic Stop	Warning
12/23/24 11:31:57	CFS24016412		125JK	Traffic Stop	Warning
12/23/24 12:00:31	CFS24016414		125JK	Traffic Stop	Warning

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
12/23/24 12:24:02	CFS24016416		125JK	Traffic Stop	Warning
12/23/24 12:34:42	CFS24016418		125JK	Traffic Stop	Warning
12/25/24 12:47:32	CFS24016483		128SB	Traffic Stop	Warning
12/25/24 16:17:22	CFS24016487		128SB	Traffic Stop	Warning
12/27/24 15:59:00	CFS24016582		125JK	Traffic Stop	Warning
12/27/24 16:09:30	CFS24016583		125JK	Traffic Stop	Warning
12/27/24 16:20:01	CFS24016585		125JK	Traffic Stop	Warning
12/27/24 18:40:20	CFS24016595		125JK	Traffic Stop	Warning
12/27/24 20:00:25	CFS24016603		125JK	Traffic Stop	Warning
12/27/24 20:22:57	CFS24016606		125JK	Traffic Stop	Warning
12/28/24 17:58:14	CFS24016642		125JK	Traffic Stop	Warning
12/28/24 18:07:24	CFS24016643		125JK	Traffic Stop	Warning
12/28/24 21:05:58	CFS24016662		125JK	Traffic Stop	Warning
12/29/24 01:02:37	CFS24016669		125JK	Traffic Stop	Warning
12/29/24 13:58:46	CFS24016688		125JK	Traffic Stop	Warning
12/29/24 14:06:03	CFS24016689		125JK	Traffic Stop	Warning
12/29/24 14:12:28	CFS24016690		125JK	Traffic Stop	Warning
12/29/24 14:26:58	CFS24016693		125JK	Traffic Stop	Warning
12/29/24 14:33:30	CFS24016695		125JK	Traffic Stop	Warning
12/29/24 14:46:23	CFS24016697		125JK	Traffic Stop	Warning
12/29/24 14:52:34	CFS24016698		125JK	Traffic Stop	Warning
12/29/24 15:00:22	CFS24016701		125JK	Traffic Stop	Warning
12/29/24 15:05:55	CFS24016703		125JK	Traffic Stop	Warning
12/29/24 15:17:53	CFS24016704		125JK	Traffic Stop	Warning
12/29/24 15:31:05	CFS24016705		125JK	Traffic Stop	Warning
12/29/24 18:06:06	CFS24016711		125JK	Traffic Stop	Warning
12/29/24 18:52:52	CFS24016715		125JK	Traffic Stop	Warning
12/29/24 19:15:37	CFS24016716		125JK	Traffic Stop	Warning
12/29/24 19:33:50	CFS24016719		125JK	Traffic Stop	Warning
12/29/24 22:20:54	CFS24016725		125JK	Traffic Stop	Warning
12/30/24 17:11:48	CFS24016759		125JK	Traffic Stop	Warning
12/30/24 21:42:47	CFS24016767		125JK	Traffic Stop	Warning
12/30/24 22:39:51	CFS24016770		125JK	Traffic Stop	Warning
12/31/24 17:39:53	CFS24016803		105IC	Traffic Stop	Clear
12/31/24 19:32:29	CFS24016809		125JK	Traffic Stop	Warning
12/31/24 20:17:52	CFS24016811		104JD	Traffic Stop	Warning
12/31/24 20:20:43	CFS24016812		125JK	Traffic Stop	Warning
12/31/24 20:40:41	CFS24016815		125JK	Traffic Stop	Warning

Trespass Total: 1

12/09/24 12:26:43	CFS24015881		103RS	Trespass	Clear
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Vandalism Total: 2

12/13/24 10:37:40	CFS24016015		118JO	Vandalism	Report Taken
12/13/24 16:06:11	CFS24016040		125JK	Vandalism	Report Taken

Welfare Check Total: 3

12/04/24 09:12:09	CFS24015674		116BS	Welfare Check	Clear
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CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
12/13/24 12:48:36	CFS24016024		8811MM	Welfare Check	Handled By Officer / Deputy
12/16/24 11:38:27	CFS24016158		8811MM	Welfare Check	Handled By Officer / Deputy

Total Records: 128

Platinum Painting LLC

PO BOX 263
Cosmos MN
Work: 320-221-9708

Quote No. 3047

12/26/2024

Dassel Museum

901 1ST N

Carolyn Holsey

Dassel MN

612-270-5665

Services Provided by Platinum Painting LLC

- Wiping down walls of any dirt and grim
- Patching up wall of imperfections including nail holes and drywall repair
- Priming drywall patch work
- Painting 2 coats of a paint and primer in one on the walls of the entry way, and the eating/entrainment area
- Color will be chosen by customer

Additional Remarks:

Quote is valid for 30 days

Platinum Painting LLC Date

Total: \$5,761.50

Customer Date

Lakeside Paintworks LLC

526 N. Minnesota Street

New Ulm, MN 56073

(507) 424-9493

Alex@lakesidepaintworks.com

Interior Painting Estimate 2024

Customer: Dassel History Center

Project Location: 901 1st Street

Dassel, MN

Specifications: Paint interior surfaces to uniform finish in color specified by customer. Copy of insurance and product data sheets can be provided at customer request. Pricing valid for starting date prior to 4/1/25, with work occurring late February into early March.

Work Performed: Paint interior wall surfaces in event center, chair room, hallways, lobby, and bathroom hallway. Painted areas are to receive (2) coats. Drywall dings and scratches repaired and primed as needed. Drywall repairs are to be performed around existing wall screen area in event center.

Materials Used: Sherwin-Williams Cashmere in low-lustre finish. Pro-Mar 200 primer. Stain-blocking shellac if necessary. Drywall joint compound for repairs.

Notes: Areas will be painted in the order which best fits the customer's event schedule. Some areas may impact visitor flow, such as viewing screen repair and scaffolding being used in lobby.

Total Price and Payment Schedule: All prices reflect labor and materials. Total \$6860. Downpayment of 50% prior to start date is preferred. If not applicable, then payment in full upon completion as it fits customer's billing schedule.

P

Bid for: Dassel History Center – c/o Carolyn Holjie

Work to be completed:

- Event Center Room and Alcove
 - Mask all base and trim
 - Cover floors
 - Patch all holes and imperfections
 - Apply 2 coats Sherwin Williams Duration Matte Latex paint to all walls. Duration is a premium level paint

Total paint, labor, and materials = \$4875.00

- Lobby, including vestibule outside restrooms
 - Mask all base and trim
 - Cover floors
 - Patch all holes and imperfections
 - Apply 2 coats Sherwin Williams Duration Matte Latex paint to all walls. Duration is a premium level paint.
 - NOTE: All wall hangings and furniture will be removed by customer

Total paint, materials, and labor = \$5285.00

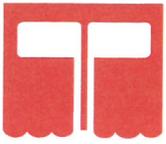
If you have any questions, please feel free to call me.

Thank you –

Kelly Davidson

Davidson Painting

Kelly Davidson
6224 Cape East Court
St. Cloud, MN 56303
320-492-4495
ksdavidson2@charter.net



THEIN WELL

PO BOX 778 · 11355 HWY 71 NE · SPICER, MN 56288
102 DUNDAS RD · MONTICELLO, MN 55362
CLARA CITY, MN 56222 · VERMILLION, SD 57069
www.theinwell.com · E-mail: theinwell@tds.net
1-800-450-8000

WELLS ~ PUMPS
SALES ~ SERVICE

Since 1893

12/16/24

Kyle Moy
City of Dassel
PO Box 391
Dassel, MN 55325

Dear Kyle,

Below is an estimate on the recommended repairs to your wastewater irrigation pump.

DASSEL MINNESOTA WW 1 PUMP REPAIR ESTIMATE

Below is pricing on recommended repairs:

ITEM	UNIT	QTY.	UNIT PRICE	TOTAL
Turbine Pump Assembly 15 stage 500gpm@281'tdh	EA	1	10,840	\$ 10,840.00
8 x 59.25" Turbine Column	EA	1	840	\$ 840.00
8 X 85.25" Turbine Column	EA	1	985	\$ 985.00
Stuffing box Bushing	EA	1	410	\$ 410.00
Motor Repair, including new bearings	EA	1	3000	\$ 3,000.00
Top shaft	EA	1	345	\$ 345.00
Intermediate shaft	EA	2	450	\$ 900.00
Head shaft – Stainless Steel	EA	1	575	\$ 575.00
Shaft coupling	EA	3	75	\$ 225.00
Spider bearings with inserts	EA	2	215	\$ 430.00
SS basket strainer	EA	1	950	\$ 950.00
Miscellaneous	LS	1	200	\$ 200.00
Labor and equipment to pull and re-install pump	LS	1	4500	\$ 4,500.00
Shop time	HR	10	125	\$ 1,250.00
Estimated Total for Repair Parts				\$25,450.00

- Estimate valid for 30 days.

To proceed with repairs, or if you have any questions, please feel free to connect me at (320)796-2111, or via email zack@theinwell.com.

Sincerely,

Zack Thein
Thein Well Company

Licensed, Bonded and Insured

CERTIFIED MASTER WATER WELL CONTRACTOR
Equal Opportunity Employer

MEMBER
NGWA

MEMBER
AWWA



Dassel City Council – Code of Conduct

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Introductory Pledge

Dassel residents and businesses deserve a fair, ethical and accountable local government which earns the public's full confidence for integrity. Recognizing these goals, the Code of Conduct is established for all elected officials of the City of Dassel. As a member of the Dassel City Council, I agree to uphold the Introductory Pledge for elected officials adopted by the City Council and conduct myself by the following model of behavior. I will:

- Comply with the law, including
 - Staying within the City Council's authority
 - Following the open meeting, gift, and conflict of interest laws
- Respect City Council roles and responsibilities when working with staff, Boards and Commissions
- Be consistent in policy and respect process
- Fulfill the Council's fiduciary responsibility to act in the best interest of the City, and all of its residents, both financially and legally by:
 - keeping the common good as the highest purpose to focus on achieving constructive solutions for the public benefit
 - not disclosing private or confidential information of the City, or using that information to advance personal interests
 - protecting City interests and liability by following advice of legal counsel

Compliance and Enforcement

The Code of Conduct expresses standards of ethical conduct expected for members of the Dassel City Council. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

We will hold ourselves and each other accountable and when there is a suspected violation of the law, we will discuss it with the City Administrator.

Comply with the Law

Members shall comply with the applicable federal laws, state laws, and city ordinances in the performance of their public duties.

Authority

In statutory cities, powers are granted to the Council as a whole, and not to individual members.

Mayoral Role

According to **MN Statute 412.191** the Mayor is a full member of the council in addition to:

- Act as presiding officer of meetings (**Subd. 2**)
- Represent the City ceremoniously
- Execute official documents (**Subd. 4**)

Open Meeting Law (OML)

Public deliberations and processes shall be conducted openly and in a transparent manner. The Minnesota Open Meeting Law (**Chapter 13D**) requires that meetings of governmental bodies generally be open to the public in order to:

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- Prohibit actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
- Assure the public's right to be informed and observe public meetings

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

Gift/Donations

Gifts from Interested Persons: Under ***MN Statute 471.895***, Council Members may not receive gifts from any "interested person" in conjunction with their City Council duties.

- A "gift" is defined as money, real or personal property, a service, loan, a forbearance or forgiveness of debt, or a promise of future employment, that is given and received without the giver receiving something of equal or greater value in return
- "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make
 - Virtually every resident or person doing business in the City could have a direct financial interest in a decision
- See statute for exemptions

Gifts to the City: Council Members can recommend acceptance of general gifts through the City's donation policy. All gifts to the city must be accepted by City Council resolution.

Logo

Members shall not use the City's name or logo for the purpose of endorsing any political candidate or business.

Conflict of Interest

Conflict of interest is when any member who has a "financial interest" in, or who may receive a financial benefit as a result of, any action or if there is potential for the appearance of conflict of interest. Questions about a potential conflict of interest shall be discussed with the City Administrator.

Contractual Conflict of interest: (***MN Statute 471.87, with exceptions in MN Statutes 123B.195 and 471.88***)

A public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

Non-contractual Conflict of interest: Non-contractual matters may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested Council Member most likely should abstain from participating in the council discussion and from voting on these issues.

Members who have a potential conflict of interest shall:

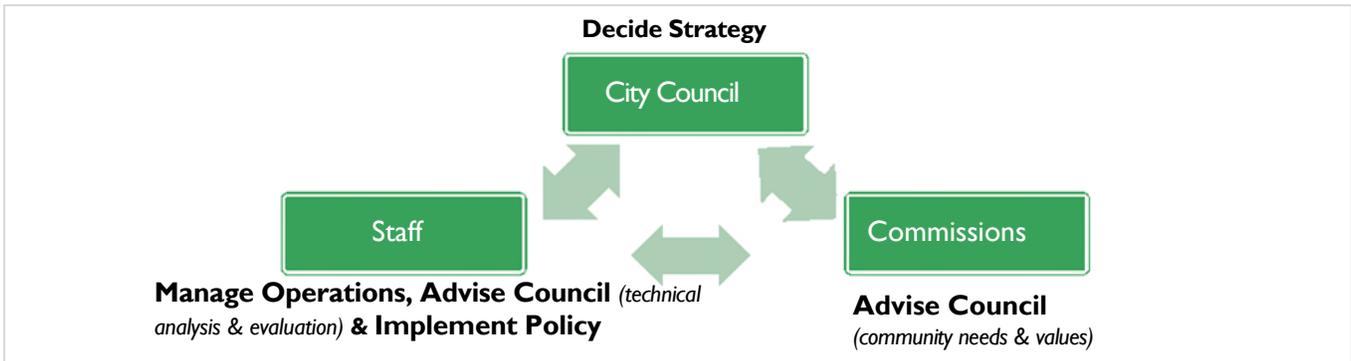
- Disclose the conflict of interest to the group, and
- Abstain from the Council discussion debate and vote

Roles of Council, Staff and Commissions

We are all part of a team committed to the residents of Dassel both today and in the future. To be effective we must come to meetings with an open mind, think strategically about City issues and delegate details of

implementations to staff. We will strive to maintain a culture of trust, respect and candor as a Council and when working with staff and Boards/Commissions.

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City Council	City Admin & Staff	Advisory Boards, Commissions, Task Forces
<ul style="list-style-type: none"> • Make policy-level decisions • Hire & supervise City Administrator • Approve <ul style="list-style-type: none"> ○ Budget and related work plan ○ Ordinances and policy decisions ○ Development proposals ○ Variances and rezoning requests • Appoint representatives to advisory boards and commissions 	<ul style="list-style-type: none"> • Provide best efforts and technical advice to Council • Manage operations and staff • Propose budget and policies • Carry out Council decisions • Deliver services • Equitably enforce codes & policies 	<ul style="list-style-type: none"> • Provide community perspective • Propose work plan items • Advise the Council through Work Plan “Charges” • Hold hearings as directed by Council • Assist as directed in work plan with engagement efforts

Respectful Behavior

Members should STRIVE TO :	Members should AVOID :
<ul style="list-style-type: none"> • Treat people with courtesy, politeness, and kindness • Encourage others to express their opinions and ideas • Listen to what others have to say • Use the ideas of others to improve decisions and outcomes • Recognize and respect differences • Prepare for the issues at hand • Focus on the business of the body • Consider only legally germane information in decisions • Act as a decision maker, not an advocate 	<ul style="list-style-type: none"> • Speaking over or cutting off another individual’s comments • Insulting, disparaging, or putting down people or their ideas • Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments • Violence or the threat of violence will not be tolerated

Working with Staff

Members shall respect and adhere to the Council-Administrator structure of Dassel city government. This means:

City Council does...	City Council does not...
<ul style="list-style-type: none"> • Hire, and fire • Set the strategic direction for the City • Consider and approve budget and related work plan, and monitor performance relative to those items • Consider and approve policy decisions • Consider and approve development proposals • Consider and approve variances and rezoning requests • Appoint citizens to citizen advisory boards and commissions • Approve and amend work plans and bylaws 	<ul style="list-style-type: none"> • Direct the activities of staff, other than the City Administrator • Individually direct the activities of boards, commissions or other resident groups • Individually approve policies, projects etc. • Individually commit City resources or staff to specific causes • Individually enforce policies, City Code, etc. • Individually speak or prepare official correspondence on behalf of the City unless authorized by the City Council.

City Council Members promise City Staff they will:

- Respect staff as valued resources and members of our team
- Support the maintenance of a positive and constructive workplace environment for City employees where individual members, City staff and the public are free to express their ideas and work to their full potential.
- Provide direction to the City Administrator as a body and not direct the work of individual staff
- Encourage staff to focus on the big picture in reports
- When possible, notify the City Administrator, in advance of a Council Meeting, of questions or requests to pull agenda items from the consent agenda so the appropriate staff can compile the information needed.
- Agree that information they ask of the City Administrator will be shared equally with all Council Members.
- Copy the City Administrator on all communications with staff, including questions.

Working with Boards/Commissions

Dassel's Boards and Commissions are established by the City Council and serve as advisory to the council. Specific Board and Commission roles are:

- Investigate matters within the scope of the Commission or as specifically directed by the council
- Advise the Council by communicating the viewpoint or advice of the Commission
- At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence and investigations, make decisions and recommendations to the council

City Council Members promise Boards and Commissions they will:

- View Boards and Commissions as vitally important resources to support our decision-making
- Communicate effectively with Boards and Commissions to ensure they have the tools to do their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decision-making process, members of Council shall refrain from using their position to influence the deliberations or outcomes of board, commission, and task force proceedings
- The expectation is that Council Members will not typically attend Board, Commission, Committee, Working Group or Task Force meetings, unless appointed. However, under special circumstances, if we attend a meeting:
 - We will do so only as an observer and prior to attending we will notify the appropriate staff liaison
 - Strive for good communication by reporting out to other Council Members

Working with The Community

Residents: City staff is the first call for help for residents. We will refer residents who have concerns to the City Administrator. If a resident has contacted the City Administrator, but is still not satisfied, we will discuss with the City Manager. We acknowledge if a resident receives conflicting information from different City Council Members or staff that is difficult for the resident and could increase liability for the City.

Businesses or other interests: The purpose of a City Council meeting is to discuss information needed to decide, review that information, and decide. It is not feasible to conduct all business in a public meeting. Particularly around development, business interests might ask a member to meet outside of the City Council meeting to facilitate idea generation about proposals.

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The City Council's overarching principles for working the community are:

- Never grant any special consideration, treatment, or advantage
- Respect sensitivity of personal information
- Honor our rules regarding public testimony and clearly communicate the rules
- Make ourselves available to all parties on an equal basis and not advocate for a certain point of view
- Be cautious about how we participate in meetings or events and not prejudge the issue before the Council has had a chance to deliberate

Meetings requested by residents or businesses:

1. AFTER DECISION: If we are invited to a meeting about an issue the Council has decided upon, we will explain how the Council arrived at the decision.
2. DURING DECISION: If we are invited to a meeting about an issue that will be before the Council in the future, we will uphold the above principles for working with the community, and:
 - a. We will not make our decision about an issue before the city council until the process allows.
 - b. We will be sensitive to the fact that we are not hearing everyone, and we will give equal consideration to all feedback regardless of the way it is received.
3. DURING SPECIFIED ENGAGEMENT PROCESS: If we meet with a resident during a planned engagement process, we will notify the resident that we are there to listen and encourage them to participate through the established process to engage. We will ensure that staff received the feedback provided to us.

Intergovernmental Relations

Members shall represent positions approved by the City Council to the best of their ability when working with:

- Legislative bodies
- Federal or state agencies
- Other local governments, such as School Boards or Counties

If an individual Council Member's opinion differs from the City position, or a matter agreed upon by the full Council. Members shall explicitly state they do not represent their City Council or the City of Dassel, nor will they allow the inference that they do.

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CITY OF DASSEL

**RESOLUTION LOCAL BOARD OF APPEAL AND EQUALIZATION TRAINED
BOARD MEMBER CERTIFICATION**

WHEREAS, Minnesota Statute 274.014 subdivision 3 states:

“Any city or town that conducts local boards of appeal and equalization meetings must provide proof to the county assessor by December 1, 2006, and each year thereafter, that it is in compliance with the requirements of subdivision 2. Beginning in 2006, this notice must also verify that there was a quorum of voting members at each meeting of the board of appeal and equalization in the current year [emphasis added].”

Please select one of the options below and fill in the information that is needed. Upon completion, please email or fax the completed form to the county assessor no later than December 1 of the current year. A DOR Property Tax Compliance Officer will be reviewing the files to be sure that all jurisdictions are complying with the submission of these forms by the December 1st deadline. If the form is not returned by December 1st, the board of appeal powers will be transferred to the county for the following assessment year.

AND WHEREAS, the Options are as follows:

Option 1:

As of December 1 of the current year, _____ has verified that at least one board member has attended the Board of Appeal and Equalization training in the past four years.

Option 2:

As of December 1 of the current year, _____ will not have a trained board member therefore, we understand that under Minnesota Statute 274.014 subdivision 3 the jurisdiction will lose its board of appeal and equalization powers beginning with the following year’s assessment. The board of appeal powers will be transferred to the county until a resolution and proof of training are provided to the county assessor.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DASSEL, MINNESOTA that Option 1 is the option selected:

As of December 1 of the current year, the City of Dassel has verified that at least one board member (Bob Lalone) has attended the Board of Appeal and Equalization training in the past four years.

Motion by _____, seconded by _____, the resolution was _____ and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

**CITY OF DASSEL
RESOLUTION RATIFYING MAYORAL
COMMITTEE APPOINTMENTS FOR 2025**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel the following Mayoral Appointments are accepted and adopted by the Council as a whole:

Acting Mayor	Dan Landrus
Cable Commission	City Administrator Renee Eckerly
Community Education Board	Bob Lalone
DC Baseball Association	Daniel Landrus
DC Trail Committee	Daniel Landrus John Pankratz, Park Board Member, Citizen Representative
Dassel Business Group Liaison	Deb Suchy & Amy Gaertner
Fire Advisory Board	Marie Thurn
Fire Department Relief Assoc. (Ex-Officios)	Bob Lalone City Administrator Renee Eckerly
Heritage Preservation Commission	Deb Suchy, Council Representative _____, Planning Commission Representative
Historical Society Liaison	Deb Suchy City Administrator Renee Eckerly
Negotiations/Personnel Committee	Bob Lalone Dan Landrus
Park & Rec Board	Daniel Landrus
Red Rooster Festival Committee	Amy Gaertner City Administrator Renee Eckerly

Spring Lake Association Liaison

Bob Lalone & Daniel Landrus

Wellhead Protection Committee

Daniel Landrus
City Administrator Renee Eckerly
Public Works Director Kyle Moy

Motion by _____, seconded by _____, the resolution was _____ and unanimously carried, this 21st day of January, 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer