



CITY COUNCIL MEETING AGENDA Tuesday, March 26, 2024 @ 6:00 PM

Mayor: Andrew Rudlang **City Clerk:** Krista Okerman
City Council: **City Attorney:** Brad Person
Jerimey Flategraff (Mayor Pro-Tem)
Roman Siltman
Ryan Barnett
Missy Haff

City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
(218) 568-4637

Join Zoom Meeting
<https://zoom.us/join>
Meeting ID: 353 029 2895
Password: 56474
Dial by location: (312) 626-6799 (US Chicago)

NOTE: Printed materials relating to agenda items are available for public inspection in a three-ring binder on table by Council Chamber entrance.

1. Call to Order – Pledge of Allegiance
2. Roll Call
3. Agenda Additions/Deletions
4. Consent Agenda
 - a. Agenda
 - b. Minutes of the March 11, 2024 meeting
 - c. Pre-written payroll check #'s 24292-24307 and EFT's; **\$30,247.93**
 - d. Proposed check #'s 24308-24314; **\$845.70**

TOTAL EXPENSES = \$31,093.63

5. Public Forum

Note: This is a time to address the City Council regarding items that are not on the agenda. Please wait for the Mayor to acknowledge you. State your name, address and topic you wish to discuss for the record. No response or action will be immediately taken to citizen request other than to refer the matter to City staff for further research and a written report back to the City Council.

PLEASE NOTE THAT PUBLIC COMMENT MAY BE LIMITED TO 3 MINUTES PER PERSON.

6. Unfinished Business
 - a. Whitetail Hollows update
 - b. Pump house and drinking fountain update
7. New Business
 - a. MPCA Storm Water Resiliency Grant
8. Reports of Officers, Committees and Boards
 - a. Mayor's Report
 - b. Clerk's Report
 - c. Parks Report
 - d. Personnel Committee Report
 - e. Road Committee Report
 - f. Planning and Zoning Report
9. Communications/misc.
10. Adjournment

**COUNTY OF CROW WING
CITY OF JENKINS
MINUTES OF THE REGULAR CITY COUNCIL MEETING
MARCH 11TH, 2024**

CALL TO ORDER: The regular meeting was called to order at 6 PM by Mayor Rudlang with the Pledge of Allegiance.

ROLL CALL: Present: Mayor Rudlang, Councilmembers Flategraff, Siltman, Barnett and Haff; Clerk Okerman, and Administrative Assistant Delougherty.

AGENDA ADDITIONS/DELETIONS: Written report was provided for the Parks Committee Report that was not included in the Agenda Packet. Each Council Member has been provided the written report.
Second meeting discussion will take place under Misc.

CONSENT AGENDA: Flategraff made motion and accept the consent agenda with the above agenda additions, seconded by Siltman. All present voted aye to approve the consent agenda as follows:

- a. Agenda
- b. Minutes of the February 12th, 2024
- c. Financial Reports through February 29, 2024
- d. Voided Check #24282
- e. Pre-written and payroll check #'s 24267-24283 & EFT's; \$ 10,941.84
- f. Proposed check #'s 24284-24291 & EFT's; \$6,717.31

TOTAL EXPENSES = \$17,659.15

SUMMER AVE/LAURA ROSE

CIRCLE UPDATE: Alex Bitter from Widseth has a report regarding complaints on Summer Ave. and Laura Rose Circle. He apologized for the condition of the road stating it was not expected. They did a review, the roadbed frozen 2 to 4 inches down. Dug a few holes and the samples did not look terrible, but stated that it was surprising *how* rutted it was. You can expect some during thawing, but not to that extent. When Mr. Bitter got back to his office following his field visit, he planned to call Northern Paving, but Cody Schrupp of Schrupp Excavating, subcontractor for Northern Paving on this project, called because he had already been made aware. The plan is to add in 3/4" rock. When investigating, no gradation results have been found, as of yet. Schrupp will add rock; blend back and forth to help bring ratio of fine to course back into spec. Once dry and the frost is out, Schrupp will come back and blend again, potentially adding more 3/4" rock. Once complete, Widseth will pull samples, and Schrupp will pull companion samples. Schrupp isn't happy with the results, either. There will be no additional cost to the City. Okerman asked what Widseth recommends regarding dust control. Mr. Bitter would recommend waiting to do dust control and save our money until the road is bladed back and forth and at spec. Mr. Bitter would like to see how dusty it gets, but until the ratio is correct and blading is complete, we should wait. We can send out notices once Schrupp begins their process. Widseth can help draft the notice. The City will coordinate with Widseth to ensure that residents are informed.
Siltman mentioned issues with driveways, requiring added material to build them back up. Mr. Bitter agrees, something will need to be done with them,

and he will be certain to relay that information to the Excavator. Mr. Bitter indicated that IC-134 form for the auditor will be sent to us soon.

NEW BUSINESS:

a. Liability Waiver: Clerk Okerman provided the Limited Coverage Waiver form. This form is completed annually when renewing the City's insurance. The City has always not waived the monetary limits. **Motion to NOT waive the monetary limits on municipal tort liability made by Barnett, seconded by Siltman, all ayes.**

MAYORS REPORT:

We did get through the hoops for the transfer of the domain to cityofjenkins.com. Will soon activate email accounts. It will cost about another \$30 to activate the new inbox. They will be forwarded to the new addresses, just in case State or County contacts still have the old emails.

CLERKS REPORT:

Clerk Okerman has been included on some emails for Whitetail Hollows. Mr. Leutem will be meeting Widseth, Rob Hall, and MN Power. We still have escrow money available. Meeting with excavator and MN Power on Wednesday. Councilmember Haff mentioned that Jenny Page reached out to her, she reached out to Siltman regarding chickens. Clerks Conference next week so office will be closed on Wednesday, Thursday, and Friday.

PLANNING & ZONING

ADMINISTRATOR'S REPORT:

The recommendation and request of the P&Z Commission was for Council to prioritize the list provided in tonight's Agenda Packet. Okerman explained that this is a preemptive measure, as there are currently proposed bills forcing Cities to accept residential units of any size on all residential lots. The League is recommending to have City's send letters to Legislators. The reason Cities have their own P&Z is because they know the City better than the State does. The State is trying to circumvent that by forcing lots sizes, types of dwellings allowed, etc. **Consensus of Council was to draft a letter to our Representatives to support the League's efforts.**

Regarding Land Use Matrix, it will be an ongoing process that will take quite some time to completely update. P&Z will work on a little at a time.

Siltman would like to work toward addressing ADUs, shouses/barndominiums/tiny homes, as they are a hot topic. Flategraff made mention of Commercial Storage being another hot topic. Okerman reminded Council that we are not trying to overregulate, we just must determine what we want to allow. **Consensus of Council was for P&Z to work on the list in the order it is provided, with the Land Use Matrix portion being ongoing throughout.**

Reporting of Two Metes & Bounds Lot Splits, approved by Planning & Zoning at the last Commission Meeting.

PARKS & REC

COMMITTEE REPORT:

Councilmember Haff stated that the kick-off meeting was a bit overwhelming. She is hoping that the members got it all out at the first meeting. The Committee made a good list, and would recommend prioritizing projects in the order listed on the provided list. Terry Palmer will be providing the Committee with a design that he would like to work on for the Flag

Display, and Ric McClary was working on gathering an estimate for pickleball courts.

Councilmember Haff dropped signed agreements off with IDS-186 and Diamond Club.

Councilmember Haff asked what the Lion's Club has had to do with the Parks in the past, and Okerman informed her that they have volunteered to put up Holiday lighting. Staff was first responsible for it, then Jon and Cindy Lubke, and Lynn Smith took over lights, then the Lion's Club took it over from there. The City bought the previous lights, but we have no idea where they are kept. Lions Club bought their own lights because ours were tangled and a lot of the lights were out. Okerman stated that Council can determine if they want the staff to put the lights up, or designate someone, and recommends that the lights are kept here at the City.

Councilmember Haff asked what needs to be done at the pump house.

Siltman informed her that we paid for the siding and that he spoke with an electrician for a bid. He mentioned that he has reached out to Mr. Hoffman of DC Construction a number of times, and they had been playing phone tag.

Councilmember Flategraff informed Council that he spoke to Hoffman, who stated that the City still needs to purchase soffit and overhead doors. He also stated that Council needs to determine whether a roll up door or sheeted window is preferred for the concession area, as that will need to be purchased as well. Hoffman stated to Flategraff that he is still willing to finish it.

Okerman mentioned that this project was meant to be completed by June 30th of last year. If the project won't be completed in a timely manner, the City needs to take it over and ensure that it is completed for the benefit and safety of the Community. Haff informed Council and Okerman that spring baseball practices have already started, so the sooner we get this project complete, the better.

Councilmember Haff asked if Siltman would like someone else to speak with Hoffman, as she would be happy to attempt to reach out. Flategraff stated that he can reach out to Hoffman this week. Haff mentioned that if he needs help, let her know and she will try to get volunteers.

Kiosk-Rudlang stated that there should be another Byway meeting next month, and he can discuss with them more about content for the kiosk.

Committee member Ric McClary had mentioned there were old benches in the burn pile, and Haff requested that Public Works looks through to see if there is anything useable over there.

Spectators cannot sit on bleachers without the installation of a safety halo net. Playground at the ball field would be nice, as well as updating things over there and at Veteran's Park, but states the importance of parking and safety fencing. Haff is concerned that a child may run into the parking lot.

Solar lights are on the priority list, and considered by Council as a cheap and quick fix.

Safety related will be high-priority: fencing and halo net for foul balls.

Siltman looked in to multi-use, and it may be more beneficial to go with individual sport-specific courts.

Haff mentioned that it would be a good idea to get the flags on the top priority.

Haff asked if staff will be there, Okerman asked if the request for staff to be there is to there to take minutes, run the meeting, etc? Okerman stated it only has to be a small report. One person on the Committee feels extremely strongly that Cassandra or Krista are there. Siltman stated that the Committee

doesn't necessarily need staff there, but would leave it up to Cassandra to decide if she wants to be part of it.

Flategraff feels it would be good for staff to go to the next two meetings and then discuss further staffing of the Committee meetings.

Pollinator Garden was done last year, but it didn't take. Flategraff is going to get Okerman pricing on dirt for it. Flategraff mentioned that it would be cheaper if we had Roger go pick it up.

Siltman-wood chips for the Park, Okerman reached out to the other Cities. We have gotten them from Princeton and they blow it in. Roger rakes them in Lake Shore, and is willing to do it for Jenkins. Day of Caring kids can help spread them. Roger stated that the last few years, he had a list that he had to go back and get done himself, that he wouldn't have otherwise prioritized.

Okerman will reach out to the Coordinator. Flategraff would like to see that it is just blown in, since it is a safety issue. We just need to get it done. Day of Caring list can do another project. Gazebo staining can be added to the list. Siltman mentioned tattered flags.

Motion to replace flags at Park by Flategraff, seconded by Barnett. All ayes.

MISC/COMM:

Consensus of Council that the second meeting will be held in March, on the 26th.

ADJOURNMENT:

A motion to adjourn the Regular City Council meeting at 7:25pm was made by Barnett, seconded by Flategraff. All present voted aye.

Approved this _____ day of _____ 2024.

Krista A. Okerman, City Clerk-Treasurer

Andrew Rudlang, Mayor

Fund Name: All Funds

Date Range: 03/12/2024 To 03/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/12/2024	Payroll Period Ending 03/09/2024	024292	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024292					\$ 230.87
03/12/2024	Payroll Period Ending 03/09/2024	024293	02/25 - 03/09/24 pay period	N	Clerk	100-41425-101-	\$ 711.73
	Total For Check	024293					\$ 711.73
03/12/2024	Payroll Period Ending 03/09/2024	024294	02/25 - 03/09/24 pay period	N	Payroll Administration	100-41501-131-	\$ 305.62
	Total For Check	024294					\$ 305.62
03/12/2024	Payroll Period Ending 03/09/2024	024295	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024295					\$ 230.87
03/12/2024	Payroll Period Ending 03/09/2024	024296	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024296					\$ 230.87
03/12/2024	Payroll Period Ending 03/09/2024	024297	02/25 - 03/09/24 pay period	N	Clerk	100-41425-101-	\$ 982.78
	Total For Check	024297					\$ 982.78
03/12/2024	Payroll Period Ending 03/09/2024	024298	02/25 - 03/09/24 pay period	N	Payroll Administration	100-41501-131-	\$ 196.41
	Total For Check	024298					\$ 196.41
03/12/2024	Payroll Period Ending 03/09/2024	024299	02/25 - 03/09/24 pay period	N	Payroll Administration	100-41501-131-	\$ 117.36
	Total For Check	024299					\$ 117.36
03/12/2024	Payroll Period Ending 03/09/2024	024300	02/25 - 03/09/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 378.23
	Total For Check	024300					\$ 378.23
03/12/2024	Payroll Period Ending 03/09/2024	024301	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$ 277.05
	Total For Check	024301					\$ 277.05
03/12/2024	Payroll Period Ending 03/09/2024	024302	02/25 - 03/09/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 67.84
	Total For Check	024302					\$ 67.84
03/12/2024	Payroll Period Ending 03/09/2024	024303	02/25 - 03/09/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024303					\$ 230.87
03/18/2024	Cardmember Services	024304	Shop racking, toilet repair, postage, office supplies, pizza for joint meeting	N	Council/Town Board	100-41110-438-	\$ 95.00

Fund Name: All Funds

Date Range: 03/12/2024 To 03/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		024304			Clerk	100-41425-201-	\$ 24.70
		024304				100-41425-322-	\$ 68.00
		024304				100-41425-433-	\$ 24.95
		024304			Public Works/Maintenance	100-43102-215-	\$ 413.09
		Total For Check 024304					\$ 625.74
03/18/2024	MN Power	024305	Street lights and electricty	N	General Government Buildings and Plant	100-41940-381-	\$ 222.62
		024305			Street Lighting	100-43160-381-	\$ 762.87
		Total For Check 024305					\$ 985.49
03/18/2024	TDS	024306	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 177.86
		Total For Check 024306					\$ 177.86
03/18/2024	Master Trade Services	024307	May Kelsey project - SDCP funds	N	Economic Development	210-46520-310-	\$ 24,075.00
		Total For Check 024307					\$ 24,075.00
03/18/2024	PERA	EFT0741173	02/25/24-3/09/24 pay period	N	Clerk	100-41425-115-	\$ 81.03
		EFT0741173				100-41425-115-	\$ 59.02
		EFT0741173			Payroll Administration	100-41501-121-	\$ 194.65
		EFT0741173			Public Works/Maintenance	100-43102-115-	\$ 28.64
		Total For Check EFT0741173					\$ 363.34
03/18/2024	State of IA	EFT2433522	CSE 02/25-3/9/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check EFT2433522					\$ 60.00
Total For Selected Checks							\$ 30,247.93

Date Range : 2/25/2024 To 3/25/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
03/12/2024	Thurlow Hardware	fasteners and multi-material Trans #s B227457 and B227459	2341	\$29.89	100-43102-215-	Public Works/Maintenance	24308 \$29.89
03/12/2024	Echo Journal	annual print delivery subscription	2342	\$151.09	100-41110-433-	Council/Town Board	24309 \$151.09
03/12/2024	Pequot Lakes Sanitation	Monthly garbage service	2343	\$45.34	100-43230-384-	Waste (Refuse) Collection	24310 \$45.34
03/25/2024	Crow Wing Power	Electric Service	2348	\$24.00	100-43160-381-	Street Lighting	24311 \$24.00
03/25/2024	Joe Johnson Septic Service	Jet septic system	2349	\$290.00	100-41940-310-	General Government Buildings and Plant	24312 \$290.00
03/25/2024	Krista Okerman	Mileage and Expenses for Clerk's Conference	2350	\$175.69	100-41425-331-	Clerk	24313 \$175.69
03/25/2024	Cassandra Delougherty	Clerk's conference expenses	2351	\$129.69	100-41425-331-	Clerk	24314 \$129.69
Total For Selected Claims				\$845.70			\$845.70

Date



AGENDA ITEM # 6a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: March 25, 2024
Subject: Whitetail Hollows

Report: A meeting was requested by Mark Leutem, Whitetail Hollows, to discuss final steps to finish the connection to Old 371 from Blaze Blvd and installing power. Dave Reese, Widseth, attended on behalf of the City. Following is a recap of his notes. I have highlighted the items that are related to the City.

In attendance:

Rob Hall and Matt Kallroos (Crow Wing County Highway Department)
Dave Reese and Nick Peterson (Widseth)
Mark Leutem (Developer)
Gerry Traut (Xcel Energy)
Scott Mudgett (Anderson Brothers Construction)

- Developer requested County entrance permit to allow construction by Anderson Brothers to begin as soon as possible; utility installation to follow paving.
- County requested more details on water runoff volume and controls entering County R/W; concerns with property to the north mentioned. County will contact KLD.
- Paper copy of KLD SWPPP and MPCA Construction Permit (cover page) provided to County.
- County will not issue entrance permit onto CR 145 until review is completed.
- City (Widseth) requested information on utility installation as the subgrade and aggregate base has been installed and compacted at this time; question regarding service drops.
- Minnesota Power indicated they will directionally bore service drops across roadway (no open cutting or vibratory plowing disruption of road base).
- Widseth relayed the City's expectation that no open cutting or plowing of the road base will be done at this point of the project and all utilities will bore beneath the road embankment if necessary to install their facilities.
- Anderson Brothers requested copy of KLD SWPPP plan. Widseth will forward to Scott Mudgett.
- Anderson Brothers scheduling is subject to spring load restrictions.
- Widseth requested Certified Plant and Bituminous Mixture Design documentation; Anderson Brothers will provide.
- Widseth requested notification from Anderson Brothers in advance of scheduled base tolerancing and preparation for paving. Widseth will be observing pavement construction on behalf of the City.

Engineer Reese did inform me that the \$3,200 escrow estimate he provided in order to oversee this project will be exceeded, especially if the City wants to have someone from Widseth observing the paving. The overage is mainly due to lack of notification from Leutem to Widseth when the base was put down so an “after the fact” inspection had to take place, road plans and specifications still have not been received nor was there a SWPP submitted.

Here are the costs to date:

\$2,834.75 – Invoiced

\$2,834.75 – Paid

\$3,791.00 – Effort to Date

\$956.25 – To be Invoiced

An additional \$3K-\$3,200 for a Widseth representative to observe the paving.

Budget Impact: Without obtaining additional escrow, the budget impact will be approximately \$4K. To date, there is an “overage” of \$591.00

Council Action Requested: Direction on how to proceed. The City has a few options:

- Requested additional escrow funds.
- Request that Widseth does not have an observer for paving or any further involvement. If there is not an observer for paving or further involvement, Widseth would not recommend accepting the road upon completion.



AGENDA ITEM # 6b.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: March 25, 2024
Subject: Pump house and drinking fountain update

Report: Councilmember Haff inquired about the status of the pump house and drinking fountains at the March 11th meeting. Per the invoice from DCC Construction, I highlighted the incomplete items that were provided at the time the invoice was submitted, which was in October 2023. Councilmembers Flategraff and Siltman met with Charlie Hoffman on March 14th to get a status update. Following is a list of additional outstanding items:

Drinking Fountains:

1. Waiting for an estimate from a plumber and electrician to install the drinking fountain at the ballfield and Veterans Park.
2. Veterans Park fountain needs to have a concrete slab poured.
3. Waiting for an estimate on permeable pavers for both drinking fountains.
4. Estimate on labor to install/oversee installation of both fountains.

Pump house:

1. Additional soffit estimate - \$2,500
2. Garage door for storage area – less than \$1K.
3. Garage door opener for storage area - \$430 plus tax.
4. Waiting/still in need of estimates on:
 - a. Roll up door for concession stand.
 - b. GFI to be installed on outside of building
 - c. Electrical in concession stand
 - d. Counter for concession stand
 - e. Flood lights on each peak of roof
 - f. Lights for picnic area.
 - g. Permeable pavers around pump house to prevent erosion

Budget Impact: The cost estimates received to date - \$4K. Additional costs for above listed items will be provided to you upon receipt.

Cost to date: \$23,028.66

Council Action Requested: If the Council chooses to proceed with the above costs that have been provided, motion to approve those costs.

DC Construction of Nisswa, LLC

34266 Summer Ave
 Jenkins, MN 56474 US
 hoff01@tds.net

Invoice**BILL TO**

City of Jenkins
 City of Jenkins
 33861 Cottage Avenue
 Jenkins, MN 56474

SHIP TO

City of Jenkins
 City of Jenkins
 33861 Cottage Avenue
 Jenkins, MN 56474

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
471	10/24/2023	\$20,000.00	11/23/2023	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
02.10 Demo	Crosslake rolloff 10 yd dumpster for vacant lot debris	1	381.00	381.00
04 Concrete	Hengel Concrete-concrete for slab	1	2,992.55	2,992.55
08 Roof Frame	Mattson Lumber- roof trusses	1	2,417.01	2,417.01
08 Roof Frame	Mattson Lumber-treated posts and post bases	1	649.40	649.40
08 Roof Frame	Mattson Lumber-OSB roof sheathing, plywood clips, coil stock, sheathing nails	1	1,746.44	1,746.44
09 Roof Flashing	Mattson Lumber-truss spacers, drop-edge, screws, 2x4 bracing	1	563.62	563.62
12 Doors & Trim	Mattson Lumber-exterior doors, roof felt, ridge vent, OSB, roofing nails, OSB	1	1,804.49	1,804.49
10 Exterior Trim & Decks	Mattson Lumber-rollex starter, fascia, staples, coil stock, soffit	1	1,708.05	1,708.05
08 Roof Frame	Mattson Lumber-OSB sheathing	1	54.12	54.12
10 Exterior Trim & Decks	Mattson Lumber-rollex coil stock	1	193.22	193.22
10 Exterior Trim & Decks	Mattson Lumber-rollex coil stock, 2x4's	1	198.38	198.38
07 Wall Frame	Mattson Lumber-foam sill seal, tyvek house wrap	1	286.54	286.54
16 Electrical & Lighting	Pine River Electric	1	755.00	755.00
11 Siding	Menards-Prefinished Smoky Sable Textured Lap Siding	1	2,667.09	2,667.09
09 Roof Flashing	Menards-Weathered Wood Castlebrook shingles	1	1,145.15	1,145.15
11 Siding	Menards-outside corners, color match caulking, trim	1	671.74	671.74
17 Insulation	Insulation Spray Applied Polyurethane Foam for well pump room	1	1,766.20	1,766.20

NOTE: garage door, concession door, and additional soffit panels left to complete

BALANCE DUE

\$20,000.00



AGENDA ITEM #

7a

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: March 25, 2024

Subject: MPCA Storm Water Resiliency Grant

Report: I recently saw that the MPCA was soliciting project proposals to distribute \$35M to communities for stormwater infrastructure. This is a new grant opportunity in 2024. The projects are specifically meant to protect water quantity and prevent localized flooding. With our issues on Cottage Avenue, I reached out to our City Engineer, Dave Reese, for his opinion/recommendation on if Cottage Avenue would be a viable project. I provided him with pictures of the flooding in front of City Hall and Widseth has the Feasibility Study from 2023 as well. Engineer Reese did a “deep dive” into the grant opportunity. Following are the requirements and his recommendations:

- Plans and specifications are required; the more complete they are, the better the cost estimate will be and they will hold the city to the engineering estimate for the estimated construction cost. A 5% contingency is allowed. Some engineering and admin costs may be reimbursed through the grant but anything spent prior to execution of the grant is ineligible. They mainly want the grant money to offset construction costs.
- If infiltration is the recommended solution (which it is for Cottage Avenue based on our feasibility study), then soil borings must be completed to provide a complete design.
- A climate vulnerability analysis and/or stormwater analysis of the project watershed area (impervious/pervious/runoff calculations) must be completed and it must use the MPCA’s climate prediction modeling to ensure the project will meet the needs of future rainfall intensities for the anticipated life cycle of the improvements.
- If the project is part of an LGU’s overall Capital Improvement Plan (CIP) addressing stormwater resiliency throughout the community, that will score the application higher. There are plenty of other instances that we can name.
- Preference will be given to project applications that are within a designated Environmental Justice (EJ) area within the State as mapped by the MPCA. Median household income is one of the categories among others like race, etc.
- If the application enhances other clean water funding projects, that would likely score the app higher. However, funding from another agency or program cannot be used to fulfill the LGU’s 10% match.
- There is a 10% local match required and once the app is submitted there is little flexibility for changes to the grant amount unless there are other projects that have available monies left over.

We would not be able to complete plans and specifications and complete all the analysis required within the timeframe for this grant submittal; however, there will ‘definitely’ be a fiscal year ’25

grant opportunity again for this money (their words). The next window will open later in 2024. The legislature placed \$100M into this program and they are doling out \$35M of it in their first (ever) grant cycle for this program this spring/summer. Grant awards are finalized 90 days after submittal and LGUs would be notified then, so sometime in July. That is not the best time of year to bid a project and start construction in August/September (prices are generally higher when all the contractors already have work).

After digging into this and knowing what Jenkin's needs are associated with stormwater resiliency on other critical roadways, I think it would be a good idea, strategically, to apply for the second round and show them the City has more than just Cottage Avenue. I believe this grant could help offset costs for reconstructing Veterans for instance and, if we show that Jenkins has done its homework in planning out a CIP for the community and identified vulnerable stormwater areas, it would strengthen the application(s). It may mean applying for each area individually (the MPCA is a little wishy-washy on whether multiple areas that may not share the same micro-shed can be applied for all at once).

I listened to the 1.5 hour webinar hosted by the MPCA and it is clear they are feeling their way through this process and they could not answer a lot of the questions that were posed. So, in my humble opinion, that puts more risk on the City if the MPCA isn't 100% sure how they would handle all eligible/ineligible costs and situations that will (undoubtedly) arise this first grant cycle. The program may have some of the bugs worked out of it after this first go-round and, in my mind, that means less risk to the City to avoid the scenario of being allocated less grant in the end than was anticipated in the beginning.

Based on the above information, I would agree with Engineer Reese on waiting until the 2025 grant period in order to be more prepared, especially with the ability to include Veterans Street. Please note that there is a 10% local match. However, this could be a GREAT opportunity for the City to fix at least two of our most problem streets with grant funding.

Budget Impact: TBD

Council Action Requested: If the Council wishes to proceed with pursuing this funding opportunity, I would recommend a motion to approve Widseth to prepare a punch list of initial items needed and cost estimates in preparation for the 2025 MPCA Storm Water Resiliency Grant.



REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: March 25th, 2024
Subject: Parks Update

Report: It was mentioned that the woodchips needed to be brought back up to spec at the Veteran's Park Playground for safety purposes.

Attached, you will find two estimates.

The first estimate, Sylva Corporation, Inc. is a blow-in installation, requiring less labor and effort from Public Works and Administrative Staff.

The second estimate, SafetyFirst Playground Maintenance, is for a drop-load, meaning that labor is required to spread the woodchips.

Also, new American Flags were ordered to replace the tattered flag at Veteran's Park and the Jenkins City Cemetery.

Sylva Corporation, Inc

900 Airport Rd
Princeton, MN 55371

Telephone: 763.389.2748



SUSTAINABLE FOREST PRODUCTS

Estimate

Date	Estimate #
3/25/2024	32824

BILLING ADDRESS	
City Of Jenkins Krista Okerman 33861 Cottage Avenue Jenkins, MN 56474	
Send Invoices To	krista.okerman@jenkins-mn.com

SHIP TO ADDRESS
City Of Jenkins Krista Okerman 4th Ave and 2nd Ave Jenkins, MN 56474 Zone 6 - 104 miles

Rep	Site Contact	P.O. No.	Terms	Primary Freight	FOB
MATT			Due on receipt	Freight Zone 6	Princeton, MN

Item Description	Quantity	U/M	Rate	Amount
SoftStep® EWF Installed	90		40.50	3645.00
Sales Tax			6.875%	.00

View our full product line at Sylvacorp.com	A Fuel Surcharge may be applied at the time of the job when fuel is above 4.00 per gallon.	Total	\$3645.00
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TERMS AND CONDITIONS: Any claim as to condition or quantity must be made immediately upon receipt of goods and must be noted on the delivery ticket at the time of delivery. COLOR ENHANCED MULCHES - do not fully cure until installed and exposed to air for several hours - color wash will occur if allowed to get wet before the mulch cures. NATURAL MULCHES - may develop anaerobic activity during storage. In the event the product develops a strong ammonia odor, we recommend aerating the mulch until the odor is gone and before installation.

SafetyFirst Playground Maintenance

31095 Baugh St NW
Princeton, MN 55371
+1 3204969118

office.manager@safetyfirstplayground.com
www.safetyfirstplayground.com



Estimate

ADDRESS

Cassandra Delougherty
City of Jenkins
33861 Cottage Ave
Jenkins, MN 56474

SHIP TO

Cassandra Delougherty
City of Jenkins
Veterans Park
3244 3rd St
Jenkins, MN 56474

ESTIMATE # 6495

DATE 03/25/2024

ACTIVITY	QTY	RATE	AMOUNT
Nature'sPlus ASTM Compliant Playground Safety Surfacing	90	25.89	2,330.10

Tax ID 84-3718494

SUBTOTAL

2,330.10

Surcharges are applied at the time work is completed to the total price of the contract

TAX

0.00

TOTAL

\$2,330.10

PLEASE REFER TO THE MIDWEST DIESEL FUEL, EIA PRICE
WWW.EIA.GOV/PETROLEUM/GASDIESEL

Unless otherwise noted, this estimate assumes a single mobilization by SFPM to complete the work described herein. Additional charges of a minimum of \$2,500 per mobilization will be added if site and/or equipment is not ready for installation upon arrival.

All projects are contingent on weather and aggregate material availability (e.g. concrete). Agreed upon timelines may shift due to inclement weather. SFPM will do our best to accommodate all projects in a timely manner.

This estimate is based on the entire scope of work described herein. Any changes made to the project scope will require a new estimate.

This estimate is good for 30 days from the date shown at the top of the estimate.

SFPM is not responsible for damage to any private utilities that are not



AGENDA ITEM # 8d.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: March 25, 2024
Subject: Personnel Committee

Report: The Personnel Committee completed a performance review on Cassandra and then held a subsequent meeting to discuss the review. Cassandra received high ratings on her review. At this time, she is performing approximately 80% of the Deputy Clerk position duties.

Recommendation: Based on a high rated performance review and Cassandra performing Deputy Clerk duties, the Personnel Committee is recommending a promotion to Deputy City Clerk at Step One of the approved wage scale (\$22.22/hour), effective as of the March 25th pay period with no schedule changes. Both Cassandra and I have been attending City Council meetings, going forward this will be reduced to Cassandra attending Planning Commission meetings and myself attending City Council meetings, unless otherwise requested/needed.

Budget Impact: With the decreased hours in meetings and no recommended changes in schedules, this increase will still be within the 2024 budgeted payroll amount for Administration.

Council Action Requested: Motion to approve the Personnel Committee recommendations.

EARNED SICK AND SAFET TIME:

The Personnel Committee also discussed the newly implemented Earned Sick and Safe Time law that went into effect January 1, 2024. Currently the City of Jenkins is compliant with the amount of time allowed for PTO. There may be verbiage in the policy that needs some updating. However there is already revisions going through the Senate for revisions to the law and the CTAS accounting system does not have ESST listed on paystubs as of yet. They have provided a tracking sheet instead. Based on the above information and the City being in compliance with the ESST law, except for some verbiage changes, staff will watch for legislative revisions to the law and make changes if needed.

Budget Impact: None.

Council Action Requested: No action needed.



AGENDA ITEM # 8e.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: March 25, 2024
Subject: Roads Committee

Report: The roads committee met on March 14th. Items discussed were as follows:

1. Revisit the Special Assessment Policy.
2. Consider having Commercial road specifications drafted by Widseth.
3. Street Reserve fund CD's.

The Road Committee is recommending re-investing the Street Reserve Funds in CD's and remaining on a rolling investment plan until the funds are needed.

Budget Impact: None.

Council Action Requested: Motion to approve re-investing Street Reserve Funds into CD's.



PLANNING AND ZONING ADMINISTRATOR'S REPORT

1. **Permits:** The following land use permit has been issued since the last meeting:
 - a. Dan Hoefs, xxxx Laura Rose Circle, New Home and Shed Building Permit
2. **Code Enforcement:** Staff has sent the following correspondence for potential violations: **NONE**

CITY OF JENKINS

33861 Cottage Avenue
Jenkins, MN 56474

Phone: 218-568-4637

Website: www.cityofjenkins.com



March 14, 2024

Senator Lindsey Port
3213 Minnesota Senate Building
St. Paul, MN 55155

Re: Bills SF 3303, SF 4601, SF 3980 and SF 3964

Dear Senator Port:

On behalf of the Jenkins City Council and the City of Jenkins, I would like to express significant concerns with the above-named bills. Many of these bills take away the local authority for small cities such as Jenkins. The City of Jenkins has its own land use and zoning ordinances, which has been in place since the late 1990's. This was initiated by *residents* of Jenkins and we have had an active Planning Commission since.

Some of the language in these bills would replace our local zoning authority, taking away what we have identified locally as community priorities, housing needs, infrastructure and the protection of our natural resources. Jenkins is located in the beautiful Brainerd Lakes Area where our natural resources are very important to our area. We feel circumventing the local authority will be detrimental to our ability to continue the framework that we have in place. It was, and still is, strongly felt that we know what is best for our individual community. We encourage community engagement and take pride in the local efforts of our community and City leaders to ensure the health, safety and welfare of our residents.

Thank you for your time and your consideration of our concerns.

Sincerely,


Krista A. Okerman, MMC
City Clerk-Treasurer

C: Senator Justin Eichorn
Jenkins City Council