



CITY COUNCIL MEETING AGENDA Tuesday, May 28, 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
Melissa 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 May 13, 2024 meeting
 - c. Pre-written check #'s 24394-24402 and EFT's; **\$23,229.54**
 - d. Proposed check #'s 24403-24406; **\$782.15**

TOTAL EXPENSES = \$24,011.69
5. Public Forum
6. Unfinished Business
 - a. Community Impact Fund update
7. New Business
 - a. Resolution #24-05-287 Regarding SS4A Grant
 - b. 2024 Newsletter
8. Reports of Officers, Committees and Boards
 - a. Mayor's Report
 - b. Clerk's Report
 - c. Parks report
 - d. Roads Report
9. Communications/Misc.
10. Adjournment

**COUNTY OF CROW WING
CITY OF JENKINS
DRAFT**MINUTES OF THE REGULAR CITY COUNCIL MEETING
MAY 13, 2024**

CALL TO ORDER: The regular meeting of the City Council was called to order at 6:00 PM by Mayor Rudlang with all reciting the Pledge of Allegiance.

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

ADDITIONS: None.

CONSENT AGENDA: A motion to approve the consent agenda as follows was made by Flategraff and seconded by Haff; all present voted aye:

4a. Agenda

4b. Minutes of the March 26, 2024 meeting

4c. Voided check #24374

4d. Pre-written check #'s 24354-24375; \$18,145.53

4e. Proposed check #'s 24376-24393; \$8,339.93

TOTAL EXPENSES = \$26,485.46

OPEN FORUM: None.

UNFINISHED BUSINESS: Accepting Donations: Okerman reported Pequot Tool inquired about donating a memorial bench. She noted they chose a swinging bench and submitted the product description. She said Pequot Tool would purchase the bench, and cover the costs for Public Works to assemble and install the bench and any materials needed. She stated a location needed to be determined. The Council concurred with a location abutting the existing playground as depicted in the Master Park and Open Space Plan. Okerman said that donations were required to be accepted by Resolution.

RES. #24-05-285 A motion to approve Resolution # 24-05-285 Accepting Donations was made by Flategraff and seconded by Siltman. All present voted aye.

NEW BUSINESS: Fire Contract: Okerman reported the 2024-2025 Fire Contract with the Pequot Lakes Fire District was due along with the payment. She stated the City budgeted the funds for the contract based on input from the Fire District.

Haff made motion to approve the 2024-2025 fire contract between the City of Jenkins and the Pequot Lakes Fire District and payment of the contract amount of \$12,962.00. Barnett seconded the motion. All present voted aye.

Resolution of Support: A draft resolution of support was presented to the Council to apply for Sourcewell's Community Impact Funding. Okerman stated the grant was a non-match grant for up to \$50K. She said the

resolution was required to be eligible for the funding. A working list of items to be included in the grant was reviewed. It was Council consensus that the entryway stairs be completed as it was a safety issue.

RES. #24-05-286

Haff made motion to adopt Resolution #24-05-286 Supporting the Application for Community Impact Funds from Sourcewell. Siltman seconded the motion; all present voted aye.

Committee Review: Okerman reported there had been some recent questions regarding committee appointments. She reviewed the typical types of committees. She recommended if the Council wanted a building and grounds committee, it coincide with the roads and infrastructure committee. She noted Council action was required to establish committees.

A motion to approve the 2024 Committee list with changes was made by Flategraff and seconded by Barnett. All present voted aye.

REPORTS:

Clerk's Report: Okerman reported that she attended a Grant Writing 101 workshop and received a variety of resources.

Okerman stated she had a request to allow the selling of goods at Veterans Park the day the City-wide garage sale was taking place. Haff said the Parks Committee was considering an event such as that for a fundraiser. It was Council consensus that no be allowed at this time.

Planning and Zoning Administrator's Report: Okerman reported on recent land use permits that were released. She said the upcoming Planning Commission had four (4) public hearings. She noted one of the public hearings was for a Conditional Use Permit (CUP) to install a rooftop solar energy system. She said the City's Ordinance required that by CUP. The Council discussed solar energy. The Council directed the Planning Commission to review and make a recommendation on the City's solar energy ordinance.

Parks and Recreation Committee Report: Haff provided a list of items the Parks and Recreation Committee discussed along with a recommendation to install a military service flag display at Veterans Park and fencing at Veterans Park and the ball field.

The Council discussed the flag display project. Rudlang stated he wanted to be sure there was a plan in place to ensure the project got completed. Okerman said the funding for the flag display could be taken out of the gambling proceeds. She was asked to clarify if upgrades of the basketball court and hoop would qualify. Haff said she would like to see the flag display project come to fruition. Rudlang said there were parts of the project that were unclear and/or had not been identified. Okerman said the project could be approved with a contingency.

Flategraff made motion to approve the military service flag display at Veterans Park contingent upon having a plan to execute the project to the end with funding from the Gambling Proceeds. Barnett seconded the motion; all present voted aye.

Quotes were presented to the Council for placement of fencing at the ball field and at Veterans Park. The Council discussed the locations.

After further discussion, Flategraff made motion to approve the fencing as follows with funding from the Park Reserves:

Quote #2672 with 240 feet of black fencing (approximately \$5,500.00)

Quote #2673 in its entirety (\$3,450.00)

Quote # 2674 backstop fencing (\$1,850.00)

Haff seconded the motion with all voting aye.

The Council discussed pickle ball and basketball courts, locations for them and possible multi-use courts. Siltman said the Parks Committee had not reviewed the basketball and pickle ball courts. **No action was taken.**

Roads Committee: Quotes were provided for repairs on Lilac Street and Pine Tree Street. It was noted that the quote from Schrupp Excavating did not include paving. Flategraff said he would obtain updated pricing.

Public Works Report: A completed and yet to-complete project list for Public Works was provided to the Council for information purposes. **No action was taken.**

ADJOURNMENT: A motion to adjourn the regular City Council meeting at 7:40 PM was made by Flategraff and seconded by Siltman. All present voted aye.

Approved this _____ day of _____, 2024

Krista A. Okerman, City Clerk-Treasurer

Andrew J. Rudlang, Mayor

Fund Name: All Funds

Date Range: 05/14/2024 To 05/23/2024

<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>
05/14/2024	City of Pequot Lakes	024394	Fire Contract Invoice #2364,	N	Police Administration	100-42110-315-	\$ 3,433.33
		024394	Police Contract Invoice #2362		Fire Administration	100-42210-314-	\$ 12,962.00
		Total For Check 024394					\$ 16,395.33
05/14/2024	MN Power	024395	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	\$ 113.43
		024395			Street Lighting	100-43160-381-	\$ 851.21
		Total For Check 024395					\$ 964.64
05/21/2024	Payroll Period Ending 05/18/2024	024396	5/5 - 5/18/24 pay period	N	Clerk	100-41425-101-	\$ 1,182.93
		Total For Check 024396					\$ 1,182.93
05/21/2024	Payroll Period Ending 05/18/2024	024397	5/5 - 5/18/24 pay period	N	Clerk	100-41425-101-	\$ 1,348.24
		Total For Check 024397					\$ 1,348.24
05/21/2024	Payroll Period Ending 05/18/2024	024398	5/5 - 5/18/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 916.90
		Total For Check 024398					\$ 916.90
05/22/2024	Cassandra Delougherty	024399	MMCI Institute Mileage and meals reimbursement, one roll of postage stamps	N	Clerk	100-41425-322-	\$ 68.00
		024399				100-41425-440-	\$ 210.92
		Total For Check 024399					\$ 278.92
05/22/2024	TDS	024400	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 177.63
		Total For Check 024400					\$ 177.63
05/22/2024	Elan Financial Services	024401	office supplies, No-IP subscr., fuel, flag for cemetery	N	Council/Town Board	100-41110-433-	\$ 69.99
		024401			Clerk	100-41425-201-	\$ 114.38
		024401			Highways and Streets	100-43101-212-	\$ 82.14
		024401			Cemetery	100-49010-438-	\$ 24.98
		Total For Check 024401					\$ 291.49

Fund Name: All Funds

Date Range: 05/14/2024 To 05/23/2024

<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>
05/22/2024	Schrupp Excavating	024402	3.75 hours 259 Bobcat, 4hrs Labor, and seed for 2nd St ditching on 5/10/24 Inv # 20240251	N	Highways and Streets	100-43101-405-	\$ 908.75
Total For Check 024402							\$ 908.75
05/22/2024	State of IA	EFT2461410	CSE 5/5 - 5/18-24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
Total For Check EFT2461410							\$ 60.00
05/22/2024	PERA	EFT750743	05/05 - 05/18/24 pay period	N	Clerk	100-41425-115-	\$ 114.49
		EFT750743				100-41425-115-	\$ 98.21
		EFT750743			Payroll Administration	100-41501-121-	\$ 332.00
		EFT750743			Public Works/Maintenance	100-43102-115-	\$ 75.04
Total For Check EFT750743							\$ 619.74
05/22/2024	Xcel Energy	EFT96aad	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 84.97
Total For Check EFT96aad							\$ 84.97
Total For Selected Checks							\$ 23,229.54

4d.

Date Range : 4/23/2024 To 5/23/2024

<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>
05/16/2024	White Cap L.P.	Inv10019921278 R73243600:22125 Diesel Melter Applicator 43600 Crafco Rental 1 day rental	2413	\$550.00			
					100-43101-224-	Highways and Streets	24403 \$550.00
05/16/2024	Column Software PBC	Inv# 3878871B-0001 Newspaper publication of O-24-32 Ordinance Notice	2415	\$173.15			
					100-41910-351-	Planning and Zoning	24404 \$173.15
05/20/2024	Crow Wing Power	Electric Service	2418	\$24.00			
					100-43160-381-	Street Lighting	24405 \$24.00
05/20/2024	Tri-County Septic Inspection	Design Review James Tucker 34651 Brown Blvd PID 26270545	2420	\$35.00			
					100-43254-310-	New Sewer Services	24406 \$35.00
Total For Selected Claims				\$782.15			\$782.15

Date



AGENDA ITEM #

6a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 23, 2024

Subject: Community Impact Funding

Report: Below is a list of items that was included in the Community Impact Funding. The entire \$50K was requested (Application deadline of 5/28/24).

1. New microphone and computer for Council Chambers
2. New audience chairs for the Council room
3. New customer service window and 3 new doors.
4. Two tablets for staff
5. Council Chamber renovation

Budget Impact: None.

Council Action Requested: No action needed or requested.



AGENDA ITEM #

7a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 23, 2024

Subject: Safe Streets and Roads for All Grant

Report: Attached please find information regarding MnDOT's Safe Streets and Roads for All Grant program. The City of Crosslake is applying for a Safe Streets and Roads for All grant to complete a Vulnerable User Plan to study pedestrian safety in the area. Dave Reese's colleagues are working on the planning grant application and presented the opportunity to him for the City of Jenkins to become a co-applicant. Crosslake would be the fiscal agent and has a budget for the match requirement. Jenkins' involvement would be as a participant in meetings during development of the plan. The purpose of the plan would be to improve pedestrian safety in the city with a possibility of development of trails connecting the cities and townships in the Geographic area identified on the map attached. The other Cities/Townships in the identified area have been or will be presented this same opportunity.

If Council is interested, a resolution is needed which I have attached for your review and consideration. With the deadline happening prior to this meeting, I tentatively stated our interest in being a co-applicant.

Budget Impact: \$0.00 (Staff time to attend meetings.)

Council Action Requested: Motion to approve Resolution #24-05-287 Regarding SS4A Grant.

Safe Streets and Roads for All (SS4A) Program Facts



The U.S. Department of Transportation (USDOT) **Safe Streets and Roads for All (SS4A)** program provides grants to local, regional, and Tribal communities for implementation, planning, and demonstration activities as part of a systematic approach to prevent deaths and serious injuries on the nation's roadways.

This roadway safety program was created by the **Bipartisan Infrastructure Law** and provides \$5 billion over 5 years. The funding helps communities address the preventable crisis of deaths on our nation's roads, streets, and highways through safer people, roads, and vehicles; appropriate vehicle speeds; and improved post-crash care.

The SS4A program funds two types of grants:

- **Planning and Demonstration Grants** for Comprehensive Safety Action Plans, including supplemental safety planning and demonstration activities to inform an Action Plan.
- **Implementation Grants** to implement strategies or projects identified in an existing Action Plan.

SS4A is exclusively designed to help local communities. There are three remaining funding rounds, including the round currently open in 2024.

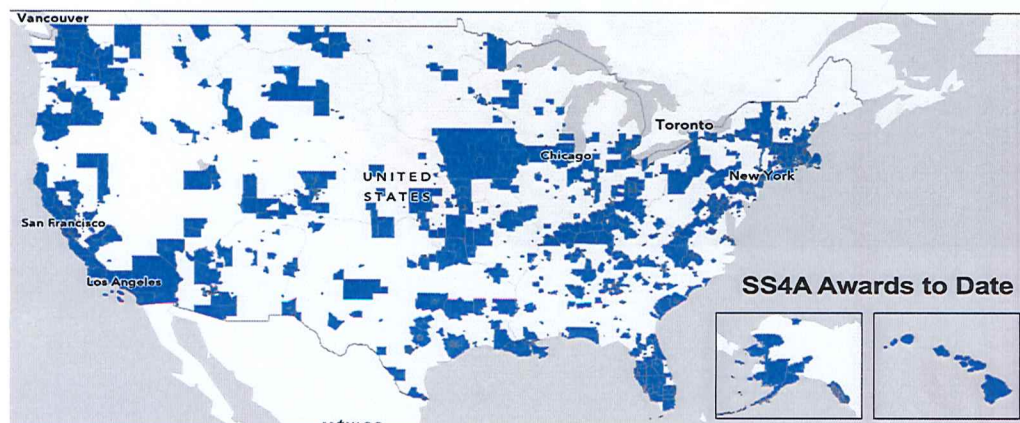
For more information, use the QR code above or visit the [SS4A website](https://www.transportation.gov/grants/SS4A).

SS4A grants are already making an impact nationwide

- In the first two years of funding, USDOT awarded **\$1.7 billion** to over **1,000 communities** across **all 50 states and Puerto Rico**.
- Awarded communities comprise about **70% of the nation's population**.
- SS4A funds to improve roadway safety planning have been awarded to localities that make up 61% of all roadway fatalities.
- Projects and activities will significantly **improve safety for all people using the road** in those communities, including drivers, passengers, pedestrians, bicyclists, people using transit, and people with disabilities.

Awards reach communities of all different sizes and safety needs:

- **Rural communities** comprise around half of all grant award recipients to date.
- 465 communities (41% of award recipients) have **populations under 50,000**.
- 382 award recipients (75%) in the first year were **new direct Federal funding recipients to USDOT**.
- Over half of funds will **benefit underserved communities**, providing equitable investment to places that need funding the most.



SS4A amplifies our impact by working across government and with external partners

The SS4A program collaborates within USDOT, and with outside organizations that are committed to roadway safety, to disseminate program information and build capacity to help communities apply for grants and successfully implement grant activities.

- Coordinated technical assistance and promotion efforts focus on advancing roadway safety in rural areas, Tribal communities, and places in the Thriving Communities network. **In the past 2 years, USDOT staff directly reached communities in every state.**
- USDOT works with **trusted non-governmental organizations and partners** that understand communities' roadway safety challenges and needs. These partners include organizations such as the Local Infrastructure Hub, National League of Cities, National Association of County Engineers, League of American Bicyclists, Vision Zero Network, Rural Partners Network, Urban Sustainability Directors Network, and Emergency Medical Services groups, and events like the National Transportation in Indian Country Conference.

SS4A helps applicants compete for funding based on merits, not technical capacity

Applying for Federal discretionary grants is new for some communities—many of which may not have a team of grant writers on their staff. The SS4A program works with applicants throughout the evaluation process to ensure that they have complete and accurate information and are not disqualified due to an administrative error during the submission process.

- In the second funding year (FY23), SS4A conducted **follow-up outreach to 85% of applicants (roughly 600 communities)** to provide opportunities to address missing application elements and program requirements. As a result, **almost no applicant was turned away** because of an incomplete application.
- For those who are unsuccessful, SS4A offers a detailed debrief to help applicants develop more successful applications in future rounds. SS4A conducted approximately **130 debrief interviews** in January and February of 2024.

SS4A award recipients receive extra support to ensure successful grant administration

After awards are made, the SS4A program continues to help communities be successful in developing, executing, and administering grant agreements.

- A streamlined grant process was developed to help finalize and sign grant agreements as quickly as possible, even for communities that have never received grant funding from USDOT. **Of the 511 award recipients** in the first round announced in February of 2022, **over 90% have executed grant agreements** in place and initial **funding amounts obligated**.
- A Technical Assistance Center was established to support grant recipients with training and technical assistance, including how to comply with Federal requirements and how to develop Comprehensive Safety Action Plans.
- A Community of Practice was created to help grant recipients learn from each other across the 1,000+ communities that have received awards to date.

The next funding opportunity is open now!

The fiscal year (FY) 2024 Notice of Funding Opportunity (NOFO) for Safe Streets and Roads for All grants opened in February 2024. The FY 2024 NOFO has multiple deadlines, depending on the grant type:

- **April 4, 2024**, 5 p.m. (EDT): Deadline #1 for Planning and Demonstration Grants.
- **May 16, 2024**, 5 p.m. (EDT): Deadline for Implementation Grants. Deadline #2 for Planning and Demonstration Grants.
- **August 29, 2024**, 5 p.m. (EDT): Deadline #3 for Planning and Demonstration Grants. NOFO closes.



**CITY OF JENKINS
RESOLUTION 24-05-287**

RESOLUTION REGARDING SS4A PLANNING GRANT

WHEREAS, the City of Jenkins is responsible to provide for streets and other transportation facilities such as trails and sidewalks to connect people, goods, and services in a safe and equitable manner; and

WHEREAS, the USDOT has established a program prioritizing traffic safety including vulnerable users referred to as Safe Streets and Roads for All (SS4A); and

WHEREAS, the SS4A program allows for Co-Applicants; and

WHEREAS, the City of Crosslake has agreed to lead a SS4A planning effort if funded by the USDOT including townships and towns in the resort area of northern Crow Wing County, MN and eastern Cass County, MN;

NOW, THEREFORE BE IT RESOLVED that the City of Jenkins agrees to be a Co-Applicant to the City of Crosslake's application for a SS4A planning grant through the USDOT to develop a Safety Action Plan with a particular focus on vulnerable users. The City of Jenkins also agrees to be an active participant in the development of the plan and to financially commit the non-federal share if State match money is not available for the non-Federal share. *Some participating Cities have opted to strike the highlighted language.*

Adopted, this _____ day of May 2024.

Andrew J. Rudlang, Mayor

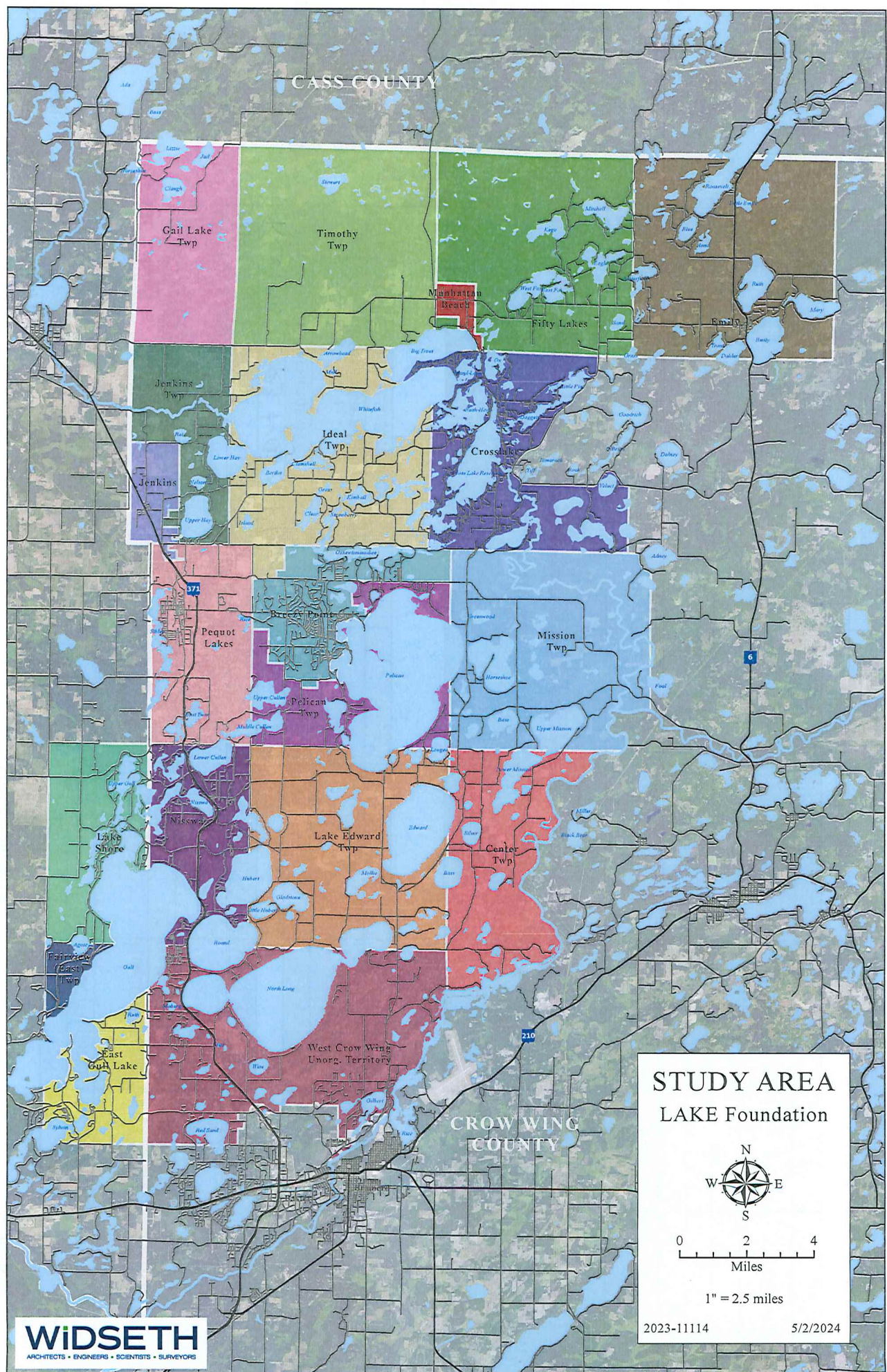
Krista A. Okerman, City Clerk-Treasurer

MOTION:

SECOND:

AYE:

NAY:





AGENDA ITEM #

76

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: May 24th, 2024
Subject: 2024 Newsletter

Please see attached draft of the City of Jenkins Newsletter. Mayor Rudlang will be typing something up for the newsletter, as well. With the upcoming Community-Wide Garage Sales and the 50th Anniversary of the VFW nearing, I would like to get the Newsletter out to our residents as soon as possible.

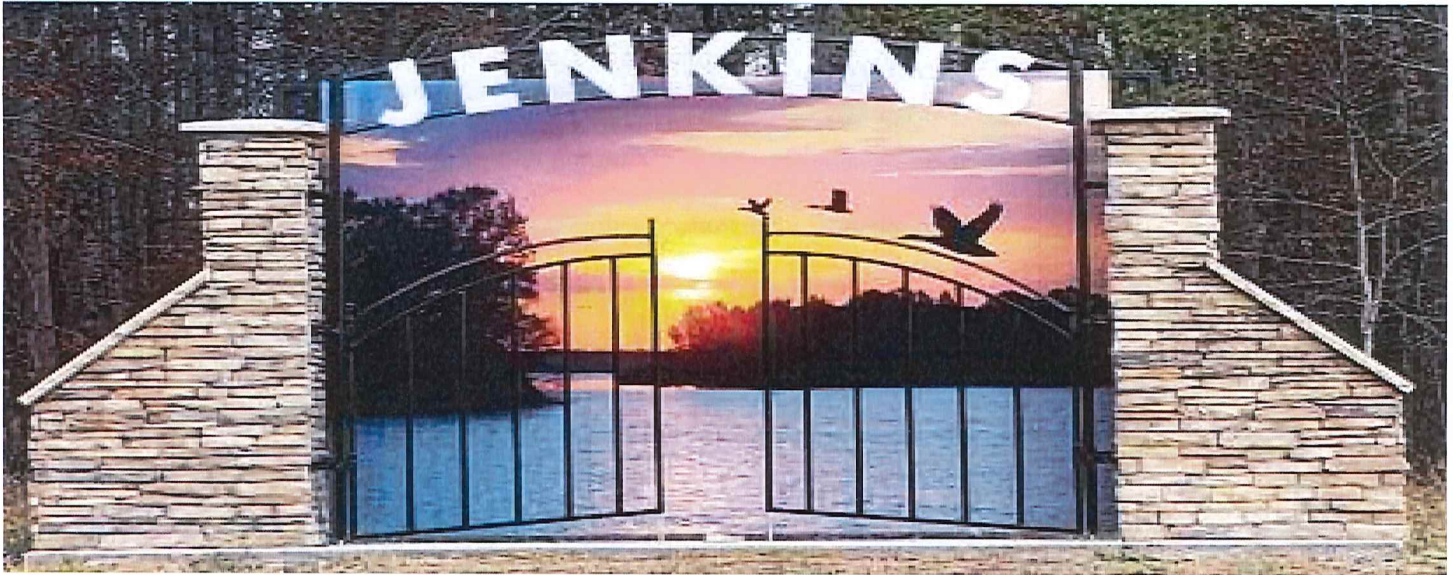
The Frontier Girls are willing to place address labels and stamps on when we are ready to mail the Newsletter out.

Any additional content recommendations and/or edits are greatly appreciated.

Requested Action: Approval to mail The City of Jenkins Community Newsletter to residents when the remainder of content has been captured and editing is complete.

City of Jenkins Community Newsletter

SUMMER 2024 EDITION



JUNE 6TH-8TH 2024:

JENKINS COMMUNITY WIDE GARAGE SALES:

Reside in the Jenkins Community? Have a sale and get on the map! Join the Jenkins Area Community Garage Sales Facebook Group, or contact Nona at (218) 851-3602.

Just want to shop? Watch for details and follow the map and signs! Something for all ages.

JUNE 20TH & 21ST, 2024:

JENKINS VFW POST 3839 50TH ANNIVERSARY CELEBRATION:

Live outdoor entertainment from 6pm to 10pm on Thursday, June 20th, and from 6pm to midnight on Friday, June 21st. Show your support for our local Vets and enjoy the weekend at the VFW!

We are also seeking donations to go toward a Veteran's Memorial, being accepted the VFW or at City Hall. Please help if you can!



JENKINS BALL FIELD PUMP HOUSE

Have you seen the new pump house and concession stand at the Jenkins Ball Field? Stop by and check it out! The City received a Community Match grant from Sourcewell to help fund the project. Thank you to DC Construction, Pine River Electric, and Hengel Concrete for starting the project, and to A&R Electric, Steve Schermann Construction, and our Public Works Department for completing it after many delays! Wood chips and a water fountain will be installed soon to finish it off!

ELECTIONS 2024-WHAT YOU NEED TO KNOW....

- The Primary Election is August 13, 2024 - Mail ballots will be mailed to all registered voters between June 28th and July 30th, 2024.
- The General Election is November 5th - Mail ballots will be mailed to all registered voters between September 20th and October 21st, 2024.
- Anyone not currently registered to vote who is eligible to vote and wishes to vote in the Primary and/or General Election, should contact Crow Wing County Elections or complete an on-line voter registration application at <http://mnvotes.org>.

Want to Join the Jenkins City Council?

Here are this year's seats up for election:

Local Municipal Race:
Mayor's Seat: 2-year term
Council Seat: 4-year term
Council Seat: 4-year term
Special Election
Council Seat 2-year term.

Stop in at City Hall today to pick up an application!



HAVE YOU CHECKED OUT OUR NEW CITY WEBSITE YET?

The City of Jenkins IT Taskforce has created a new City website, and have been working hard to make it as user-friendly as possible. If you have any questions, or are unable to find what you're looking for, please contact City Hall, and we would be happy to assist. Here are a few things to check out when you have time to view the website:

- Keep up with area events with the Calendar tab, or go to the News tab to view our posts. If you have a post or calendar event that you would like to add, please email, mail, or drop off your request at City Hall.
- View the City of Jenkins Code of Ordinances by clicking the link located under the Residents tab.
- View our Permit Applications under the Residents tab.
- City Council and Planning Commission Agenda Packets are available under the News posts the end of the week prior to the scheduled meeting.

WANT TO UPDATE OR ADD YOUR BUSINESS LISTING TO THE WEBSITE? SEND US YOUR ADVERTISEMENT AND WE WILL ADD IT TO OUR BUSINESS LISTINGS.



WANT TO ADVERTISE YOUR BUSINESS WITH A BANNER AT THE JENKINS BALL FIELD? REACH OUT TO PLDIAMONDCUB@GMAIL.COM. THE PEQUOT LAKES DIAMOND CLUB IS DOING THE BANNER FUNDRAISING, WITH ALL PROCEEDS GOING TO SUPPORT OUR AREA YOUTH SPORTS.

'TIS THE SEASON FOR...ROAD WORK!! HERE'S WHAT'S HAPPENING:

DUST CONTROL: Corbin Excavating will be doing our dust control this year on Norway Drive, Ellis Road, Half Mile Road, and Drake Circle.


SUMMER AVENUE/LAURA ROSE CIRCLE: Schrupp Excavating is completing the final portion of construction during the months of May and June. Once completed, the City will be adding these roads to our Summer Dust control schedule with Corbin Excavating.

SEAL COATING: Seal Coating for Brown Boulevard and Shanty Court is anticipated to take approximately 1 day, likely the week of June 10th. Dependent upon weather and other unforeseen contractor delays, this seal coating project may not be completed until the beginning of July.

DITCHING: Ditching was completed on 2nd Avenue by Schrupp Excavating to increase drainage.

POT HOLES: Veteran St & Lilac St pot holes are being assessed. The City of Jenkins is working with our City Engineer, Widseth, to apply for a grant in 2025 that would help offset the costs of reconstructing our problem roads.



<p><u>Contact Info:</u> City of Jenkins 33861 Cottage Avenue Jenkins, MN 56474 Phone: 218-568-4637</p> <p><u>Office Hours:</u> Mon. – Thurs., 9AM – 2PM Closed Friday</p> <p>Please call if you need assistance outside of our normal hours, as we are more than happy to accommodate.</p>	 <p><u>Website:</u> www.cityofjenkins.com</p> <p><u>E-Mail Addresses:</u> City Clerk: krista.okerman@cityofjenkins.com Deputy Clerk: cassandra.delougherty@cityofjenkins.com Mayor: andrew.rudlang@cityofjenkins.com</p>	<p><u>Meetings:</u> <u>City Council:</u> 2nd Monday of the Month 6PM 4th Tuesday of the Month 6PM (If necessary) <u>Planning Commission:</u> 1st Monday of the month 6PM <u>Parks Committee:</u> 4th Thursday of the month 6PM</p> <p><i>All meetings are held at City Hall in the Council Chambers unless otherwise specified and are open to the public.</i></p> <p><i>Want to join via Zoom? Enter the Personal Meeting ID: 353 029 2895</i></p>
<p><u>City Council:</u> Andrew Rudlang, Mayor Jerimey Flategraff, Council Member Roman Siltman, Council Member Ryan Barnett, Council Member Melissa Haff, Council Member</p>	<p><u>Planning Commission:</u> Simon Stricker, Chairman Steve Stricker, Commissioner Joby Goerges, Commissioner Sean Smuda, Commissioner Roman Siltman, Commissioner</p>	<p><u>Park & Recreation Committee:</u> Melissa Haff Roman Siltman Ric McClary Joell Tvedt Terry Palmer Jon Lubke Don & Marna Lohse Diane Haman Donna Bowen Debbie Siltman</p>
<p>The City of Jenkins is requesting and accepting donations for our parks, including a Veteran's Memorial at Veteran's Memorial City Park. If you would like your donation to go to one particular cause, please indicate that when making the donation. Any and all donations are greatly appreciated.</p>		



AGENDA ITEM # 8b.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 23, 2024

Subject: Clerk's Report

Report: The Crow Wing County Board recently took action and unanimously directed the County Highway Department to initiate a process resulting in the County assuming the power cost for electric components located adjacent to the County road system. Eligible items primarily include overhead intersection lighting, but it may also include things like hard-wired speed signs or warning flashers. The locations of the components must benefit, or include, at least one county road. I identified eight locations that may be eligible and submitted those for the County to review. If all are approved, this could create an approximate \$1,500-\$2,000 per year savings for the City.

The City received the Consultant reimbursement in the amount of \$1,711.82 from Sourcewell.

Legislative Session 2024 update: The House and Senate wrapped up the 2024 legislative session May 19th. Following are some of the known outcomes of interest/relevance for the City of Jenkins:

- **Housing:** No limitations on local zoning and land use authority for residential development were passed this session. While legislators on both sides of the aisle committed to discussing zoning and land use preemption during the interim and redoubling efforts next session, none of the language included in the Missing Middle Housing bill, People Over Parking bill, or multifamily by right in commercial districts bill was passed.
- **Cannabis:** The Legislature passed a bill that makes changes to the cannabis regulatory structure. The bill provides that a city or county seeking to establish a municipal cannabis store must be granted a license, but the municipal establishment would not count against the cap on the number of licensed cannabis retailers in the jurisdiction. *(A decision on how the City wants to regulate Cannabis should be made in the NEAR future. This will allow staff time to start preparing a draft ordinance for your review so it is in place before January 2025.)*
- **Small Cities Assistance Program:** The Legislature passed a provision that allocates \$11.35 million in general funds for one-time funding of the Small Cities Assistance Program, **which will be distributed to cities with populations below 5,000 for street maintenance and reconstruction.** This is intended to provide short-term financial assistance to small cities until next year when other dedicated revenue sources will be implemented.
- **Earned sick and safe time (ESST) modifications:** Several modifications to the 2023 ESST law will go to the governor, including an exemption for volunteer and paid on-call firefighters, and restrictions on use for employees with duties related to public safety during weather events and for essential employees under certain circumstances.

Budget Impact: None.

Council Action Requested: Action as needed.



AGENDA ITEM # 8C

PARKS COMMITTEE UPDATE

Prepared by: Cassandra Delougherty
Date: May 23rd, 2024
Subject: Parks Update

Report: Below are updates associated to Veterans Park and the Jenkins Ball Field:

- Woodchips were spread at the Veteran's Park Playground on May 2nd, 2024. Playground Safety Checklist completed.
- Council approved solar light purchase at April 23rd, 2024 City Council Meeting. Solar light purchased and should arrive the week of May 20th, 2024.
- New POW flag was ordered for Veterans Park, as the old flag is getting tattered. Flag received by mail April 22nd, 2024. Mr. Lohse attempted to install the POW flag, but it is single-sided and not of great material. A replacement double-sided POW flag arrived May 21st, 2024.
- Council approved the purchase of 9 flag display, pending labor and install material costs and availability. Concrete will cost around \$500.
- Updated quotes received by Clerk Okerman on May 13th, 2024 for fencing from Councilmember Haff, provided by Elite Fence & Deck LLC. Install Agreement has been signed. Waiting for scheduling.
- A & R Electric completed all electrical work on the pump house and received final bill of \$1,189.50 on April 29th, 2024.
- Pump House construction has been completed by Steve Schermann. Final bill received on May 2nd, 2024 for \$6,089.11. **Please note, there is still work to be completed at the pump house regarding drainage, concrete issues, and water fountain. Public works is working on a plan and schedule for water fountain installs.
- Deputy Delougherty reached out to Nathan Lange, Northland Companies, regarding pricing on a Veteran's Memorial. Northland completed a Veteran's Memorial for the City of Backus, located at Evergreen Cemetery. Ball park numbers provided by Colette A, of Northland Companies, on a 3pc memorial including base and foundation in Mahogany (brown) \$15,500, and Mesabi (black) \$19,500.
- Deputy Delougherty spoke with Dan Erickson, VFW Post 3839 Commander and the VFW would be happy to have a donation box placed at the VFW for the Veteran's Memorial during their 50th Anniversary Celebration. He will speak to Regional contact regarding other location opportunities for donation requests.
- Clerk Okerman researched the resurfacing of the basketball court as an allowable expense for Lawful Gambling Funds, which it is.



AGENDA ITEM #

8cl.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 23, 2024

Subject: Roads Report

Report: Attached please find quotes previously received from Anderson Brothers and Schrupp Excavating. The Schrupp Excavating quote with traffic control would add an additional \$1200, There is also an updated quote from Anderson Brothers for repairs on Lilac and Pine Tree Streets for your review and consideration.

I received a call from a business owner in the Jenkins Business Park regarding Rosewood Avenue. Similar to the issue on Cottage Avenue, it floods out at the curve on Rosewood Avenue after rainfalls. I have attached a map of known "problem areas" for flooding, which are depicted with red circles.

Widseth completed a Road Inventory Study in 2014. It may be a good time to have that updated. Having roads identified for problem areas can help with funding opportunities as well as budgeting purposes. If the Council would like to consider this, I can ask Widseth to provide us with an estimate to complete an update.

Whitetail Hollows: Work yet to be completed at the time of this report is as follows:

- Shouldering
- Signage
- Construction of stormwater runoff pond

Dust Control: We are waiting for scheduling.

Sealcoating: Sealcoating is scheduled for the week of June 10th and to be completed by July 4th. The contractor is starting from the north end of the County. As one of the northernmost cities participating in the County contract, we will likely be one of the first ones on the list. Staff sent out a PSA to the residents abutting the project area.

Budget Impact: TBD.

Council Action Requested: Council action as needed.



Anderson Brothers Construction Company
11325 State Highway 210
Brainerd, MN 56401
218-829-1768
218-829-7607 Fax

To:	City Of Jenkins	Contact:	Krista Okerman
Address:	33861 Cottage Avenue Jenkins, MN 56474	Phone:	218-568-4637
		Fax:	218-568-5945
Project Name:	Pave	Bid Number:	
Project Location:	Pine Tree Street At T & Lilac Street At T	Bid Date:	5/20/2024

Item #	Item Description
--------	------------------

Pine Tree St Area

2021.501	Mobilization
2104.505	Remove Bituminous Pavement
2112.502	Sub Grade Prep
2211.501	Aggregate Base Class 5
2360.501	Bituminous Wear Course

Total Price for above Pine Tree St Area Items: \$17,370.78

Lilac Street Area

2021.501	Mobilization
2104.505	Remove Bituminous Pavement
2112.502	Sub Grade Prep
2211.501	Aggregate Base Class 5
2360.501	Bituminous Wear Course

Total Price for above Lilac Street Area Items: \$26,773.20

Lilac St,Pave Only Area

2021.501	Mobilization
2360.501	Bituminous Wear Course

Total Price for above Lilac St,Pave Only Area Items: \$2,620.86

Total Bid Price: \$46,764.84

Notes:

- We are pleased to quote the following on the above-referenced project.
-
- **Pine tree:** the removal of approx. 445 sy bituminouse the regrading and suppliments of class-5 if needed.
- The placing of 3" compacted bituminouse wear course
-
- **Lilac st:** the removal of approx. 779 sy bituminouse the regrading and suppliments of class-5 if needed.
- The placing of 3" compacted bituminouse wear course
-
- **Lilac St paving only patch:** the placing of a 3" compacted wear course over a area being approx. 24' x 22ft the grading and shaping to be done by others.



P O Box 49
Pine River MN 56474

Estimate

Date	Estimate #
4/26/2024	2024-247

Name / Address
City of Jenkins 33861 Cottage Avenue Jenkins MN 56474

Customer's Phone Num...	Project
218-568-4637	Lilac Street

Description	Total
Cut and remove tar 20 ft by 24 ft (width of road) area	500.00
Excavate 5 feet soils 316 FL Excavator	600.00
Haul away unsuitable soil - 92 yards	552.00
92 yards Class 5	1,656.00
259 Bobcat and Compactor	600.00
Asphalt replacement not included.	
Road signage and traffic control not included.	

Thank you for the opportunity to provide this estimate to you. Please call Ray with any questions.

Total \$3,908.00

Phone #	Fax #	E-mail
218-587-4038	218-587-3473	schruppexcavating@gmail.com

Your signature grants acceptance of above estimate and provides approval for project to commence.

Signature _____



Anderson Brothers Construction Company
 11325 State Highway 210
 Brainerd, MN 56401
 218-829-1768
 218-829-7607 Fax

To:	City Of Jenkins	Contact:	Krista Okerman
Address:	33861 Cottage Avenue Jenkins, MN 56474	Phone:	218-568-4637
		Fax:	218-568-5945
Project Name:	Pave	Bid Number:	
Project Location:	Pine Tree Street At T & Lilac Street At T	Bid Date:	10/7/2021

Item Description

Mobilization
 Remove Bituminous Pavement
 Sub Grade Prep
 Aggregate Base Class 5
 Bituminous Wear Course

Total Bid Price: \$36,363.72

Notes:

- We are pleased to quote the following on the above-referenced project.
- Note: This proposal may be withdrawn by us if not accepted within 30 days.
- Final Balance Due Within Ten Days of Invoice Date. Past Due Accounts Are Subject To A Service Charge Of 1.50 % Per Month (18% per annum.)
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- A land use or alteration permit may be required through your local County or Municipal Planning and Zoning Office. All required permits and associated fees are the sole responsibility of the private property owner.
- The grading, shaping and construction of a 2" compacted Class 5 gravel base and the construction of a 3" compacted hot mix bituminous wearing coarse over an area being approximately 1224 square yards.

PRE-LIEN NOTICE: OWNER UNDERSTANDS THAT CONTRACTOR IS REQUIRED BY LAW TO PROVIDE OWNER WITH THIS NOTICE. (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT WHO GAVE YOU TIMELY NOTICE.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer: _____

Signature: _____

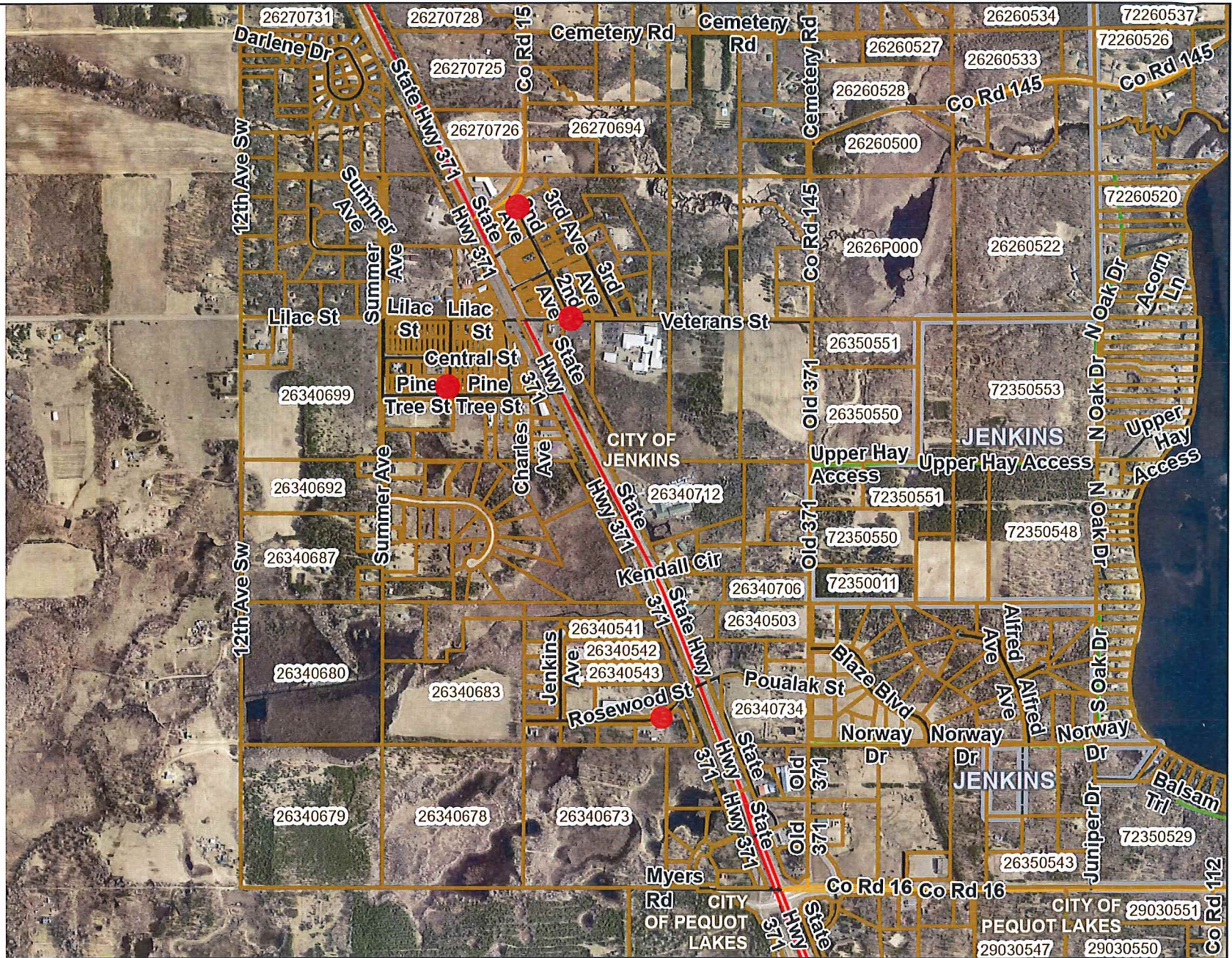
Date of Acceptance: _____

CONFIRMED:

Anderson Brothers Construction Company Of Brainerd, LLC

Authorized Signature: _____

Estimator: Chris Larson
 218-829-1768 clarson@andersonbrothers.com



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 5/22/2024 Time: 10:55 AM