CITY COUNCIL MEETING AGENDA
Tuesday, July 23, 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 July 8, 2024 meeting
   c. June Financial report
   d. Pre-written check #'s 24465-24470; **$12,093.13**
   e. Proposed check #'s 24471-24478 & EFT; **$6,108.90**
   TOTAL EXPENSES = $18,202.03
5. Public Forum
6. Earle Jenkins Estates
7. Unfinished Business
   a. Paul Bunyan Scenic Byway videography project
8. New Business
   a. Whitetail Hollows Letter of Credit Reduction request
9. Reports of Officers, Committees and Boards
   a. Mayor's Report
   b. Clerk's Report.
   c. Parks report
10. Communications/Misc.
11. Adjournment

4b

COUNTY OF CROW WING
CITY OF JENKINS
DRAFT*MINUTES OF THE REGULAR CITY COUNCIL MEETING*DRAFT
JULY 8, 2024

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

ROL CALL: Present: Mayor Rudlang; Council Members Siltman, Barnett and Haff; Clerk Okerman. Absent: Council Member Flategraff.

AGENDA ADDITIONS: None.

CONSENT AGENDA: **A motion to approve the Consent Agenda as follows was made by Haff and seconded by Siltman; all present voted aye.**
4a. Agenda
4b. March – May Financial reports
4c. Pre-written payroll & Council payroll check #'s 24440-24450 & EFT's; $10,577.99
4d. Proposed check #'s 24451-24464; $17,479.67
TOTAL EXPENSES = $28,057.66

OPEN FORUM: None.

UNFINISHED BUSINESS: *PBSBA Videography Project:* Lynn Scharenbroich, Paul Bunyan Scenic Byway Association (PBSBA) was present to address any questions regarding the videography project. She explained the videography process. She said there would be a gathering at the Pequot Lakes High School September 25th through Community Education. She noted the videographer would be present at the gathering. Scharenbroich said the City would need storytellers. Mayor Rudlang volunteered to do that. Okerman presented some funding options. **After further discussion, it was Council consensus to get more information on timing, video content and funding.**

Land Acquisition: Okerman reported she had been in contact with the parties that inquired about the City's interest in purchasing some land adjacent to the ballfield. Okerman said the property owner was in a conservatorship. It was noted that if the City offered the estimated market value, there would likely be no issues with the courts. The Conservator said she would let the courts know of the City's interest. **It was Council consensus to discuss funding options and how to proceed on a potential purchase of the property.** Okerman said she would consult with the City Attorney on getting an appraisal as well.

NEW BUSINESS: *Elections Information:* Okerman reported the 2024 Primary Election would be held on Tuesday, August 13th. She said Jenkins was a mail balloting precinct and all registered voters will automatically receive a ballot mailed approximately thirty (30) days before the election. She stated the election-day polling place was the County office. Voters could vote in person at the County office during the absentee/early voting period, which was from June 28, 2024 through August 12, 2024 at 5 PM. Okerman stated candidate filing began July 30, 2024 through August 13, 2024 at 5 PM. She reported on the local offices that would be on the ballot. Okerman noted new to write-in, Cities could adopt a resolution about counting write-in votes for city offices. She said cities had two options and reviewed the options with the Council and provided a draft Resolution.

RESO. #24-07-292: Barnett made motion, Sitlman seconded. All present voted aye to approve the Resolution Governing Write-In Vote Counting requiring candidates wishing to have write-in counted to file a request with the Elections Administrator.

Donations: Okerman reported the donations had been received for the Ballfield and the Veterans Memorial. She said all donations were required to be accepted by Resolution.

RESO. #24-07-293: A motion was made by Siltman to adopt Resolution #24-07-293 Accepting Donations to the City of Jenkins. Haff seconded. All present voted aye.

CLERK'S REPORTS: Okerman provided a six-month update on the finances. She said the City was at approximately 44% of the expenditure budget. She reviewed the streets, parks and wages expenditures as they were the most that were impacted by projects. She said the Council would be discussing thing further in upcoming preliminary budget workshops. No action was required or taken.

PARKS REPORT: It was reported that a determination for the flagpole display had been made. Okerman said Public Works had indicated there may be some issues with the location. Siltman said he would meet with Public Works and review the location.

ADJOURNMENT: A motion to adjourn at 7:05 PM was made by Barnett. Haff seconded. All present voted aye.

Approved this _____ day at _____, 2024.

_____ _____

Krista A. Okerman, City Clerk-Treasurer Andrew Rudlang, Mayor

City of Jenkins

Cash Control Statement

4c. June 2024

7/9/2024

For the Period : 6/1/2024 To 6/30/2024

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	$245,009.30	$131,688.53	$19,748.52	$356,949.31	$0.00	$5,839.83	$362,789.14
CARES/ARPA	$1,253.37	$0.00	$0.00	$1,253.37	$0.00	$0.00	$1,253.37
Small Cities Development Program	($46,745.24)	$0.00	$0.00	($46,745.24)	$0.00	$0.00	($46,745.24
Charitable Gambling Fund	$28,298.81	$0.00	$0.00	$28,298.81	$0.00	$0.00	$28,298.81
2023A Improvement Program Fund Account	$200,539.05	$0.00	$3,187.25	$197,351.80	$0.00	$0.00	$197,351.80
4-year CD #10096423 - Ops Reserve	$57,678.63	$0.00	$0.00	$57,678.63	$0.00	$0.00	$57,678.63
Savings Account-Committed Funds	$176,239.86	$17.68	$0.00	$176,257.54	$0.00	$0.00	$176,257.54
2023 Street Improvements Construction	($86,125.48)	$590.22	$0.00	($85,535.26)	$0.00	$0.00	($85,535.26
Total	**$576,148.30**	**$132,296.43**	**$22,935.77**	**$685,508.96**	**$0.00**	**$5,839.83**	**$691,348.79**

Date

City of Jenkins

Receipts Register

7/9/2024

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/03/2024	Court Administrator	332319	Ohr Restitution	(06/03/2024) -	N	Compensation for Loss of General Fixed Assets	100-39102-	$ 200.00
								$ **200.00**
06/04/2024	Josh Raasch	332220	Land Use Permit Residential Storage Permit Number 24-818	(06/06/2024) -	N	Building Permits (Excludes surcharge)	100-32210-	$ 459.00
								$ **459.00**
06/05/2024	Roman Siltman	332221	Rezone Application Permit 24-822	(06/06/2024) -	N	Zoning and Subdivision Fees	100-34103-	$ 300.00
								$ **300.00**
06/10/2024	Debra & Michael Olson	332225	Veterans Park Donation	(06/10/2024) -	N	Contributions and Donations from Private Sources	100-36230-	$ 125.00
								$ **125.00**
06/12/2024	Crow Wing County	332222	Fines	(06/12/2024) -	N	Court Fines	100-35101-	$ 390.27
								$ **390.27**
06/18/2024	Crow Wing County	332223	Property taxes - 70% of 1st half	(06/18/2024) -	N	Current Ad Valorem Taxes	100-31010-	$ 130,165.49
								$ **130,165.49**
06/30/2024	First National Bank	332224	checking and savings interest	(06/28/2024) -	N	Interest Earning	100-36210-	$ 2.69
						Interest Earning	404-36210-	$ 17.68
								$ **20.37**
06/30/2024	PMA 4M	332226	interest and dividends	(06/30/2024) -	N	Interest Earning	100-36210-	$ 46.08
						Interest Earning	415-36210-	$ 590.22
								$ **636.30**
Total for Selected Receipts								$ **132,296.43**

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/04/2024	Payroll Period Ending 06/01/2024	024407	5/19 - 6/1/24 pay priod	N	Council/Town Board	100-41110-106-	$ 230.87
	Total For Check	**024407**					**$ 230.87**
06/04/2024	Payroll Period Ending 06/01/2024	024408	5/19 - 6/1/24 pay priod	N	Clerk	100-41425-101-	$ 732.16
	Total For Check	**024408**					**$ 732.16**
06/04/2024	Payroll Period Ending 06/01/2024	024409	5/19 - 6/1/24 pay priod	N	Payroll Administration	100-41501-131-	$ 380.60
	Total For Check	**024409**					**$ 380.60**
06/04/2024	Payroll Period Ending 06/01/2024	024410	5/19 - 6/1/24 pay priod	N	Council/Town Board	100-41110-106-	$ 230.87
	Total For Check	**024410**					**$ 230.87**
06/04/2024	Payroll Period Ending 06/01/2024	024411	5/19 - 6/1/24 pay priod	N	Council/Town Board	100-41110-106-	$ 230.87
	Total For Check	**024411**					**$ 230.87**
06/04/2024	Payroll Period Ending 06/01/2024	024412	5/19 - 6/1/24 pay priod	N	Clerk	100-41425-101-	$ 1,092.05
	Total For Check	**024412**					**$ 1,092.05**
06/04/2024	Payroll Period Ending 06/01/2024	024413	5/19 - 6/1/24 pay priod	N	Payroll Administration	100-41501-131-	$ 356.15
	Total For Check	**024413**					**$ 356.15**
06/04/2024	Payroll Period Ending 06/01/2024	024414	5/19 - 6/1/24 pay priod	N	Payroll Administration	100-41501-131-	$ 431.95
	Total For Check	**024414**					**$ 431.95**
06/04/2024	Payroll Period Ending 06/01/2024	024415	5/19 - 6/1/24 pay priod	N	Public Works/Maintenance	100-43102-103-	$ 931.92
	Total For Check	**024415**					**$ 931.92**
06/04/2024	Payroll Period Ending 06/01/2024	024416	5/19 - 6/1/24 pay priod	N	Council/Town Board	100-41110-106-	$ O/S 277.05
	Total For Check	**024416**					**$ 277.05**
06/04/2024	Payroll Period Ending 06/01/2024	024417	5/19 - 6/1/24 pay priod	N	Public Works/Maintenance	100-43102-103-	$ O/S 77.53
	Total For Check	**024417**					**$ 77.53**
06/04/2024	Payroll Period Ending 06/01/2024	024418	5/19 - 6/1/24 pay priod	N	Council/Town Board	100-41110-106-	$ 230.87
	Total For Check	**024418**					**$ 230.87**
06/10/2024	Metro Sales Inc.	024419	INV2532550 Acct NoCO46 contract lease	N	Clerk	100-41425-209-	$ 65.81
	Total For Check	**024419**					**$ 65.81**

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/10/2024	Widseth Smith Nolting & Assoc., Inc	024420	Whitetail Hollows DA Amdmt, rvw SW calc, recon paving req w/Andrsn Bros, sub/base deflect	N	Highways and Streets	301-43101-303-	$ 3,187.25
	Total For Check	**024420**					**$ 3,187.25**
06/10/2024	Auto Value	024421	parts	N	Road and Bridge Equipment	100-43126-221-	$ 58.96
	Total For Check	**024421**					**$ 58.96**
06/10/2024	Cascade Computers	024422	Contract Inv 43618	N	Clerk	100-41425-209-	$ 44.90
	Total For Check	**024422**					**$ 44.90**
06/10/2024	Betty Guenin	024423	Cleaning Services	N	General Government Buildings and Plant	100-41940-310-	$ 100.00
	Total For Check	**024423**					**$ 100.00**
06/10/2024	AT & T Mobility	024424	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	$ 30.00
	Total For Check	**024424**					**$ 30.00**
06/10/2024	Breen & Person, LTD.	024425	legal services	N	City/Town Attorney	100-41610-304-	$ 200.00
	Total For Check	**024425**					**$ 200.00**
06/10/2024	City of Pequot Lakes	024426	Police Contract Invoice #2371	N	Police Administration	100-42110-315-	$ 3,433.33
	Total For Check	**024426**					**$ 3,433.33**
06/10/2024	Pequot Lakes Sanitation	024427	garbage service	N	General Government Buildings and Plant	100-41940-384-	$ 45.34
	Total For Check	**024427**					**$ 45.34**
06/10/2024	Eldon Cichy	024428	Repair water line for Veterans Park well	N	Park Areas	100-45202-401-	$ 195.00
	Total For Check	**024428**					**$ 195.00**
06/10/2024	Schrupp Excavating	024429	Inv 20240415 2hrs grading 5/30/24 (Drake)	N	Highways and Streets	100-43101-405-	$ 270.00
	Total For Check	**024429**					**$ 270.00**
06/10/2024	State of IA	EFT2466803	CSE 5/19 - 6/01/24 Pay Period	N	Clerk	100-41425-175-	$ 60.00
	Total For Check	**EFT2466803**					**$ 60.00**
06/10/2024	PERA	EFT752521	05/19 - 06/01/24 pay period	N	Clerk	100-41425-115-	$ 60.66
		EFT752521				100-41425-115-	$ 90.96
		EFT752521			Payroll Administration	100-41501-121-	$ 263.09

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		EFT752521			Public Works/Maintenance	100-43102-115-	$ 76.40
	Total For Check	**EFT752521**					**$ 491.11**
06/17/2024	Internal Revenue Service	EFT93140595	May 941 2nd quarter 2024	N	Payroll Administration	100-41501-122-	$ 1,370.51
		EFT93140595				100-41501-135-	$ 320.52
		EFT93140595				100-41501-170-	$ 330.24
	Total For Check	**EFT93140595**					**$ 2,021.27**
06/18/2024	Payroll Period Ending 06/15/2024	024430	6/2 - 6/15/24 pay period	N	Clerk	100-41425-101-	$ 736.65
	Total For Check	**024430**					**$ 736.65**
06/18/2024	Payroll Period Ending 06/15/2024	024431	6/2 - 6/15/24 pay period	N	Clerk	100-41425-101-	$ 1,331.44
	Total For Check	**024431**					**$ 1,331.44**
06/18/2024	Payroll Period Ending 06/15/2024	024432	6/2 - 6/15/24 pay period	N	Public Works/Maintenance	100-43102-103-	$ O/S 826.87
	Total For Check	**024432**					**$ 826.87**
06/25/2024	Thurlow Hardware	024433	Piping to repair septic, fountain stuff, piping, soap	N	Public Works/Maintenance	100-43102-215-	$ 242.50
	Total For Check	**024433**					**$ O/S 242.50**
06/25/2024	AAA Rental Inc	024434	Inv 113127 & Inv 113129 weed whip and oil	N	Public Works/Maintenance	100-43102-240-	$ 209.95
		024434			Road and Bridge Equipment	100-43126-212-	$ O/S 15.98
	Total For Check	**024434**					**$ 225.93**
06/25/2024	MN Power	024435	Street lights and electricty	N	General Government Buildings and Plant	100-41940-381-	$ 261.67
		024435			Street Lighting	100-43160-381-	$ O/S 740.44
	Total For Check	**024435**					**$ 1,002.11**
06/25/2024	TDS	024436	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	$ 177.63
	Total For Check	**024436**					**$ O/S 177.63**
06/25/2024	Elan Financial Services	024437	office sup, stamps, fuel, nwspr publcn, education/ MCFOA dues, waterfountain repair costs	N	Council/Town Board	100-41110-352-	$ 25.93
		024437			Clerk	100-41425-201-	$ 52.32
		024437				100-41425-322-	$ 272.00
		024437				100-41425-433-	$ 100.00
		024437				100-41425-440-	$ 613.85
		024437			Road and Bridge Equipment	100-43126-212-	$ 310.18

Fund Name: All Funds

Date Range: 06/01/2024 To 06/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		024437			Park Areas	100-45202-221-	$ 871.88
	Total For Check	**024437**					$ 2,246.16
06/25/2024	Crow Wing County Land Services	024438	Resolution Recording 24-06-288, 24-06-289, 24-06-290	N	Recording and Reporting	100-41420-310-	$ 138.00
	Total For Check	**024438**					$ 138.00
06/25/2024	Crow Wing Power	024439	5-8 to 6-8 Electric Service	N	Street Lighting	100-43160-381-	$ 24.00
	Total For Check	**024439**					$ 24.00
06/25/2024	State of IA	EFT2472016	CSE 6/02- 6/15/24 Pay Period	N	Clerk	100-41425-175-	$ 60.00
	Total For Check	**EFT2472016**					$ 60.00
06/25/2024	PERA	EFT754431	05/19 - 06/01/24 pay period	N	Clerk	100-41425-115-	$ 61.02
		EFT754431				100-41425-115-	$ 112.92
		EFT754431			Payroll Administration	100-41501-121-	$ 277.83
		EFT754431			Public Works/Maintenance	100-43102-115-	$ 66.85
	Total For Check	**EFT754431**					$ 518.62
Total For Selected Checks							$ 22,935.77

For the month ending: June 30, 2024

Bank account	Account #	Balance	O/S Checks	O/S Deposits	Ending Bal.
First National Bank					
Checking (NOW)	XXX359	138,985.57	5,839.83		133,145.74
Savings	XXXX989	46,106.84			46,106.84
4-year CD	XXXXX423	57,678.63	0.00	0.00	57,678.63
4 M Fund					0.00
Bond	*XXX201*	*137,808.05*			137,808.05
Money Market	XXX101	14.37			14.37
Money Market - Street Reserves	XX102	10,755.33			10,755.33
CD #1359947-1 (Mat. 9/16/24)		100,000.00			100,000.00
		0.00			0.00
TS #297288-1 (Mat. 8/26/24)	XXX101	100,000.00			100,000.00
TS #297657-1 (Mat. 11/26/24)		100,000.00			100,000.00
4M Fund TOTAL		**448,577.75**		Totals	685,508.96
				Cash per CTAS	685,508.96 ✓
				Difference	0.00 ✓

Check #	O/S check amt.
24210	325.00
24367	277.05
24416	277.05
24417	77.53
24432	826.87
24433	242.50
24434	225.93
24435	1,002.11
24436	177.63
24437	2,246.16
24438	138.00
24439	24.00
	5,839.83

Assigned Operational (6 months)	233,824.36
Operational Reserve	57,678.63
Committed Funds	260,344.88
Debt Service	133,661.09
Fund Balance Total	**685,508.96**

Commited Funds Breakdown

Future Streets	270,234.18	(4M fund)
Parks and Rec	25,288.91	3,307.50 chips
Gambling Proceeds	28,298.81	
Heavy Equipment	21,632.73	
SCDP	7,331.90	
EEP Grant	934.88	
ARPA	1,253.37	*50K allocated
TOTAL	**354,974.78**	

Commited Funds total balance to remain unchanged unless approved by City Council.

$500 donation

EEP
$10K Sourcewell (3/24/21)
$5K Region V (3/28/22)
$5K City Approved (3/28/22)

SCDP
$5K - City approved (11/9/2020)
$10K Brainerd HRA (5/3/22)

SCDP, EEP Grant funds to remain in checking to allow for expenditures upon approved 2022 CC projects.

4M Fund
MINNESOTA MUNICIPAL MONEY MARKET FUND
LMC LEAGUE of MINNESOTA CITIES

City of Jenkins

PMA Financial Network
2135 CityGate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Monthly Activity Summary

6/1/2024 - 6/30/2024

Class	Account	Beginning Balance	Contributions	Interest	Checks Paid	Other Withdrawals	Month End Balance
4M	35404 - 101 General Account	$14.37	$0.00	$0.00	$0.00	$0.00	$14.37
4MP	35404 - 101 General Account	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LTD	35404 - 101 General Account	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4M	35404 - 102 Reserve Funds	$10,709.25	$0.00	$46.08	$0.00	$0.00	$10,755.33
4MP	35404 - 102 Reserve Funds	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LTD	35404 - 102 Reserve Funds	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4M	35404 - 201 GO Improvement Bond	$137,217.83	$0.00	$590.22	$0.00	$0.00	$137,808.05
4MP	35404 - 201 GO Improvement Bond	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LTD	35404 - 201 GO Improvement Bond	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$147,941.45	**$0.00**	**$636.30**	**$0.00**	**$0.00**	**$148,577.75**

4M Fund Monthly Statement

City of Jenkins

Please Note:
THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (35404-101) General Account

6/1/2024 - 6/30/2024

Investment Pool Summary	4M	4MP
Beginning Balance	$14.37	$0.00
Dividends	$0.00	$0.00
Ending Balance	$14.37	$0.00
Average Monthly Rate	5.234%	5.259%
Share Price	$1.000	$1.000
Total	**$14.37**	**$0.00**

Total Fixed Income	**$100,000.00**

Account Total	**$100,014.37**

Your PMA Representative
Laura Hamacher
(612) 509-2563
lhamacher@pmanetwork.com

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

PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

4M Fund Monthly Statement

City of Jenkins

Current Portfolio

6/30/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				06/30/2024		4M Account Balance	$14.37	5.234%	$1.000	$14.37	$14.37
TS	TS	297288-1	01/26/2024	01/26/2024	08/26/2024	4M TERM SERIES, MN	$100,000.00	5.000%		$102,917.81	$100,000.00
							$100,014.37			**$102,932.18**	**$100,014.37**

Time and Dollar Weighted Average Portfolio Yield: 5.000%

Weighted Average Portfolio Maturity: 57.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation ($)	Description
4M	0.014%	$14.37	4M Account
TS	99.986%	$100,000.00	Term Series

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

TS	Term Series

4M Fund Monthly Statement

City of Jenkins

Please Note:
THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (35404-102) Reserve Funds

6/1/2024 - 6/30/2024

Investment Pool Summary	4M	4MP
Beginning Balance	$10,709.25	$0.00
Dividends	$46.08	$0.00
Purchases	$0.00	$0.00
Redemptions	$0.00	$0.00
Ending Balance	$10,755.33	$0.00
Average Monthly Rate	5.234%	5.259%
Share Price	$1.000	$1.000
Total	**$10,755.33**	**$0.00**

Total Fixed Income	**$200,000.00**

Account Total	**$210,755.33**

Your PMA Representative
Laura Hamacher
(612) 509-2563
lhamacher@pmanetwork.com

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

PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

4M Fund Monthly Statement

City of Jenkins

Transaction Activity (35404-102) Reserve Funds

4M 6/1/2024 - 6/30/2024

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11000594	06/30/2024	06/30/2024	Dividend Reinvest	$0.00	$46.08	$1.000	46.080
				$0.00	**$46.08**		**46.080**

Beginning Balance: $10,709.25 | Ending Balance: $10,755.33

4M Fund Monthly Statement

City of Jenkins

Current Portfolio

6/30/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				06/30/2024		4M Account Balance	$10,755.33	5.234%	$1.000	$10,755.33	$10,755.33
CD	N	1359947-1	03/19/2024	03/19/2024	09/16/2024	CrossFirst Bank, KS	$100,000.00	5.136%		$102,546.86	$100,000.00
TS	TS	297657-1	05/01/2024	05/01/2024	11/26/2024	4M TERM SERIES, MN	$100,000.00	5.200%		$102,977.53	$100,000.00
							$210,755.33			**$216,279.72**	**$210,755.33**

Time and Dollar Weighted Average Portfolio Yield: 5.178%

Weighted Average Portfolio Maturity: 113.50 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation ($)	Description
4M	5.103%	$10,755.33	4M Account
CD	47.448%	$100,000.00	Certificate of Deposit
TS	47.448%	$100,000.00	Term Series

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

N	Single FEIN
TS	Term Series

4M Fund Monthly Statement

City of Jenkins

Please Note:
THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (35404-201) GO Improvement Bond (Municipal Advisory Account)

6/1/2024 - 6/30/2024

Investment Pool Summary	4M	4MP
Beginning Balance	$137,217.83	$0.00
Dividends	$590.22	$0.00
Purchases	$0.00	$0.00
Redemptions	$0.00	$0.00
Ending Balance	$137,808.05	$0.00
Average Monthly Rate	5.234%	5.259%
Share Price	$1.000	$1.000
Total	**$137,808.05**	**$0.00**

Total Fixed Income	**$0.00**

Account Total	**$137,808.05**

Your PMA Representative
Laura Hamacher
(612) 509-2563
lhamacher@pmanetwork.com

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

PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

4M Fund Monthly Statement

City of Jenkins

Transaction Activity (35404-201) GO Improvement Bond

4M 6/1/2024 - 6/30/2024

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11000593	06/30/2024	06/30/2024	Dividend Reinvest	$0.00	$590.22	$1.000	590.220
				$0.00	**$590.22**		**590.220**

Beginning Balance: $137,217.83 | Ending Balance: $137,808.05

4M Fund Monthly Statement

City of Jenkins

Current Portfolio

6/30/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				06/30/2024		4M Account Balance	$137,808.05	5.234%	$1.000	$137,808.05	$137,808.05
							$137,808.05			$137,808.05	$137,808.05

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation ($)	Description
4M	100.000%	$137,808.05	4M Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

City of Jenkins

Disbursements Register

7/18/2024

4d.

Fund Name: All Funds

Date Range: 07/09/2024 To 07/18/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/16/2024	Payroll Period Ending 07/16/2024	024465	06/30 - 07/13/2024 pay period	N	Clerk	100-41425-101-	$ 687.24
	Total For Check	**024465**					**$ 687.24**
07/16/2024	Payroll Period Ending 07/16/2024	024466	06/30 - 07/13/2024 pay period	N	Clerk	100-41425-101-	$ 1,212.80
	Total For Check	**024466**					**$ 1,212.80**
07/16/2024	Payroll Period Ending 07/16/2024	024467	06/30 - 07/13/2024 pay period	N	Public Works/Maintenance	100-43102-103-	$ 849.37
	Total For Check	**024467**					**$ 849.37**
07/16/2024	First Independent Bank	024468	GO Improvement Bond, Series 2023A Interest Payment	N	Interest - Bonds	301-47210-611-	$ 6,981.00
	Total For Check	**024468**					**$ 6,981.00**
07/16/2024	MN Power	024469	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	$ 350.64
		024469			Street Lighting	100-43160-381-	$ 650.44
	Total For Check	**024469**					**$ 1,001.08**
07/16/2024	Elan Financial Services	024470	stamps, fuel, irrigation heads, weed & feed	N	Clerk	100-41425-322-	$ 68.00
		024470				100-41425-433-	$ 20.00
		024470				100-41425-438-	$ 87.02
		024470			Highways and Streets	100-43101-212-	$ 249.47
		024470			Park Areas	100-45202-221-	$ 236.52
		024470				100-45202-225-	$ 700.63
	Total For Check	**024470**					**$ 1,361.64**
Total For Selected Checks							**$ 12,093.13**

Date Range : 6/22/2024 To 7/22/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name		Detail
07/08/2024	Schrupp Excavating	Inv 20240663 2hrs grading 7/1/24 and Lilac Street	2461	$4,178.00				
					100-43101-405-	Highways and Streets	24471	$270.00
					100-43101-405-	Highways and Streets		$3,908.00
07/08/2024	AAA Rental Inc	Inv. 114193 and Inv. 114673 fuel, deck belt, mower parts	2463	$438.02				
					100-43102-212-	Public Works/Maintenance	24472	$69.99
					100-43102-221-	Public Works/Maintenance		$368.03
07/10/2024	Crow Wing County Land Services	Raasch E911 Addressing Fee	2464	$25.00				
					100-41420-310-	Recording and Reporting	24473	$25.00
07/11/2024	Widseth Smith Nolting & Assoc., Inc	Inv# 231689 Bean Preliminary Plat Review 1hr Engineer I, 0.25hr Engineer IV	2465	$183.75				
					100-41910-303-	Planning and Zoning	24474	$183.75
07/15/2024	TDS	Phone and internet	2467	$180.56				
					100-41940-321-	General Government Buildings and Plant	24475	$180.56
07/15/2024	Sourcewell	Planning & Zoning services - general June P&Z Services Inv#00003215	2469	$178.75				
					100-41910-311-	Planning and Zoning	24476	$178.75
07/17/2024	Crow Wing Power	6-8 to 7-8 Electric Service	2470	$24.00				
					100-43160-381-	Street Lighting	24477	$24.00
07/22/2024	Roman Siltman	Rezone Fee Reimbursement- Rezone application withdrawn	2471	$300.00				
					100-41910-810-	Planning and Zoning	24478	$300.00
07/17/2024	State of IA	CSE 6/30- 7/13/24 Pay Period	EFT2482639	$60.00				

Date Range : 6/22/2024 To 7/22/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name		Detail
					100-41425-175-	Clerk	EFT	$60.00
07/15/2024	Xcel Energy	Natural gas service	EFT3eBd0	$49.98				
					100-41940-383-	General Government Buildings and Plant	EFT	$49.98
07/17/2024	PERA	06/30 - 07/13/24 pay period	EFT758345	$490.84				
					100-41425-115-	Clerk		$101.94
					100-43102-115-	Public Works/Maintenance		$68.90
					100-41501-121-	Payroll Administration		$262.95
					100-41425-115-	Clerk	EFT	$57.05
Total For Selected Claims				**$6,108.90**				**$6,108.90**

Date

AGENDA ITEM # 6

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: July 18, 2024
Subject: Earle Jenkins Estates

Report: The property owner of a majority of the lots within the Earle Jenkins Estates plat requested to be on the agenda. Following is some background information to include a Council report from the June 25th meeting. Since that meeting, I was informed *after the fact* that work has been performed on Earle Jenkins Drive. Two of the lots within the Development have been sold with one awaiting the release of a building permit. As stated in the report and the following Special Assessment search, it has been communicated to several parties that no building permit will be issued until road has been brought up to a ***minimum*** of a pre-bituminous standard.

AGENDA ITEM # 7b

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: June 18, 2024
Subject: Earle Jenkins Estates

Report: Attached please find information on Earle Jenkins Estates. This is a plat that was approved in 2005, but similar to Whitetail Hollows, no improvements have been made. Two of the lots (Block 1, Lots 1 and 11) have been placed on the market for sale and staff has had inquiries regarding what would be allowable on those lots. I have had conversations with the listing agent and informed her that no building permits will be released until Earle Jenkins Drive has been brought up to a *minimum* of pre-bituminous standards. So as to have clear and concise information to provide to interested parties, I would like to know how to proceed with inquiries. This will also alleviate any future potential issues such as were encountered with Whitetail Hollows. Following are some options and things for the Council to consider:

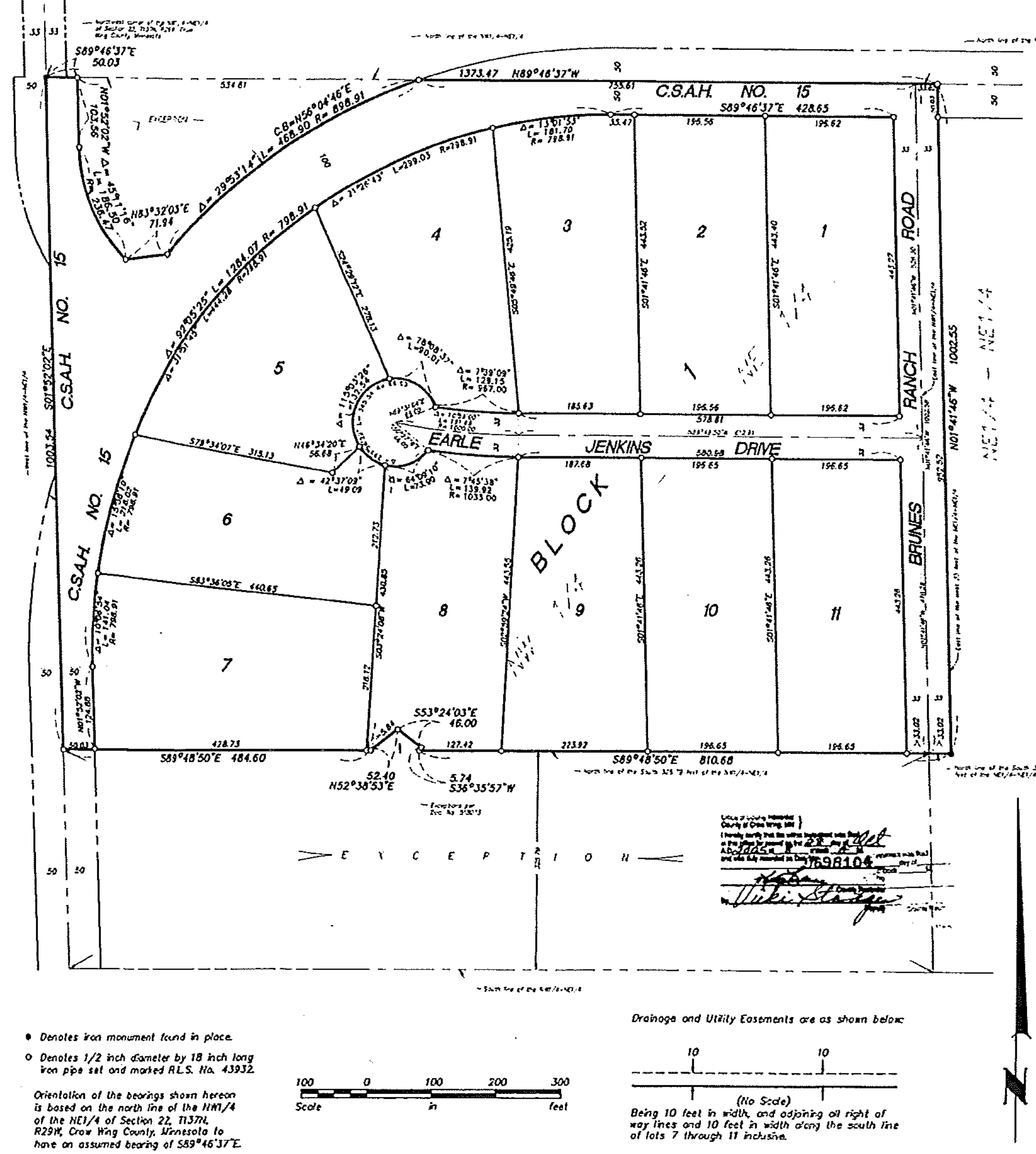
- Send this to the Planning Commission for their review and recommendation on access, etc.
- Determine if the Council approval in 2005 regarding access for all lots was meant to be accessed off Earle Jenkins Drive. (Lots 1 and 11 do have access off Brunes Ranch Road.)
- Will a Developer's Agreement be required for property owner to construct a road to a pre-bituminous standard if that is what is deemed to be allowable.

Budget Impact: $0

Council Action Requested: Action as needed.

EARLE JENKINS ESTATES

Westwood
Professional Services, Inc.



KNOW ALL PERSONS BY THESE PRESENTS: That Doug B. Junker, single, fee owner, and Bruce J. Brunes and Barbara A. Brunes, husband and wife, fee owners of the following described property situated in Crow Wing County, Minnesota to-wit:

(JUNKER PARCEL)

The Northwest Quarter of the Northeast Quarter of Section 22, Township 137 North, Range 29 West, Crow Wing County, Minnesota. Except the South 325.79 feet of said Northwest Quarter of the Northeast Quarter. Also excepting that part of said Northwest Quarter of the Northeast Quarter described in Doc. No. 518073. And excepting that part of the Northwest Quarter of the Northeast Quarter of Section 22, Township 137 North, Range 29 West, Crow Wing County, Minnesota described as follows: Commencing at the Northwest corner of said Northwest Quarter of the Northeast Quarter; thence South 89 degrees 46 minutes 37 seconds East, assumed bearing, 50.03 feet along the north line of said Northwest Quarter of the Northeast Quarter to the point of beginning of the tract of land to be described; thence South 01 degree 52 minutes 02 seconds East, 103.56 feet; thence southeasterly a distance of 116.50 feet along a tangential curve concave to the northeast, said curve has a radius of 236.47 feet and a central angle of 45 degrees 11 minutes 16 seconds; thence North 83 degrees 32 minutes 03 seconds East, not tangent to said curve, 71.94 feet; thence northeasterly a distance of 468.90 feet along curve not tangent to the course last described, said curve is concave to the southeast, having a radius of 898.91 feet and a central angle of 29 degrees 53 minutes 14 seconds, the chord of said curve bears North 56 degrees 04 minutes 46 seconds East, to said north line of said Northwest Quarter of the Northeast Quarter; thence North 89 degrees 46 minutes 37 seconds West, 534.81 feet along said north line to the point of beginning. Subject to easements, reservations and restrictions of record, if any.

(BRUNES PARCEL)

That part of the West 33.00 feet of the Northeast Quarter of the Northeast Quarter of Section 22, Township 137 North, Range 29 West, Crow Wing County, Minnesota lying north of the South 325.79 feet thereof. Subject to easements, reservations and restrictions of record, if any.

Have caused the same to be surveyed and platted as EARLE JENKINS ESTATES and do hereby donate and dedicate to the public for public use forever Earle Jenkins Drive, Brunes Ranch Road and C.S.A.H. No. 15 as shown on the plat. And also dedicating the easements shown on the plat for drainage and utility purposes only.

In witness whereof said Doug B. Junker, has hereunto set his hand this 9th *day of* August*, 2005.*

Doug B. Junker (signature)
Doug B. Junker

LORI JOHNSON
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2010

STATE OF MINNESOTA
COUNTY OF Crow Wing

The foregoing instrument was acknowledged before me this 4th *day of* August *, 2005 by Doug B. Junker, a single person.*

Lori Johnson (signature)
Notary Public, Crow Wing *County, MN*
My Commission Expires 1-31-2010

In witness whereof said Bruce J. Brunes and Barbara A. Brunes, have hereunto set their hands this 04th *day of* October*, 2005.*

(signature) *Bruce J. Brunes*
(signature) *Barbara A. Brunes*

STATE OF MINNESOTA
COUNTY OF Crow Wing

The foregoing instrument was acknowledged before me this 24th *day of* October *, 2005 by Bruce J. Brunes and Barbara A. Brunes, husband and wife.*

Deborah J. Shetka (signature)
Notary Public, CW *County, MN*
My Commission Expires 1-31-10

DEBORAH J. SHETKA
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2010

I hereby certify that I have surveyed and platted the property described on this plat as EARLE JENKINS ESTATES, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat and that there are no wetlands as defined in MS 505.02, Subd. 1, or public highways to be designated other than as shown.

Chris Hoglund (signature)
Chris Hoglund, Land Surveyor
Mn. License No. 43932

STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing Surveyor's Certificate was acknowledged before me this 20th *day of* July *, 2005, by Chris Hoglund, Land Surveyor, Mn. License No. 43932.*

Kevin P. McKenzie (signature)
Notary Public, Crow Wing County, MN
My Commission Expires 1/31/08

KEVIN PATRICK MCKENZIE
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2008

This plat of EARLE JENKINS ESTATES was approved by the City Council for the City of Jenkins, Crow Wing County, Minnesota this 11 *day of* July *, 2005.*

(signature) *Mayor*
(signature) *Clerk*

I, Roy Luukkonen, Auditor of Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 2005.

(signature)
Auditor, Crow Wing County, Minnesota

I, Laureen E. Borden, Treasurer for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the year 2005.

Laureen E. Borden (signature)
Treasurer, Crow Wing County, Minnesota

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: 7/18/2024 Time: 1:04 PM

Cassandra Delougherty

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Sent: Thursday, May 16, 2024 1:51 PM
To: 'Denise Madigan'
Subject: RE: SAS for file NB240296 - XXX County Road 15
Attachments: SAS PID26220529.pdf

Denise,

Please see attached SAS for PID 26220529. **Please note my comments on the second page.** I am heading out of the office now for an appointment, but plan to be in from 9am to 2pm tomorrow if you would like to further discuss.

Thank you,

Cassandra Delougherty
Deputy City Clerk
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
PH: (218) 568-4637
Website: www.cityofjenkins.com
Population 510

DATA PRACTICES NOTICE: E-mail correspondence to and from the city of Jenkins may be public data subject to the Minnesota Data Practices Act, Minnesota Statute, Chapter 13, and/or may be disclosed to third parties.
NONDISCRIMINATION STATEMENT: This institution is an equal opportunity provider and employer.

From: Denise Madigan <denise@thetitleteam.com>
Sent: Thursday, May 16, 2024 12:50 PM
To: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Subject: SAS for file NB240296 - XXX County Road 15

Please see attached Special Assessment Search Request and submit back at your earliest convenience. Thank you!

Denise Madigan

Administrative Assistant

THE TITLE TEAM
Noble Escrow & Title, Inc.
31094 Government Drive
PO Box 831
Pequot Lakes, MN 56472

Phone: 218.568.5025
Fax: 218.568.7895
thetitleteam.com

THE TITLE TEAM - NOBLE ESCROW
31094 Government Dr, PO Box 831, Pequot Lakes, MN 56472
Phone: (218)568-5025 Fax: (218)568-7895

Special Assessments

Ordered by:	Denise Madigan	Order No.:	NB240296
Transaction Type:	Purchase		
Current Owners:	Bradley H. Stockman and Nancy S. Stockman		
PID No.:	26220529	County:	Crow Wing
Property Address:	XXX County Road 15, Jenkins, MN 56456	City:	Jenkins
Legal Description:	See Exhibit A		

Levied Assessments:

Type of Improvement: — Balance Payable: — Certified To: —

Pending Assessments:

Type of Improvement: — Estimated Amount: —

Unpaid Utilities:

Type: — Amount Due: — Good Through Date: —

Other:

Type: Amount: Good Through Date:

Are there any Ordinances that would affect property being sold? Circle One: YES or NO

If yes, please explain: There are no ordinances that would keep the property from being sold, but no building permits will be released for the property until a road is constructed for Earle Jenkins Drive. All parcels in this plat must access off of Earle Jenkins Dr. Properties will not have County Rd 15 address. Call with questions

Search Date: May 16, 2024 Searched By: Cassandra Delougherty, Deputy

Signature: CMDelougherty Amount Due: —

Payable to: —

Mail to: —

EXHIBIT A

PROPERTY LEGAL DESCRIPTION

Earle Jenkins Estates, Lot 2, Block 1

NOTICE OF PLAT STATUS

You are hereby put on notice that the City of Jenkins approved the plat of Earle Jenkins Estates in 2005. At that time, the City did not require a developer's agreement or bond to assure that all improvements depicted in said plat would be constructed. More specifically, Earle Jenkins Drive and Brunes Ranch Road have not been constructed and anyone buying a lot within this plat expected to use that street for access is now on notice that the City has no plans to assist with the construction of that street.

The legal description of the affected parcels is as follows:

Lots 1-11, Block 1, Earle Jenkins Estates

Hereby submitted by the City of Jenkins this 11th day of May, 2021.

CITY OF JENKINS

By _____
Its Mayor

By _____
Its City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this 11th day of May, 2021, by Jon W. Lubke and Krista A. Okerman the Mayor and City Clerk of the City of Jenkins, a municipal corporation under the laws of Minnesota, on behalf of the corporation.

_____
A.B. Deputy City Clerk, Crow Wing County, Ex Officio Notary Public

KATHERINE CASWELL
NOTARY PUBLIC
MINNESOTA
My Commission Expires 01/31/2026

THIS INSTRUMENT WAS DRAFTED BY:
J. Brad Person
BREEN & PERSON, LTD.
P. O. Box 472
Brainerd, Minnesota 56401
218/828-1248

Document No.: 956126 ABSTRACT
07/27/2021 11:00 AM Total Pages: 1
Fees/Taxes In the Amount of: $46.00
GARY GRIFFIN
CROW WING, MINNESOTA
County Recorder
Deputy: sarahs

AGENDA ITEM # 7a

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: July 18, 2024
Subject: PBSBA videography project

Report: Following is information you have been provided at previous meeting in regards to the PBSBA. As stated at the last meeting, the City could use the Fines money for this, but is does not cover the full amount. I have reached out to Moore Consulting to see if our payment could be made in two installments. As of the date of this report, I have not heard from them, but anticipate I will have an answer by the Council meeting time.

Budget Impact: $4,970

Council Action Requested: Discussion and action as needed.

PAUL BUNYAN SCENIC BYWAY

ADDITIONAL INFORMATION ABOUT THE VIDEO PROJECT FOR CITY OF JENKINS 7/8/2024

"Here's the story". This is how conversations often begin. **We all share stories with others more often than we realize.**

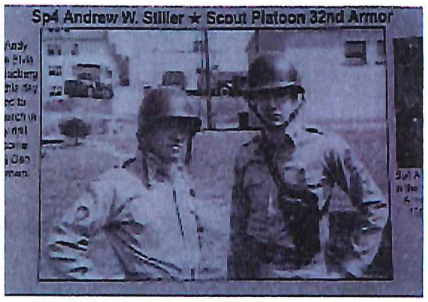
Information shared in a story is easier to remember; in fact, actual research done at the Stanford Graduate School of Business, says that people remember information when it is woven into narratives "up to 22 times more than facts alone."

That's why **narratives inspire us, cause us to be invested in an outcome, or move us emotionally**. It's not necessarily the individual facts and features that sway us; **it's the collective story's power at work**. The Paul Bunyan Scenic Byway is a collection of fourteen jurisdictions filled with stories of the past, today and visions of the future.

This video project will be a story at work. It's intended to produce a product that will have a long shelf-life and continue to fascinate and inspire viewers for a long time.

The stars of the show are you, real people who love their city or township enough to serve on councils and boards of directors and volunteer for local events. People who know their city's history, admire the efforts of those who were the city's pioneer families and know their stories, appreciate the present and have a positive vision of their city's future. People who have all kinds of stories to share. Stories that touch hearts, inspire laughter, and maybe surprise some. People who want future generations to know these stories. **These are your stories.**

Some possible story ideas to get started thinking



Jenkins- Past: Elvis Presley (Stillers), Ma Jenkins historic cookie recipe, Union Church and the Walton family, Poulak pot, old Brainerd road, Jenkins School, Grange Hall, train stop, toters, businesses and banks

Jenkins- Present: Paul Bunyan statue and rest area, two Scenic Byway intersections, Paul Bunyan Trail, nationally branded hotel, one of the largest employers in the area (Pequot Tool & Manufacturing), dedicated Veterans Park, recent/new restaurants, businesses

Jenkins- Future: ??? recreation options in addition to Trail and Byway, form an historical group, start an annual city-wide event (Paul Bunyan Sings Elvis Hits 😊) ???

Upon completion, the Video will be:

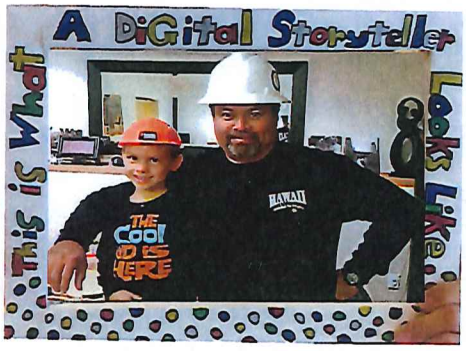
- Added to the Paul Bunyan Scenic Byway website
- Available to each of the participating jurisdictions
- Offered to Explore MN Tourism, State Scenic Byway Office of MnDOT, National Scenic Byway Foundation
- Others with an interest may include Historical Societies, Economic development groups, Marketing organizations

Be a City of Jenkins Video Star

You already know the story

You already know the place

You already know the cast



All interested townships and cities along the Paul Bunyan Scenic Byway route are invited to be part of the final video production. Tell your own great story about your role in Jenkins now or then. Or, become the 'voice and face' as a narrator or teller of the tales of others.

Contact 218-821-0021 or info@paulbunyanscenicbyway.org

Draft Proposal

Moore Consulting

Paul Bunyan Scenic Byway Association Production Proposal – July 2024

Overview

The Paul Bunyan Scenic Byway Association wishes to contract for the creation of a short video (3 to 4 minutes), for an integrated collection of videos featuring the unique cities and townships along the Byway. The video aims inspire new and expanded interest in the Byway sparking curiosity through visits, experiences, and conversations. This video will focus on the City of Jenkins, celebrating its evolution from a logging camp supply hub to the "Gateway to the Whitefish Chain." This video will showcase what makes Jenkins a unique and welcoming destination along the Byway.

Project Description

The video will feature narrated voice-over and interviews to highlight the local lore and history of the community while emphasizing its signature places, activities, and unique stories.

Interviews with local residents and "old-timers" will be overlayed with video and historic photos to show and tell viewers the story of Jenkins and inspire them to explore in person and experience this special destination firsthand.

These interviews will be shot on location and woven together to create a narrative arc that tells a story of a community that is proud of its history and recreational opportunities and natural resources, inviting viewers to explore and experience this special byway destination firsthand.

The Byway Association will provide script guidance, suggestions for profile subjects, digital versions of historic photos and artifacts.

Moore Consulting will be responsible for all production including scripting, shooting, and editing. Videos will be shot at Broadcast Quality 4K and finished programs will be submitted electronically in formats suitable for web and presentation use. Music and voice-over will be included, as well as up to 5, ½ day location shoots to complete interviews and gather footage of places people, and events.

Video Production Estimate $4,970

The figures presented in this proposal for creative professional services include acquisition of digital video footage, editing and creation of web-ready and other electronic files. Costs for web hosting, uploading or coding *are not* included. Changes to the project scope after editing commences may result in additional fees. Timely completion of this project will largely depend upon the availability of participants as well as timing of seasonal events and activities.

Moore Consulting specializes in creating videos for web, corporate, training, and broadcast. We work with our clients to identify target markets and craft a message that will inspire and motivate each unique audience.

8089 Ridge Road, Lake Shore, MN 56468
(218) 963-3409 kieran@knowmoore.com
www.knowmoore.com

Draft Proposal

City of Jenkins

Receipts Ledger

7/18/2024

01/01/2024 12/31/2024

Fund Name: General Fund

Account Number: 100-35101

Account Name: Court Fines

Budget: $3,000.00

Date	Remitter	Receipt Number	Amount Received	Year To Date Received	Budget Balance
	BUDGET				($3,000.00)
01/17/2024	Crow Wing County	232368	$169.97	$169.97	($2,830.03)
02/09/2024	Crow Wing County	232381	$366.62	$536.59	($2,463.41)
03/12/2024	Crow Wing County	232386	$181.49	$718.08	($2,281.92)
04/29/2024	Crow Wing County	332205	$629.91	$1,347.99	($1,652.01)
05/28/2024	Crow Wing County	332216	$206.61	$1,554.60	($1,445.40)
06/12/2024	Crow Wing County	332222	$390.27	$1,944.87	($1,055.13)
07/11/2024	Crow Wing County	332230	$269.98	$2,214.85	($785.15)

General Fund Totals

Total Received for the year	$2,214.85
Total Budget	$3,000.00
Over / (-) Under Budget	($785.15)

AGENDA ITEM # 8a

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: July 22, 2024
Subject: Whitetail Hollows Letter of Credit Reduction request

Report: Mark Leutem, Whitetail Hollows, has requested a Letter of Credit reduction for work performed on Blaze Boulevard. Engineer Reese did an inspection on July 17th of the improvements. Please see the following recommendation from Widseth and subsequent Resolution #24-07-294.

Regarding Whitetail Hollows, based on our onsite review of road construction completed as of 2024-07-17, we are in agreement the LOC could be reduced down to Warranty levels. Final paving and shouldering has been completed satisfactorily and in accordance with required city standards. Turf has been established so that the Stormwater Construction Permit for Construction Activity could be terminated. At least 70% of the turf has been established in our opinion and this means the permit can be terminated. This releases the Permittee/Contractor from further permit obligations. The permit termination will need to be completed by the Developer or his Contractor.

Items we noted that are deficient and require further action by the Developer include:

1. Establishment of turf in spot areas along Blaze Blvd. where the turf has not been fully established.
2. Removal of a soil ditch check that was placed in CR 145 right of way during the road construction. This is a requirement that was passed on to Widseth from Jory Danielson from Crow Wing County Highway Department. The ditch check is currently located downstream from the new entrance culvert; this causes runoff to back up in the culvert and County ditch system. The ditch checks that are shown on the KLD stormwater plan need to be installed at the right-of-way lines where Blaze Blvd. intersects with Norway Drive and CR 145.
3. Permanent drainage easements for the added retention area need to be conveyed from Mr. Leutem to the City and recorded. It is our understanding that KLD was going to prepare the legal descriptions for the drainage easements that covered the retention area they designed. This will encumber two of the platted lots. Once received, the legals will be reviewed and forwarded on to the City Attorney. The City Attorney can assist the City with recording permanent drainage easements over the two lots.

In accordance with the DA, Permanent Stormwater Treatment Facilities (turf systems, retention areas, ditches, and ditch checks in this case) must be warrantied for 2 years and the remainder of the road improvements for 1 year after acceptance of the roadway by the City Council.

We recommend acceptance of Blaze Blvd. at the next City Council meeting subject to the deficiencies that have been identified being corrected within the next 30 days and the letter of credit then being reduced to a Warranty amount of no less than $20,000.00 for the first year, and then to $10,000.00 for the remaining year.

Budget Impact: $0.00

Council Action Requested: Approval of Resolution #24-07-294 Accepting Blaze Boulevard into the City of Jenkins Street Inventory.

CITY OF JENKINS
RESOLUTION NO. 24-07-294
ACCEPTING BLAZE BOULEVARD INTO CITY OF JENKINS STREET INVENTORY

WHEREAS, the Plat of Whitetail Hollows lies in the City of Jenkins, Minnesota and was approved by the City April 11, 2005 and recorded in Crow Wing County, Minnesota; and

WHEREAS, Mark J. and Lisa R. Leutem are Developers (hereinafter "Developers") of the plat known as Whitetail Hollows; and

WHEREAS, the Plat of Whitetail Hollows contains publicly dedicated right-of-way known as Blaze Boulevard; and

WHEREAS, although the Plat was properly approved and recorded, the improvements known as Blaze Boulevard were not completed at the time; and

WHEREAS, the Developers entered into a Developer's Agreement with the City of Jenkins dated August 18, 2023 wherein Improvements were defined according to the City's approved minimum section for City maintained roadways; and

WHEREAS, the Developers Agreement estimates the cost for the Developer paid improvements for Blaze Boulevard improvements is $207,423.35 with an additional $3,200.00 in escrow; and

WHEREAS, the City in in receipt of Irrevocable Letter of Credit #23-02 from American National Bank of MN in the amount of $207,423.35 on behalf of Developers for the sole purpose on completing Blaze Boulevard improvements; and

WHEREAS, the Developer has completed work on Blaze Boulevard and the City Engineer has inspected the work performed according the City's road standards; and

WHEREAS, the Developers have requested of the above-named Irrevocable Letter of Credit #23-02 for work performed; and

WHEREAS, there are deficiencies in the improvements of Blaze Boulevard that require further action by the Developer as follows;

1. Establishment of turf in spot areas along Blaze Boulevard where the turf has not been fully established.
2. Removal of a soil ditch check that was placed in County Road 145 right-of-way during the road construction. The ditch check is currently located downstream from the new entrance culvert; this causes runoff to back up in the culvert and County ditch system. The ditch checks that are shown on the KLD stormwater plan need to be installed at the right-of-way lines where Blaze Boulevard intersects with Norway Drive and County Road 145.

3. Permanent drainage easements per the KLD Stormwater Plan for the added retention area need to be conveyed from Developer to the City of Jenkins and recorded.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF Jenkins, Minnesota hereby accepts Blaze Boulevard into its road inventory subject to the following:

1. The above-named deficiencies identified being corrected within thirty (30) days of this Resolution.
2. In accordance with the Developer's Agreement dated August 18, 2023, Permanent Stormwater Treatment Facilities to include turf systems, retention areas and ditch checks must be warrantied for two (2) years from the date of acceptance of the roadway by the City of Jenkins.
3. In accordance with the Developer's Agreement dated August 18, 2023 the remainder of the road improvements on Blaze Boulevard must be warrantied for one (1) year after acceptance of the roadway by the City of Jenkins

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF Jenkins Minnesota that a Letter of Credit Reduction be approved as follows:

1. Letter of Credit #23-02 remain in place in the amount of $20,000 for a warranty period for the first year after acceptance through July 23, 2025.
2. Letter of Credit #23-02 remain in place in the amount of $10,000 for a warranty period for the second year after acceptance through July 23, 2026.
3. The outstanding fee of $5,359.00 be paid to the City of Jenkins for Engineering, Legal and Administrative expenses.

Adoption by the council this _____day of July, 2024.

_____
Andrew J. Rudlang, Mayor

_____
Krista A. Okerman, Clerk-Treasurer

AGENDA ITEM # 9c

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: July 18, 2024
Subject: Parks Report

Report: Staff has checked into the cost of additional wood chips. The attached quote and pricing remain valid.

Budget Impact: $2,330.10

Council Action Requested: Discussion and action as needed

SafetyFirst Playground Maintenance
31095 Baugh St NW
Princeton, MN 55371
+1 3204969118
office.manager@safetyfirstplayground.com
www.safetyfirstplayground.com

Estimate

ADDRESS	SHIP TO	
Cassandra Delougherty	Cassandra Delougherty	**ESTIMATE #** 6833
City of Jenkins	City of Jenkins	**DATE** 07/12/2024
33861 Cottage Ave	Veterans Park	
Jenkins, MN 56474	3244 3rd St	
	Jenkins, MN 56474	

ACTIVITY	QTY	RATE	AMOUNT
Nature'sPlus ASTM Compliant Playground Safety Surfacing Deliver to 3244 3rd Street Jenkins, MN	90	25.89	2,330.10T

Tax ID 84-3718494

SUBTOTAL	2,330.10
TAX	0.00
TOTAL	**$2,330.10**

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

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.

SFMP is not responsible for damage to any private utilities that are not communicated via drawings.

Accepted By

Accepted Date