



CITY COUNCIL MEETING AGENDA

Tuesday, September 24, 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 September 9 regular meeting and September 16 workshop meeting
 - c. Pre-written check #'s 24534-24551 and EFT's; **\$8,202.04**
 - d. Proposed check #'s 24552-24554; **\$289.07**

TOTAL EXPENSES = \$8,491.11
5. Public Forum
6. Unfinished Business
 - a. Notice of plat status
 - b. Draft Earle Jenkins Estates developer's agreement
 - c. Bids for City Hall updates
7. New Business
 - a. Personnel recommendations
 - b. 2025 Preliminary Operational Budget
 - c. 2025 Preliminary Certification
 - d. Jenkins Welcome sign
8. Reports of Officers, Committees and Boards
 - a. Mayor's Report
 - b. Clerk's Report
9. Communications/Misc.
10. Adjournment

COUNTY OF CROW WING
DRAFTCITY OF JENKINS**DRAFT**
MINUTES OF THE REGULAR CITY COUNCIL MEETING
SEPTEMBER 9, 2024

CALL TO ORDER: The regular City Council meeting 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 and Barnett and Haff; Clerk Okerman. Audience: Brand and Nancy Stockman, Debbi Siltman, Police Chief Davis. Via Zoom: Kevin McDonald

AGENDA ADDITIONS/DELETIONS: Rudlang requested the addition of Earle Jenkins Estates to the agenda. Okerman recommended adding after those items that were on the agenda. She said items 6 and 7 could be switched to accomplish that.

CONSENT AGENDA: Motion to approve the consent agenda as follows was made by Haff and seconded by Siltman with all present voting aye:

- 4a. Agenda with addition of Earle Jenkins Estates
 - 4b. Financial Report through August 31, 2024
 - 4c. Pre-written check #'s 24518-24522 & EFT's: \$6,274.66
 - 4d. Proposed check #'s 24523-24533 & EFT; \$15,868.80
- TOTAL EXPENSES = \$22,143.46

OPEN FORUM: Debbie Siltman, 2990 Central Street, stated the Council received an email from Jason Baca and felt the Council should discuss it when preparing the preliminary budget.

NEW BUSINESS: Capital Improvement Plan Update: Thomas Reints, Widseth, presented the Council with updated roadway sections, war data on streets and maps. He stated part of the Capital Improvement Plan update was to include addition of a commercial section for road standards. He noted the section added more gravel for the wear course and more bituminous for the base course. He said that roads such as Veterans could be considered for the commercial section. Reints stated the raw data sheets had been updated per on-site inspections conducted by him and Engineer Reese. He said the Capital Improvement Plan (CIP) wasn't completed. However he provided an example of a new format along with rough estimates of reconstruction costs for prioritized streets. Reints recommended Veterans Street, 2nd Avenue, Beyer Street and Rosewood Avenue be considered for a full reconstruction with the commercial street section at the time those projects would be completed due to higher commercial traffic. Reints noted the CIP would be complete in October.

2025 Law Enforcement Contract: The 2025 Police Contract was presented. Okerman stated that it showed a five percent increase, which totaled \$2,060 per year. She noted that there had not been an increase since 2010. The Council thanked Police Chief Davis and his officers for their service to the community and for being mindful of the budget.

A motion to approve the 2024 Law Enforcement Contract and Joint Powers Agreement between the City of Pequot Lakes and the City of Jenkins was made by Siltman. Haff seconded the motion. All present voted aye.

UNFINISHED BUSINESS: Earle Jenkins Estates: Brad and Nancy Stockman were present in the audience and Kevin McDonald joined via Zoom. Rudlang stated he wanted to discuss the options for Earle Jenkins Estates. He said the Stockmans found the re-platting process an untenable option as it was very costly and not timely. Rudlang said they'd like to explore other options. He noted that Kevin McDonald bought a parcel in the subdivision and wanted to build. Rudlang stated the Council's first duty was to ensure that developments created no extra cost to other taxpayers and cause undue hardship for future councils and taxpayers. He said it was important for the City to grow responsibly. He said multiple people wanted to build on north end of town and he didn't see why the City couldn't let them. Brad Stockman said his main concern was to get McDonald his building permit. He said they considered swapping lots to allow McDonald access off Bruner Ranch Road. He said they were under the impression that they could build on the lots. Okerman said that there was an option to do an agreement with conditions as deemed necessary by Council. Siltman said he would like to know the long-range plan of the Stockmans. Stockman said he would like to have the two lots that were sold able to build. McDonald said he built in Ennegas plat and the road there was just sand noting the portion of Earle Jenkins Drive that was built was much better. Rudlang agreed and felt the portion of road that was constructed was well built and felt it was more than sufficient. Flategraff stated he was amenable to releasing the submitted building permits and for the first four lots. However to make he felt it should be made clear going forward no other permits would be released until the whole road was completed. Haff agreed. She added that she was worried about safety if there was no turnaround. Siltman reiterated he wanted to see the end plan. He felt there were public safety issues. He noted that the Stockmans were doing everything that a developer does by selling and making money off of lots. Roman you are doing everything that a developer does. He said building a road was part of the developer's responsibilities. Flategraff said he agreed with Siltman to a certain extent. He said if things weren't spelled out it was confusing for staff, City Council, property owners and future land owners. Haff said she felt the road should be built to city specification if the project went forward. The Council further discussed safety and other issues and ways to communicate those to property owners now and in the

future. Barnett said that the road should be installed as platted and agreed with the safety concerns. Haff suggested phasing the project. The Council concurred with the stipulation that a turnaround be required. **Okerman was directed to draft an agreement with the conditions discussed.**

NEW BUSINESS: TextMyGov: Siltman reported he attended a Zoom meeting with TextMyGov, which was an additional way of communicating amongst the City and citizens. He said they offered two different plans with one-way or two-way communications. The communication was via text. He stated both plans required a three-year agreement. Siltman said different groups can be set up and there was a mapping aspect that could be utilized. HE said the first year was a Sourcewell reimbursable cost. Rudlang said he was on the fence about the two-way communication. Flategraff felt it could engage younger people but was not sure the City was big enough versus the cost. Okerman said there were two other cities in Minnesota that used the service. She said she would like to do a reference check. **Flategraff made motion to table the agenda item for Okerman to complete a reference check and for more information on the Agreement conditions. Barnett seconded the motion; all present voted aye.**

REPORTS: Mayor's: None.

Clerk's Report: Okerman stated she would like to amend the existing Notice of Plat Statutes to include more specific and further information regarding building permits and roads. The Council concurred.

Roads Committee: The roads committee reviewed projects discussed for the 2025 calendar year and made recommendations. The Council discussed the need to re-visit the special assessment policy and the need for a right-of-way plat on Veterans Street prior to any project for that street.

A Motion to approve the roads committee recommendations as follows and with addition to obtain a cost from Widesth for a right-of-way plat on Veterans Street was made by Flategraff and seconded by Siltman. All present voted aye.

- **Budget to apply gravel on Ellis Road for 2025 calendar year**
- **Budget to apply crushed concrete on the north side of Byer Street for the 2025 calendar year.**
- **Obtain a quote from Widesth for a Feasibility Study for Veterans Street.**

Parks Committee: A rental agreement for the concession stand and park pavilion was presented to the Council. The Council discussed a resident versus non-resident price as well as insurance requirements.

A motion to approve the ballfield and park pavilion rental agreement with costs of \$25.00 for Jenkins Residents and Non-Profits and \$50.00 for non-residents with insurance certificate clarification as made by Barnett. Siltman seconded the motion. All present voted aye.

COMMUNICATIONS/ MISC.: Okerman reminded the Council of the upcoming budget workshop to be held September 16th at 5 PM.

ADJOURNMENT: A motion to adjourn the regular City Council meeting at 8:05 PM was made by Flategraff and seconded by Siltman; all present voted aye.

Approved this _____ day of _____, 2024.

Krista A. Okerman, City Clerk-Treasurer

Anrew J. Rudlang, Mayor

4b.

**COUNTY OF CROW WING
CITY OF JENKINS
MINUTES OF THE 2025 PRELIMINARY BUDGET WORKSHOP
September 16, 2024**

CALL TO ORDER: The 2025 preliminary budget workshop began at 5:00 PM by Mayor Rudlang.

ROLL CALL: Present in person: Mayor Rudlang, Council members Flategraff, Siltman, Barnett and Haff. Clerk/Treasurer Okerman,

AGENDA: Discussion was held on line item amounts. The preliminary budget showed a 6.67% levy increase. Okerman said she included increases in hours and street projects. She said there were areas in the disbursements that could be looked at in order to decrease the proposed preliminary levy.

ADJOURNMENT: The 2025 preliminary budget workshop concluded at 6:40 pm.

Approved this _____ day of _____, 2024.

Krista A. Okerman, City Clerk-Treasurer

Andrew J. Rudlang, Mayor

City of Jenkins

Disbursements Register

9/20/2024

40

Fund Name: All Funds

Date Range: 09/10/2024 To 09/20/2024

<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>
09/10/2024	Payroll Period Ending 09/07/2024	024534	08/25 - 09/07/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024534					\$ 230.87
09/10/2024	Payroll Period Ending 09/07/2024	024535	08/25 - 09/07/24 pay period	N	Clerk	100-41425-101-	\$ 700.73
	Total For Check	024535					\$ 700.73
09/10/2024	Payroll Period Ending 09/07/2024	024536	08/25 - 09/07/24 pay period	N	Payroll Administration	100-41501-131-	\$ 265.69
	Total For Check	024536					\$ 265.69
09/10/2024	Payroll Period Ending 09/07/2024	024537	08/25 - 09/07/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024537					\$ 230.87
09/10/2024	Payroll Period Ending 09/07/2024	024538	08/25 - 09/07/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024538					\$ 230.87
09/10/2024	Payroll Period Ending 09/07/2024	024539	08/25 - 09/07/24 pay period	N	Clerk	100-41425-101-	\$ 1,359.44
	Total For Check	024539					\$ 1,359.44
09/10/2024	Payroll Period Ending 09/07/2024	024540	08/25 - 09/07/24 pay period	N	Payroll Administration	100-41501-131-	\$ 368.38
	Total For Check	024540					\$ 368.38
09/10/2024	Payroll Period Ending 09/07/2024	024541	08/25 - 09/07/24 pay period	N	Payroll Administration	100-41501-131-	\$ 312.96
	Total For Check	024541					\$ 312.96
09/10/2024	Payroll Period Ending 09/07/2024	024542	08/25 - 09/07/24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 721.81
	Total For Check	024542					\$ 721.81
09/10/2024	Payroll Period Ending 09/07/2024	024543	08/25 - 09/07/24 pay period	N	Council/Town Board	100-41110-106-	\$ 277.05
	Total For Check	024543					\$ 277.05
09/10/2024	Payroll Period Ending 09/07/2024	024544	08/25 - 09/07/24 pay period	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024544					\$ 230.87
09/18/2024	Tri-County Septic Inspection	024545	Septic Inspection - 4090 County Rd 145 Keith Lumley PID26260542	N	New Sewer Services	100-43254-310-	\$ 200.00
	Total For Check	024545					\$ 200.00
09/18/2024	Schrupp Excavating	024546	Inv 20241147 2.5 hours grader	N	Highways and Streets	100-43101-405-	\$ 337.50

Fund Name: All Funds

Date Range: 09/10/2024 To 09/20/2024

<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>
		Total For Check	024546				\$ 337.50
09/18/2024	League of Minnesota Cities	024547	Membership Dues Invoice Number 411113 (4 month-dues)	N	Council/Town Board	100-41110-433-	\$ 268.00
	Total For Check	024547					\$ 268.00
09/18/2024	AAA Rental Inc	024548	Auger rental (flagpoles), brush hog rental (ditches)	N	Public Works/Maintenance	100-43102-416-	\$ 270.00
		024548			Park Areas	215-45202-416-	\$ 120.00
	Total For Check	024548					\$ 390.00
09/18/2024	TDS	024549	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.64
	Total For Check	024549					\$ 178.64
09/18/2024	Elan Financial Services	024550	fuel, flagpole supplies, Advanced Academy, shop supplies	N	Council/Town Board	100-41110-433-	\$ 16.10
		024550			Clerk	100-41425-440-	\$ 225.00
		024550			General Government Buildings and Plant	100-41940-215-	\$ 76.53
		024550			Highways and Streets	100-43101-212-	\$ 244.78
	Total For Check	024550			Park Areas	215-45202-221-	\$ 271.69
							\$ 834.10
09/18/2024	MN Power	024551	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	\$ 293.51
		024551			Street Lighting	100-43160-381-	\$ 770.75
	Total For Check	024551					\$ 1,064.26
Total For Selected Checks							\$ 8,202.04

4d.

Date Range : 8/20/2024 To 9/20/2024

<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>
09/18/2024	Xcel Energy	Natural gas service	2522	\$48.36	100-41940-383-	General Government Buildings and Plant	\$48.36
09/20/2024	Crow Wing Power	8/8 to 9/8/24 electric service	2523	\$24.00	100-43160-381-	Street Lighting	\$24.00
09/20/2024	Krista Okerman	Mileage for Advanced Academy-Stpales, Reimburse for safety meeting supplies	2524	\$216.71	100-41425-331- 100-41110-438-	Clerk Council/Town Board	\$120.60 \$96.11
Total For Selected Claims				\$289.07			\$289.07

Date



AGENDA ITEM #

6a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: Amended Notice of Plat Status

Report: Attached please find amended Notice of Plat Status for the following developments:

- Earle Jenkins Estates
- Hay Creek Estates
- Summer Creek
- Fox Borough

The intent of the amended notice is to clarify that no building permits will be released until the road is constructed to City standards and all construction costs will be borne by the benefitting property owners.

Budget Impact: \$0.00

Council Action Requested: Motion to approve and file with Crow Wing County the amended notice of plat statuses.

AMENDED 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, Brunes Ranch Road, has not been constructed. Earle Jenkins Drive has been partially constructed but does not meet City Standards. The City of Jenkins will not perform any maintenance on either road. A Developer's Agreement must be entered into with the City prior to any further construction on Earle Jenkins Drive. All roadway construction costs will be borne by the benefitting property owners. Anyone buying a lot within this plat expected to use these streets for access is now on notice that the City has no plans to assist with the construction of the streets and no building permits will be released, with the exception of Lots 1-2 and 10-11, Block 1, Earle Jenkins Estes, until that time when the above-mentioned roads have been constructed to the City of Jenkins minimum sections for a City maintained roadway.

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 ____ day of _____, 2024.

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 _____ day of _____, 2024, by Andrew J. Rudlang 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.

Notary Public

Stamp:

NOTICE OF PLAT STATUS

You are hereby put on notice that the City of Jenkins approved the plat of Jenkins Hay Creek in 1996. 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, Hay Creek Trail, 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 and the City of Jenkins will not perform any maintenance on said roadway.

The legal description of the affected parcels is as follows:

Lots 1-7, Block 1 Jenkins Hay Creek

Hereby submitted by the City of Jenkins this ____ day of _____, 2024.

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 _____ day of _____, 2024, by Andrew J. Rudlang 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.

Notary Public

Stamp:

AMENDED NOTICE OF PLAT STATUS

You are hereby put on notice that the City of Jenkins approved the plat of Jenkins Hay Creek in 1996. 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, Hay Creek Trail, 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 and the City of Jenkins will not perform any maintenance on said roadway.

The legal description of the affected parcels is as follows:

Lots 1-7, Block 1 Jenkins Hay Creek

Hereby submitted by the City of Jenkins this ____ day of _____, 2024.

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 _____ day of _____, 2024, by Andrew J. Rudlang 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.

Notary Public

Stamp:

AMENDED NOTICE OF PLAT STATUS

You are hereby put on notice that the City of Jenkins approved the plat of Fox Borough in 1996. 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, Fox Grove Road, has 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. Furthermore, no building permits will be released on any lot within said plat until that time a Developer's Agreement has been entered into with the City of Jenkins and Fox Grove Road has been constructed to the City of Jenkins minimum sections for a City maintained roadway. These improvement costs in their entirety shall be borne by the benefitting property owners.

The legal description of the affected parcels is as follows:

Lots 1-2, Block 1 and Lots 1-5 Block 2 and Outlot A, Fox Borough Estates

Hereby submitted by the City of Jenkins this ____ day of _____, 2024.

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 _____ day of _____, 2024, by Andrew J. Rudlang 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.

Notary Public

Stamp:

AMENDED NOTICE OF PLAT STATUS

You are hereby put on notice that the City of Jenkins approved the plat of Summer Creek in 2004. 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, Summer Creek Circle, has 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. Furthermore, no building permits will be released on any lot within said plat until that time a Developer's Agreement has been entered into with the City of Jenkins and Fox Grove Road has been constructed to the City of Jenkins minimum sections for a City maintained roadway. These improvement costs in their entirety shall be borne by the benefitting property owners.

The legal description of the affected parcels is as follows:

Lots 1-3, Block 1 and Lots 1-18, Block 2 Summer Creek

Hereby submitted by the City of Jenkins this ____ day of _____, 2024.

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 _____ day of _____, 2024, by Andrew J. Rudlang 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.

Notary Public

Stamp:



AGENDA ITEM #

6b.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: Earle Jenkins Estates Property Development Agreement

Report: Attached please find a draft Property Development Agreement for Earle Jenkins Estates for your review and consideration. The Agreement was drafted based on feedback and discussion from the September 9th meeting

Budget Impact: \$0.00

Council Action Requested: Motion to approve the Property Development Agreement between Brad and Nancy Stockman and the City of Jenkins for Earle Jenkins Estates (with or without changes).

**CITY OF JENKINS
PROPERTY DEVELOPMENT AGREEMENT
BETWEEN BRAD AND NANCY STOCKMAN
AND THE CITY OF JENKINS FOR EARLE JENKINS ESTATES**

This Property and Development Agreement, hereinafter referred to as "Agreement", made and entered into this _____ day of _____, 2024, by and between the City of Jenkins, a municipal corporation organized under the laws of the State of Minnesota, hereinafter "City" and Bradley H. and Nancy S. Stockman, husband and wife, hereinafter "Developer".

RECITALS

- A. The Developer has requested to the City to develop the land described as Earle Jenkins Estates, hereinafter referred to as "Property".
- B. The Earle Jenkins Estates development plat has been approved by the City and complies with the requirements of the City Code and the City; however not all of the City required improvements within the plat have been completed.
- C. A Notice of Plat Status was filed with Crow Wing County for Earle Jenkins Estates.
- D. Complete improvements are minor utilities, street and drainage improvements designed to the City of Jenkins approved minimum section for City maintained roadways (See attached Exhibit A). The improvements for Earle Jenkins Estates would be for Earle Jenkins Drive as depicted on the approved plat and defined as follows:
 - a. "Minor Utilities" shall include the service of electricity, telephone, cable television, natural gas, or other non-municipal utilities to users within the Development.
 - b. "Street and Drainage Improvements" shall include right-of-way clearing, grading, excavation, topsoiling, turf restoration, drainage features including storm water retention areas and/or treatment as required, pipes and culverts as applicable, approaches, aggregate base, and all associated general construction required for a pre-bituminous standard road and cul de sac that meets City specifications.
 - c. "Signs" shall include all street name signs, information and/or directional signs and traffic control signs appropriate for or necessitated by the Development.
- E. Without the knowledge of the City of Jenkins, partial improvements were completed by the Developer to include some ditching, seeding and a gravel base to provide access to Lots 1-2 and 10-11, Block 1 Earle Jenkins Estates. The partial improvements do not meet the minimum sections for the City of Jenkins approved standards for City maintained roadways.
- F. All lots with the exception of Lot 7, Block 1, Earle Jenkins Estates are to access off Earle Jenkins Drive as deemed a condition of the plat approval by the City of Jenkins on (insert date).
- G. Vested fee title ownership of properties within Earle Jenkins Estates at the date of this Agreement are:
Bradley and Nancy Stockman, husband and wife
36496 Lily Pad Point

Breezy Point, MN 56474
(Lots 3-5 and 8-11, Block 1 Earle Jenkins Estates)

Sharon and Gavin Gensmer, husband and wife
248 Hummingbird Lane
Paris, TX 38242
(Lot 1, Block 1, Earle Jenkins Estates)

Mc2 Invest LLC, a limited liability corporation
P.O. Box 177
Hamel, MN 55340
(Lot 2, Block 1, Earle Jenkins Estates)

Kathy S Newton and Arthur Blanchard
35566 County Road 15
Jenkins, MN 56474
(Lots 6-7, Block 1, Earle Jenkins Estates)

TERMS

- A. The City of Jenkins will not perform any maintenance on Earle Jenkins Drive.
- B. The City will consider performing maintenance only upon the following conditions:
 - a. A separate Developer's Agreement is entered into by Developer for the completion of improvements as defined in Recitals, D, a-c and as depicted in the approved final plat of Earle Jenkins Estates.
 - b. Permanent improvements are constructed according to the City of Jenkins approved minimum sections for a City maintained roadway at the Developers cost.
- C. The City of Jenkins has no plans and will not assist with the construction of Earle Jenkins Drive. All costs to construct further improvements shall be borne by the Developer and/or benefitting properties.
- D. The City of Jenkins agrees to allow the development project to be completed in Phases.
- E. The Developer agrees to construct at his cost a City of Jenkins approved temporary dead end treatment for City maintained roadways (Exhibit B). The temporary dead end treatment may be constructed of gravel. At the time permanent improvements are constructed and approved, Developer agrees to abandon the temporary dead end treatment at Developer's cost.
- F. No further improvements with the exception of an approved temporary dead end treatment may be constructed until the following conditions are met:
 - a. A separate Developer's Agreement is entered into by Developer for the completion of improvements as defined in Recitals, D, a-c and as depicted in the approved final plat of Earle Jenkins Estates.
- G. Upon construction and approval of the temporary dead end treatment, the City of Jenkins agrees to release building permits that abide by all building and zoning rules and regulations for Lots 1-2 and 10-11 only until a separate Developer's Agreement

is made and entered into by all vested parties to complete the improvements listed in Recitals D, a-c.

- H. Developer agrees to, and shall comply with, all required agency permits and associated requirements of state law, county and city ordinances and this Agreement. In the event Developer is required to obtain any approval, permits or do any act either as a condition to commencing such Development or to continue any stage or phase of such Development, the Developer shall submit in writing to the City proof of compliance with any such requirement before proceeding. Permits may include but are not limited to: Minnesota Pollution Control Agency Construction Stormwater General Permit and Storm Water Pollution Prevention Plan (SWPPP), Crow Wing County Entrance Permit, or any other permits not issued by the City. The failure to submit such proof of compliance shall be grounds for the City to order the Developer to cease any and all physical activities, of whatever nature, upon the Property. Developer acknowledges that it is responsible for all multi-jurisdictional permits and notifications of the appropriate agencies that have regulatory authority over the Improvements and is proceeding at its own risk as to any costs incurred by its failure to comply with them and the requirements of the City.
- I. Developer hereby releases the City, its officers and employees from all damage, compensation or claims from any and all causes other than the intentional misconduct of the City of Jenkins, its officers and employees arising in any way from the Development, Improvements, or the Property. Developer agrees to indemnify, defend, including payment of attorney's fees and costs to the City, and hold City, its officers and employees harmless from and against any claims, loss or expense arising out of injury, death or property loss or damage occurring on the Property or Development or any other Property arising out of the Improvements or the releasing of building permits except only to the extent caused by the intentional misconduct of the City, its officers or employees. This release of liability shall be given broad interpretation for the benefit of the City.
- J. The Developer agrees to provide and disclose this agreement to any buyers of remaining properties Developer owns.
- K. The Developer agrees to pay to the City all costs incurred to date for Earle Jenkins Estates.

DEVELOPER PROJECT

- A. **Phase 1.** Construction of a temporary City of Jenkins approved dead end treatment.
- B. **Phase 2.** Abandon temporary dead end treatment and construct permanent improvements per City approved minimum sections for City maintained roadway.

GUARANTEES

1. Developer agrees to construct temporary dead end treatment no later than _____.
2. Developer agrees to construct permanent improvements no later than _____.

COMPLIANCE

- A. Should Developer fail to meet the requirements and terms set forth in this Agreement, the City may impose a cease and desist order on any and all existing and future construction. Any changes or requests for extensions on the timelines and/or other documentation must be submitted in writing. Failure to comply by the terms of this Agreement may also result in Administrative Fines to be determined at the time of default.

By their signatures below, the City and the Developer acknowledge that they have read this Agreement, understand and agree to its terms and have received an executed copy of same.

[The balance of this page intentionally left blank]

CITY OF JENKINS

Mayor

ATTEST:

City Clerk-Treasurer

CITY NOTARY

STATE OF MINNESOTA)

) ss.

COUNTY OF CROW WING)

On this _____ day of _____, _____, before me, a Notary Public within and for said County, personally appeared _____ and _____, to me known, who, being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk-Treasurer of the CITY OF JENKINS, a City organized and existing under the laws of the State of Minnesota, named in the foregoing instrument, and that said instrument was signed on behalf of said City by authority of its City Council, and said Mayor and City Clerk-Treasurer acknowledged said instrument to be the free act and deed of said City.

Notary Public

Bradley H. Stockman

Nancy S. Stockman

DEVELOPER NOTARY

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

On this ____ day of _____, _____, before me a Notary Public within and for said County, personally appeared Bradley H. Stockman and Nancy S. Stockman, husband and wife and they acknowledged said instrument to be their free act and deed.

Notary Public



AGENDA ITEM #

6c.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: Community Impact Grant

Report: The City received a Community Impact Grant from Sourcewell in the amount of \$50K. Bids have been received for the installation of three new doors and a customer service window, which were included in the grant application and are attached for your review and consideration. Following is a summary of the bids

- Gull Lake Glass: Install three new doors and upgrade current security and energy needs = \$16,636.00
- Gull Lake Glass: Service window with pass through opening = \$3,960.00
- Brainerd Glass: Service window with tempered laminate and channel = \$1,780.00
- Brainerd Glass: Service window with tempered glass and channel = \$1,320.00
- Fabulous Glass: Install three new doors and tempered customer window with speak through and envelope cutout = \$13,325.00

Budget Impact: \$0.00

Council Action Requested: Action as needed.

☒ Gull Lake Glass, Inc., 18441 Theater Rd, Brainerd, MN 56401
218-829-2881

☐ Little Falls Glass, Inc., 112 6th St SE, Little Falls, MN 56345
320-632-8789

☐ Lakes Area Lock and Door, Inc., 18441 Theater Rd, Brainerd, MN 56401
218-829-5097

Date 5/16/24

Job Name CITY OF JENKINS

Job Location JENKINS MN

of Pages Including This Page 4

R1806

CASSANDEA

PLEASE FIND THE FOLLOWING ESTIMATE ON 3 DOORS
INSTALLED. THE FOLLOWING DOORS WILL UPGRADE YOUR
CURRENT SECURITY & ENERGY NEEDS.

WE WILL REMOVE & REPLACE WITH NEW. WE WILL TAKE
CARE OF TRIM WORK & CLEAN UP. REHOOK UP ELECTRIC
STRIKE. DISPOSE OF TEAR OUT MATERIALS

BY OTHERS

WOOD TRIM PAINTING OR STAINING.

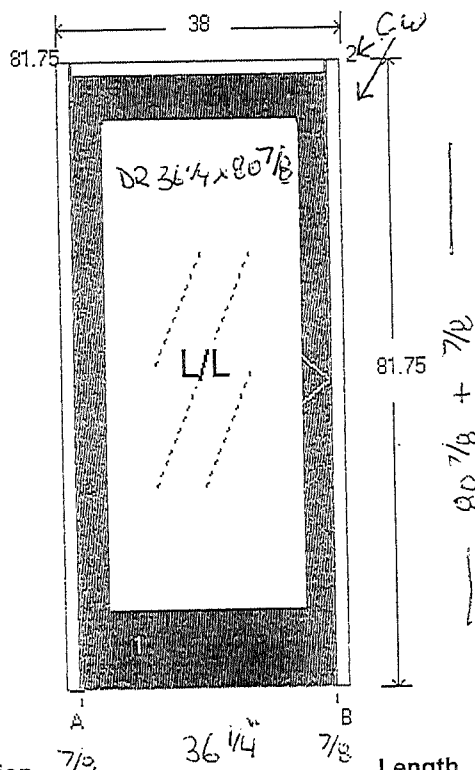
TOTAL \$16,636⁰⁰

Nate

DATE: 5/16/2024 ELEVATION: A01
 CUSTOMER NAME: City Of Jenkins
 JOB NAME: Door Relacement QUANTITY: 1
 ELEVATION NAME: 1
 ELEVATION DESCRIPTION: ELEVATION A01- 1LTS WIDE, 1LTS HIGH 2450CG

Page 1 of 3

MAIN OFFICE INT
 Will BE L/H INSIDE
 CW JAMB 7/8 x 5 1/2
 PHYSICAL ATTACK GLASS
 1-OFFICE FUNCTION NO DO
 1-ELECTRIC STRIKE
 1-CLOSED

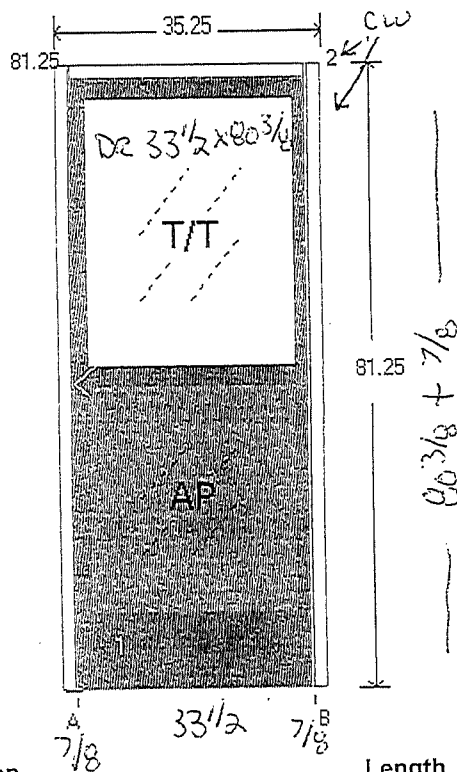


Qty	Part #	Description	Length	Unit	Finish
1	150-3101L	STOREFRONT DOOR Continuous Hinge(Standard MS Locks) Standard 3-0 x 7-0 LH 150 Series CLEAR	1.0000	EA	CLEAR
1	100-00625	Sub 1890 Lever/MS Lock	1.0000	EA	CLEAR
1	100-00652	Sub 150 Special Width Door(Max. 48" per Leaf)	1.0000	EA	CLEAR
1	100-00655	Sub 150 Special height Door(Max. 96")	1.0000	EA	CLEAR
1	100-00658	Sub 10" Bottom Rail (1223)	1.0000	EA	CLEAR
1	100-00667	Sub 1" Glass Stops	1.0000	EA	CLEAR
1	100-20023	Factory Doorlight Glazing	1.0000	EA	CLEAR
1	SC60-18P	Add Falcon SC60-18PA Drop Plate	1.0000	EA	CLEAR
1	SC60-Rw/	Add Falcon SC60 Reg/PA Closer	1.0000	EA	CLEAR
1	1450-3101	STOREFRONT DOOR FRAME Continuous Hinge(Standard MS Locks) Standard 3-0 x 7-0 LH 1450 CLEAR	1.0000	EA	CLEAR
1	31-5023F-	Add HES 5000 Electric Strike	1.0000	EA	CLEAR
0	FAB	JOINT FAB LABOR	1.0000	EA	

DATE: 5/16/2024 ELEVATION: A02
 CUSTOMER NAME: City Of Jenkins
 JOB NAME: Door Relacement QUANTITY: 1
 ELEVATION NAME: 2
 ELEVATION DESCRIPTION: ELEVATION A02- 1LTS WIDE, 1LTS HIGH 2450CG

Page 2 of 3

EXT DOOR
 CW JAMB 7/8 x 5 1/2
 R/H OUTSWING
 INSULATED TEMPLETS
 DDW: C BAR / PULL
 1/2 GLASS / 1/2 PANEL
 CLOSER
 SWEEP
 THRESHOLD



Qty	Part #	Description	Length	Unit	Finish
1	100-3301R	STOREFRONT DOOR Continuous Hinge(Rim Panics) Standard 3-0 x 7-0 RH 100 Series CLEAR	1.0000	EA	CLEAR
1	100-00736	Sub 100 Special Width Door(Max. 48" per Leaf)	1.0000	EA	CLEAR
1	100-00739	Sub 100 Special height Door(Max. 96")	1.0000	EA	CLEAR
1	100-00744	Sub 10" Bottom Rail (1223)	1.0000	EA	CLEAR
1	100-00746	Add 1201 Muntin (1/4") or (1")	1.0000	EA	CLEAR
1	100-00750	Add Standard 3-0 Door Sweep	1.0000	EA	CLEAR
1	100-00753	Sub 1" Glass Stops	1.0000	EA	CLEAR
1	100-20123	Factory Doorlight Glazing	1.0000	EA	CLEAR
1	SC60-18P	Add Falcon SC60-18PA Drop Plate	1.0000	EA	CLEAR
1	SC60-Rw/	Add Falcon SC60 Reg/PA Closer	1.0000	EA	CLEAR
1	1450-3301	STOREFRONT DOOR FRAME Continuous Hinge(Rim Panics) Standard 3-0 x 7-0 RH 1450 CLEAR	1.0000	EA	CLEAR
0	FAB	JOINT FAB LABOR	1.0000	EA	

DATE: 5/16/2024 ELEVATION: A03
 CUSTOMER NAME: City Of Jenkins QUANTITY: 1
 JOB NAME: Door Relacement
 ELEVATION NAME: 3
 ELEVATION DESCRIPTION: ELEVATION A03- 1LTS WIDE, 1LTS HIGH 2450CG

Page 3 of 3

EXT DOOR

L/H OUTSWING

CW JAMB 7/8 x 5 1/2

PHYSICAL ATTACK GLASS

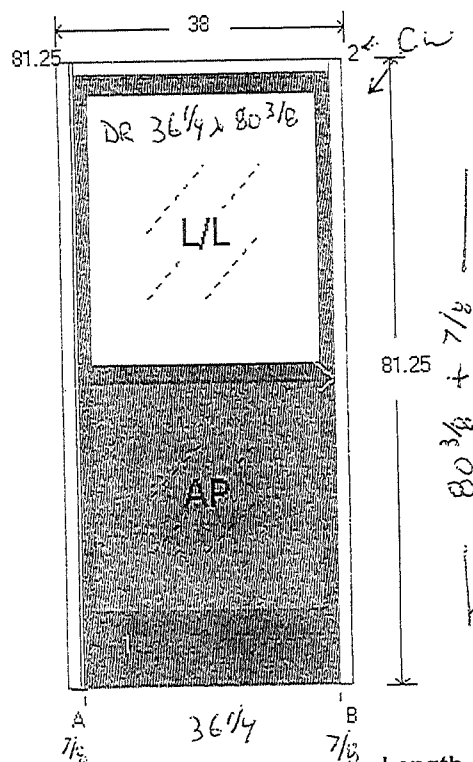
PANIC BAR/PULL

1/2 GLASS / 1/2 PANEL

CLOSER

SWEEP

THRESHOLD



Qty	Part #	Description	Length	Unit	Finish
1	100-3301L	STOREFRONT DOOR	1.0000	EA	CLEAR
1	100-00736	Continuous Hinge(Rim Panics) Standard 3-0 x 7-0 LH 100 Series CLEAR	1.0000	EA	CLEAR
1	100-00739	Sub 100 Special Width Door(Max. 48" per Leaf)	1.0000	EA	CLEAR
1	100-00744	Sub 100 Special height Door(Max. 96")	1.0000	EA	CLEAR
1	100-00746	Sub 10" Bottom Rail (1223)	1.0000	EA	CLEAR
1	100-00746	Add 1201 Muntin (1/4") or (1")	1.0000	EA	CLEAR
1	100-00750	Add Standard 3-0 Door Sweep	1.0000	EA	CLEAR
1	100-00753	Sub 1" Glass Stops	1.0000	EA	CLEAR
1	100-20123	Factory Doorlight Glazing	1.0000	EA	CLEAR
1	SC60-18P	Add Falcon SC60-18PA Drop Plate	1.0000	EA	CLEAR
1	SC60-Rw/	Add Falcon SC60 Reg/PA Closer	1.0000	EA	CLEAR
1	1450-3301	STOREFRONT DOOR FRAME	1.0000	EA	CLEAR
0	FAB	Continuous Hinge(Rim Panics) Standard 3-0 x 7-0 LH 1450 CLEAR	1.0000	EA	
		JOINT FAB LABOR			

ESTIMATE

**DATE**

03/06/2023

INVOICE NO

11923

Gull Lake Glass

18441 State Hwy 371

Brainerd, MN 56401

1(218) 829-2881

glglassinc@gmail.com

INVOICE TO

Jenkins City Hall

33861 Cottage Ave

Jenkins, MN 56456

(218)568-4637

cityhall@Cl.Jenkins.mn.us

SALES:

ABRAHAM

CUSTOMER:

JENKINS CITY HALL

**ESTIMATE IS FOR
INSTALLED PRICE**

Due on Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.)	Front Counter Glass Partition		\$3,960.00

- (3) Heavy Clear Tempered Glass Panels w/ Polished Edges
- (4) Brushed Nickle 2" Standoff Brackets
- Brushed Nickle U-Channel
- ~ 2 1/2" Passthrough Opening

*Please see example on following
Page*

ESTIMATE

**DATE**

03/06/2023

INVOICE NO

11922

Gull Lake Glass

18441 State Hwy 371

Brainerd, MN 56401

1(218) 829-2881

glglassinc@gmail.com

INVOICE TO

Jenkins City Hall

33861 Cottage Ave

Jenkins, MN 56456

(218)568-4637

cityhall@Cl.Jenkins.mn.us

SALES:

ABRAHAM

CUSTOMER:

JENKINS CITY HALL

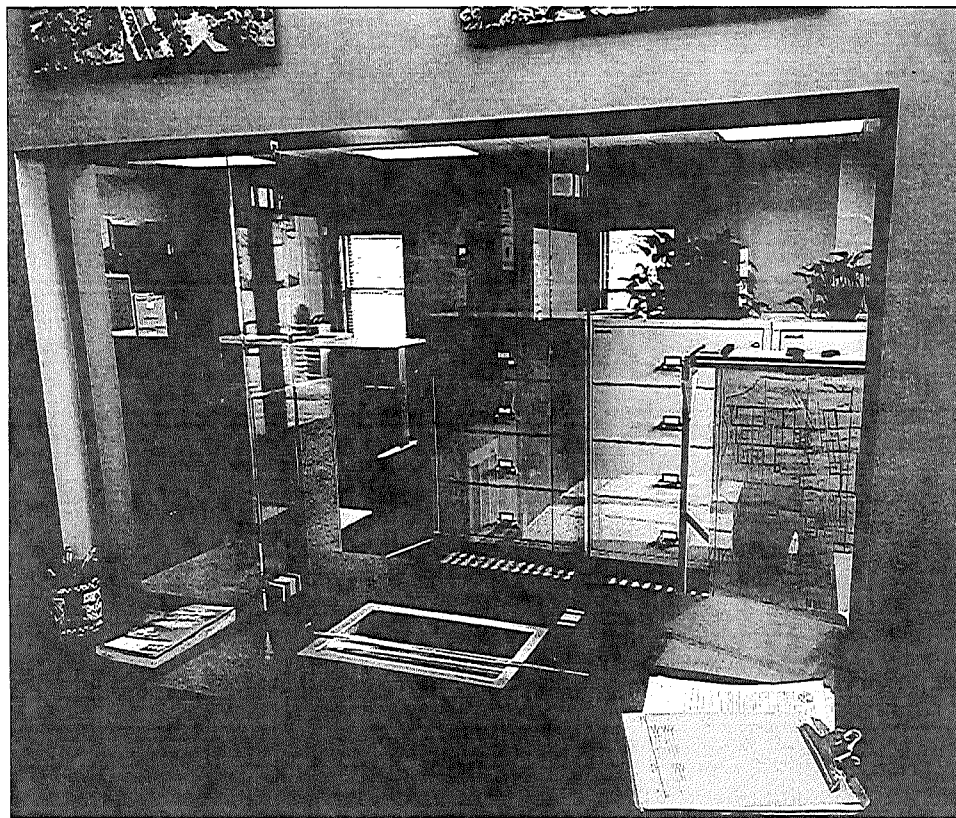
**ESTIMATE IS FOR
INSTALLED PRICE**

Due on Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.)	Front Counter Glass Partition		\$5,490.00

- (3) Heavy Clear Tempered Glass Panels w/ Polished Edges
- (4) Stainless 2" Standoff Brackets
- (1) Stainless Steel Passthrough Tray
- Matte Black U-Channel

*Please see example on following
Page*





Fed. ID# 364837068

Bus.: (218) 568-4637

Quote #	Q INV0196233	Date	03/15/2023
Cust. #	5684637	Price Cat	3, CASH
P.O. #		Sold By	
		Inst'l By	

Qty	Part	Thickness	Description	List	Price	Total	
MEASURE AND QUOTE SERVICE WINDOW							
1 MISC			OPTION #1 USING 7/16 TEMPERED LAMINATED 70" X 39-3/4" X 7/16" TEMP/LAMI W/CHANNEL INSTALLED	1780.00	1780.00	1780.00	
1 TEMP		3/8	OPTION #2 USING 3/8" CLEAR TEMPERED 70 X 39-3/4 CLEAR TEMPERED GLASS W/CHANNEL INSTALLED	1320.00	1320.00	1320.00	
SPECIAL INSTRUCTIONS							
*****QUOTES ARE VALID FOR 60 DAYS, SUBJECT TO INCREASE THEREAFTER*****						Labor	0.00
*****ALL RETAIL ORDERS WILL BE RETAINED FOR 60 DAYS, THEN RETURNED OR DISPOSED OF*****						Subtotal	
*****PLEASE RETAIN COPIES OF YOUR INVOICE FOR ANY-ALL MAUNUFACTURE INSULATED GLASS WARRANTIES*****						Tax	
WARRANTIES APPLY TO GLASS UNITS INSTALLED BY BRAINERD GLASS EMPLOYEES ONLY & DO NOT APPLY TO LABOR						Total	
Terms of payment are 30 days from Invoice date. A service charge of 1.500% per month (18.000% annum) will be added to past due accounts.						Balance	
RECEIVED BY:							
3/15/23 1:01pm by CHUCK Updated 3/20/23 6:09pm by CHUCK							



P.O. Box 909 Brainerd, MN 56401
FabulousGlass.LLC@gmail.com
Fabulousglassllc.com
(218)-851-5837

Fabulous Glass LLC

Estimate

For: Jenkins City Hall
cassandra.delougherty@cityofjenkins.com
33861 Cottage Ave
Jenkins, MN, 56474-2052
218.568.4637

Estimate No: 793
Date: 07/22/2024

Description	Quantity	Rate	Amount
(71 x 40) 1/2" Clear Tempered Panel with envelope cutout & Speak Through Hardware: U-Channel, 5" Speak Through Installed	1	\$1,825.00	\$1,825.00
(36 x 86) Clear Aluminum Anodized Commercial Door EXTERIOR Panic Device Closure	2	\$4,000.00	\$8,000.00
(36 x 84) Clear Aluminum Anodized Commercial Door EXTERIOR Push/Pull Bar Closure	1	\$3,500.00	\$3,500.00

Subtotal \$13,325.00
TAX 0% \$0.00
Total \$13,325.00

Payment Details

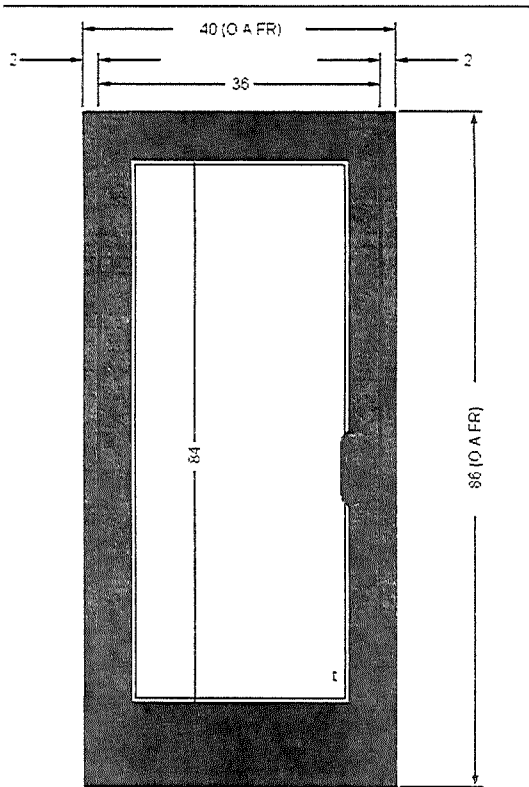
A 0% deposit of \$0.00 is required by 07/22/2024.

Total \$13,325.00

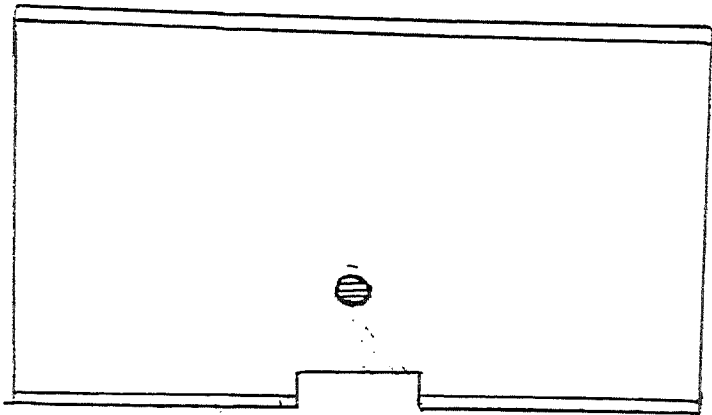


Deposit due 07/22/2024 \$0.00

Shown In Bronze



Transaction Wall Layout





AGENDA ITEM #

7a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: Personnel Committee recommendations

Report: The Personnel Committee met on September 18th to discuss 2025 wages for budgetary purposes. The Committee is recommending the following:

Cassandra Delougherty:

- Increase to Step 2 on the approved wage scale to be implemented on January 1st
- Increase to Step 3 on the approved wage scale upon completed of Year 3 Clerk's Institute to be implemented on July 1st.
- Work week up to 25 hours/week

Krista Okerman:

- Increase to Step 9 on the approved wage scale to be implemented January 1st.
- Work week up to 28 hours/week

Roger Olmscheid:

- Increase to Step 3 on approved wage scale to be implemented on January 1st.

Jon Settergren and John Young

- To be included in the health insurance stipend

Public Works:

- Combined total hours of all Public Works personnel to average 27 hour/week for the year.

No change in the health insurance stipend amount.

The above recommended changes will result in a decrease from the preliminary budget that was presented to you at the September 16th City Council budget workshop and have been applied in the proposed 2025 preliminary budget. The changes in hours/wages decreased the disbursements by \$31,365.66.

Budget Impact: See following proposed 2025 preliminary budget worksheets.

Council Action Requested: Motion to approved the Personnel Committee recommendations as presented.



AGENDA ITEM # 7b.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: 2025 Preliminary budget

Report: A preliminary budget needs to be prepared in order to determine the preliminary levy amount to certify to the County. Attached please find a 2025 preliminary levy and certifying resolution.

Council Action Requested: Motion to approve Resolution #24-09-296 adopting the 2025 preliminary operational budget for the City of Jenkins.

Receipts

100: General Fund

Taxes

General Property Taxes

Current Ad Valorem Taxes

Total General Property Taxes

Penalties And Interest On Delinquent Taxes

Penalties and Interest on Ad Valorem Taxes

Total Penalties And Interest On Delinquent Taxes

Licenses And Permits

Business Licenses And Permits

Alcoholic Beverages

Total Business Licenses And Permits

Non-Business Licenses And Permits

Building Permits (Excludes surcharge)

Septic permits

Sign Permit

E-911 addressing/mailbox

Total Non-Business Licenses And Permits

Intergovernmental Revenues (lgr)

State lgr

Local Government Aid

Homestead and Agricultural Credit Aid (HACA)

Mobile Home Homestead Credit

Agricultural Market Value Credit

Small Cities Assistance

Public Safety Assistance

Total State lgr

lgr From Other Local Governmental Units

Funding from Other Sources

Total lgr From Other Local Governmental Units

Charges For Services

General Government

Zoning and Subdivision Fees

Total General Government

Highways And Streets (Road And Bridges)

Dust control

Street signs and E-911 signs/addressing

Total Highways And Streets (Road And Bridges)

Other Charges For Services

Cemetery Revenues

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
\$330,171.96	\$330,171.96	\$335,000.00	\$215,456.09	\$352,000.00	\$375,465.00	6.67
\$330,171.96	\$330,171.96	\$335,000.00	\$215,456.09	\$352,000.00	\$375,465.00	6.67
\$352.88	\$352.88	\$0.00	\$0.00	\$500.00	\$500.00	0.00
\$352.88	\$352.88	\$0.00	\$0.00	\$500.00	\$500.00	0.00
\$2,350.00	\$2,350.00	\$2,200.00	\$2,750.00	\$2,350.00	\$3,050.00	29.79
\$2,350.00	\$2,350.00	\$2,200.00	\$2,750.00	\$2,350.00	\$3,050.00	29.79
\$7,638.40	\$7,638.40	\$1,000.00	\$4,133.30	\$1,500.00	\$3,000.00	100.00
\$2,000.00	\$2,000.00	\$600.00	\$890.00	\$600.00	\$1,000.00	66.67
\$100.00	\$100.00	\$0.00	\$300.00	\$0.00	\$100.00	N/A
\$450.00	\$450.00	\$150.00	\$550.00	\$150.00	\$300.00	100.00
\$10,188.40	\$10,188.40	\$1,750.00	\$5,873.30	\$2,250.00	\$4,400.00	95.56
\$21,095.00	\$21,095.00	\$21,095.00	\$14,715.00	\$29,430.00	\$28,868.00	-1.91
\$556.27	\$556.27	\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$122.32	\$122.32	\$0.00	\$92.06	\$0.00	\$100.00	N/A
\$556.27	\$556.27	\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$0.00	\$0.00	\$0.00	\$15,990.50	\$0.00	\$23,403.00	N/A
\$21,880.00	\$21,880.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$44,209.86	\$44,209.86	\$21,095.00	\$30,797.56	\$29,430.00	\$52,371.00	77.95
\$10,000.00	\$10,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	N/A
\$10,000.00	\$10,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	N/A
\$1,450.00	\$1,450.00	\$1,000.00	\$5,400.00	\$1,000.00	\$2,500.00	150.00
\$1,450.00	\$1,450.00	\$1,000.00	\$5,400.00	\$1,000.00	\$2,500.00	150.00
\$678.00	\$678.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$803.00	\$803.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$1,700.00	\$1,700.00	\$0.00	\$900.00	\$0.00	\$0.00	N/A

Receipts

100: General Fund

Charges For Services

Total Other Charges For Services

Fines And Forfeits

Fines

Court Fines

Total Fines

Miscellaneous Revenues

MISCELLANEOUS REVENUES

Interest Earning

Contributions and Donations from Private Sources

Refunds and reimbursements

Total Other Miscellaneous Revenues

Other Financing Sources

Sales of General Fixed Assets

Compensation for Loss of General Fixed Assets

Total Other Other Financing Sources

Misc. Other Financing Sources

Escrow Funds

Total Misc. Other Financing Sources

Receipts Total

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
\$1,700.00		\$0.00	\$900.00	\$0.00	\$0.00	N/A
\$4,573.89		\$3,000.00	\$2,715.15	\$3,000.00	\$3,000.00	0.00
\$4,573.89		\$3,000.00	\$2,715.15	\$3,000.00	\$3,000.00	0.00
\$45.00		\$0.00	\$34.00	\$300.00	\$300.00	0.00
\$4,307.98		\$100.00	\$8,599.79	\$0.00	\$3,000.00	N/A
\$1,438.17		\$0.00	\$125.00	\$0.00	\$0.00	N/A
\$923.89		\$500.00	\$10,248.82	\$1,000.00	\$1,000.00	0.00
\$6,715.04		\$600.00	\$19,007.61	\$1,300.00	\$4,300.00	230.77
\$5,380.20		\$0.00	\$0.00	\$0.00	\$0.00	N/A
\$2,358.92		\$492.96	\$1,800.00	\$0.00	\$2,400.00	N/A
\$7,739.12		\$492.96	\$1,800.00	\$0.00	\$2,400.00	N/A
\$3,200.00		\$0.00	\$300.00	\$0.00	\$0.00	N/A
\$3,200.00		\$0.00	\$300.00	\$0.00	\$0.00	N/A
\$423,454.15		\$365,137.96	\$334,999.71	\$391,830.00	\$447,986.00	14.33

Disbursements

100: General Fund

General Government

Legislative

Council/Town Board

Council/Commission Wages

Communications: Telephone

Transportation: Travel Expense

Printing and Binding: Legal Notices Publishing

Miscellaneous: Dues and Subscriptions

Misc.: Undocumented Exp.

Misc.: Conferences/Educ.

Legislative Committees and Special Bodies

Council/Commission Wages

Total Legislative

City/Town Clerk

Elections

Professional Services

Recording and Reporting

Professional Services

Printing and Binding: Legal Notices Publishing

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
	\$14,725.13	\$14,500.00	\$9,604.24	\$14,500.00	\$14,500.00	0.00
	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	N/A
	\$55.02	\$250.00	\$0.00	\$500.00	\$500.00	0.00
	\$838.89	\$500.00	\$0.00	\$0.00	\$0.00	N/A
	\$2,285.88	\$2,980.00	\$1,806.88	\$2,800.00	\$3,045.15	8.76
	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	N/A
	\$425.00	\$500.00	\$50.00	\$1,500.00	\$200.00	-86.67
	\$1,440.00	\$2,500.00	\$325.00	\$2,500.00	\$3,450.00	38.00
	\$19,769.92	\$21,590.00	\$11,881.12	\$21,800.00	\$21,695.15	-0.48
	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	-100.00
	\$322.00	\$0.00	\$326.00	\$250.00	\$0.00	-100.00
	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	-100.00

City of Jenkins

Proposed Budget Report

9/20/2024

Disbursements

100: General Fund

General Government

City/Town Clerk

Clerk

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
Wages and Salaries: Full-time Employees-Regular	\$43,592.65	\$73,867.50	\$39,040.66	\$79,000.00	\$59,470.98	-24.72
Employee contribution for PERA	\$3,729.26	\$0.00	\$3,303.71	\$5,925.00	\$5,097.93	-13.96
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$5,882.28	N/A
Employer Contributions for Retirement: FICA Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$5,465.82	N/A
Employer Paid Insurance: Health	\$0.00	\$0.00	\$0.00	\$0.00	\$8,533.73	N/A
Employer Paid Insurance: Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$1,278.30	N/A
Unemployment Compensation: Insurance Premiums	\$470.00	\$0.00	\$4,783.00	\$0.00	\$8,000.00	N/A
Employee Paid: Federal Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	N/A
Employee Paid: State Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$2,300.00	N/A
Child Support	\$1,380.00	\$0.00	\$1,080.00	\$0.00	\$1,560.00	N/A
Office Supplies	\$796.70	\$1,000.00	\$750.32	\$500.00	\$750.00	50.00
Office Supplies: Operating and general	\$253.97	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Office Contracts	\$0.00	\$0.00	\$1,786.80	\$2,500.00	\$2,000.00	-20.00
Operating Supplies: Shop/Office Materials	\$275.28	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services	\$12,955.05	\$0.00	\$3,423.64	\$0.00	\$600.00	N/A
Communications: Telephone	\$0.00	\$0.00	\$46.85	\$0.00	\$0.00	N/A
Communications: Postage	\$298.55	\$500.00	\$485.85	\$250.00	\$750.00	200.00
Transportation: Travel Expense	\$552.17	\$1,000.00	\$2,259.60	\$1,000.00	\$2,000.00	100.00
Miscellaneous: Dues and Subscriptions	\$1,009.29	\$575.00	\$462.85	\$650.00	\$700.00	7.69
Misc.: Undocumented Exp.	\$82.80	\$0.00	\$120.97	\$0.00	\$0.00	N/A
Misc.: Conferences/Educ.	\$1,085.28	\$1,500.00	\$1,770.92	\$1,500.00	\$2,500.00	66.67
Reserves	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	-100.00
Refunds and Reimbursements	\$0.00	\$0.00	-\$21.88	\$0.00	\$0.00	N/A
Total City/Town Clerk	\$66,803.00	\$79,242.50	\$59,619.29	\$94,575.00	\$110,889.04	17.25
Financial Administration						
Payroll Administration						
Employer Contributions for Retirement: PERA Contributions	\$5,702.91	\$0.00	\$4,500.08	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	\$11,537.46	\$0.00	\$11,649.04	\$0.00	\$0.00	N/A
Employer Paid Insurance: Health	\$3,402.57	\$7,200.00	\$8,008.12	\$10,000.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$2,698.27	\$0.00	\$2,444.37	\$0.00	\$0.00	N/A
Employee Paid: Income Tax	\$0.00	\$0.00	\$1,727.24	\$0.00	\$0.00	N/A
Employee Paid: Federal Income Tax	\$2,645.09	\$0.00	\$436.04	\$0.00	\$0.00	N/A
Employee Paid: State Income Tax	\$1,624.38	\$0.00	\$1,368.63	\$0.00	\$0.00	N/A
Reserves	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	N/A

Disbursements

100: General Fund

General Government

Financial Administration

Accounting

Professional Services: Auditing and Accounting Services
Printing and Binding: Legal Notices Publishing

Total Financial Administration

Law

City/Town Attorney

Professional Services: Legal Fees

Total Law

Other General Government

Planning and Zoning

Professional Services: Engineering Fees

Professional Services: P & Z Contract

Printing and Binding: Legal Notices Publishing

Refunds and Reimbursements

General Government Buildings and Plant

Office Contracts

Operating Supplies: Shop/Office Materials

Repair and Maintenance Supplies: Building Repair Supplies

Professional Services

Communications: Telephone

Utility Services: Electric Utilities

Utility Services: Gas Utilities

Utility Services: Refuse Disposal

Repairs and Maintenance - Contractual: Buildings

Insurance

Worker's Compensation: Insurance Premiums

Insurance: General Liability

Insurance: Property

Insurance: Automotive

Total Other General Government

Public Safety

Police

Police Administration

Professional Services: Police Contract

Total Police

Fire

Fire Administration

Professional Services: Fire Contract

Report Version: 10/02/2015

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
	\$6,750.00	\$6,750.00	\$6,925.00	\$6,925.00	\$8,300.00	19.86
	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	N/A
	\$34,360.68	\$48,950.00	\$37,058.52	\$16,925.00	\$8,400.00	-50.37
	\$2,400.00	\$2,400.00	\$1,800.00	\$2,400.00	\$2,400.00	0.00
	\$2,400.00	\$2,400.00	\$1,800.00	\$2,400.00	\$2,400.00	0.00
	\$0.00	\$0.00	\$6,392.93	\$0.00	\$0.00	N/A
	\$1,113.75	\$1,000.00	\$481.25	\$1,000.00	\$3,000.00	200.00
	\$236.71	\$0.00	\$407.84	\$1,000.00	\$500.00	-50.00
	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	N/A
	\$3,207.15	\$2,500.00	\$0.00	\$0.00	\$0.00	N/A
	\$971.39	\$1,000.00	\$384.57	\$0.00	\$500.00	N/A
	\$1,266.00	\$0.00	\$861.71	\$0.00	\$1,000.00	N/A
	\$405.00	\$0.00	\$1,606.25	\$2,000.00	\$2,500.00	25.00
	\$1,300.68	\$3,000.00	\$1,787.90	\$1,500.00	\$2,000.00	33.33
	\$3,003.29	\$3,400.00	\$2,322.83	\$2,400.00	\$2,600.00	8.33
	\$2,644.45	\$4,000.00	\$1,201.62	\$3,500.00	\$2,800.00	-20.00
	\$0.00	\$0.00	\$64.66	\$0.00	\$0.00	N/A
	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	N/A
	\$1,651.00	\$2,100.00	\$1,940.00	\$0.00	\$1,734.00	N/A
	\$1,341.00	\$1,500.00	\$1,421.00	\$1,500.00	\$1,551.00	3.40
	\$5,422.00	\$6,000.00	\$5,708.00	\$6,000.00	\$6,000.00	0.00
	\$822.00	\$900.00	\$921.00	\$1,000.00	\$1,000.00	0.00
	\$23,684.42	\$27,400.00	\$25,801.56	\$19,900.00	\$27,185.00	36.61
	\$41,199.96	\$42,100.00	\$30,899.97	\$44,205.00	\$43,260.00	-2.14
	\$41,199.96	\$42,100.00	\$30,899.97	\$44,205.00	\$43,260.00	-2.14
	\$17,981.03	\$20,000.00	\$12,962.00	\$12,962.00	\$15,000.00	15.72

Disbursements

100: General Fund

Public Safety

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
Total Fire	\$17,981.03	\$20,000.00	\$12,962.00	\$12,962.00	\$15,000.00	15.72

Animal Control

Animal Control Expenditures

Professional Services

Total Animal Control	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	N/A
----------------------	--------	----------	--------	--------	--------	-----

Public Works

Highways, Streets And Roadways

Highways and Streets

Operating Supplies: Motor Fuels

Repair and Maintenance Supplies: Street Maintenance

Materials

Repair and Maintenance Supplies: Sign Repair Materials

Professional Services: Engineering Fees

Printing and Binding: Legal Notices Publishing

Contract M&R: Streets

Reserves

Debt Service: Bond Principal

Public Works/Maintenance

Wages and Salaries: Part-time Employees

Employee contribution for PERA

Employer Contributions for Retirement: PERA Contributions

Employer Contributions for Retirement: FICA Contributions

Employer Paid Insurance: Health

Employer Paid Insurance: Medicare

Unemployment Compensation: Insurance Premiums

Employee Paid: Federal Income Tax

Employee Paid: State Income Tax

Operating Supplies: Shop/Office Materials

Repair and Maintenance Supplies: Equipment Parts

Repair and Maintenance Supplies: Sign Repair Materials

Small Tools and Minor Equipment

Communications: Telephone

Rentals: Machinery and Equipment

Miscellaneous: Dues and Subscriptions

Ice and Snow Removal

Repair and Maintenance Supplies: Street Maintenance

Materials

Repair and Maintenance Supplies: Street Maintenance Materials	\$1,635.66	\$500.00	\$49.86	\$1,650.00	\$1,650.00	0.00
---	------------	----------	---------	------------	------------	------

Disbursements

100: General Fund

Public Works

Highways, Streets And Roadways

Road and Bridge Equipment

Operating Supplies: Motor Fuels

Repair and Maintenance Supplies: Equipment Parts

Repairs and Maintenance - Contractual: Machinery and

Equipment

Miscellaneous: Dues and Subscriptions

Reserves

Street Lighting

Utility Services: Electric Utilities

Total Highways, Streets And Roadways

Sanitation

Waste (Refuse) Collection

Utility Services: Refuse Disposal

Sanitary Sewer Maintenance

Professional Services

New Sewer Services

Professional Services

Weed Control

Repair and Maintenance Supplies: Landscaping Materials

Total Other Sanitation

Culture and Recreation

Parks

Park Areas

Operating Supplies: Shop/Office Materials

Repair and Maintenance Supplies: Equipment Parts

Repair and Maintenance Supplies: Building Repair Supplies

Repair and Maintenance Supplies: Landscaping Materials

Small Tools and Minor Equipment

Professional Services

Utility Services: Electric Utilities

Repairs and Maintenance - Contractual: Buildings

Misc.: Undocumented Exp.

Reserves

Capital Outlay: Buildings and Structures

Capital Outlay: Improvements Other Than Buildings

Total Parks

Conservation Of Natural Resources

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
	\$3,815.79	\$2,800.00	\$1,683.39	\$5,000.00	\$3,500.00	-30.00
	\$240.09	\$0.00	\$2,116.48	\$1,000.00	\$1,000.00	0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	N/A
	\$0.00	\$0.00	\$42.50	\$0.00	\$0.00	N/A
	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	0.00
	\$8,213.84	\$8,000.00	\$6,896.11	\$8,000.00	\$8,000.00	0.00
	\$63,275.43	\$130,736.25	\$55,543.49	\$171,078.65	\$211,603.60	23.69
	\$688.73	\$1,300.00	\$420.12	\$500.00	\$750.00	50.00
	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	N/A
	\$2,225.00	\$600.00	\$540.00	\$0.00	\$1,000.00	N/A
	\$1,091.54	\$1,100.00	\$1,139.63	\$1,200.00	\$1,200.00	0.00
	\$4,005.27	\$3,000.00	\$2,324.75	\$1,700.00	\$2,950.00	73.53
	\$330.81	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	\$928.91	\$0.00	\$236.52	\$0.00	\$500.00	N/A
	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	-100.00
	\$0.00	\$0.00	\$2,657.78	\$0.00	\$3,000.00	N/A
	\$0.00	\$0.00	\$108.13	\$0.00	\$0.00	N/A
	\$2,571.40	\$0.00	\$0.00	\$0.00	\$3,000.00	N/A
	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	\$0.00	\$1,500.00	\$195.00	\$0.00	\$1,500.00	N/A
	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	N/A
	\$0.00	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	0.00
	\$23,028.66	\$0.00	\$10,018.36	\$0.00	\$0.00	N/A
	\$0.00	\$0.00	\$10,813.00	\$0.00	\$0.00	N/A
	\$27,459.78	\$6,000.00	\$24,028.79	\$6,000.00	\$12,700.00	111.67

Disbursements

100: General Fund

Conservation Of Natural Resources

Wetland Credit

Professional Services: Engineering Fees

Total Other Conservation Of Natural Resources

Disbursements Total

	2023 Actual	2023 Actual Budget	2024 as of 9/20/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
	\$253.00	\$0.00	\$0.00	\$300.00	\$400.00	33.33
	\$253.00	\$0.00	\$0.00	\$300.00	\$400.00	33.33
	\$301,192.49	\$381,918.75	\$261,919.49	\$391,845.65	\$456,482.79	16.50

RESOLUTION NO. 24-09-296

**A RESOLUTION ADOPTING THE PRELIMINARY 2025 OPERATIONAL BUDGET
FOR THE CITY OF JENKINS**

WHEREAS, a preliminary operational budget for the City of Jenkins has been prepared for the 2025 calendar year; and

WHEREAS, line items within the budget may be changed from time to time to meet the needs of the City; and

WHEREAS, a resolution certifying the preliminary property tax levy has been adopted and said levy is sufficient to meet the needs of the budget.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, COUNTY OF CROW WING MINNESOTA AS FOLLOWS:

That the 2025 preliminary operational budget showing General Fund Disbursements of \$456,482.79 and Receipts of \$447,986.00 be adopted as the preliminary 2025 budget. The allocation is as follows:

Disbursements:

General Fund Preliminary Operating Budget:	\$357,517.79
Capital Improvements/Reserves:	\$75,500.00
<u>GO Improvement Bond 2023A Street imp.</u>	<u>\$23,465.00</u>
TOTAL	\$456,482.79

Receipts:

General Fund Levy amount for Preliminary Operational Budget:	\$372,486.00
<u>General fund Levy amount for CIP/Reserves:</u>	<u>\$75,500.00</u>
TOTAL	\$447,986.00

Passed by the City Council of Jenkins, Minnesota this 24th day of September, 2024.

Andrew J. Rudlang, Mayor

Attested:

Krista A. Okerman, City Clerk-Treasurer



AGENDA ITEM #

7c

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: 2025 Levy certification

Report: The 2025 preliminary levy is required to be certified to the County by September 30, 2024. The final levy, which is due in December, can be lowered but not raised. Attached please find Resolution #24-09-297 approving the preliminary tax levy.

Council Action Requested: Motion to approve Resolution #24-09-297 approving the preliminary tax levy collectible in 2025 for the City of Jenkins.

RESOLUTION NO. 24-09-297

**A RESOLUTION APPROVING THE PRELIMINARY TAX LEVY,
COLLECTIBLE IN 2025 FOR THE CITY OF JENKINS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, COUNTY OF CROW WING MINNESOTA AS FOLLOWS:

That the following sum of money be levied for the current year, collectible in 2025, upon taxable property in the City of Jenkins to maintain the preliminary operational budget and services for the City of Jenkins.

Total levy: \$375,465.00

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Crow Wing County, Minnesota.

Passed by the City Council of Jenkins, Minnesota this 24th day of September, 2024.

Andrew J. Rudlang, Mayor

Attested:

Krista A. Okerman, City Clerk-Treasurer



AGENDA ITEM #

7d -

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: September 20, 2024

Subject: Jenkins Welcome Sign

Report: The Council discussed the Jenkins Welcome, located at the intersection of TH 371 and Lilac Street, at the September 16th budget workshop. The cost for electricity to the sign is approximately \$360 - \$400 per year.

Council Action Requested: Discussion and action as needed.