



## CITY COUNCIL MEETING AGENDA Monday, September 9, 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. Financial Report through August 31, 2024
  - c. Pre-written check #'s 24518-24522 & EFT's \$6,274.66
  - d. Proposed check #'s 24523-24533 and EFT; \$15,868.80

**TOTAL EXPENSES = \$22,143.46**

5. Open Forum

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

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

6. Unfinished Business
7. New Business
  - a. Capital Improvement Plan Update - Wideth
  - b. 2025 Law Enforcement Contract
  - c. TextMyGov - proposal
8. Reports of Officers, Committees, Staff
  - a. Mayor's Report
  - b. Clerk's Report
  - c. Roads report
  - d. Parks report
9. Miscellaneous/Communication
10. Adjournment

46.

For the month ending:

August 31, 2024

Bank account	Account #	Balance	O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
<b>First National Bank</b>							
Checking (NOW)	XXX359	273,858.97	6,146.93		267,712.04	24515	1112.18
Savings	XXXX989	46,371.33			46,371.33	24516	47.96
4-year CD	XXXXX423	57,808.05	0.00	0.00	57,808.05	24517	24.00
<b>4 M Fund</b>							
Bond	XXX201	139,025.33			0.00	24520	1566.63
Money Market	XXX101	2,991.65			139,025.33	24521	729.30
Money Market - Street Reserves	XX102	10,850.38			2,991.65	24522	2,620.86
CD #1359947-1 (Mat. 9/16/24)		100,000.00			10,850.38		46.00
TS #298598-1 (Mat. 5/29/25)	XXX101	100,000.00			100,000.00		
TS #297657-1 (Mat. 11/26/24)		100,000.00			100,000.00		
<b>4M Fund TOTAL</b>		<b>452,867.36</b>					
					<b>Totals</b>		
					<b>Cash per CTAS</b>		
					<b>824,758.78</b>		

Difference 0.00

\*check issued in 2023 was voided in 2024  
chk#24210 \$325.00-added \$325 to 2024 fund balance

Assigned Operational (6 months)	372,944.76
Operational Reserve	57,808.05
Committed Funds	260,344.88
Debt Service	133,661.09
<b>Fund Balance Total</b>	<b>824,758.78</b>

<b>Committed Funds Breakdown</b>		
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
<b>TOTAL</b>	<b>354,974.78</b>	
Committed Funds total balance to remain unchanged unless approved by City Council.		
SCDP, EEP Grant funds to remain in checking to allow for expenditures upon approved 2022 CC projects.		

**EEP**

\$500 donation \$10K Sourcewell (3/24/21)

\$5K Region V (3/28/22)

\$5K City Approved (3/28/22)

**SCDP**

\$5K - City approved (1/9/2020)

\$10K Brainerd HRA (5/3/22)

## Cash Control Statement

9/4/2024

For the Period : 8/1/2024 To 8/31/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$462,588.85	\$3,876.88	\$23,733.51	\$442,732.22	\$0.00	\$6,146.93	\$448,879.15
CARES/ARPA	\$1,253.37	\$0.00	\$0.00	\$1,253.37	\$0.00	\$0.00	\$1,253.37
Small Cities Development Program	\$5,527.42	\$0.00	\$0.00	\$5,527.42	\$0.00	\$0.00	\$5,527.42
Charitable Gambling Fund	\$28,128.62	\$0.00	\$5,575.41	\$22,553.21	\$0.00	\$0.00	\$22,553.21
2023A Improvement Program Fund Account	\$195,598.05	\$0.00	\$0.00	\$195,598.05	\$0.00	\$0.00	\$195,598.05
4-year CD #10096423 - Ops Reserve	\$57,808.05	\$0.00	\$0.00	\$57,808.05	\$0.00	\$0.00	\$57,808.05
Savings Account-Committed Funds	\$176,502.98	\$19.05	\$0.00	\$176,522.03	\$0.00	\$0.00	\$176,522.03
2023 Street Improvements Construction	(\$77,844.07)	\$608.50	\$0.00	(\$77,235.57)	\$0.00	\$0.00	(\$77,235.57)
<b>Total</b>	<b>\$849,563.27</b>	<b>✓\$4,504.43</b>	<b>\$29,308.92</b>	<b>\$824,758.78</b>	<b>\$0.00</b>	<b>✓\$6,146.93</b>	<b>\$830,905.71</b>

Date

## City of Jenkins

## Receipts Register

9/4/2024

Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u> <u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
08/05/2024	Ryan Barnett	332241	Candidacy Filing Fee	(08/05/2024) -	N MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
							\$ 2.00
08/06/2024	Melissa Haff	332242	Candidacy Filing	(08/13/2024) -	N MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
							\$ 2.00
08/12/2024	Crow Wing County	332251	finer	(08/12/2024) -	N Court Fines	100-35101-	\$ 180.36
							\$ 180.36
08/13/2024	Jory Carlson	332243	Candidacy Filing-2yr Special Election	(08/13/2024) -	N MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
							\$ 2.00
08/13/2024	Chris O'Dell	332244	Land Use Permit 24-826	(08/13/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 153.60
							\$ 153.60
08/13/2024	Debbie Siltman	332245	filing candidacy-Mayor 24-06	(08/13/2024) -	N MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
							\$ 2.00
08/13/2024	Roman Siltman	332246	4yr Council candidacy filing 24-07	(08/13/2024) -	N MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
							\$ 2.00
08/20/2024	Amanda Lumley	332247	Land Use Permit #24-826 for Jolee Reichenbach, 4090 CR 145	(08/20/2024) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 201.20
							\$ 220.00
							\$ 75.00
							\$ 496.20
08/31/2024	First National Bank	332249	checking and savings Interest	(08/31/2024) -	N Interest Earning	100-36210-	\$ 11.93
						404-36210-	\$ 19.05
							\$ 30.98

Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

Date	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
08/31/2024	332250	interest and dividends GO Bond and MM	(08/31/2024) -	N	Interest Earning	100-36210-	\$ 2,917.81
					Interest Earning	100-36210-	\$ 59.47
					Interest Earning	100-36210-	\$ 47.51
					Interest Earning	415-36210-	\$ 608.50
Total for Selected Receipts							\$ 3,633.29
							\$ 4,504.43

## City of Jenkins

## Disbursements Register

9/4/2024

Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

<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>
08/12/2024	IIMC	024485	Annual Membership-Krista (\$185) and Cassandra (\$125)	N	Clerk	100-41425-433-	\$ 310.00
		<b>Total For Check</b>					<b>\$ 310.00</b>
08/12/2024	Schrupp Excavating	024486	Inv 20240837 Traffic Control Signs-Lilac Street	N	Highways and Streets	100-43101-405-	\$ 1,117.58
		<b>Total For Check</b>					<b>\$ 1,117.58</b>
08/12/2024	Sean Smuda	024487	Reissued check for 2023 Annual Planning Commission Pay (voided chk#24210)	N	Legislative Committees and Special Bodies	100-41120-106-	\$ 325.00
		<b>Total For Check</b>					<b>\$ 325.00</b>
08/12/2024	Metro Sales	024488	Inv2569438 4/25/24-7/24/24 copier contract 391.69	N	Clerk	100-41425-209-	\$ 391.69
		<b>Total For Check</b>	Inv2571449 65.81				<b>\$ 65.81</b>
							<b>\$ 457.50</b>
08/12/2024	Pequot Lakes Sanitation	024489	garbage service	N	Waste (Refuse) Collection	100-43230-384-	\$ 64.65
		<b>Total For Check</b>					<b>\$ 64.65</b>
08/12/2024	Cascade Computers	024490	Inv 43799-Cloud and backup storage \$44.90 Inv43851 jenkins-mn.com annual domain fee \$19.99	N	Clerk	100-41425-209-	\$ 64.89
		<b>Total For Check</b>					<b>\$ 64.89</b>
08/12/2024	Krista Okerman	024491	Mileage for Clerk-Treasurers Network Staples 92miles	N	Clerk	100-41425-331-	\$ 60.26
		<b>Total For Check</b>					<b>\$ 60.26</b>
08/12/2024	Cassandra Delougherty	024492	Mileage for Clerk-Treasurers Network Staples 105miles	N	Clerk	100-41425-331-	\$ 68.78
		<b>Total For Check</b>					<b>\$ 68.78</b>
08/12/2024	Breen & Person, LTD.	024493	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
		<b>Total For Check</b>					<b>\$ 200.00</b>

Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/12/2024	AT & T Mobility	024494	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
	Total For Check	024494					\$ 30.00
08/12/2024	Betty Guenin	024495	Cleaning Services	N	General Government Buildings and Plant	100-41940-310-	\$ 100.00
	Total For Check	024495					\$ 100.00
08/12/2024	MN Association of Small Cities	024496	Membership dues \$120 flat rate + \$0.50 per resident=\$255+120=\$375	N	Council/Town Board	100-41110-433-	\$ 375.00
08/12/2024	Internal Revenue Service	EFT45567819	July 941 3rd quarter 2024	N	Payroll Administration	100-41501-122-	\$ 1,658.69
		EFT45567819				100-41501-135-	\$ 387.92
		EFT45567819				100-41501-170-	\$ 382.19
	Total For Check	EFT45567819					\$ 2,428.80
08/13/2024	Payroll Period Ending 08/10/2024	024498	07/28 - 08/10/24 pay period, CC and Insurance	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024498					\$ 230.87
08/13/2024	Payroll Period Ending 08/10/2024	024499	07/28 - 08/10/24 pay period, CC and Insurance	N	Clerk	100-41425-101-	\$ 857.91
	Total For Check	024499					\$ 857.91
08/13/2024	Payroll Period Ending 08/10/2024	024500	07/28 - 08/10/24 pay period, CC and Insurance	N	Payroll Administration	100-41501-131-	\$ 364.30
	Total For Check	024500					\$ 364.30
08/13/2024	Payroll Period Ending 08/10/2024	024501	07/28 - 08/10/24 pay period, CC and Insurance	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024501					\$ 230.87
08/13/2024	Payroll Period Ending 08/10/2024	024502	07/28 - 08/10/24 pay period, CC and Insurance	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	024502					\$ 230.87
08/13/2024	Payroll Period Ending 08/10/2024	024503	07/28 - 08/10/24 pay period, CC and Insurance	N	Clerk	100-41425-101-	\$ 1,465.84
	Total For Check	024503					\$ 1,465.84
08/13/2024	Payroll Period Ending 08/10/2024	024504	07/28 - 08/10/24 pay period, CC and Insurance	N	Payroll Administration	100-41501-131-	\$ 381.41

Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

<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>
		<u>Total For Check</u>					
08/13/2024	Payroll Period Ending 08/10/2024	024504	07/28 - 08/10/24 pay period, CC and Insurance	N	Payroll Administration	100-41501-131-	\$ 277.10
	<u>Total For Check</u>	024505					\$ 277.10
08/13/2024	Payroll Period Ending 08/10/2024	024506	07/28 - 08/10/24 pay period, CC and Insurance	N	Public Works/Maintenance	100-43102-103-	\$ 774.34
	<u>Total For Check</u>	024507					\$ 774.34
08/13/2024	Payroll Period Ending 08/10/2024	024507	07/28 - 08/10/24 pay period, CC and Insurance	N	Council/Town Board	100-41110-106-	\$ 277.05
	<u>Total For Check</u>	024508					\$ 277.05
08/13/2024	Payroll Period Ending 08/10/2024	024508	07/28 - 08/10/24 pay period, CC and Insurance	N	Public Works/Maintenance	100-43102-103-	\$ 173.56
	<u>Total For Check</u>	024509					\$ 173.56
08/13/2024	Payroll Period Ending 08/10/2024	024509	07/28 - 08/10/24 pay period, CC and Insurance	N	Council/Town Board	100-41110-106-	\$ 230.87
	<u>Total For Check</u>	024510					\$ 230.87
08/13/2024	Tri-County Septic Inspection	024510	Septic Inspection - 4090 County Rd 145 Keith Lumley	N	New Sewer Services	100-43254-310-	\$ 35.00
	<u>Total For Check</u>	024511					\$ 35.00
08/13/2024	TDS	024511	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 177.82
	<u>Total For Check</u>	024512					\$ 177.82
08/13/2024	Lakes Pavement Maintenance	024512	Seal coating 648.00 2nd coat 550.80, crack sealing 565.20	N	Park Areas	215-45202-225-	\$ 1,764.00
	<u>Total For Check</u>	024513					\$ 1,764.00
08/13/2024	Elan Financial Services	024513	supplies, flagpoles/flags, fuel, irrigation heads, replacement mailbox-Kline no-ip, solar	N	Clerk	100-41425-208-	\$ 37.99
		024513					\$ 33.95
		024513			Planning and Zoning	100-41910-351-	\$ 68.00
		024513			General Government Buildings and Plant	100-41940-321-	\$ 139.99
		024513			Road and Bridge Equipment	100-43126-212-	\$ 307.14



Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

<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>
08/13/2024	City of Pequot Lakes	024513	Police Contract Invoice #2379	N	Park Areas	100-45202-225-	\$ 327.68
		024513				215-45202-403-	\$ 3,811.41
		024513					\$ 4,726.16
		Total For Check					
08/13/2024	City of Pequot Lakes	024514	Police Contract Invoice #2379	N	Police Administration	100-42110-315-	\$ 3,433.33
		024514					\$ 3,433.33
		Total For Check					
08/27/2024	MN Power	024515	Street lights and electricity	N	General Government Buildings and Plant	100-41940-381-	\$ 457.27
		024515			Street Lighting	100-43160-381-	\$ 654.91
		024515					\$ 1,112.18
		Total For Check					
08/27/2024	AAA Rental Inc	024516	Inv. 115190 trimmer line and	N	Road and Bridge Equipment	100-43126-212-	\$ 23.97
		024516	Inv. 116393 4 cycle oil			100-43126-221-	\$ 23.99
		024516					\$ 47.96
		Total For Check					
08/27/2024	Crow Wing Power	024517	7/8 to 8/8/24 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
		024517					\$ 24.00
		Total For Check					
08/27/2024	State of IA	EFT2497342	CSE 07/27- 08/10/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
		EFT2497342					\$ 60.00
		Total For Check					
08/27/2024	PERA	EFT763021	07/27 - 08/10/24 pay period	N	Clerk	100-41425-115-	\$ 125.46
		EFT763021				100-41425-115-	\$ 70.77
		EFT763021			Payroll Administration	100-41501-121-	\$ 298.05
		EFT763021			Public Works/Maintenance	100-43102-115-	\$ 62.08
		EFT763021					\$ 556.36
		Total For Check					
08/28/2024	Payroll Period Ending 08/24/2024	024518	08/11 - 08/24-24 pay period	N	Clerk	100-41425-101-	\$ 709.70
		024518					\$ 709.70
		Total For Check					
08/28/2024	Payroll Period Ending 08/24/2024	024519	08/11 - 08/24-24 pay period	N	Clerk	100-41425-101-	\$ 1,566.63
		024519					\$ 1,566.63
		Total For Check					
08/28/2024	Payroll Period Ending 08/24/2024	024520	08/11 - 08/24-24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 729.30
		024520					\$ 729.30
		Total For Check					
08/28/2024	Anderson Brothers Construction	024521	Invoice 35236 for Lilac Street paver patch	N	Highways and Streets	100-43101-405-	\$ 2,620.86
		024521					\$ 2,620.86
		Total For Check					

Fund Name: All Funds

Date Range: 08/01/2024 To 08/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/28/2024	Crow Wing County Land Services	024522	Easement deed recording-Whitetail Hollows	N	Recording and Reporting	100-41420-310-	\$ 46.00
Total For Check 024522							\$ 46.00
08/28/2024	State of IA	EFT2500881	CSE 08/11- 08/24/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
Total For Check EFT2500881							\$ 60.00
08/28/2024	PERA	EFT764126	08/11 - 08/24/24 pay period	N	Clerk	100-41425-115-	\$ 134.87
		EFT764126				100-41425-115-	\$ 58.86
		EFT764126			Payroll Administration	100-41501-121-	\$ 290.45
		EFT764126			Public Works/Maintenance	100-43102-115-	\$ 57.99
Total For Selected Checks							\$ 542.17
							\$ 29,308.92

Fund Name: All Funds

Date Range: 08/28/2024 To 09/05/2024

<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>
08/28/2024	Payroll Period Ending 08/24/2024	024518	08/11 - 08/24-24 pay period	N	Clerk	100-41425-101-	\$ 709.70
	Total For Check	024518					\$ 709.70
08/28/2024	Payroll Period Ending 08/24/2024	024519	08/11 - 08/24-24 pay period	N	Clerk	100-41425-101-	\$ 1,566.63
	Total For Check	024519					\$ 1,566.63
08/28/2024	Payroll Period Ending 08/24/2024	024520	08/11 - 08/24-24 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 729.30
	Total For Check	024520					\$ 729.30
08/28/2024	Anderson Brothers Construction	024521	Invoice 35236 for Lilac Street paver patch	N	Highways and Streets	100-43101-405-	\$ 2,620.86
	Total For Check	024521					\$ 2,620.86
08/28/2024	Crow Wing County Land Services	024522	Easement deed recording-Whitetail Hollows	N	Recording and Reporting	100-41420-310-	\$ 46.00
	Total For Check	024522					\$ 46.00
08/28/2024	State of IA	EFT2500881	CSE 08/11- 08/24/24 Pay Period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2500881					\$ 60.00
08/28/2024	PERA	EFT764126	08/11 - 08/24/24 pay period	N	Clerk	100-41425-115-	\$ 58.86
		EFT764126				100-41425-115-	\$ 134.87
		EFT764126			Payroll Administration	100-41501-121-	\$ 290.45
		EFT764126			Public Works/Maintenance	100-43102-115-	\$ 57.99
	Total For Check	EFT764126					\$ 542.17
	Total For Selected Checks						\$ 6,274.66

Date Range : 8/5/2024 To 9/5/2024

<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>
08/28/2024	Wilson Township	2nd half payment for street maintenance-12th Ave SW	2503	\$2,500.00			
09/03/2024	Widseth Smith Nolting & Assoc., Inc	232998-Road Inv/CIP update4339.61 233085-Costello764.57, ErJenkins243.75, CityDA536.25	2504	\$5,884.18	100-43101-405-	Highways and Streets	74533 \$2,500.00
09/03/2024	Sourcewell	Planning & Zoning services - general July P&Z Services Inv#000003385	2505	\$27.50	100-41910-303-	Planning and Zoning	74534 \$5,884.18
09/03/2024	Cascade Computers	Inv 43710-Cloud and backup storage \$44.90 Inv 43901-Cloud and backup storage \$44.90	2506	\$89.80	100-41910-311-	Planning and Zoning	74535 \$27.50
09/03/2024	City of Pequot Lakes	Police Contract Invoice #2386	2507	\$3,433.33	100-41425-209-	Clerk	74536 \$89.80
09/04/2024	LMCIT C/O Berkley Risk Admin.	Worker's Compensation Insurance Agreement 10/01/24-10/01/25	2508	\$1,606.00	100-42110-315-	Police Administration	74537 \$3,433.33
09/04/2024	Crow Wing County Land Services	E911 Addressing Reichenbach, Jolee PID26260542	2509	\$25.00	100-41960-151-	Insurance	74538 \$1,606.00
09/05/2024	Pequot Lakes Sanitation	garbage service	2510	\$64.66	100-41420-310-	Recording and Reporting	74539 \$25.00
09/05/2024	Betty Guenin	Cleaning Services	2511	\$100.00	100-41940-384-	General Government Buildings and Plant	74530 \$64.66

Date Range : 8/5/2024 To 9/5/2024

<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>
09/05/2024	AT & T Mobility	cell phone-Roger	2512	\$30.00	100-41940-310-	General Government Buildings and Plant	\$100.00
09/05/2024	Breen & Person, LTD.	legal services	2513	\$200.00	100-43102-321-	Public Works/Maintenance	\$30.00
09/05/2024	Internal Revenue Service	August 941 3rd quarter 2024	2514	\$1,908.33	100-41610-304-	City/Town Attorney	\$200.00
Total For Selected Claims				\$15,868.80			\$1,294.93 \$302.85 \$310.55 \$15,868.80

Date



AGENDA ITEM #

7b.

**REPORT TO CITY COUNCIL**

**Prepared by:** Krista Okerman

**Date:** September 5, 2024

**Subject:** 2025 Police Contract

**Report:** Attached please find the 2025 Pequot Lakes Police Contract for your review and consideration. The contract show a 5% increase, which amounts to \$2,060 for the year. This is the first increase in the contract since 2010.

**Budget Impact:** \$43,260

**Council Action Requested:** Motion to approve the 2025 Law Enforcement Contract and Joint Power Agreement between the City of Pequot Lake and the City of Jenkins.

**LAW ENFORCEMENT CONTRACT AND JOINT POWERS AGREEMENT  
BETWEEN THE CITY OF PEQUOT LAKES  
AND THE CITY OF JENKINS**

**RESOLUTION 25-\_\_**

This contract made between the City of Pequot Lakes (hereinafter referred to as "Pequot Lakes") and the City of Jenkins (hereinafter referred to as "Jenkins").

**WHEREAS**, Jenkins desires to obtain certain law enforcement services from Pequot Lakes; and

**WHEREAS**, Pequot Lakes agrees to furnish such law enforcement services on the terms and conditions set forth herein;

**NOW THEREFORE**, it is agreed as follows:

**EFFECTIVE DATE**

This Contract is made this 1<sup>st</sup>, day of January 2025, and is effective upon the dates hereinafter set forth.

**PURPOSE**

The purpose of this contract is to provide the basis for and outline the terms and conditions upon which Pequot Lakes will provide police service for and within the boundaries of Jenkins.

Pequot Lakes hereby agrees to provide police service for Jenkins and Jenkins hereby engages Pequot Lakes to provide such service in accordance with, and subject to, the terms of this contract.

**LEGAL BASIS**

This contract is made pursuant to Minnesota Statutes Section 471.59. This contract is not made pursuant to Minnesota Statutes Section 436.06 and should not be construed as creating a joint municipal police department.

**ADMINISTRATION**

The administration of police service within Jenkins under this contract shall be the sole responsibility of the appropriate officials of Pequot Lakes. To facilitate this contract, however, and in order to provide for an avenue of consultation and communication between Pequot Lakes and Jenkins, on matters relating to police service, it is agreed that the Jenkins Mayor or his or her designee, shall confer with the Pequot Lakes Mayor, or his or her designee, when requested by either party, on any matter relating to police service being provided to Jenkins by Pequot Lakes. Pequot Lakes' officials shall participate in such discussions with the objective of providing for the satisfactory administration of this contract and for the satisfactory performance of police service for Jenkins.

**LEVEL OF SERVICE**

During the time that this contract is in effect, Pequot Lakes will provide Jenkins with police service, whenever an officer is officially on duty for the City of Pequot Lakes.

The work shifts shall be determined by officials of the Pequot Lakes Police Department. When officers of the Pequot Lakes Police Department are not actively on duty, Jenkins agrees that it shall be provided police protection by the Crow Wing County Sheriff's Department.

Officers of the Pequot Lakes Police Department may respond to calls in Jenkins and are available to handle such calls, if such calls do not hinder or diminish police service to Pequot Lakes.

Except as otherwise specifically set forth, law enforcement service shall encompass only such duties and functions of the type coming within the jurisdiction of Pequot Lakes pursuant to the laws of the State of Minnesota.

Petty misdemeanor, misdemeanor and gross misdemeanor offenses occurring within Jenkins which the Pequot Lakes Police Department charges shall be prosecuted by the City Prosecutor, as appointed by the Pequot Lakes City Council, and fines collected there from shall be distributed in accordance with state law.

### **HEADQUARTERS AND EQUIPMENT**

The headquarters of the Pequot Lakes personnel providing police service in Jenkins shall be in Pequot Lakes, and members of the general public having need to communicate with the Pequot Lakes Police Department on matters arising out of or involving person or property in Jenkins may communicate directly with Pequot Lakes Police Department or the Crow Wing County Sheriff's Department.

Pequot Lakes, under the terms of this contract, will provide all communication devices, equipment, records, other materials and personnel necessary to the performance of this contract except to the extent that this contract specifically provides for the furnishing of any part thereof by Jenkins.

### **PUBLIC INFORMATION**

Both parties agree to take reasonable steps necessary to inform the public of the fact that Pequot Lakes is providing police service for Jenkins. Pequot Lakes may, at its option, mark any or all of its police vehicles as "Pequot Lakes Police Department, "Jenkins Police Department" or some similar designation.

### **PERSONNEL: POLICIES AND FRINGE BENEFITS**

All personnel used in providing police service to Jenkins under this contract shall be and remain employees of Pequot Lakes. The personnel policies and contracts applicable to Pequot Lakes Police employees shall apply, and compensation and applicable fringe benefits shall be the responsibility of and subject to determination from time to time by Pequot Lakes.

### **DESIGNATION OF AUTHORITY**

Under authority of Minnesota Statute Section 471.59, Subdivision 12, "Joint Exercise of Police Power", Jenkins authorizes all sworn officers of the Pequot Lakes Police Department to exercise the powers of "Peace Officers" or "Police Officers" within the corporate limits of Jenkins, with the same authority as in the corporate limits of Pequot Lakes, provided they meet the requirements of sub paragraphs (1) and (2) of Minnesota Statutes Section 471.59, Subdivision 12.



## **OFF-DUTY POLICE SERVICE**

Members of the Pequot Lakes Police Department shall provide off-duty police service or special additional police service for which a special charge is made within Jenkins of the same basis as such off-duty special services are provided in Pequot Lakes.

## **CHARGES BY PEQUOT LAKES FOR POLICE SERVICES**

Pequot Lakes shall charge, and Jenkins shall pay, for police services provided for under this contract on a basis as hereinafter provided. Police service shall begin January 1, 2025, and shall continue for a period of one year through December 31, 2025. The cost to Jenkins for services provided under this basic contract shall be \$43,260 per year. Jenkins shall make payment to Pequot Lakes on a monthly basis in the amount of \$3605. Additional charges may apply as per the ACES contract for impounded dogs that go unclaimed by the animal's owner.

## **TERM OF CONTRACT**

This contract shall be effective as of January 1, 2025, and shall continue to December 31, 2025. This contract shall be in effect as determined above unless terminated by either party. Termination of the contract by either party shall be effective by serving the other party with a preliminary written notice of termination not less than ninety (90) days prior to the date of termination of the contract. Either party, at its option, may terminate the contract as set forth above if the other party fails to comply with the terms and conditions of this contract. However, Pequot Lakes shall not have the right to terminate this contract for failure of Jenkins to make any payment due unless Pequot Lakes has first given Jenkins written notice.

In the event that extraordinary changes occur in either community in the level or cost of police service, either party may terminate this contract on ninety (90) days written notice. The termination notice for the above paragraphs will be the same as set forth for termination at the end of the contract.

Pequot Lakes shall make no special charges to Jenkins for police testimony, intoxilizer services, and related or similar services in connection with prosecution of any alleged offenses occurring in Jenkins.

## **ASSUMPTION OF LIABILITY**

1. Pequot Lakes agrees to assume all liability for Pequot Lakes' personnel arising out of the following:
  - a. All liabilities incurred because of police activities in either community
  - b. All liability for injuries and sickness incurred because of workers' compensation laws
  - c. All liabilities incurred for salaries and compensation
2. Each party agrees that the acts of its officers and agents for any activity other than police work shall be their responsibility and each community indemnifies the other from any claims arising out of non-police activities caused by each community.
3. The Chief of Police, officers, and employees and Pequot Lakes shall not be deemed to assume any liability for intentional or negligent acts of Jenkins or any officer, agent or employee thereof. Jenkins shall defend Pequot Lakes, the Chief of Police, its officers, employees, and agents against, and hold them harmless from any claim for damages resulting from the enforcement of any duly enacted municipal ordinance of Jenkins.

Passed and adopted by the Pequot Lakes city Council this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN WITNESS THEREOF, the parties hereto have executed this contract the day first above written.

IN PRESENCE OF:

CITY OF PEQUOT LAKES

\_\_\_\_\_

by: \_\_\_\_\_  
Mayor Date

\_\_\_\_\_

by: \_\_\_\_\_  
Clerk Date

IN PRESENCE OF:

CITY OF JENKINS

\_\_\_\_\_

by: \_\_\_\_\_  
Mayor Date

\_\_\_\_\_

by: \_\_\_\_\_  
Clerk Date



AGENDA ITEM #

7c.

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: September 5<sup>th</sup>, 2024  
Subject: TextMyGov

**Report:** Councilmember Siltman and Deputy Delougherty spoke with Kadance Anderson of TextMyGov on August 19<sup>th</sup>, 2024 to discuss the services that are offered. TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with our website and other communication methods. Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos. TextMyGov gives agencies the ability to send out notifications/alerts as a text message. Agencies can also create different notification groups like "City Events" or "County Elections" and citizens can choose what notification group to Opt-In to.

This is a useful tool for sending information to residents to keep them informed of Council meetings and having other groups to opt into for clubs and different committees.

This system offers a scheduling feature to notify residents at a specific date and time, and by using the map feature, we can notify residents in a specific area of the city.

Mayor Rudlang, Councilmember Siltman, and Deputy Delougherty met with Kadance Anderson and Luc Delavoye of TextMyGov via Zoom on August 28<sup>th</sup>, 2024 to review the attached proposal (Notifications Only proposal). During the meeting, the Interactive Notification features were discussed, and Deputy Delougherty asked that the City receive a proposal for the interactive notification features, as well.

Attached is an overview of TextMyGov, both Notifications Only and Interactive Notifications proposals, and the Third-Party Reimbursement request and approval from Sourcewell.

\*Please note, at the time of the Third-Party Reimbursement request, the Interactive Notifications proposal had not yet been received by the City. If Council chooses to approve the Interactive Notifications proposal, staff will request reimbursement for the additional \$500.

**Requested Action:** Please review the attached informative TextMyGov PowerPoint, both Notifications Only and Interactive Notifications proposals, and reimbursement approval, and determine if the City would like to move forward with TextMyGov. If the decision is to table the item, staff would like further direction.



# TextMyGov

Jenkins City, MN



## WHY TEXTMYGOV

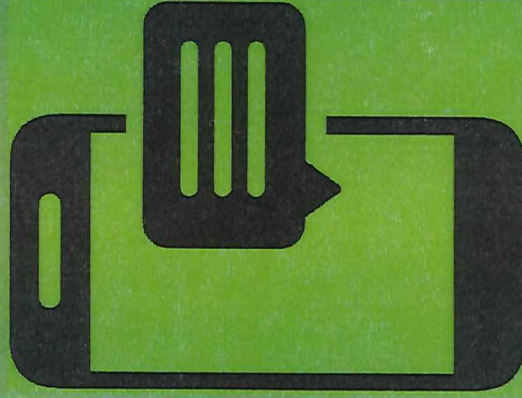
---

The most efficient way to communicate with your citizen is via text. No app, no email, no sign up required.

Our two-way smart response allows citizens to ask questions and report issues all from their cell phone.

Customize your notifications/alerts based on groups, departments, or physical location.

Our experienced setup and marketing team will customize the backend of your dashboard and provide you with marketing materials to promote the engagement of TextMyGov.



Receive Alerts

Request Information

Report Issues

# WHY TEXTMYGOV?

## No Download Needed

- Citizens don't need to download an app, create a login or password, or subscribe to an email service. If they have a cell phone, they have access to alerts/notifications.

## Dedicated Account Management

- Every account has a dedicated Account Manager who will help set up your entire account. We specifically work with local governments. Our Account Managers are experienced in providing suggestions and ideas on best practices so you can maximize the service.

## Unlimited Training

- Your Account Manager will provide unlimited training for staff. We know that departments can turn over; we are here to help train new staff, new departments, or provide a refresher for staff already involved.



## TEXTMYGOV FOR **Jenkins City, MN**

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Every agency uses TextMyGov differently.

Here are some KEY features that would best help Jenkins City, MN



Based on our conversations, here is how TextMyGov can help:

- **Notifications** for events, weather emergencies, volunteer opportunities, and road issues with Geo-location feature for specific areas.
- **Automated responses** for citizens to find permits, parks, local amenities, and more.
- **Automated reporting** for road issues, flooded or snow blocked roads, lost animals and more
- **Our database of local numbers** to reach and notify more households in your community from the very beginning.
- You will be assigned a **Project Manager** to help build the system, provide continual support, and marketing materials for organic growth and engagement.

# TextMyGov Marketing Materials

In addition to our website widget, we provide two customized flyers for citizens to learn how they can interact with TextMyGov.

## Get Fast Assistance Text the City of Dilworth

**City of Dilworth**  
218.304.4779

**Report**

**Roads**

**Street Light**

**Code Violation**

**Find Information & Report Issues**  
Simply text the word **HI** to the city's smart texting number or send a message containing keywords relevant to your request, such as: **ROADS, STREET LIGHTS, PLUMBING, FAC, VIOLATION, HISTORY, ROADS, or SIGNS.**

**24/7 Texting Service**  
Smart texting technology identifies keywords, tests them to provide immediate responses, and can even automatically forward text to you or guide you through a few steps to submit a report.

**Get Started**  
Text **HI** to the City of Dilworth at:  
**218.304.4779**  
For our number, see phone address or go to [www.ci.dilworth.wi.us](http://www.ci.dilworth.wi.us)

**Get updates delivered directly to your phone**

**Sign up to receive city-wide text alerts!**

Text **DILWORTH** to **91896**

**What to Expect:**

- After the **HI** keyword is sent to join the text message notification list, you will receive a confirmation message asking you to reply **YES** to verify opt-in.
- You may receive multiple text alert notifications a month. Notifications may include: Upcoming Events, Updates, Water Outages, Gating and Recycling Schedule Changes and More.
- You can text **STOP** at any time to remove yourself from the notification list.

King & Associates may notify Dilworth with your contact for details. View terms and privacy policy at [www.ci.dilworth.wi.us](http://www.ci.dilworth.wi.us)

## Receive City Alerts!

Sign-up to receive text message alerts!



Text **"ADA"**  
To: **91896**

## City of Ada

Text the city to find info or report issues!

218.261.6661

No Apps. Just Text Us!

Start texting today,  
Text **"HI"** To:

**218.261.6661**



# Marketing Materials

## Website Widget

We provide marketing materials for the promotion of TextMyGov. The website encourages organic growth and has an easy-to-use opt in. Just type your number to opt in.

## Database Welcome Message

We supply you with a database of numbers to reach more of your community from the beginning.

Here is a welcome message example from our customer in Lincoln County, NE.

Citizens just have to text "STOP" to remove themselves.

### Notification-Opt-In



Encourage citizens to sign up for text alerts and have the "Opt-In" button initiate the process of texting in an alert keyword to the 91896 number.

After the text is sent, users will still need to reply "Yes" to confirm opt-in.

Welcome to Lincoln County, Nebraska's Text Alert System! You will receive only important announcements and information directly from Lincoln County, NE. For more information, please visit: <https://lincolncountyne.gov/textmygov-pr/> You may opt-out at any time by texting STOP.

## Reporting Email

*Give it a try!*

Text in "Pothole" to: 435-265-4446

- This is the email format for a reported issue.
- These reports are sent directly to the right departments or department heads.
- The information required by the system is customizable.
- Photos of the issues can be added.

## Automated Response

*Give it a try!*

Text in "Hilshire Contact Info" to: 435-265-4446

- Automated responses are built out by your project manager.
- A citizen texts in for information and receives a single response in return with correct information or guiding them (via link or pdf) to the right place.

+14352820096

Conversation - May 12, 2024

Citizen Pothole

Agency (Step 1 of 3) What is the nearest address to this [pothole]?

Citizen 123 Main Street

Agency (Step 2 of 3) Please provide your first and last name. Name is required

Citizen Lauren Gull

Agency (Step 3 of 3) Please text a brief description and upload an image, or text none

Citizen Hi pothole https://3.amazonaws.com/objects/QUEST/TEXT/14352820096/136cd5c8777eb35d51d3776907949

Photo Attached: Yes 1 image

Agency: Thank you for reporting. We have notified a staff member if we need more information we will reach out. If this is an emergency, call 911

Notifications Sent

Email: dfranklin@texmyn.gov, blaydel@texmyn.gov, zingler@texmyn.gov, jasper@texmyn.gov, lwardner@texmyn.gov, jerns@texmyn.gov  
Text: +14352797680, +14355123697

2:45

TextMyGov

Text Message Today 2:45 PM

Hilshire contact info

Thank you for contacting The City of Hilshire Village, TX!

We are located at:  
8301 Westview Drive  
Houston, TX 77055

To reach us by phone, please call:  
[713-973-1779](tel:713-973-1779)

You can fax us at:  
[713-973-7793](tel:713-973-7793)

To opt in to receive city notifications text "City" to [916896](tel:916896)

+ Text Message

Notifications Only

WWW.TEXTMYGOV.COM

TextMyGov

# PROPOSAL

DATE: 08/19/2024

**Prepared For:**  
Jenkins city MN  
33861 Cottage Ave, Jenkins, MN, USA

**Prepared By:**  
Kadance Anderson | Account Executive  
TextMyGov

# INTRODUCTION TO TEXTMYGOV

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.

## TextMyGov SOLUTION

Summary for: Jenkins city

FEATURE	SOLUTION
FIND INFORMATION REPORT ISSUES SEND ALERTS	<ul style="list-style-type: none"><li>• TextMyGov gives agencies the ability to send out notifications/alerts as a text message.</li><li>• Agencies can create different notification groups like "City Events" or "County Elections" and citizens can choose what notification group to Opt-In to.</li><li>• Sending information to residents to keep them informed of Council meetings and having other groups to opt into for clubs and different committees.</li><li>• Utilizing the scheduling feature to notify residents at a specific date and time.</li><li>• Using the map feature to notify residents in a specific area of the city.</li></ul>
DEMO RECORDING	<ul style="list-style-type: none"><li>• <a href="#"><u>TextMyGov Demonstration - Jenkins City, MN</u></a></li></ul>

TEXTMYGOV PROPOSAL

## COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM Three-Years. The agreement is set to be automatically renewed after the initial TERM. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as **Exhibit A** or viewed at [www.TextMyGov.com/terms](http://www.TextMyGov.com/terms)

### Package Details

	Price	Billing
<b>TextMyGov Service:</b>	\$1,500.00	Annual
<ul style="list-style-type: none"> <li>TextMyGov web-based software</li> <li><b>Enhanced Media Package</b> <a href="#">*click here to learn more</a></li> <li>Short code number (outgoing messages)</li> <li>Unlimited users &amp; departments</li> <li>Unlimited support for every user</li> <li>10 GB managed online data storage</li> <li>10,000 text messages per year</li> <li>TextMyGov Database</li> </ul>	\$500.00	
<b>Setup Fee</b>	\$750.00	One-Time
<b>First year total</b>	\$2,750.00	Year One
<b>Total Recurring</b>	\$2,000.00	Annual

### TERMS

- This is a Three-Year term.
- After the initial Three-Years, the agreement will revert to year-to-year
- Cancellation requires a 60-day written notice
- Customer is required to put TextMyGov widget on agency's website
- This proposal is valid for 30-days
- Customer is required to provide a copy of W-9.
- The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60-days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time). See more information on our widget by clicking visiting [textmygov.com/textmygov-widget/](http://textmygov.com/textmygov-widget/)

TEXTMYGOV PROPOSAL

## ADDITIONAL SERVICES

<i>Service</i>	<i>Price</i>	<i>Billing</i>
<b><i>Enhanced Media &amp; Care Package</i></b> <ul style="list-style-type: none"> <li>Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information</li> </ul>	Price based on Population. Please contact your Account Executive for more details.	Annual
<b><i>Additional Storage</i></b> <ul style="list-style-type: none"> <li>100 GB of Storage</li> </ul>	\$250 per unit	Annual
<b><i>Additional Text Messages</i></b> <ul style="list-style-type: none"> <li>25,000 additional text messages</li> <li>50,000 additional text messages</li> <li>100,000 additional text messages</li> </ul>	\$300 \$550 \$750	Annual
<b><i>Database</i></b> <ul style="list-style-type: none"> <li>Database of your local residence to improve citizen engagement and opt-in rate.</li> <li>Database could have already been included in the original quote. Please refer to the "Package Details" section.</li> </ul>	Price based on Population. Please contact your Account Executive for more details.	Annual

## IMPLEMENTATION

3

### GETTING STARTED

- After the basic service agreement is executed, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

### CONFIGURATION

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

### MEDIA KIT

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

### UNLIMITED TRAINING AND SUPPORT

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am5pm MST.

TEXTMYGOV PROPOSAL



# Interactive Notifications

WWW.TEXTMYGOV.COM



TextMyGov

# PROPOSAL

DATE: 08/28/2024

**Prepared For:**  
Jenkins city MN  
33861 Cottage Ave, Jenkins, MN, USA

**Prepared By:**  
Kadance Anderson | Account Executive  
TextMyGov

# INTRODUCTION TO TEXTMYGOV

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Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.

## TEXTMYGOV SOLUTION

Summary for: Jenkins city

FEATURE	SOLUTION
FIND INFORMATION	<ul style="list-style-type: none"><li>TextMyGov allows citizens to find information using our smart texting solution. Citizens can ask questions via text messages and receive automatic responses based on Key Words in their initial text.</li><li>Residents can text in to find information on the website like permits, parks, and local amenities</li></ul>
REPORT ISSUES	<ul style="list-style-type: none"><li>TextMyGov allows citizens to report issues such as "Stray Dog" or "Pothole" via text messaging from their phone.</li><li>Agencies can customize a text thread to help gather important information such as citizen name, address of reported issue, and even allow citizens to send a picture of the reported issue.</li><li>TextMyGov will automatically notify the correct department of the reported issue via email or text message.</li><li>Reporting issues for road issues, flooded or snow blocked roads lost animals and other issues</li></ul>
SEND ALERTS	<ul style="list-style-type: none"><li>TextMyGov gives agencies the ability to send out notifications/alerts as a text message.</li><li>Agencies can create different notification groups like "City Events" or "County Elections" and citizens can choose what notification group to Opt-In to.</li><li>Sending information to residents to keep them informed of Council meetings and having other groups to opt into for clubs and different committees.</li><li>Utilizing the scheduling feature to notify residents at a specific date and time.</li><li>Using the map feature to notify residents in a specific area of the city.</li></ul>
DEMO RECORDING	<ul style="list-style-type: none"><li><u>TextMyGov Demonstration - Jenkins City, MN</u></li></ul>

TEXTMYGOV PROPOSAL



## COST BREAKDOWN

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Terms and conditions can be printed and attached as **Exhibit A** or viewed at [www.TextMyGov.com/terms](http://www.TextMyGov.com/terms)

Package Details	Price	Billing
<b>TextMyGov Service:</b>	\$2,000.00	Annual
<ul style="list-style-type: none"> <li>TextMyGov web-based software</li> <li><b>Enhanced Media Package</b> *<a href="#">click here to learn more</a></li> <li>Local phone number</li> <li>Short code number (outgoing messages)</li> <li>Unlimited users &amp; departments</li> <li>Unlimited support for every user</li> <li>10 GB managed online data storage</li> <li>10,000 text messages per year</li> <li>TextMyGov Database</li> </ul>	\$500.00	
	<b>Setup Fee</b> \$750.00	One-Time
	<b>First year total</b> \$3,250.00	Year One
	<b>Total Recurring</b> \$2,500.00	Annual

## TERMS

- This is a Three-Year term.
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TEXTMYGOV PROPOSAL

## ADDITIONAL SERVICES

<i>Service</i>	<i>Price</i>	<i>Billing</i>
<b>Enhanced Media &amp; Care Package</b> <ul style="list-style-type: none"> <li>Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information</li> </ul>	Price based on Population. Please contact your Account Executive for more details.	Annual
<b>Additional Storage</b> <ul style="list-style-type: none"> <li>100 GB of Storage</li> </ul>	\$250 per unit	Annual
<b>Additional Text Messages</b> <ul style="list-style-type: none"> <li>25,000 additional text messages</li> <li>50,000 additional text messages</li> <li>100,000 additional text messages</li> </ul>	\$300 \$550 \$750	Annual
<b>Database</b> <ul style="list-style-type: none"> <li>Database of your local residence to improve citizen engagement and opt-in rate.</li> <li>Database could have already been included in the original quote. Please refer to the "Package Details" section.</li> </ul>	Price based on Population. Please contact your Account Executive for more details.	Annual

## IMPLEMENTATION

### GETTING STARTED

- After the basic service agreement is executed, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

### CONFIGURATION

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

### MEDIA KIT

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

### UNLIMITED TRAINING AND SUPPORT

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am5pm MST.

TEXTMYGOV PROPOSAL

## Cassandra Delougherty

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**From:** Amy Piekarski <Amy.Piekarski@sourcewell-mn.gov>  
**Sent:** Thursday, August 29, 2024 9:24 AM  
**To:** cassandra.delougherty@cityofjenkins.com  
**Subject:** Sourcewell Third-Party Services application approval  
**Attachments:** 24-25 Third-Party Reimbursement request.docx

Hi Cassandra,

Your third-party services reimbursement application has been approved.

- Service: TextMyGov - Set up and subscription fee
- Approximate reimbursement: \$2,750

Here are the next steps:

- Once the work has been completed and you receive an invoice, complete the final report for the project to receive your reimbursement (see attached). You must include a copy of the invoice(s) which must be dated between June 16, 2024 - June 15, 2025.
- The request for reimbursement must be received no later than June 15, 2025.

If you have any questions, please do not hesitate to contact me. We look forward to partnering with you!

Amy Piekarski | Community Solutions Specialist

Cell: (218) 821-0813

Website: [mn.sourcewell.org](https://mn.sourcewell.org)

## Cassandra Delougherty

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**From:** Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>  
**Sent:** Thursday, August 29, 2024 9:06 AM  
**To:** 'Amy Piekarski'  
**Subject:** RE: Third party reimbursement request submission

Good morning, Amy!

Yes, the request is for the setup of \$750, and \$2000 annual subscription fee. I saw that sponsorships and memberships are ineligible for the third-party reimbursement, but figured I'd see if this qualified.

Thank you for your time and efforts! Have a wonderful day!

Greatly appreciated,

**Cassandra Delougherty**  
Deputy City Clerk  
City of Jenkins  
33861 Cottage Avenue  
Jenkins, MN 56474  
PH: (218) 568-4637  
Website: [www.cityofjenkins.com](http://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:** Amy Piekarski <Amy.Piekarski@sourcewell-mn.gov>  
**Sent:** Wednesday, August 28, 2024 3:29 PM  
**To:** cassandra.delougherty@cityofjenkins.com  
**Subject:** RE: Third party reimbursement request submission

Hi Cassandra,

Just a clarifying question, for the service TextMyGov is providing, is this an annual subscription fee?

Thanks! Amy

**From:** [noreply@sourcewell-mn.gov](mailto:noreply@sourcewell-mn.gov) <[noreply@sourcewell-mn.gov](mailto:noreply@sourcewell-mn.gov)>  
**Sent:** Wednesday, August 28, 2024 1:49 PM  
**To:** Community Solutions <[community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov)>; Sandie Cottrell <[Sandie.Cottrell@sourcewell-mn.gov](mailto:Sandie.Cottrell@sourcewell-mn.gov)>  
**Subject:** Third party reimbursement request submission

**EXTERNAL**

Submitted on Wed, 08/28/2024 - 13:48

## Entity information

Entity name

City of Jenkins

Are you a nonprofit, local government, or public safety entity

Local government entity

## Contact information

Contact person name

Cassandra Delougherty

Email address

[cassandra.delougherty@cityofjenkins.com](mailto:cassandra.delougherty@cityofjenkins.com)

Phone number

2185684637

## Request information

What third party provider and service are you planning to utilize? (please review eligibility information)

TextMyGov

Anticipated reimbursement request amount (maximum of \$20,000 per fiscal year)

\$2,750

How does this service support your entity's operations or programs?

TextMyGov gives agencies the ability to send out notifications/alerts as a text message.

Agencies can create different notification groups like "City Events" or "County Elections" and citizens can choose what notification group to Opt-In to.

Sending information to residents to keep them informed of Council meetings and having other groups to opt into for clubs and different committees.

Utilizing the scheduling feature to notify residents at a specific date and time.

Using the map feature to notify residents in a specific area of the city.

## Public purpose

Describe how the project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with our website and other communication methods. Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

Programs or service areas the proposed project will relate

Administrative services, Data processing, Distance learning and other telecommunication services, Evaluation and research, Media and technology centers, Publication and dissemination of materials, Planning, Community serices, Technology planning, training, and support services, Health and safety services

How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified by your checkbox selections.

This program will help City Staff enhance our communication with our residents. The program documents and tracks who has been informed and their responses, which will help to eliminate the amount of labor hours required by staff, as well as reduce City expenses of mailings, as a resident can choose to have City information shared with them via text, rather than through the postal service.



AGENDA ITEM #

8c.

**REPORT TO CITY COUNCIL**

**Prepared by:** Krista Okerman

**Date:** September 5, 2024

**Subject:** Roads Committee Report

**Report:** The Road Committee met on September 4, 2024 and reviewed the street reserve funds and discussed projects for 2025. The Committee recommends the following:

- Budget for 2025 to apply gravel on Ellis Road.
- Budget for 2025 to apply crushed concrete on north side of Byer Street to prevent further eroding.
- Obtain a quote from Widseth for a Feasibility Study for Veterans Street in preparation for MPCA Stormwater Resiliency Grant application.

**Budget Impact:** TBD

**Council Action Requested:** Motion to approve Roads Committee recommendations.



AGENDA ITEM #

8d

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: August 22<sup>nd</sup>, 2024  
Subject: Concession Stand Rental

**Report:** Park Committee Member/Council Member Haff requested that staff research local cities rental agreements and pricing to determine an appropriate charge for the concession stand. Staff have found that pricing ranges from \$50-\$350 per day depending on amenities, and whether the organization is local and/or has non-profit status.

The Parks Committee recommended that both the Concession Stand and Veteran's Park Pavilion require a rental fee of \$25.

I have attached a draft agreement for your review. If the will of Council is to have both pavilion and concession stand rental charges the same, the attached agreement will be edited to include use of the Veteran's Park Pavilion. The lease agreement reflects the City Hall lease agreement, for the sake of continuity.

Our Insurance Agent has stated that we must **require** any party utilizing the Jenkins Ball Field Concession Stand to have a current, active, Certificate of Liability Insurance (with the City of Jenkins listed as a named-insured) on file.

**Requested Action:** Determine rental fee and security deposit amounts required for concession stand rental, edit/approve Lease Agreement. If Council would like to table the item or request more information, staff would like further direction.



**JENKINS BALL FIELD CONCESSION STAND  
LEASE AGREEMENT AND FEE SCHEDULE**  
Jenkins Ball Field Location- 2999 Pine Tree Street  
Jenkins City Clerks Office- 33861 Cottage Avenue,  
Jenkins, MN 56474 (218) 568-4637

Today's Date: \_\_\_\_\_ Tax Exemption (Non-Profit) ID# \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number (s): \_\_\_\_\_  
Email: \_\_\_\_\_

**CONCESSION STAND RENTAL CHARGES-FULL DAY**

<input type="checkbox"/> Jenkins Residents	\$ _____
<input type="checkbox"/> Local Non-Profits	\$ _____
<input type="checkbox"/> All other	\$ _____

**ADDITIONAL CHARGES**

☐ Clean up (if items on checklist are not performed) \$50.00  
\*\*\*\*Deposit and clean up fee will be cashed upon receiving a signed lease agreement. After a determination that no damage or additional cleanup was needed, a full refund will be made to the tenant. If there was additional cleanup or damage repairs, a refund for the remaining balance will be issued to the Tenant.

Total Rental Charges	\$ _____
Deposit Paid	\$ _____

**CONCESSION STAND CLEANUP CHECKLIST**

\*Cleaning supplies are in the concession stand, including broom and extra garbage bags.

**Concession Stand**

- ☐ Concession stand wiped down and swept up.
- ☐ All litter picked up and placed in garbage cans.
- ☐ Tables wiped off.
- ☐ Any full garbage bags outside of cans can be placed in the red garbage bins located by the maintenance shop at City Hall.

1. **Lease Agreement made on** \_\_\_\_\_
2. **Parties:** City of Jenkins as Owner and \_\_\_\_\_ as Tenant(s).
3. **Leased Property:** The Owner agrees to lease to the Tenant the Jenkins Ball Field Concession Stand.
4. **Lease Term:** The term of this lease is for: Date \_\_\_\_\_, from (time) \_\_\_\_\_ to (time) \_\_\_\_\_.  
All Tenants shall be out of the Concession Stand and Ball Field Area no later than 10:00 PM
5. **Rent:** The rent for this property is (based on fee schedule on page 1) \$ \_\_\_\_\_ payable in full 5 days prior to the rental date.
6. **Security Deposit:** Tenant shall deposit with the City of Jenkins the sum of \$50.00 before using the Concession Stand property, as a security deposit. The City shall mail the deposit to the Tenant within 30 days after expiration of the Lease Term so long as the property has not been damaged by the Tenant (or guests of the Tenant) or Tenant's negligence, and is conditional upon the Tenant cleaning up and leaving the Concession Stand in as good a condition as it was before the Tenant took possession. If there is any damage to the Concession Stand by the Tenant, the security deposit will be used to pay for the actual damages and clean-up costs incurred by the City in repairing the damage to the Concession Stand. Any costs incurred by the City in excess of the security deposit shall be reimbursed by Tenant to Owner. Your date is secured upon receipt of your security deposit.
7. **Confirmation:** Lease agreement will only be valid once you have received a signed agreement by a City official.
8. **Use of Property:** The property shall be used for \_\_\_\_\_ and for no other purpose without the written consent of the Owner.
9. **Key Codes:** Smart lock key codes are not to be given out to anyone other than the tenant signing this agreement. Tenant is responsible for keeping the 4 digit smart code safe.
10. **Sublease:** The Tenant may not sublease the property without the written consent of the Owner.
11. **Tenant's Maintenance Responsibilities:** The Tenant agrees to clean up the Concession Stand area and pay for any damages to the Concession Stand area during the lease term.
12. **Fee Schedule:** Listed on page 1 of this agreement is the current Rent & Fee Schedule adopted by the City of Jenkins.
13. **Adult Supervision:** All activity must have adult supervision.
14. **Capacity:** The capacity of the Concession Stand will not exceed 4 pursuant to the State Fire Marshall.
15. **Consumption of Alcohol:** The use and/or sale of alcoholic beverages is not permitted.
16. **Smoke Free Facility:** Tenant agrees that the Jenkins Ball Field and Concession Stand area is a smoke free facility. Tenant agrees that neither Tenant nor any of the Tenant's guests, invitee, or licensees shall smoke cigarettes, marijuana, illegal drugs or any other form of tobacco on the premises while this lease is in effect.

17. **Remedies for Default:** If Tenant violates any of the terms of this lease; Tenant may be evicted immediately and without prior notice. If Tenant violates the term of this lease, but Owner does not sue or evict Tenant; Owner may still sue or evict Tenant for any violation of any term of this lease. If Owner brings any legal action against Tenant, Tenant must pay Owner's actual attorney fees and court costs, even if rent is paid after the legal action is started. Owner's and its authorized agents may enter the property at any reasonable time to inspect, improve, maintain, repair the property, or do other necessary work or to show the property to other potential Tenants. Owner may use its legal rights and remedies in any combination. By using one or more of these rights or remedies, Owner does not give up any other rights or remedies as may have.
18. **Pets:** Tenant may not keep or allow animals or pets of any kind on the property off-leash, and must properly dispose of any waste.
19. **Tenant Covenants:**
- Not to act in a loud boisterous, unruly or disorderly or disturb the right of guests or other residents in the neighborhood or to allow his/her guest to do so;
  - Not to use or store on the property any flammable or explosive substances;
  - Not to interfere in the management and operation of the Ball Field;
  - Not to allow Tenant's guests to bring alcohol into the Ball Field/Concession Area;
  - Not to place on walls or allow Tenant's guests to place on the walls, any tape, racks, nails, signs, ads, or decorations. Command strips will not be used; No confetti, glitter or containers that have glitter as part of the outside shall be used; Tenants shall remove all items that were used to decorate. This includes but not limited to fishing line, fine wire or plastic clips.
20. **Insurance:** The User is required to obtain liability insurance for the Event. User agrees to obtain at least a \$1,000,000 liability insurance policy. The User agree to provide a certificate of insurance to the City showing the required coverage at least seven (7) days prior to the Event and naming the City as an Additional Insured.

**By signing this Lease Agreement, the Tenant is agreeing to all of the terms listed above.**

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Signature of Tenant

Date

---

Print Name

---

Signature of City Official

Date

**\*\*Please make checks payable to: City of Jenkins, 33861 Cottage Avenue, Jenkins, MN 56474**