



## CITY COUNCIL MEETING AGENDA

### Tuesday, April 22, 2025 @ 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  
Jory Carlson

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 April 14, 2025 meeting
  - c. March 2025 bank reconciliation
  - d. Proposed check #'s 2694-2700 & EFT's; **\$11,290.01**  
**TOTAL EXPENSES = \$11,290.01**
5. Public Forum
6. Unfinished Business
  - a. Born Learning Path follow up
  - b. Planning Commission vacancy
7. New Business
  - a. Resolution Accepting Donations #25-04-308
  - b. 2025 fees list
  - c. IT Services
8. Reports of Officers, Committees and Boards
  - a. Mayor's Report
  - b. Clerk's Report.
9. Communications/Misc.
10. Adjournment

**COUNTY OF CROW WING  
CITY OF JENKINS  
MINUTES OF THE REGULAR CITY COUNCIL MEETING  
APRIL 14, 2025**

**Call to Order:** The meeting was called to order by Mayor Rudlang at 6:00 PM and the Pledge of Allegiance was recited.

**Roll Call:** Present: Mayor Rudlang, Council Members Flategraff, Siltman, Barnett and Carlson; Clerk Okerman.

**Agenda Additions/Deletions:**

Mayor Rudlang noted that Mark from Wilson Township could not attend due to illness, so that item would be postponed. Additions to the agenda included a quote for a French drain in the parking lot and discussion of shrubs. Under miscellaneous, the mayor added discussion of a broken tornado siren, a Colonial Masonry quote, and a truck excavating quote for storm drains.

**Consent Agenda**

1. Agenda
2. Minutes of the March 10, 2025 meeting
3. Financial Report through February 29, 2025
4. Pre-written check #'s 30022-30064 & EFT's; \$206,647.79
5. Proposed checks, claim #'s 2679-2693; \$17,564.59
6. TOTAL EXPENSES = \$224,212.38

Mayor Rudlang asked to pull the disbursements item from the consent agenda for discussion under new business. Councilmember Flategraff made a motion to approve the consent agenda with the exception of the disbursements item.

*Motion to approve the consent agenda with pulling out the approval for the discussion on the review of the credit card statement to be discussed later. Made by Flategraff.  
Seconded by Carlson.*

The motion passed unanimously.

**Open Forum:**

There were no participants for the open forum.

**Wilson Township – Mark Buchite**

This item was postponed due to Mark's absence.

**Unfinished Business**

There was no unfinished business to discuss.

**NEW BUSINESS**

**MN Power Franchise Agreement**

Clerk Okerman explained that the current Minnesota Power franchise agreement had expired. She highlighted that the updated agreement provides for the city to impose a franchise fee, which would be passed on to customers. The council discussed the pros and cons of implementing such a fee, with concerns raised about the impact on low-income residents. The council decided not to implement a franchise fee at this time but to leave the language in the agreement allowing for future implementation if desired. The council agreed to set a public hearing for the franchise agreement.

*Motion to set a public hearing for the Minnesota Power franchise agreement on May 12th. Made by Councilmember Carlson. Seconded by Siltman.*

The motion passed unanimously.

#### **Pest Control bids**

Clerk Okerman presented two pest control bids from Adam's Pest Control and Keep Out. The council discussed the ongoing issues with wasps and Asian ladybugs in the building. After consideration, the council decided to try the Keep Out proposal for a year, which was cheaper and more straightforward.

*Motion to approve the Keep Out pest control proposal. Made by Flategraff. Seconded by Barnett.*

The motion passed unanimously.

#### **Liability Coverage Waiver Form**

Clerk Okerman explained the annual liability coverage waiver form, recommending that the city does not waive the monetary limits on municipal tort liability. The council agreed with this recommendation.

*Motion to not waive the monetary limits on municipal tort liability. Made by Barnett. Seconded by Carlson.*

The motion passed unanimously.

#### **2025 Spring Projects**

Clerk Okerman presented a list of spring projects, including completed, pending, and to-be-determined projects. The council discussed various items, including the installation of Born Learning Trail signs at Veterans Park, the purchase of dirt for the pollinator garden, and the need to address drainage issues in the parking lot.

The council decided to table the decision on the French drain and concrete work in the parking lot until more information could be gathered. They agreed to look into having the current drain cleaned out as a temporary solution.

*Motion to approve purchase and delivery of black dirt for the pollinator garden up to \$500. Made by Councilmember Flategraff. Seconded by Carlson.*

The motion passed unanimously.

#### **Disbursements Discussion**

Mayor Rudlang brought up the topic of credit card statements, suggesting that the council should review more detailed credit card listings instead of just highlights in the financial report. The council discussed the pros and cons of this approach and agreed to try it out on a trial basis.

### **REPORTS OF OFFICERS, COMMITTEES, STAFF**

#### **Mayor's Report**

Mayor Rudlang mentioned a recent meeting with On Systems but did not have a detailed report prepared due to illness. He promised to provide a written report for the next meeting.

#### **Clerk's Report**

The clerk's report was covered in the spring projects discussion.

### **Parks and Recreation Committee Report**

The Parks and Recreation Committee presented updated facility rental agreements for Veterans Park, the concession stand, and city hall. The council reviewed and discussed the agreements, noting some inconsistencies and areas for clarification.

*Motion to approve the facility rental agreements with the discussed changes. Made by Councilmember Carlson. Seconded by Barnett.*

The motion passed unanimously.

The committee also presented agreements with the Diamond Club and the school district for use of the ball field. The council discussed issues with field usage and agreed to seek more information about why the school was not using the field.

*Motion to approve the agreement with Diamond Club with the discussed clarifications. Made by Flategraff. Seconded by Carlson.*

The motion passed unanimously.

*Motion to approve the agreement with the school district with the discussed changes. Made by Flategraff. Seconded by Barnett.*

The motion passed unanimously.

### **MISCELLANEOUS/COMMUNICATION**

**Tornado Siren:** Mayor Rudlang reported that the county had decided to proceed with repairing the tornado siren near the movie theater due to the urgency of the upcoming severe weather season. The bill for the repair will be dealt with collectively once received.

**Colonial Masonry Quote:** This item was not discussed in detail during the meeting.

**Storm Drain Quote:** The council discussed a quote for addressing drainage issues in the parking lot. They decided to table the decision and look into having the current drain cleaned out as a temporary solution.

*Motion to table the decision on the French drain and concrete work. Made by Councilmember Carlson. Seconded by Siltman.*

### **Adjournment**

*Motion to adjourn the meeting at 7:31 PM. Made by Flategraff. Seconded by Barnett.*

The motion passed unanimously and the meeting was adjourned.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Krista A. Okerman, City Clerk-Treasurer

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Andrew J. Rudlang, Mayor



4c  
March 2025 4/8/2025

For the Period : 3/1/2025 To 3/31/2025

<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	\$410,494.92	\$3,954.00	\$62,827.61	\$351,621.31	\$0.00	\$12,321.15	\$363,942.46
CARES/ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Development Program	\$8,592.27	\$0.00	\$0.00	\$8,592.27	\$0.00	\$0.00	\$8,592.27
Charitable Gambling Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$219,856.59	\$518.20	\$0.00	\$220,374.79	\$0.00	\$0.00	\$220,374.79
4-year CD #10096423 - Ops Reserve	\$58,070.62	\$128.87	\$0.00	\$58,199.49	\$0.00	\$0.00	\$58,199.49
Savings Account-Committed Funds	\$176,637.76	\$2,386.37	\$0.00	\$179,024.13	\$0.00	\$0.00	\$179,024.13
2023 Street Improvements Construction	(\$89,087.15)	\$0.00	\$0.00	(\$89,087.15)	\$0.00	\$0.00	(\$89,087.15)
Total	\$784,565.01	\$6,987.44	\$62,827.61	\$728,724.84	\$0.00	\$12,321.15	\$741,045.99

Date

Fund Name: All Funds

Date Range: 03/01/2025 To 03/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/10/2025	Cascade Computers	30014	Inv 44482-Cloud and backup storage	N	Clerk	100-41425-209-	\$ 44.90
	<b>Total For Check</b>	<b>30014</b>					<b>\$ ✓ 44.90</b>
03/10/2025	Pequot Lakes Sanitation	30015	3/1-3/31/25 garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 45.35
	<b>Total For Check</b>	<b>30015</b>					<b>\$ ✓ 45.35</b>
03/10/2025	Auto Value	30016	power steering fluid, Rain-X sprayway glass cleaner	N	Public Works/Maintenance	100-43102-215-	\$ 61.98
		30016			Road and Bridge Equipment	100-43126-221-	\$ 54.95
	<b>Total For Check</b>	<b>30016</b>					<b>\$ ✓ 116.93</b>
03/10/2025	City of Pequot Lakes	30017	Police Contract Invoice #2437	N	Police Administration	100-42110-315-	\$ 3,605.00
	<b>Total For Check</b>	<b>30017</b>					<b>\$ ✓ 3,605.00</b>
03/10/2025	Breen & Person, LTD.	30018	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
	<b>Total For Check</b>	<b>30018</b>					<b>\$ ✓ 200.00</b>
03/10/2025	AT & T Mobility	30019	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
	<b>Total For Check</b>	<b>30019</b>					<b>\$ ✓ 30.00</b>
03/10/2025	Krista Okerman	30020	Mileage for St Cloud & Baxter Menards trip for carpet tiles and mileage increase backpay-	N	Clerk	100-41425-331-	\$ 131.56
	<b>Total For Check</b>	<b>30020</b>					<b>\$ ✓ 131.56</b>
03/10/2025	Cassandra Delougherty	30021	Mileage reimb for Sourcewell Prof.Dvlpmt 105 miles, mileage rate increase backpay (4.72)	N	Clerk	100-41425-331-	\$ 78.22
	<b>Total For Check</b>	<b>30021</b>					<b>\$ ✓ 78.22</b>
03/11/2025	Payroll Period Ending 03/08/2025	30022	02/23 - 03/08/25 pay period, health ins. and CC	N	Council/Town Board	100-41110-106-	\$ 230.87
	<b>Total For Check</b>	<b>30022</b>					<b>\$ O/S 230.87</b>
03/11/2025	Payroll Period Ending 03/08/2025	30023	02/23 - 03/08/25 pay period, health ins. and CC	N	Council/Town Board	100-41110-106-	\$ 230.87
	<b>Total For Check</b>	<b>30023</b>					<b>\$ ✓ 230.87</b>

Fund Name:      Funds  
Date Range:      03/01/2025 To 03/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/11/2025	Payroll Period Ending 03/08/2025	30024	02/23 - 03/08/25 pay period, health ins. and CC	N	Payroll Administration	100-41501-131-	\$ 255.42
		<b>Total For Check</b>	<b>30024</b>				<b>\$ ✓ 255.42</b>
03/11/2025	Payroll Period Ending 03/08/2025	30025	02/23 - 03/08/25 pay period, health ins. and CC	N	Clerk	100-41425-101-	\$ 827.16
		<b>Total For Check</b>	<b>30025</b>				<b>\$ ✓ 827.16</b>
03/11/2025	Payroll Period Ending 03/08/2025	30026	02/23 - 03/08/25 pay period, health ins. and CC	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>30026</b>				<b>\$ ✓ 230.87</b>
03/11/2025	Payroll Period Ending 03/08/2025	30027	02/23 - 03/08/25 pay period, health ins. and CC	N	Clerk	100-41425-101-	\$ 1,090.06
		<b>Total For Check</b>	<b>30027</b>				<b>\$ ✓ 1,090.06</b>
03/11/2025	Payroll Period Ending 03/08/2025	30028	02/23 - 03/08/25 pay period, health ins. and CC	N	Payroll Administration	100-41501-131-	\$ 213.53
		<b>Total For Check</b>	<b>30028</b>				<b>\$ ✓ 213.53</b>
03/11/2025	Payroll Period Ending 03/08/2025	30029	02/23 - 03/08/25 pay period, health ins. and CC	N	Payroll Administration	100-41501-131-	\$ 213.53
		<b>Total For Check</b>	<b>30029</b>				<b>\$ ✓ 213.53</b>
03/11/2025	Payroll Period Ending 03/08/2025	30030	02/23 - 03/08/25 pay period, health ins. and CC	N	Public Works/Maintenance	100-43102-103-	\$ 488.04
		<b>Total For Check</b>	<b>30030</b>				<b>\$ ✓ 488.04</b>
03/11/2025	Payroll Period Ending 03/08/2025	30031	02/23 - 03/08/25 pay period, health ins. and CC	N	Council/Town Board	100-41110-106-	\$ 277.05
		<b>Total For Check</b>	<b>30031</b>				<b>\$ ✓ 277.05</b>
03/11/2025	Payroll Period Ending 03/08/2025	30032	02/23 - 03/08/25 pay period, health ins. and CC	N	Public Works/Maintenance	100-43102-103-	\$ 199.90
		<b>Total For Check</b>	<b>30032</b>				<b>\$ ✓ 199.90</b>
03/11/2025	Payroll Period Ending 03/08/2025	30033	02/23 - 03/08/25 pay period, health ins. and CC	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>30033</b>				<b>\$ ✓ 230.87</b>
03/11/2025	Payroll Period Ending 03/08/2025	30034	02/23 - 03/08/25 pay period, health ins. and CC	N	Public Works/Maintenance	100-43102-103-	\$ 124.55

Fund Name:      Funds

Date Range:      03/01/2025 To 03/31/2025

<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	30034				<div><div>\$</div><div>✓</div><div>124.55</div></div>
03/12/2025	State of IA	EFT2577579*	CSE 02/23 - 03/08/2025pay period	N	Clerk	100-41425-175-	<div><div>\$</div><div></div><div>60.00</div></div>
		Total For Check	EFT2577579				<div><div>\$</div><div>✓</div><div>60.00</div></div>
03/17/2025	Quality Title	30035	Hayes Property, PID 26340700, 337762 Summer Avenue	N	Park Areas	100-45202-510-	<div><div>\$</div><div></div><div>30,816.03</div></div>
		Total For Check	30035				<div><div>\$</div><div></div><div>30,816.03</div></div>
03/25/2025	Forum Communications	30036	Subscription Renewal	N	Clerk	100-41425-433-	<div><div>\$</div><div></div><div>172.69</div></div>
		Total For Check	30036				<div><div>\$</div><div>O/S</div><div>172.69</div></div>
03/25/2025	Wideth Smith Nolting & Assoc., Inc	30037	Inv236637 Veterans Street ROW Platting through 2.14.25 \$3705	N	Planning and Zoning	100-41910-303-	<div><div>\$</div><div></div><div>236.00</div></div>
		30037	Inv236636 GenEng. \$236		Highways and Streets	100-43101-312-	<div><div>\$</div><div></div><div>3,705.00</div></div>
		Total For Check	30037				<div><div>\$</div><div>O/S</div><div>3,941.00</div></div>
03/25/2025	Thurlow Hardware	30038	vapor torch kit and rock salt	N	Public Works/Maintenance	100-43102-221-	<div><div>\$</div><div></div><div>186.95</div></div>
		Total For Check	30038				<div><div>\$</div><div>✓</div><div>186.95</div></div>
03/25/2025	Shamp's Service	30039*	power steering repair for truck	N	General Equipment	100-43127-221-	<div><div>\$</div><div></div><div>1,464.61</div></div>
		Total For Check	30039				<div><div>\$</div><div>O/S</div><div>1,464.61</div></div>
03/25/2025	MN Power	30040	Street lights and electricity 2/2/25-3/2/25	N	General Government Buildings and Plant	100-41940-381-	<div><div>\$</div><div></div><div>378.97</div></div>
		30040			Street Lighting	100-43160-381-	<div><div>\$</div><div></div><div>652.27</div></div>
		Total For Check	30040				<div><div>\$</div><div>O/S</div><div>1,031.24</div></div>
03/25/2025	TDS	30041	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	<div><div>\$</div><div></div><div>178.18</div></div>
		Total For Check	30041				<div><div>\$</div><div>O/S</div><div>178.18</div></div>
03/25/2025	Xcel Energy	30042	Natural gas service Statement Number: 919647333	N	General Government Buildings and Plant	100-41940-383-	<div><div>\$</div><div></div><div>280.23</div></div>
		Total For Check	30042				<div><div>\$</div><div>O/S</div><div>280.23</div></div>
03/25/2025	Crow Wing Power	30043	2/8/25 to 3/8/25 electric service	N	Street Lighting	100-43160-381-	<div><div>\$</div><div></div><div>24.00</div></div>
		Total For Check	30043				<div><div>\$</div><div>✓</div><div>24.00</div></div>
03/25/2025	Wilson Township	30044	1st half payment for street maintenance-12th Ave SW	N	Highways and Streets	100-43101-405-	<div><div>\$</div><div></div><div>2,500.00</div></div>

Fund Name:      Funds  
Date Range:      03/01/2025 To 03/31/2025

<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>
		<b>Total For Check</b>	<b>30044</b>				<u>\$ 0/S 2,500.00</u>
03/25/2025	Cassandra Delougherty	30045	mileage reimbursement and meal expenses from MCFOA Conference	N	Clerk	100-41425-331-	\$ 257.16
		<b>Total For Check</b>	<b>30045</b>				<u>\$ ✓ 257.16</u>
03/25/2025	Krista Okerman	30046	Mileage and meals for MCFOA Conference and Costco office equipment (rugs etc) purchases	N	Clerk	100-41425-201-903	\$ 64.68
		30046				100-41425-331-	\$ 0/S 287.80
		<b>Total For Check</b>	<b>30046</b>				<u>\$ 352.48</u>
03/25/2025	PERA	EFT2577580	02/28 - 03/08/25 pay period	N	Clerk	100-41425-115-	\$ 90.44
		EFT2577580				100-41425-115-	\$ 80.31
		EFT2577580			Payroll Administration	100-41501-121-	\$ 251.34
		EFT2577580			Public Works/Maintenance	100-43102-115-	\$ 47.08
		<b>Total For Check</b>	<b>EFT2577580</b>				<u>\$ ✓ 469.17</u>
03/25/2025	State of IA	EFT2583609*	CSE 03/09 - 03/22/2025 pay period	N	Clerk	100-41425-175-	\$ 60.00
		<b>Total For Check</b>	<b>EFT2583609</b>				<u>\$ ✓ 60.00</u>
03/25/2025	Xcel Energy	EFT54214	Natural gas service Statement Number: 915545238	N	General Government Buildings and Plant	100-41940-383-	\$ 636.57
		<b>Total For Check</b>	<b>EFT54214</b>				<u>\$ ✓ 636.57</u>
03/25/2025	Internal Revenue Service	EFT548352*	January 941 Q1 2025	N	Payroll Administration	100-41501-122-	\$ 1,083.19
		EFT548352*				100-41501-135-	\$ 253.33
		EFT548352*				100-41501-170-	\$ 313.14
		<b>Total For Check</b>	<b>EFT548352</b>				<u>\$ ✓ 1,649.66</u>
03/25/2025	Internal Revenue Service	EFT55082003	February 941 Q1 2025	N	Payroll Administration	100-41501-122-	\$ 1,230.50
		EFT55082003				100-41501-135-	\$ 287.78
		EFT55082003				100-41501-170-	\$ 433.24
		<b>Total For Check</b>	<b>EFT55082003</b>				<u>\$ ✓ 1,951.52</u>
03/25/2025	PERA	EFT792795	03/09 - 03/22/25 pay period	N	Clerk	100-41425-115-	\$ 132.44
		EFT792795				100-41425-115-	\$ 92.21
		EFT792795			Payroll Administration	100-41501-121-	\$ 308.67
		EFT792795			Public Works/Maintenance	100-43102-115-	\$ 42.86
		<b>Total For Check</b>	<b>EFT792795</b>				<u>\$ ✓ 576.18</u>



Fund Name:      Funds  
Date Range:      03/01/2025 To 03/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/25/2025	Elan Financial Services	EFTC8C7E674	plow/fuel/remodel carpet etc/office supps/LMC/heyGov/noip/shop supplies/MtgLocChng notice	N	Council/Town Board	100-41110-351-	\$ 10.20
		EFTC8C7E674			Clerk	100-41425-201-	\$ 320.72
		EFTC8C7E674				100-41425-433-	\$ 1,086.93
		EFTC8C7E674				100-41425-438-	\$ 121.40
		EFTC8C7E674			General Government Buildings and Plant	100-41940-223-903	\$ 2,225.75
		EFTC8C7E674			Road and Bridge Equipment	100-43126-212-	\$ 248.52
		EFTC8C7E674				100-43126-221-	\$ 387.54
	<b>Total For Check</b>	<b>EFTC8C7E674</b>					<b>\$ ✓ 4,401.06</b>
03/26/2025	Payroll Period Ending 03/25/2025	30047	03/09 - 03/22/25 pay period	N	Clerk	100-41425-101-	\$ 971.30
	<b>Total For Check</b>	<b>30047</b>					<b>\$ ✓ 971.30</b>
03/26/2025	Payroll Period Ending 03/25/2025	30048	03/09 - 03/22/25 pay period	N	Clerk	100-41425-101-	\$ 1,545.35
	<b>Total For Check</b>	<b>30048</b>					<b>\$ 0/S 1,545.35</b>
03/26/2025	Payroll Period Ending 03/25/2025	30049	03/09 - 03/22/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 437.55
	<b>Total For Check</b>	<b>30049</b>					<b>\$ 0/S 437.55</b>
<b>Total For Selected Checks</b>							<b>\$ 62,827.61</b>

Fund Name: All Funds

Date Range: 03/01/2025 To 03/31/2025

<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>
03/11/2025	Crow Wing County	332306	***VOID\$206.63***fines	(03/11/2025) -	Y	Court Fines	100-35101-	\$ -
								\$ -
03/13/2025	Court Admin	332307	Ohr Restitution chk#56602	(03/13/2025) -	N	Court Fines	100-35101-	\$ 200.00
								\$ 200.00
03/24/2025	Crow Wing County-State of MN	332308	fines	(03/24/2025) -	N	Court Fines	100-35101-	\$ 206.63
								\$ 206.63
03/24/2025	State of Minnesota-CWC	332309	local government aid	(03/24/2025) -	N	Local Government Aid	100-33401-	\$ 2,714.17
								\$ 2,714.17
03/24/2025	A-Pine Restaurant	332310	liquor license renewal fee	(03/24/2025) -	N	Alcoholic Beverages	100-32110-	\$ 550.00
								\$ 550.00
03/31/2025	First National Bank	332312	OldAcct Int. 1.20, 3/1-3/5 Int.-3.28, Feb chkg int 17.16Mckg -14.14, svg 19.74 svc fee \$5	(03/31/2025) -	N	Interest Earning	100-36210-	\$ 1.20
						Interest Earning	100-36210-	\$ 3.28
						Interest Earning	100-36210-	\$ 12.16
						Interest Earning	100-36210-	\$ 14.14
						Interest Earning	404-36210-	\$ 19.74
								\$ 50.52
03/31/2025	PMA 4M	332313	interest and dividends Go Bond, Gen-101, Reserve-102, Reser CD int. 2,366.63	(03/31/2025) -	N	Interest Earning	100-36210-	\$ 11.16
						Interest Earning	100-36210-	\$ 241.26
						Interest Earning	301-36210-	\$ 518.20
						Interest Earning	404-36210-	\$ 2,366.63
								\$ 3,137.25
03/31/2025	First National Bank	332314	CD Interest	(03/31/2025) -	N	Interest Earning	401-36210-	\$ 128.87
								\$ 128.87

Fund Name:      Funds

Date Range:      03/01/2025 To 03/31/2025

<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>
Total for Selected Receipts							<u>\$ 2 / 6,987.44</u>

For the month ending:

March 31, 2025

Bank account

Account #

Balance

**First National Bank**

Checking (NOW)

XXX359

171,141.00

Savings

XXXX989

46,506.80

4-year CD

XXXXX423

58,199.49

**4 M Fund**

Bond

XXX201

142,763.12

Money Market

XXX101

3,072.14

Money Market - Street Reserves

XX102

119,363.44

CD #XXXX612-1 (Mat. 3/17/25)

0.00

0.00

TS #XXXX98-1 (Mat. 5/29/25)

XXX102

100,000.00

CD #XXXX270-1 (Mat. 5/28/25)

XXX102

100,000.00

**4M Fund TOTAL**

**465,198.70**

**Assigned Operational (6 months)**

153,020.19

**Operational Reserve**

58,199.49

**Committed Funds**

386,217.52

**Debt Service**

131,287.64

**Fund Balance Total**

**728,724.84**

**Committed Funds Breakdown**

Future Streets

345,031.90 (4M fund)

Parks and Rec

5,025.74

Gambling Proceeds

0.00

Heavy Equipment

26,632.73

SCDP

8,592.27 (re-allocated for 2025)

EEP Grant

934.88 (re-allocated for 2025)

ARPA

0.00

**TOTAL**

**386,217.52**

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.**

O/S Checks O/S Deposits Ending Bal. Check # O/S check amt.

12,321.15 158,819.85 30022 230.87

46,506.80 30036 172.69

58,199.49 30037 3941.00

0.00 0.00 30038 186.95

0.00 30039 1464.61

142,763.12 30040 1031.24

3,072.14 30041 178.18

119,363.44 30042 280.23

0.00 30044 2500.00

0.00 30046 352.48

100,000.00 30048 1545.35

100,000.00 30049 437.55

Totals 728,724.84 ✓

Cash per CTAS 728,724.84 ✓

Difference 0.00

12,321.15

Date Range : 3/17/2025 To 4/17/2025

<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>
04/14/2025	TDS	Phone and internet	2694	\$177.36	100-41940-321-	General Government Buildings and Plant	\$177.36
04/14/2025	MN Power	Street lights and electricity 3/2/25-4/1/25	2695	\$911.55	100-43160-381- 100-41940-381-	Street Lighting General Government Buildings and Plant	\$603.95 \$307.60
04/14/2025	Krista Okerman	Community Impact Funds, felt sound absorbing tiles, table for Council Chambers	2696	\$130.24	100-41425-201-903	Clerk	\$130.24
04/14/2025	Cassandra Delougherty	Prof Dvlpmt mileage Sourcewell Land Use(110mi), St Cloud Safety & Loss Control (198mi)	2697	\$215.60	100-41425-331-	Clerk	\$215.60
04/15/2025	Roman Siltman	Easter Egg Hunt Supplies Reimbursement	2698	\$278.93	100-45202-810-	Park Areas	\$278.93
04/15/2025	Jory Carlson	Easter Egg Hunt supplies from Target (\$61.92) and Costco (\$7.99)	2699	\$69.91	100-45202-810-	Park Areas	\$69.91
04/15/2025	Crow Wing County Land Services	PID26260543 Stienessen E911 Addressing	2700	\$25.00	100-41420-310-	Recording and Reporting	\$25.00
04/14/2025	MN Revenue	1st Quarter State Withholding 2025	EFT304224	\$721.20	100-41501-172-	Payroll Administration	\$721.20
04/14/2025	Dept. of Employment and Econ Dev	Unemployment Insurance Quarter 1 2025	EFT304225	\$2,555.00			



Date Range : 3/17/2025 To 4/17/2025

<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>
					100-41425-141-	Clerk	\$2,555.00
04/14/2025	Internal Revenue Service	March 941 Q1 2025	EFT3425415 6	\$500.32			
					100-41501-122-	Payroll Administration	\$139.40
					100-41501-135-	Payroll Administration	\$32.60
					100-41501-170-	Payroll Administration	\$328.32
04/14/2025	Elan Financial Services	Com Imp Remdl Pjct, educ/trvl exp MMCI Year 3, park mltry flags, comprsr, MCFOA conf hotel	EFT79BA5	\$5,704.90			
					100-41940-223-903	General Government Buildings and Plant	\$3,767.92
					100-41425-201-	Clerk	\$334.89
					100-41940-223-	General Government Buildings and Plant	\$203.16
					100-45202-438-	Park Areas	\$299.41
					100-41425-331-	Clerk	\$886.44
					100-41425-440-	Clerk	\$340.00
					100-41940-223-903	General Government Buildings and Plant	(\$126.92)
Total For Selected Claims				\$11,290.01			\$11,290.01

---

Date



AGENDA ITEM #

60a

**REPORT TO CITY COUNCIL**

**Prepared by:** Krista Okerman  
**Date:** April 17, 2025  
**Subject:** Born Learning Path

**Report:** I received more information from the United Way regarding painting for the Born Learning Path. They do have the paint and stencils they will give to us. However, they do not have the resources to have anyone come up and paint nor do any touch ups in the future. The significance of the paint/stencils is that they coincide with the signs. An example is one sign has hopscotch on it so the stencils has a hopscotch that you can paint on the sidewalk for the kids to do.

**Budget Impact:** Staff time.

**Council Action Requested:** Discussion and action as needed.



AGENDA ITEM #

6b

### REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** April 17, 2025

**Subject:** Planning Commission Vacancy

**Report:** The City currently has a vacancy on the Planning Commission due to the resignation of long time Commissioner Steve Stricker. A vacancy was declared and an advertisement for Planning Commissioners was placed in the paper, on the website and posted at City Hall. The deadline for applicants was April 17<sup>th</sup> at noon. We did not receive any applications by the deadline. We did have 3 applicants for 2 positions at the beginning of the year. Sean Smuda was one of the applicants that did not get reappointed. However, he expressed an interest in remaining on the Commission. Smuda served on the Commission from 2021 through 2024.

**Recommendation:** While this decision is ultimately a Council decision, it is staff recommendation to appoint Smuda to fulfill the Planning Commission Vacancy. He would bring previous experience to the Commission and thus return the Commission to 5 members.

**Action requested:** Motion to appoint Sean Smuda to fulfill the Planning Commission vacancy contingent upon his acceptance of the appointment.

7a

\*Allocation from funds from Easter Egg Hunt to be determined.

**RESOLUTION NO. 25-04-308**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

**WHEREAS**, the City of Jenkins is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount/Item</u>
Miscellaneous	\$171.00

<u>Name of Donor</u>	<u>Amount/Item</u>
Krista Okerman	Sideboard/buffet (\$211.52)
Krista Okerman	Sideboard/buffet (\$268.43)
Krista Okerman	City of Jenkins baseball hats (\$50.00)
Krista Okerman	2 Wooden tables (\$100.00)

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions

\*Donor Misc. - Cash donation of \$171.00 to be allocated to park improvements.

Donor Okerman - Furniture to be used at City Hall as needed.

Donor Okerman – Baseball hats for Community Easter Egg Hunt Prizes.

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Jenkins, Minnesota this 22<sup>nd</sup> day of April, 2025.

\_\_\_\_\_  
Andrew J. Rudlang, Mayor

Attested:

\_\_\_\_\_  
Krista A. Okerman, City Clerk-Treasurer



AGENDA ITEM #

7b

### REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** April 17, 2025

**Subject:** 2025 Fees List

**Report:** Attached please find an updated Fees list that implements revisions to ensure that the costs associated with services and administrative functions are accurately recouped. The Fees List was last reviewed and updated in 2021. The updated fees list in particular puts emphasis on reflecting staff time and cost increases. It is important to note that the City's fees are not intended to generate profit but to cover the expenses incurred in providing these services.

One of the primary factors influencing the fee increase is the cost associated with staff and contracted services time. As wages and benefits rise, it becomes necessary to adjust fees to cover these additional expenses.

In addition to staff time, operational costs such as maintenance and supplies have also seen an upward trend. The City has taken these factors into account to ensure that fees are aligned with the actual costs of delivering services. One area that I did not make too many amendments to is the Land Use Fees. This is due to potential legislation that would alter the building permit fee methodology. I will keep an eye on this bill to see if and how it progresses through this legislative session and will revisit that portion of the fees list if and when appropriate.

The City is committed to transparency in its fee structure and processes. Detailed explanations of each fee and the rationale behind the increases are available to the public. This ensures that residents and businesses understand the necessity of the adjustments and can see that the fees are directly linked to the costs of service provision.

**Budget Impact:** \$0.00

**Council Action Requested:** Discussion and action as needed.





**CITY OF JENKINS**  
**2021-2025 FEE SCHEDULE**

Adopted \_\_\_\_\_, \_\_\_\_\_, 2025

<b>Address assignment and 911 sign installation .....</b>	<b><del>\$75.00</del></b>	<b>\$100.00</b>
911 sign and post replacement .....	<del>\$50.00</del>	\$80.00
911 Sign Post Replacement .....	<del>\$25.00</del>	\$35.00
911 Sign Replacement .....	<del>\$35.00</del>	\$45.00

**Administrative Fines.....See Attached Administrative Fine Fee Schedule**

**Miscellaneous Fees**

City Hall rental Signed Key Policy Required.....	<del>\$20.00</del>	<b>\$25.00</b> /minimum
Local non-profit and government agencies.....	No Charge	
Local charity group .....	Key Deposit (refundable)-\$20	<b>\$25.00</b>
NSF Checks .....	\$40.00	
Copies		
Black and White .....	\$0.25/page	
Color .....	\$0.75/page	
Color Photo .....	\$2.00 each	
Administrative Staff Time .....	At current wage rate	
Public Works Time .....	At current wage rate	
Special City Council meeting .....	\$500.00	
Special Planning Commission meeting .....	\$300.00	

**Cemetery Fees**

Cemetery Lot .....	\$350.00
Additional burial right.....	\$100.00
Deed Transfer.....	\$25.00

**Driveways and Approaches (Meeting with public works required)**

Driveway/approach review .....	\$50.00
Culvert (if required by Public Works) .....	At Owner's/Contractors expense
Damage to road .....	At Owners/Contractors expense

**Licenses & Permits **Liquor and Cannabis Licenses****

Malt Liquor On Sale .....	\$100.00
Intoxicating and Brew Pub Off-sale .....	\$100.00
Intoxicating On-sale.....	<del>\$500.00</del> \$750.00
Sunday sales license.....	\$50.00
Brewery and Brewery Taproom.....	\$200.00

Brew Pub On sale license .....	\$500.00
Temporary Liquor license.....	\$100.00
+Commercial Cannabis Initial Registration fee.....	\$500.00
+Commerical Cannabis Renewal Fee.....	\$1,000.00

#### Miscellaneous Permits

Temporary Vendor, Transient Merchant, Peddler Permit	<del>\$50.00/year</del> \$25.00/day or
.....	\$10.00 per occurrence \$250.00 for 14 days
Flea Market .....	\$50.00 per year or
.....	\$10.00 per occurrence
Temporary Travel Trailer/Camping permit (after 2 weeks)	<del>\$45.00 / 90 days</del> or \$1.00/day up to
180 days or	
.....	<del>\$90.00 / 180 days</del> \$2.00/ day after 180 days
Fence Permit Fee.....	\$25.00 \$50.00
Special Event Permit Fee (Additional fees may apply) .....	\$25.00 \$100.00
Keeping of Chickens Permit .....	\$25.00

+ Initial Cannabis retail registration fee shall not exceed \$500 or half of the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less.

+ Any cannabis renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

Mail box Post .....	\$100.00
Mailbox Post Installation .....	<del>\$25.00</del> \$50.00

#### Sign permits

Commercial.....	\$100.00
Residential.....	\$50.00
Commercial Concept Plan Review .....	\$100.00
Residential Sign Plan Review .....	\$50.00

\*\*Permit extension fee:  $\frac{1}{2}$  original permit fee

\*\*After the fact permits (Paid at the time Permit is Issued) Triple Original Fee\*\* plus a minimum of \$250.00 fine

***Note: When costs associated with processing or reviewing a Planning and Zoning application (as shown below) exceeds the original application fee, the applicant shall reimburse the City for any reasonable and customary additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire in reviewing permits and/or applications. Any outstanding fees due to the City shall be paid before issuance of the permit and any construction of the project begins.***

**Planning and Zoning ~~\*includes recording fee with Crow Wing County~~**

Conditional Use Permit (Commercial) .....	\$400.00	\$500.00 + recording fee
Conditional Use Permit (Residential) .....	\$300.00	\$400.00 + recording fee
Sketch Plan Review .....	\$100.00	(credited to preliminary plat)
Preliminary Plat .....	\$500.00 + \$2,500.00 security deposit	
.....	(Direct expenses taken from deposit)	
Final Plat .....	\$275.00 + \$25.00/lot	
Re-zone .....	\$300.00	+ publication cost
Variance request .....	\$400.00	\$500.00 + recording fee
Easement/alley vacation (includes outside Attorney fees incurred by City)*	\$750.00	+ recording fee
Metes & Boundaries (less than 10 acre) .....	\$350.00	
Metes & Boundaries (parcels resulting in greater than or equal to 10 acres)* ....	\$125.00	
PUD .....	\$550.00 + any consulting/outside fees incurred by City	
Petition for Ordinance Amendment .....	<del>\$200.00</del>	\$300.00
Lot line adjustment .....		\$125.00
Interim Use Permit.....		\$400.00

Appeals to Board of Adjustment (from action of Planning Commission).....\$0

\*Appeals to City Council (from action of Planning Commission).....\$300.00

\*If appeal is upheld by the City Council, fee shall be refunded.



## **Land Use Fees**

### **New Construction:**

#### **Residential:**

Main Floor (basement not included in cost factor).....	\$ .20 sq ft
Additional Floors (included basement and attached garage) .....	\$ .10 sq ft
Accessory Building (detached garage included) over 100 sq ft & without plumbing ...	\$0.15 sq ft
Accessory Building (detached garage included) over 100 sq ft & with plumbing .....	\$0.20 sq ft
Accessory Building (100 sq ft or less).....	<del>\$25.00</del> <b>\$50.00</b>
Demolition permit.....	\$75.00

#### **\*\*Commercial:**

Main Floor (basement not included in cost factor).....	\$ .25 sq ft
Additional Floors (included basement and attached garage) .....	\$ .15 sq ft
Accessory Building (over 100 sq ft & without plumbing).....	\$0.20 sq ft
Accessory Building (detached garage included) over 100 sq ft & with plumbing .....	\$0.25 sq ft
Accessory Building (100 sq ft or less).....	<del>\$25.00</del> <b>\$100.00</b>
Demolition permit.....	\$75.00

Agricultural Accessory Structures: ..... \$100

### **Sewage Treatment Systems:**

Residential (Includes review, approval of design, and inspection): .....	\$220*
Re-inspection Fee.....	\$185*
Design review.....	\$35*
Commercial design review and inspection.....	at City's choice outside inspector/designer rate
* Or current City appointed septic inspector's rate*	

\*\* There is a \$5,000 maximum for one commercial development.

**NOTE: Any non-permitted work or construction shall be required to be removed.**

## Administrative Fines

Offense	Statute/Code	Penalty
Abandoned or Inoperable Vehicles Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Animal Husbandry Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Construction Materials	Zoning Ordinance	\$100 per day – \$1,000 max per year
Dog Ordinance – No/Expired Vaccinations	City Code	\$50
Dog Ordinance Violations – all other sections	City Code	\$75
Exterior Storage	Zoning Code	\$100 per day – \$1,000 max per year
Fence Standards Violation	Zoning Code	\$100 per day – \$1,000 max per year
Garbage-Refuse-Debris Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Lawn/Noxious Weeds Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Property Maintenance Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Public Nuisance	Zoning Ordinance	\$100 per day – \$1,000 max per year
Building Standards Violation	Zoning Ordinance	\$250 \$100 per day – \$1,000 max per year
Sign Standards Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Visual/Negative Impact Violation	Zoning Ordinance	\$100 per day – \$1,000 max per year
Noise Violation	Zoning Ordinance	\$300.00 per occurrence





# Senate Labor Committee Considers Bill That Would Alter Building Permit Fee Methodology

February 3, 2025

**The bill continues conversations had in previous legislative sessions to move to a cost-per-square-foot methodology.**

On Jan. 30, the Senate Labor Committee considered SF 560 (Sen. Eric Lucero, R-Saint Michael), which would require the commissioner of the Department of Labor and Industry to establish a cost-per-square-foot valuation of residential buildings for the purposes of municipal building permit fees.

As introduced, the bill would create a uniform valuation system based on cost per square foot for new construction and additions to one- and two-family buildings, townhouses, and accessory buildings.

Although the bill's language reflects discussions from a Department of Labor and Industry Technical Advisory Group, in which the League participated, the League ultimately raised concerns about the proposal. During the committee meeting, testimony on behalf of the League highlighted issues with both the underlying bill and an amendment that was brought up for discussion but not adopted. The committee passed the bill without recommendation, and sent it to the Senate Housing and Homelessness Prevention Committee for further consideration.

## Comments on bill as introduced

The League, alongside Brian Hoffman, City of St. Louis Park building and energy director, provided testimony on SF 560. The League maintains that the current valuation-based methodology for building permit fees does not need to be changed. However, the League acknowledges if changes were to be considered, they should:

- Ensure regional cost-per-square-foot valuations apply only to new one- and two-family buildings.
- Allow complexity as a factor in valuation.
- Preserve cities' authority to set their own fee schedules.
- Exclude additions, accessory buildings, or remodels from the proposed valuation method.

## Concerns with the proposed amendment

The League also addressed an amendment that was presented for discussion but not adopted. The amendment proposed replacing the bill's language with a trip fee methodology, which the League deemed problematic for both cities and builders. Concerns included:

- **Increased uncertainty:** A trip charge model could replace upfront inspection and review fees with post-work trip charges, potentially increasing costs for certain projects that need re-inspections.
- **Administrative burdens:** Cities would need to create entirely new systems to track trips, collect fees, and manage payments for potentially thousands of permits, adding complexity and cost.
- **Delayed certificates and occupancy:** A post-service fee collection could delay occupancy certificates until payments are received, creating more uncertainty for permit applicants.

## Ongoing legislative engagement

Housing First Minnesota testified in support of the bill, and contended that more certainty and standardization is needed regarding building permit fees.

The League will continue to work with the bill's author and relevant committee members.

## Your next steps

Cities are encouraged to engage with their legislators, especially those on the Senate Housing and Homelessness Prevention Committee, Senate Labor Committee, and the Senate State and Local Government Committee about their concerns with the proposal.

[Read more news articles.](#)

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Your LMC Resource

Daniel Lightfoot

IGR Representative & Federal Relations Manager

(651) 281-1295 or (800) 925-1122

[dlightfoot@lmc.org](mailto:dlightfoot@lmc.org)



AGENDA ITEM #

7c

### REPORT TO CITY COUNCIL

**Prepared by:** Krista Okerman

**Date:** April 17, 2025

**Subject:** IT Services

**Report:** As Mayor Rudlang indicated at the last meeting, he and Councilmember Siltman met with On Systems. With the ongoing requirements related to cyber security and accessibility for websites, it is important that the City is in compliance and stays abreast of these changes. For example, in April 2024, the Department of Justice (DOJ) published the **Americans with Disabilities Act (ADA) Title II Web and Mobile Application Accessibility Rule** that includes technical requirements cities must follow to ensure websites and mobile applications (apps) are accessible to people with disabilities. For many cities, this change will require significant upgrades to their websites and apps. The deadline for the City of Jenkins is April 26, 2027. On Systems has experience working with government agencies and what the requirements for these types of things are. That coupled with the need for more advanced security, systems upgrades, etc.

On Systems was contacted by staff as it is a technology solution company that assists businesses with technology needs to include:

- Optimized Efficiency
- Enhanced Security
- Business (City) Growth

Mayor Rudlang will have a report on this, which I will send out separately on Monday.