



CITY COUNCIL MEETING AGENDA

Tuesday, Tuesday, May 27, 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. Pre-written check #'s 30116-30124; **\$7,744.69**
 - c. Proposed check #'s 30125-30129; **\$3,701.34****TOTAL EXPENSES = \$11,446.03**
5. Public Forum
6. Unfinished Business
 - a. McAllister ROW vacation and lot reconfiguration
 - b. Ebnet Variance/CUP/Land Use Permit
 - c. Gravel Bids
 - d. IT Services quote
7. New Business
 - a. Northdale Oil
8. Reports of Officers, Committees and Boards
 - a. Mayor's Report
 - b. Clerk's Report.
9. Communications/Misc.
10. Adjournment

4b.

Fund Name: All Funds
Date Range: 05/13/2025 To 05/22/2025

<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>
05/13/2025	August Anderson	30116	Council Chamber remodel final bill	N	General Government Buildings and Plant	100-41940-520-903	\$ 2,594.25
	Total For Check	30116					<u>\$ 2,594.25</u>
05/13/2025	Alex Drown	30117	Winter waiver deposit return	N	Sewer Inspections	100-42408-810-	\$ 300.00
	Total For Check	30117					<u>\$ 300.00</u>
05/13/2025	Schrupp Excavating	30118	Inv 20250226 from 5/2/25 2.5 hours grader	N	Highways and Streets	100-43101-405-	\$ 375.00
	Total For Check	30118					<u>\$ 375.00</u>
05/13/2025	Thurlow Hardware	30119	caution tape-\$11.99, hex nuts, bolts, washers for for learning signs-\$35.96	N	Park Areas	100-45202-225-	\$ 11.99
		30119				100-45202-225-	\$ 35.96
	Total For Check	30119					<u>\$ 47.95</u>
05/13/2025	MN Power	30120	Street lights and electricity 4/1 - 5/5/25	N	Street Lighting	100-43160-381-	\$ 587.69
	Total For Check	30120					<u>\$ 587.69</u>
05/13/2025	Crow Wing County	30121	Mail Balloting fees primary and general	N	Elections	100-41410-310-	\$ 939.93
	Total For Check	30121					<u>\$ 939.93</u>
05/13/2025	Xcel Energy	EFT6665a	Natural gas service Statement Number: 923991558	N	General Government Buildings and Plant	100-41940-383-	\$ 227.60
	Total For Check	EFT6665a					<u>\$ 227.60</u>
05/20/2025	Payroll Period Ending 05/20/2025	30122	05/04 - 05/17/25 pay period	N	Clerk	100-41425-101-	\$ 1,114.69
	Total For Check	30122					<u>\$ 1,114.69</u>
05/20/2025	Payroll Period Ending 05/20/2025	30123	05/04 - 05/17/25 pay period	N	Clerk	100-41425-101-	\$ 1,190.72
	Total For Check	30123					<u>\$ 1,190.72</u>
05/20/2025	Payroll Period Ending 05/20/2025	30124	05/04 - 05/17/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 366.86
	Total For Check	30124					<u>\$ 366.86</u>
Total For Selected Checks							<u><u>\$ 7,744.69</u></u>

Date Range : 5/10/2025 To 5/22/2025

<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>
05/20/2025	AAA Rental Inc	lawn mower repairs - replace and repair hydraulics, air filter, blade mulch, oil, tiller.	2728	\$1,285.58			
			30125		100-43102-416-	Public Works/Maintenance	\$60.00
					100-43102-404-	Public Works/Maintenance	\$957.83
					100-43102-221-	Public Works/Maintenance	\$24.52
					100-43102-221-	Public Works/Maintenance	\$243.23
05/20/2025	Crow Wing Power	4/8/25 to 5/8/2025 electric service	2729	\$24.00			
			30126		100-43160-381-	Street Lighting	\$24.00
05/22/2025	TDS	Phone and internet	2730	\$179.02			
			30127		100-41940-321-	General Government Buildings and Plant	\$179.02
05/22/2025	Elan Financial Services	Remodel, office, park supplies, fuel, PH notices, No-IP subscr.	2731	\$1,893.68			
			30128		100-41940-223-903	General Government Buildings and Plant	\$1,510.88
					100-41425-201-	Clerk	\$29.88
					100-41940-212-	General Government Buildings and Plant	\$142.21
					100-41425-433-	Clerk	\$69.99
					100-41425-352-	Clerk	\$60.95
					100-45202-211-	Park Areas	\$79.77
05/22/2025	Cassandra Delougherty	Milage and meal reimbursement for Clerks Institute	2732	\$319.06			
			30129		100-41425-331-	Clerk	\$319.06
Total For Selected Claims				\$3,701.34			\$3,701.34



AGENDA ITEM #

6a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 22, 2025

Subject: McAllister – Front Street vacation and lot reconfiguration

Report: At the May 13th meeting, Steve and Mitzie McAllister submitted a petition to vacate Front Street. They have also submitted applications for lots splits/reconfigurations. This memo serves to outline the proposed vacation of the Right-of-Way (ROW) and the associated lot reconfiguration, emphasizing the importance of ensuring that such actions are contingent upon specific conditions to maintain compliance and alignment with City Code and the Comprehensive Plan.

The ROW vacation involves the relinquishment of public access or usage rights over Front Street. The underlying property reverts back to the abutting property fee owner, which would be the McAllisters. This ROW was the originally platted ROW from when the City of Jenkins was platted (late 1800's?). The ROW is not improved, the City does not have this in our street inventory nor do we have this on any list of potential projects for improvements in our 25-year plan.

I have attached the existing lot configuration and what I would recommend the new lot reconfigurations be. The reconfigurations would make the lots more conforming by meeting some or all of the minimum requirements regarding lot width and size.

There are several factors to consider regarding the vacation and reconfiguration to include, but not limited to:

- Compliance with zoning and land use regulations:
- Infrastructure alignment: The reconfigured lots must align with existing infrastructure and utilities to prevent disruptions or inefficiencies.
- Access to all parcels.
- Legal and procedural compliance: Public hearing and findings of fact.
- Ensuring all property owners are in agreement with the new lot reconfigurations.

If the Council considers the vacation request, I would recommend that it be contingent on conditions with the above-mentioned items in mind.

Council Action Requested: Discussion and action as needed.



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

Existing lot configuration

Date: 5/15/2025 Time: 1:02 PM

**PART OF BLOCK 9, PLAT OF JENKINS,
PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER,
AND PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER,
ALL IN SECTION 34, TOWNSHIP 137 NORTH, RANGE 29 WEST,
CROW WING COUNTY, MINNESOTA**

[illegible]



AGENDA ITEM #

66.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 22, 2025

Subject: Ebnet Variance/CUP and Land Use Permit

Report: The purpose of this report is to formally present the request for ratification of a variance and accompanying Conditional Use Permit (CUP) for Ebnet Development, LLC. This was discussed at the joint workshop and Council meetings. As it currently stands, the City's variance timeframe for action is 6-months, while our CUP is 12-months. The variance and CUP are tied to each other. Applying for the CUP does not constitute action on the variance. However, Mr. Ebnet did perform some initial clearing on the property shortly after approval of the variance.

I have attached the proposed amendment to the City's existing ordinance that the Planning Commission will be holding a Public Hearing on June 2, 2025, which aligns the timeframes to 12-months. I have also included the approving documents that were filed at Crow Wing County.

Since the approval of the CUP and variance, there has been some question to the validity of his recently approved land use permit. Mayor Rudlang and I spoke with Attorney Person and it was his recommendation to ratify the Variance, whole allowing work to continue on the project.

Recommendation: I recommend that the City Council proceed with the official ratification of both the variance and the Conditional Use Permit.

Council Action Requested: Motion to ratify the Ebnet variance, subsequent CUP and land use permit.

**ORDINANCE NO. O-25-40
CITY OF JENKINS
COUNTY OF CROW WING, STATE OF MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 150 LAND USE AND SUBDIVISIONS,
SUBSECTIONS 150.285 VARIANCES AND 150.287 SUBDIVISIONS OF THE
JENKINS ZONING ORDINANCE**

The City Council of the City of Jenkins does ordain as follows:

Purpose and Intent: The purpose and intent of this ordinance is to amend the Jenkins Zoning Ordinance, Chapter 150. Land Use and Subdivisions related to the required submittal/proposal documents and time frames.

Section 1. 150.285, titled "VARIANCES" Subsection (H) is amended to read:

(H) Failure by the owner to act within 12 months ~~six months~~ on a variance unless extended by the Board of Adjustment shall void the variance. A second extension shall require a new public hearing. This provision shall apply to any variance outstanding at the time of this chapter's adoption.

Section 2. 150.287, titled "SUBDIVISIONS" Subsections (B)1, (E)3, (F)1, (G)1, (G)4, (G)5 are amended to read:

(B) *Sketch plan review meeting with Planning Commission.* At the subdivider's option, a review of a sketch plan will be made by the Planning Commission prior to a public hearing. Discussion at this meeting shall be limited to procedure, chapter requirements, and timing.

(1) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy ~~nine copies~~ of the sketch plan 14 days prior to the normal Planning Commission meeting, and request a position on the formal agenda.

(E) *Metes and bounds subdivision approval, subdivisions less than ten acres in size or less than 500 feet in width.*

(3) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy ~~nine copies~~ of his or her proposal to the Zoning Administrator 30 days prior to the normal Planning Commission meeting and pay the corresponding fee.

(F) *Preliminary plat or preliminary condominium plat approval.* The preliminary plat or preliminary condominium plan approval constitutes formal approval of the concept and design of the subdivision. The Planning Commission review shall include a public hearing and may include a field review at their discretion. All reports of city staff, DNR, and road authorities shall be reviewed and included in the hearing record. Related variance requests, rezoning requests, and conditional use requests shall be heard concurrently with a subdivision request.

(1) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy ~~nine copies~~ of this proposed plat or condominium plat to the Zoning Administrator 30 days prior to the normal Planning Commission meeting, pay the required fees, and request a public hearing.

(G) *Final plat or final condominium plat approval.* Upon approval by the Planning Commission, the subdivider shall cause the final plat or final condominium plat, documents, and concurrent documents to be prepared and submitted to the Planning Commission for

Document No.: 998930 ABSTRACT
07/18/2024 03:02 PM Total Pages: 3
Fees/Taxes In the Amount of: \$46.00
GARY GRIFFIN
CROW WING, MINNESOTA
County Recorder
Deputy: amberm

**CITY OF JENKINS
RESOLUTION NO. 24-06-289**

**A RESOLUTION ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL
FOR VARIANCE APPLICATION OF EBNET DEVELOPMENT LLC AT LOT 3,
BLOCK 1, PLEASANT ACRES.**

FACTS

1. Ebnet Development LLC is the owner of a parcel of land located at Lot 3, Block 1 Pleasant Acres, Jenkins, Minnesota, 56472.
2. The subject property is legally described as found on Exhibit A; and,
3. Ebnet Development LLC has applied to the City for a variance to the lot size requirement to build a duplex as described on Exhibit B
4. The proposal would vary from the required lot size of 3 acres Jenkins Ordinance §150.027 RURAL RESIDENTIAL DISTRICT (RR) in that the existing lot size is 2.33 acres creating a .7 acre deviation.
5. Following a public hearing on the application, the Jenkins Planning Commission has recommended approval of the variance on June 3, 2024.
6. The City Council of the City of Jenkins reviewed the requested variance at its Meeting of June 10, 2024.

APPLICABLE LAW

7. Minnesota Statute Section 462.357, subd. 6 provides:
 - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.

- b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.
"Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
8. City Ordinance allows variances considering the following:
 - a. The applicant establishes that there are practical difficulties, as defined in this chapter, in complying with the official control;
 - b. The deviation from this chapter with any attached conditions will still be in harmony with the general purposes and intent of this chapter and the Comprehensive Plan; and
 - c. The variance will not create a land use not permitted in the zone.
9. City Ordinance requires a minimum of 3 acres for a duplex.

CONCLUSIONS OF LAW

10. The requested variance is in harmony with the purposes and intent of the ordinance because the intent of the lot size requirement is to ensure sufficient space for residential structures and associated amenities while maintaining the character and density of the neighborhood.
11. The requested variance is consistent with the comprehensive plan because promoting a variety of housing and redevelopment of housing for a range of densities, types and price points is one of the Jenkins Comprehensive Plan's Guiding Principles.
12. The property owner does propose to use the property in a reasonable manner because the surrounding land uses include single-family homes, some of which are on lots of varying sizes.
13. There are unique circumstances to the property not created by the landowner because the lot's size and shape do not significantly differ from other properties in the vicinity, but the minor shortfall is a specific characteristic affecting the applicants' ability to comply with the zoning requirement.
14. The variance will maintain the essential character of the locality because the minor reduction in lot size is not expected to adversely impact existing residential nature, density, or property values of the adjacent properties.
15. The minor reduction in lot size is not expected to adversely impact existing residential nature, density, or property values of the adjacent properties.

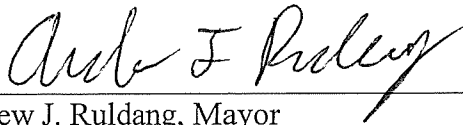
16. The hardship is not self-created, as the lot size is a pre-existing condition

17. The duplex will be constructed in compliance with all other zoning and building regulations, ensuring safety and aesthetic harmony.

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

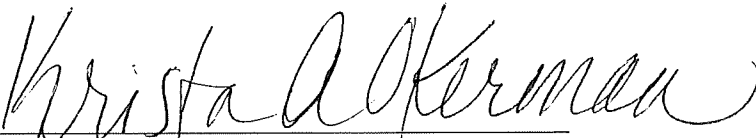
The application to issue a variance to allow Ebnet Development LLC deviation to build a duplex on 2.3 acres so as to deviate from the required 3 acres is hereby approved.

Passed by the City Council of Jenkins, Minnesota this 10th day of June, 2024.



Andrew J. Ruldang, Mayor

Attested:



Krista A. Okerman, City Clerk

**CITY OF JENKINS
RESOLUTION #24-06-290
APPROVING A CONDITIONAL USE PERMIT FOR
EBNET DEVELOPMENT LLC**

WHEREAS, Ebnet Development LLC (“Applicant”) has submitted an application for a Conditional Use Permit for a duplex to be constructed on Lot 3, Block 1, Pleasant Acres, located on Ellis Road in the City of Jenkins, Minnesota; and

WHEREAS, the property is legally described as follows:

Lot 3, Block 1 Pleasant Acres.

WHEREAS, the Planning Commission has considered the Applicant’s request at a duly noticed Public Hearing which took place on June 3, 2024, and has recommended approval to the City Council; and

WHEREAS, the City Council for the City of Jenkins considered the Planning Commission’s recommendations at its June 10, 2023 meeting;

NOW, THEREFOR, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, CROW WING COUNTY, MINNESOTA, that it does hereby approve the request of Ebnet Development LLC for a Conditional Use Permit, based upon the Jenkins, MN Code of Ordinances, Title XV Land Usage, Chapter 150.283 which provides the standards for granting a Conditional Use Permit. The City Council’s Findings related to the standards are as follows:

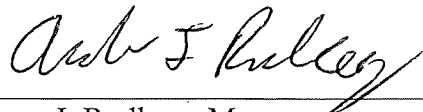
1. The subject property is a vacant 2.3-acre lot located on Ellis Rd, city of Jenkins.
2. Surrounding properties are predominantly single-family houses on large lots, consistent with the Rural Residential zoning.
3. The 2.3-acre lot is below the lot size requirement for a duplex in the Rural Residential district. However, the applicant has petitioned the Planning Commission to vary from this requirement.

4. The proposed design incorporates rural architectural features that blends with the existing neighborhood character.
5. A driveway access is being proposed at the southwest corner of the lot (at the curve area of Ellis Rd).
6. The applicant is proposing a 100 feet setback from a drain field.
7. The applicant is proposing a 50 feet side setback.
8. Traffic impact is expected to be very minimal due to the low density of the area and the sufficient parking provided on-site.

FURTHER BE IT RESOLVED that the following conditions of approval of the Conditional Use Permit shall be met:


1. The use or development is an appropriate conditional use in the land use zone.
2. The use or development, with conditions, conforms to the comprehensive land use plan.
3. The use with conditions is compatible with the existing neighborhood.
4. The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the City.
5. The property will be served by adequate infrastructure, including sewer and well systems, which will be installed in compliance with all applicable regulations. A copy of these plans must be submitted for city records.
6. Adequate landscaping and screening will be provided to minimize visual impact on neighboring properties.
7. Must comply with all applicable zoning, building, and environmental regulations.
8. Maximum building height must be 35 feet.
9. The use and development must meet all state, local, and federal regulations.
10. A minimum 50' setback be maintained from the surrounding properties.
11. All fees are paid.

Adopted by the Jenkins City Council this 10th day of June, 2024.



Andrew J. Rudlang, Mayor

ATTESTED:


Krista A. Okerman, City Clerk-Treasurer



AGENDA ITEM #

6c.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: May 22, 2025

Subject: Gravel Bids

Report: A request for Gravel bids was sent to the following companies:

1. Anderson Brothers
2. Swenson Aggregate
3. Schrupp Excavating
4. Pratt's Affordable Excavating

The due date for bids was set for Friday, May 23rd. I will bring all bids to the Council for opening and consideration.

Council Action Requested: Review of gravel bids and motion to awarding successful bidder.



AGENDA ITEM #

6d.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: May 22, 2025
Subject: IT Services Quote

Report: Attached please find an updated quote from OnSystems for IT services for your review and consideration.

Budget Impact: One time cost of \$907.00 for equipment (qualifies under Community Impact Funds) and \$254.10/monthly contract amount.

Council Action Requested: Motion to approve OnSystems quotes.

PO Box 520
Pequot Lakes, MN 56472
www.onsystemsinc.com
855-512-1024



City of Jenkins
33861 Cottage Avenue
Jenkins, MN, United States 56474

Estimate # 1419
Estimate Date 05-19-25
Total \$907.00

Item	Description	Unit Cost	Quantity	Line Total
Wireless WiFi 7 Indoor	Ubiquiti Wireless Access Point U7 Pro	\$250.00	1.0	\$250.00
Router/Firewall	Network Equipment:Router/Firewall Ubiquiti UCG-Max	\$259.00	1.0	\$259.00
Switch	Ubiquiti 16-port, Layer 2 PoE switch with a silent, fanless cooling system.	\$398.00	1.0	\$398.00

THIS IS AN ESTIMATE DO NOT PAY

Subtotal \$907.00
Tax \$0.00
Estimate Total \$907.00

Disclaimer:

All quotes or estimates are valid for 30 days. This estimate is not a bill and does not constitute a contract. It represents our best effort to provide an estimate of the costs involved with your project, but costs can change based on a variety of factors.

Notes:

Signed: _____

Date: _____

PO Box 520
Pequot Lakes, MN 56472
www.onsystemsinc.com
855-512-1024



City of Jenkins
33861 Cottage Avenue
Jenkins, MN, United States 56474

Estimate # 1418
Estimate Date 05-15-25
Total \$254.10

Item	Description	Unit Cost	Quantity	Line Total
MSP-GOLD	On Systems Managed Services Plan (MSP) – Gold	\$66.55	2.0	\$133.10
M365 Business Premium	Microsoft 365 Business Premium	\$24.00	2.0	\$48.00
ESET PROTECT Complete	ESET PROTECT Complete Antivirus & Security	\$5.00	2.0	\$10.00
Web Hosting	Web Hosting With Content Management	\$25.00	1.0	\$25.00
M365 Exchange Online Plan 1	Microsoft Exchange Online (Plan 1)	\$6.00	5.0	\$30.00
Cloud Backup M365 Per GB	Cloud Backup - Microsoft 365 Backup - Per GB	\$0.16	50.0	\$8.00

THIS IS AN ESTIMATE DO NOT PAY

Subtotal \$254.10
Tax \$0.00
Estimate Total \$254.10

Disclaimer:

All quotes or estimates are valid for 30 days. This estimate is not a bill and does not constitute a contract. It represents our best effort to provide an estimate of the costs involved with your project, but costs can change based on a variety of factors.

Notes:

Signed: _____

Date: _____



AGENDA ITEM #

7a.

REPORT TO CITY COUNCIL

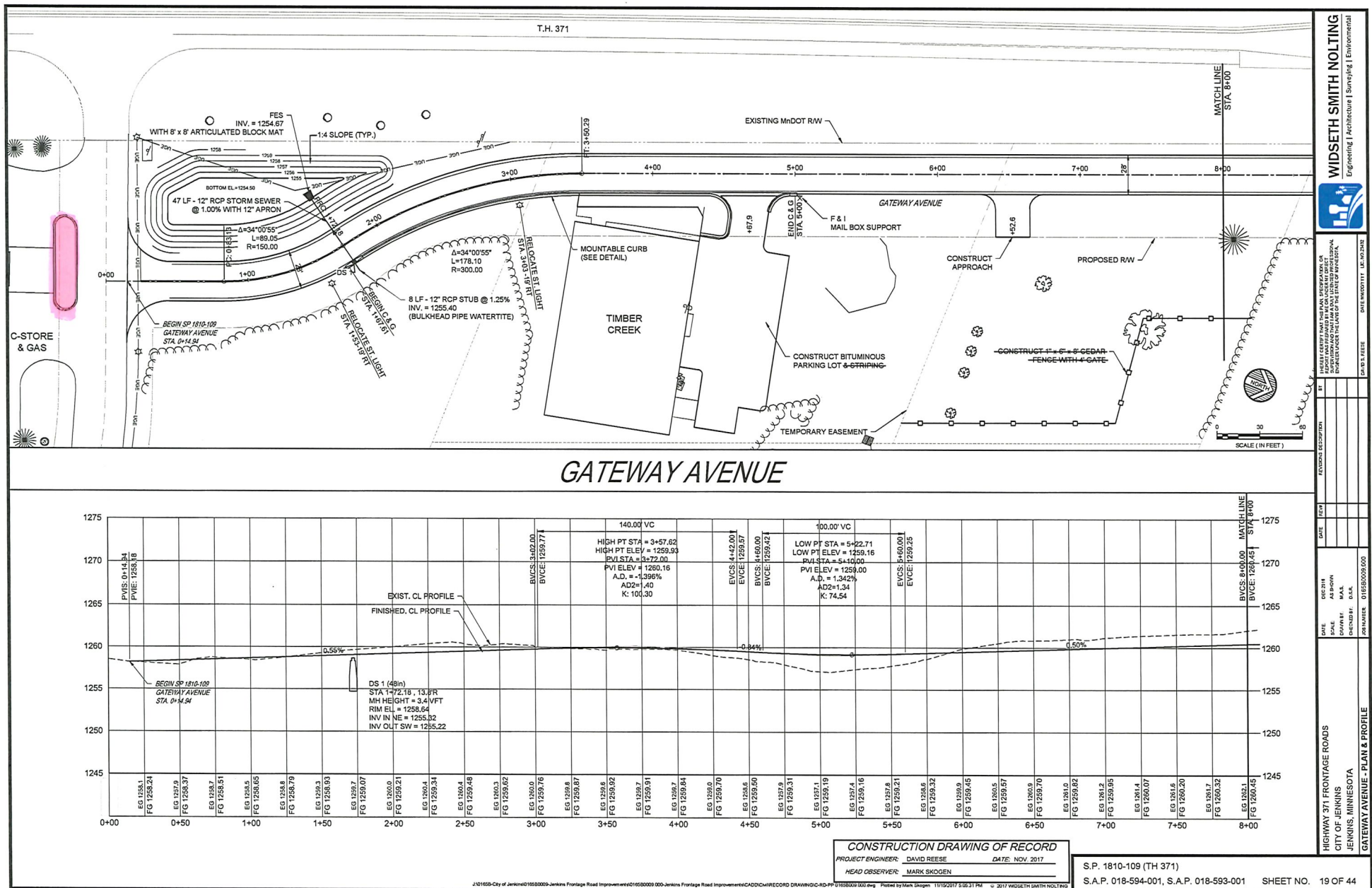
Prepared by: Krista Okerman

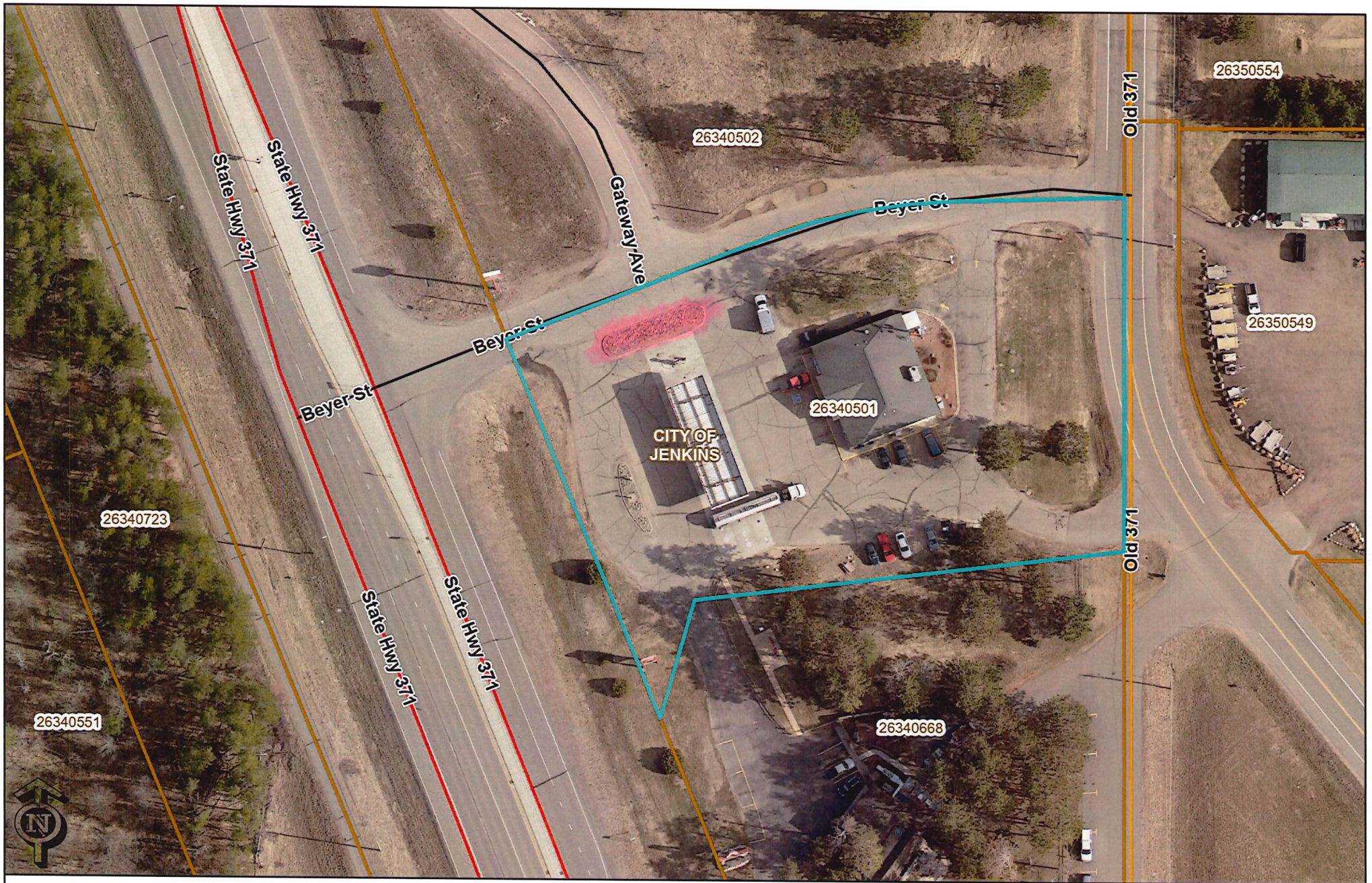
Date: May 22, 2025

Subject: Northdale Oil

Report: I was contacted by the manager of Northdale Oil regarding the concrete median located on the south side of Beyer Street. They would like to remove the structure. The structure spans city ROW and private property. This raises questions about the responsibility for maintenance, liability, and removal. The dual-location complicates any removal efforts, requiring coordination between municipal authorities and private property owners. I spoke with Engineer Reese. He felt the main issues would be the cost responsibility, how the area would be restored and timing. I have attached a couple maps with the median highlighted in pink for your reference and review.

Council Action Requested: Discussion and action as needed.





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

Date: 5/22/2025 Time: 12:50 PM