



CITY COUNCIL MEETING AGENDA

Monday, July 14, 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 June 9 and June 24, 2025 meeting
 - c. Financial Report through May 31, 2025
 - d. Pre-written check #'s 30174-30185; **\$17,694.53**
 - e. Proposed check #'s 30186-30200; **\$20,702.64****TOTAL EXPENSES = \$38,397.17**

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. PUBLIC HEARING – RIGHT-OF-WAY VACATION – FRONT STREET

7. New Business
 - a. DeLapena Conditional Use Permit
 - b. Adult Use Cannabis Ordinance
8. Unfinished Business
 - a. Planning Commission applications
9. Reports of Officers, Committees, Staff
 - a. Mayor's Report
 - b. Clerk's Report
10. Miscellaneous/Communication
11. Adjournment

**COUNTY OF CROW WING
CITY OF JENKINS
DRAFT*MINUTES OF THE REGULAR CITY COUNCIL MEETING*DRAFT
JUNE 9, 2025**

Call to Order – Pledge of Allegiance

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

Roll Call

Roll call was conducted. Mayor Rudlang; Council members Flategraff, Siltman, Barnett, and Carlson and Clerk Okerman were all present.

Agenda Additions/Deletions

Rudlang asked if there were any additions or deletions to the agenda. Hearing none, the meeting proceeded.

Consent Agenda

The consent agenda was presented as follows:

- 4a. Agenda
 - 4b. Minutes of the April 22, May 27 regular and June 2 special meeting minutes.
 - 4c. Pre-written pay roll check #'s 30130-30133; \$2,591.83
 - 4d. Proposed check #'s 30134-30147 & EFT's; 10,219.49
- TOTAL EXPENSES = \$12,811.32**

*Motion to approve the consent agenda was made by Flategraff, seconded by Carlson.
All members voted in favor.*

Open Forum

The Mayor explained the open forum process for addressing items not on the agenda. Mitzie McAllister of 3171 Pinetree Street inquired about the status of a petition to close a street that was discussed at the previous month's meeting. The Mayor informed her that while it was not on the current agenda, staff was processing the request and would reach out with an update. The Mayor clarified that open forum was not the appropriate avenue to discuss ongoing topics in detail.

New Business

TW Miller Construction Conditional Use Permit

Okerman presented a report on the conditional use permit application for commercial storage located on Jenkins Avenue in the business park. She explained that the Planning Commission held a public hearing and unanimously recommended approval. The permit was for a vacant building on the property that the owner wanted to lease out for storage.

Council members discussed the location and previous variance requests for the property. Okerman clarified the conditions attached to the permit, including compliance with zoning, building, and environmental regulations.

Okerman presented a draft ordinance for adult-use cannabis. The council discussed various aspects of the ordinance, including the number of allowed retail businesses, buffer zones, and hours of operation. They decided to set a public hearing for July 7th with the Planning Commission.

Motion to set a public hearing on July 7th for the cannabis ordinance made by Carlson, seconded by Siltman. All members voted in favor.

Paul Bunyan Scenic Byway

The council discussed a proposal from the Paul Bunyan Scenic Byway Association to apply for funding through Sourcewell for a kiosk panel at Veterans Park. They debated the merits of moving an existing panel from another location versus creating a new one. The council decided to apply for the funding to reprint the existing Jenkins history panel and move it to Veterans Park.

Motion to apply for community boost funding to reprint the Jenkins history panel and move it to Veterans Park made by Rudlang, seconded by Carlson. All members voted in favor.

City Policies

Complaint Policy

The council reviewed and discussed the proposed complaint policy. They agreed to remove language restricting complaints about commercial properties and to adopt the policy with that modification.

Motion to approve the complaint policy with the discussed modification made by Carlson, seconded by Barnett. All members voted in favor.

Bid/Quote request policy

The council reviewed the policy for obtaining bids and quotes. They discussed setting a threshold amount for when the policy would apply and agreed on \$10,000.

Motion to approve the bid/quote request policy for projects over \$10,000 made by Flategraff, seconded by Carlson. All members voted in favor.

Agenda Request – Public

The council reviewed and reaffirmed the existing policy for public requests to add items to meeting agendas.

Motion to reaffirm the public agenda request policy made by Flategraff, seconded by Carlson. All members voted in favor.

Agenda Request – City Council and staff

The council reviewed and reaffirmed the existing policy for council and staff requests to add items to meeting agendas.

Motion to reaffirm the council and staff agenda request policy made by Flategraff, seconded by Siltman. All members voted in favor.

Reports of Officers, Committees, Staff

Mayor's Report

The mayor mentioned receiving emails about a mayor's prayer breakfast and a request from On Systems regarding website information.

Clerk's Report

Okerman provided updates on various projects, including gravel application on Ellis Road, ordering city banners and boat floats for the Fourth of July parade, and the initial meeting with On Systems for IT services.

Planning and Zoning Administrator's/Planning Commission Report

Okerman presented a list of correspondence, code enforcement issues, and planning commission activities. She noted that there had been no new permits in the last month.

Miscellaneous/Communication

Council members briefly discussed issues with dust control on gravel roads and the poor condition of some local roads due to heavy traffic.

Adjournment

Motion to adjourn the regular City Council meeting was made by Flategraff, seconded by Carlson. All members voted in favor.

Approved this _____ day of _____, 2025.

Krista A. Okerman, City Clerk-Treasurer

Andrew J. Rudlang, Mayor

4b.

**COUNTY OF CROW WING
CITY OF JENKINS
DRAFT*MINUTES OF THE REGULAR CITY COUNCIL MEETING*DRAFT
JUNE 24, 2025**

Call to Order – Pledge of Allegiance

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

Roll Call

Roll call was conducted. Mayor Rudlang; Council members Flategraff, Siltman, Barnett, and Carlson and Clerk Okerman were all present.

Agenda Additions/Deletions

Rudlang asked if there were any additions or deletions to the agenda. Hearing none, the meeting proceeded.

Consent Agenda

The consent agenda was presented as follows:

- 4a. Agenda
- 4b. Minutes of the May 12, 2025 City Council meeting.
- 4c. Pre-written pay roll check #'s 30146-30160 & EFT's; \$7,509.60
- 4d. Proposed check #'s 30161-30168; \$9,941.00
- TOTAL EXPENSES = \$17,449.60**

*Motion to approve the consent agenda was made by Flategraff, seconded by Carlson.
All members voted in favor.*

Public Forum

The mayor opened the public forum, inviting members of the public to address the city council regarding items on their minds. No one from the public or on Zoom came forward to speak.

Unfinished Business

Resolution 25-06-312 Approving CUP for TW Miller

The clerk explained that at the last meeting, the council approved the TW Miller conditional use permit for storage. This resolution was required to finalize the approval, with everything remaining the same as previously discussed.

The mayor asked if anyone on the council had any questions or needed clarification on the item. No questions were raised.

Siltman made a motion to approve Resolution 25-06-312. Barnett seconded the motion. The motion passed unanimously.

Resolution 25-06-313 Setting Public Hearing for street vacation

The council discussed setting a date for a public hearing regarding a street vacation. The proposed date was July 14th. The mayor asked if there were any scheduled conflicts for that

date and reminded council members to inform Krista as soon as possible if any conflicts arose. It was noted that only three council members would be needed to vote on the matter.

Motion to approve the Resolution #25-06-312 setting a public hearing was made by Flategraff, seconded by Carlson. All members voted in favor.

Discussion on upcoming Cannabis ordinance

Council members Flategraff and Barnett shared feedback they had received from community members regarding the upcoming cannabis ordinance. Concerns were raised about the potential impact on local businesses and the community's desires regarding such establishments.

The mayor mentioned receiving similar feedback and anticipated that people would likely speak about this topic at the upcoming public hearing. He emphasized the importance of hearing firsthand from community members to make an informed decision.

The clerk offered to include the planning commission minutes in the council package to provide insight into public comments from previous discussions. Flategraff expressed interest in attending the planning commission meeting to hear the discussion firsthand.

The mayor encouraged council members to have community members send letters or emails with their thoughts on the matter and to inform them about the upcoming meeting. He stressed the importance of gathering as much information as possible to make the best-informed decision.

New Business

No items were listed under new business.

Reports of Officers, Committees and Boards

Mayor's Report

The mayor shared information about a free collaboration service offered by the League of Minnesota Cities. He explained that Aimee Gourlay from the League had discussed this service, which involves a workshop aimed at improving collaboration between staff, council, and commissioners to better serve the citizens of Jenkins.

The mayor described the process, which would include some pre-workshop homework and a two-hour session. He emphasized that the service is free, requiring only a time commitment from participants. The mayor suggested that the council consider this opportunity and revisit the topic at a future meeting.

Clerk's Report

The clerk reported on the progress of setting up various systems for the city. She mentioned that dust control had been implemented the previous week, and the first test text had been sent out successfully.

The clerk also noted that she had received the manuals for the parade float and a check for the entrance fee, which was half-price. She mentioned that park committee-related items, including giveaways, had been ordered and received.

The clerk provided an update on promotional materials for an upcoming event, including mesh banners that could be reused for other events. She confirmed that preparations for the upcoming parade event were underway, including the acquisition of volunteers and necessary supplies.

Communications/Misc.

Fletegraff reported calling Public Works Olmscheid on Sunday about a fallen tree in the cemetery that was blocking a path. He took the initiative to make the call as people were having difficulty navigating around it.

The mayor mentioned the need to review the city's emergency management plan, acknowledging that while one exists, he wasn't as familiar with it as he should be. He emphasized the importance of being prepared for potential disasters or severe weather events.

Adjournment

Motion to adjourn the regular City Council meeting was made by Barnett, seconded by Carlson. All members voted in favor.

Approved this _____ day of _____, 2025.

Krista A. Okerman, City Clerk-Treasurer

Andrew J. Rudlang, Mayor

4C -
May 2025
6/25/2025

For the Period : 5/1/2025 To 5/31/2025

<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	\$307,512.86	\$7,738.18	\$27,151.94	\$288,099.10	\$3,926.34	\$5,666.19	\$289,838.95
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	\$131,790.82	\$0.00	\$0.00	\$131,790.82	\$0.00	\$0.00	\$131,790.82
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$238,336.31	\$2,343.03	\$0.00	\$240,679.34	\$2,293.03	\$0.00	\$238,386.31
2023 Street Improvements Construction	\$0.00	\$516.43	\$0.00	\$516.43	\$516.43	\$0.00	\$0.00
Total	\$686,232.26 ✓	\$10,597.64 ✓	\$27,151.94 ✓	\$669,677.96 ✓	\$6,735.80	\$5,666.19	\$668,608.35

Date

Fund Name: All Funds
Date Range: 05/01/2025 To 05/31/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
05/01/2025	Ted Ebnet	332336	Land Use Permit 25-836	(05/22/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 1,036.80
								<div>\$ 1,036.80</div>
05/01/2025	James Niskanen	332337	***VOID\$350.00***Lot Split-Ellis Rd	(05/22/2025) -	Y	Zoning and Subdivision Fees	100-34103-	\$ -
								<div>\$ -</div>
05/06/2025	James Niskanen	332321	lot line adjustment/consolidation/split with Teichs, PIDs 26270734 26270735	(05/06/2025) -	N	Zoning and Subdivision Fees	100-34103-	\$ 350.00
								<div>\$ 350.00</div>
05/06/2025	Ted Ebnet	332328	Driveway Access Permit Ellis Rd	(05/06/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								<div>\$ 25.00</div>
05/06/2025	Peggy Sexton	332331	Veterans Parks Rental fee	(05/06/2025) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 25.00
								<div>\$ 25.00</div>
05/06/2025	Court Administrator	332332	Ohr restitution	(05/06/2025) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								<div>\$ 200.00</div>
05/06/2025	Eric Niernehausen	332333	Simple land division and E911, PID 26230513	(05/06/2025) -	N	E-911 addressing/mailbox	100-32251-	\$ 150.00
								<div>\$ 350.00</div>
								<div>\$ 500.00</div>
05/09/2025	Crow Wing County-State of MN	332334	finer	(05/09/2025) -	N	Court Fines	100-35101-	\$ 186.64
								<div>\$ 186.64</div>

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

<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>
05/22/2025	Eric Nierenhausen	332335	land use permit 25-837 and 25-838 plus 2 E911	(05/22/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 389.60
						Building Permits (Excludes surcharge)	100-32210-	\$ 473.80
						E-911 addressing/mailbox	100-32251-	\$ 100.00
						E-911 addressing/mailbox	100-32251-	\$ 100.00
								<u>\$ 1,063.40</u>
05/27/2025	Linda Buss	332338	Cemetery Deed with extra burial right Lot 2A Block 1 Vernon & Linda	(05/27/2025) -	N	Cemetery Revenues	100-34940-	\$ 350.00
						Cemetery Revenues	100-34940-	\$ 100.00
								<u>\$ 450.00</u>
05/27/2025	Sarah & Dan Stiller	332339	Veterans Park Pavilion Rental June 14th, 2025 2-4pm	(05/28/2025) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 25.00
								<u>\$ 25.00</u>
05/31/2025	First National Bank	332340	May savings and checking interest	(05/31/2025) -	N	Interest Earning	100-36210-	\$ 9.08
						Interest Earning	404-36210-	\$ 52.19
								<u>\$ 61.27</u>
05/31/2025	PMA-4M	332343	CD Int1371270-2240.84/GOBond-516.43/MonMkt101-47.24/Reserves102-479.33	(05/31/2025) -	N	Interest Earning	100-36210-	\$ 3,390.69
						Interest Earning	100-36210-	\$ 47.24
						Interest Earning	100-36210-	\$ 479.33
						Interest Earning	404-36210-	\$ 2,240.84
						Interest Earning	415-36210-	\$ 516.43
								<u>\$ 6,674.53</u>
Total for Selected Receipts								<u>\$ 10,597.64</u>

Fund Name: All Funds
Date Range: 05/01/2025 To 05/31/2025

<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>
05/06/2025	Payroll Period Ending 05/03/2025	30090	04/20 - 05/03/2025 pay period, health ins. & CC	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30090							\$ 230.87
05/06/2025	Payroll Period Ending 05/03/2025	30091	04/20 - 05/03/2025 pay period, health ins. & CC	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30091							\$ <i>O/S</i> 230.87
05/06/2025	Payroll Period Ending 05/03/2025	30092	04/20 - 05/03/2025 pay period, health ins. & CC	N	Clerk	100-41425-101-	\$ 697.68
Total For Check 30092							\$ 697.68
05/06/2025	Payroll Period Ending 05/03/2025	30093	04/20 - 05/03/2025 pay period, health ins. & CC	N	Payroll Administration	100-41501-131-	\$ 309.70
Total For Check 30093							\$ 309.70
05/06/2025	Payroll Period Ending 05/03/2025	30094	04/20 - 05/03/2025 pay period, health ins. & CC	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30094							\$ <i>O/S</i> 230.87
05/06/2025	Payroll Period Ending 05/03/2025	30095	04/20 - 05/03/2025 pay period, health ins. & CC	N	Payroll Administration	100-41501-131-	\$ 344.75
Total For Check 30095							\$ 344.75
05/06/2025	Payroll Period Ending 05/03/2025	30096	04/20 - 05/03/2025 pay period, health ins. & CC	N	Clerk	100-41425-101-	\$ 1,320.44
Total For Check 30096							\$ 1,320.44
05/06/2025	Payroll Period Ending 05/03/2025	30097	04/20 - 05/03/2025 pay period, health ins. & CC	N	Public Works/Maintenance	100-43102-103-	\$ 542.13
Total For Check 30097							\$ 542.13
05/06/2025	Payroll Period Ending 05/03/2025	30098	04/20 - 05/03/2025 pay period, health ins. & CC	N	Payroll Administration	100-41501-131-	\$ 223.31
Total For Check 30098							\$ 223.31
05/06/2025	Payroll Period Ending 05/03/2025	30099	04/20 - 05/03/2025 pay period, health ins. & CC	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check 30099							\$ <i>O/S</i> 277.05

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

<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>
05/06/2025	Payroll Period Ending 05/03/2025	30100	04/20 - 05/03/2025 pay period, health ins. & CC	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30100					\$ 230.87
05/06/2025	State of IA	EFT2599165*	CSE 04/20 - 05/03/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2599165					\$ 60.00
05/06/2025	PERA	EFT798589	04/20 - 05/3/2025 pay period	N	Clerk	100-41425-115-	\$ 69.90
		EFT798589				100-41425-115-	\$ 111.44
		EFT798589			Payroll Administration	100-41501-121-	\$ 269.23
		EFT798589			Public Works/Maintenance	100-43102-115-	\$ 52.00
	Total For Check	EFT798589					\$ 502.57
05/06/2025	Internal Revenue Service	EFT93396256	April Q1 941 2025	N	Payroll Administration	100-41501-122-	\$ 1,290.93
		EFT93396256				100-41501-135-	\$ 301.91
		EFT93396256				100-41501-170-	\$ 651.67
	Total For Check	EFT93396256					\$ 2,244.51
05/12/2025	Crafco Inc.	30101	Material#34977ER-5 60 bags HP ER cold patch @ \$20.80/bag	N	Highways and Streets	100-43101-224-	\$ 1,398.00
	Total For Check	30101					\$ 1,398.00
05/12/2025	Mike's Tree Company	30102	stump grinding (x3) at Veteran's Park Inv.#64965	N	Park Areas	100-45202-310-	\$ 450.00
	Total For Check	30102					\$ 450.00
05/12/2025	Cascade Computers	30103	Feb Inv 44383-Cloud and backup storage	N	Clerk	100-41425-209-	\$ 44.90
	Total For Check	30103					\$ 44.90
05/12/2025	Paul Bunyan Scenic Byway	30104	4/2025-4/2026 Panel Partner dues APine Panel	N	Council/Town Board	100-41110-433-	\$ 200.00
	Total For Check	30104					\$ 200.00
05/12/2025	Bjerga's Feed Store	30105	25# weed and feed, 50# grass seed	N	Weed Control	100-43260-225-	\$ 773.75
	Total For Check	30105					\$ 773.75
05/12/2025	Tri-County Septic Inspection	30106	Septic design review-Stienessen, 4098 CR 15 PID 26260543	N	New Sewer Services	100-43254-310-	\$ 35.00
	Total For Check	30106					\$ 35.00

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

<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>
05/12/2025	Lakes Area Lock and Door, Inc.	30107	Re-key 3 new security doors.	N	General Government Buildings and Plant	100-41940-401-903	\$ 300.07
	Total For Check	30107					\$ 300.07
05/12/2025	Cascade Computers	30108	Feb Inv 44685-Cloud and backup storage	N	Clerk	100-41425-209-	\$ 44.90
	Total For Check	30108					\$ 44.90
05/12/2025	Krista Okerman	30109	U Posts for Born Learning Path	N	Park Areas	100-45202-225-	\$ 75.30
	Total For Check	30109					\$ 75.30
05/12/2025	Wideth Smith Nolting & Assoc., Inc	30110	Inv. 237511, Costello wetland exemption	N	Wetland Credit	100-46105-303-	\$ 354.00
	Total For Check	30110					\$ 354.00
05/12/2025	City of Pequot Lakes	30111	Police Contract Invoice #2456	N	Police Administration	100-42110-315-	\$ 3,605.00
	Total For Check	30111					\$ 3,605.00
05/12/2025	Pequot Lakes Sanitation	30112	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 142.70
	Total For Check	30112					\$ 142.70
05/12/2025	AAA Rental Inc	30113	Air filter	N	Public Works/Maintenance	100-43102-221-	\$ 24.52
	Total For Check	30113					\$ 24.52
05/12/2025	AT & T Mobility	30114	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
	Total For Check	30114					\$ 30.00
05/12/2025	Breen & Person, LTD.	30115	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
	Total For Check	30115					\$ 200.00
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					\$ 2,594.25
05/13/2025	Alex Drown	30117	Winter waiver deposit return	N	Sewer Inspections	100-42408-810-	\$ 300.00
	Total For Check	30117					\$ 300.00
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					\$ 375.00

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

<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>
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					\$	47.95
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					\$	587.69
05/13/2025	Crow Wing County	30121	Mail Balloting fees primary and general	N	Elections	100-41410-310-	\$	939.93
	Total For Check	30121					\$	939.93
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					\$	227.60
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					\$	1,114.69
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					\$	1,190.72
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					\$ <i>o/s</i>	366.86
05/27/2025	AAA Rental Inc	30125	lawn mower repairs - replace and repair hydraulics, air filter, blade mulch, oil, tiller.	N	Public Works/Maintenance	100-43102-221-	\$	24.52
		30125				100-43102-221-	\$	243.23
		30125				100-43102-404-	\$	957.83
		30125				100-43102-416-	\$	60.00
	Total For Check	30125					\$ <i>o/s</i>	1,285.58
05/27/2025	Crow Wing Power	30126	4/8/25 to 5/8/2025 electric service	N	Street Lighting	100-43160-381-	\$	24.00
	Total For Check	30126					\$ <i>o/s</i>	24.00
05/27/2025	TDS	30127	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$	179.02
	Total For Check	30127					\$ <i>o/s</i>	179.02

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

<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>
05/27/2025	Elan Financial Services	30128	***VOID\$1893.68***Remodel, office, park supplies, fuel, PH notices, No-IP subscr.	Y	Clerk	100-41425-201-	\$ -
		30128				100-41425-352-	\$ -
		30128				100-41425-433-	\$ -
		30128			General Government Buildings and Plant	100-41940-212-	\$ -
		30128				100-41940-223-903	\$ -
		30128			Park Areas	100-45202-211-	\$ -
	Total For Check	30128					\$ -
05/27/2025	Cassandra Delougherty	30129	Mileage and meal reimbursement for Clerks Institute	N	Clerk	100-41425-331-	\$ 319.06
	Total For Check	30129					\$ 319.06
05/29/2025	State of IA	EFT2607898	CSE 05/04 - 05/17/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2607898					\$ 60.00
05/29/2025	PERA	EFT801483	5/4 - 05/17/2025 pay period	N	Clerk	100-41425-115-	\$ 99.60
		EFT801483				100-41425-115-	\$ 105.59
		EFT801483			Payroll Administration	100-41501-121-	\$ 279.72
		EFT801483			Public Works/Maintenance	100-43102-115-	\$ 37.24
	Total For Check	EFT801483					\$ 522.15
05/29/2025	Elan Financial Services	EFTAB5889	Remodel, office, park supplies, fuel, PH notices, No-IP subscr.	N	Clerk	100-41425-201-	\$ 29.88
		EFTAB5889				100-41425-352-	\$ 60.95
		EFTAB5889				100-41425-433-	\$ 69.99
		EFTAB5889			General Government Buildings and Plant	100-41940-212-	\$ 142.21
		EFTAB5889				100-41940-223-903	\$ 1,510.88
		EFTAB5889			Park Areas	100-45202-211-	\$ 79.77
	Total For Check	EFTAB5889					\$ 1,893.68
Total For Selected Checks							\$ 27,151.94

4d.

Fund Name: All Funds
Date Range: 06/25/2025 To 07/10/2025

<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>
07/01/2025	Payroll Period Ending 07/01/2025	30174	6/15 - 6/28/25 pay period and CC salary	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30174							\$ 230.87
07/01/2025	Payroll Period Ending 07/01/2025	30175	6/15 - 6/28/25 pay period and CC salary	N	Council/Town Board	100-41110-106-	\$ 180.87
Total For Check 30175							\$ 180.87
07/01/2025	Payroll Period Ending 07/01/2025	30176	6/15 - 6/28/25 pay period and CC salary	N	Clerk	100-41425-101-	\$ 699.53
Total For Check 30176							\$ 699.53
07/01/2025	Payroll Period Ending 07/01/2025	30177	6/15 - 6/28/25 pay period and CC salary	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30177							\$ 230.87
07/01/2025	Payroll Period Ending 07/01/2025	30178	6/15 - 6/28/25 pay period and CC salary	N	Clerk	100-41425-101-	\$ 1,291.40
Total For Check 30178							\$ 1,291.40
07/01/2025	Payroll Period Ending 07/01/2025	30179	6/15 - 6/28/25 pay period and CC salary	N	Public Works/Maintenance	100-43102-103-	\$ 580.78
Total For Check 30179							\$ 580.78
07/01/2025	Payroll Period Ending 07/01/2025	30180	6/15 - 6/28/25 pay period and CC salary	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check 30180							\$ 277.05
07/01/2025	Payroll Period Ending 07/01/2025	30181	6/15 - 6/28/25 pay period and CC salary	N	Public Works/Maintenance	100-43102-103-	\$ 45.29
Total For Check 30181							\$ 45.29
07/01/2025	Payroll Period Ending 07/01/2025	30182	6/15 - 6/28/25 pay period and CC salary	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30182							\$ 230.87
07/10/2025	LMCIT C/O Berkley Risk Admin.	030184	6/1/25-6/1/26 Insurance	N	Insurance	100-41960-361-	\$ 1,229.00
		030184				100-41960-362-	\$ 5,295.00
		030184				100-41960-363-	\$ 1,007.00

Fund Name: All Funds

Date Range: 06/25/2025 To 07/10/2025

<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		030184					\$ 7,531.00
07/10/2025	First Independent Bank	030185	GO Improvement Bond interest payment	N	Interest - Bonds	301-47210-611-	\$ 6,396.00
Total For Check		030185					\$ 6,396.00
Total For Selected Checks							\$ 17,694.53

Date Range : 6/25/2025 To 7/10/2025

<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>
06/25/2025	MN Association of Small Cities	Membership dues \$120 flat rate + \$0.50 per resdient=\$254.50+120=\$374.50	2761	\$374.50			
					100-41110-433-	Council/Town Board	30186 \$374.50
06/26/2025	Corbin Excavating, Inc	dust cntl-mag/chl\$1.30/gal Nrwy1070g, Els515g, Drake550g, 1/2M1075g LR&S1663g 12th450g	2763	\$6,919.90			
					100-43101-224-	Highways and Streets	30187 \$6,919.90
06/26/2025	On Systems Inc.	Invoice #11969 2 Dell Latitude Laptops and docking stations	2764	\$3,468.00			
					100-41425-208-	Clerk	30188 \$3,468.00
06/26/2025	People's Security	Invoice#s269758 and 269759 Labor on camera equipment-disable audio and investigate breach	2765	\$168.75			
					100-41425-310- 100-41425-310-	Clerk Clerk	30189 \$42.50 \$126.25
07/01/2025	M-R Sign Co. Inc.	Fire markers (34185, 36242, 26244, 31110)	2766	\$151.32			
					100-43102-226-	Public Works/Maintenance	30190 \$151.32
07/01/2025	AT & T Mobility	cell phone-Roger	2767	\$30.00			
					100-43102-321-	Public Works/Maintenance	30191 \$30.00
07/01/2025	Breen & Person, LTD.	monthly retainer for legal services	2768	\$200.00			
					100-41610-304-	City/Town Attorney	30192 \$200.00
07/02/2025	Cascade Computers	July-December Inv 44924-Cloud and backup storage	2769	\$54.77			
					100-41425-209-	Clerk	30193 \$54.77
07/07/2025	Miller McDonald Inc.	2024 Auditing services final invoice #128712	2770	\$3,000.00			

Date Range : 6/25/2025 To 7/10/2025

<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>
					100-41530-301-	Accounting	30194 \$3,000.00
07/07/2025	Wideth Smith Nolting & Assoc., Inc	Inv. 238634 Baumann wetland delineation (\$140), Inv238633 Mylars VeteransROW Plat (417.25)	2771	\$557.25			
					100-41910-303- 100-41910-303-	Planning and Zoning Planning and Zoning	30195 \$140.00 \$417.25
07/07/2025	Pequot Lakes Sanitation	Garbage service	2772	\$115.55			
					100-41940-384-	General Government Buildings and Plant	30196 \$115.55
07/07/2025	City of Pequot Lakes	Police Contract Invoice #2472	2773	\$3,605.00			
					100-42110-315-	Police Administration	30197 \$3,605.00
07/10/2025	On Systems Inc.	Invoice #12038 Network and software administration	2775	\$269.10			
					100-41425-208-	Clerk	30198 \$269.10
07/10/2025	Krista Okerman	Mileage to Sourcewell for off-site training	2777	\$67.20			
					100-41425-331-	Clerk	30199 \$67.20
07/10/2025	Cassandra Delougherty	mileage to Staples-Sourcewell for off-site training	2778	\$74.20			
					100-41425-331-	Clerk	30200 \$74.20
07/03/2025	State of IA	CSE 6/15 - 6/28/25 pay period	EFT2622516	\$60.00			
					100-41425-175-	Clerk	EFT \$60.00
07/03/2025	PERA	6/15 - 6/28/25 pay period	EFT806511	\$504.34			
					100-41425-115- 100-43102-115- 100-41501-121- 100-41425-115-	Clerk Public Works/Maintenance Payroll Administration Clerk	EFT \$108.75 \$55.51 \$270.18 \$69.90

Date Range : 6/25/2025 To 7/10/2025

<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>
06/25/2025	Elan Financial Services	Remodel, office, supplies, fuel, PH notices,	EFTCD163DA 05341	\$1,082.76			
					100-41940-223-903	General Government Buildings and Plant	\$24.39
					100-41425-201-	Clerk	\$42.94
					100-41940-212-	General Government Buildings and Plant	\$235.04
					100-41425-433-	Clerk	\$13.94
					100-41425-352-	Clerk	\$113.65
					100-41425-331-	Clerk	\$652.80
Total For Selected Claims				\$20,702.64			\$20,702.64

EFT

Date



AGENDA ITEM #

6

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 10, 2025

Subject: Front Street right of way vacation Public Hearing

Report: The City received a petition from **Steve and Mitzie McAllister**, property owners at 3171, Pine Tree Street to vacate a public right-of-way describes as **Front Street**. When a city council receives a petition to vacate a street, the council has the discretion to determine if the vacation is in the best interests of the city as a whole. A city council is not required to vacate a street simply because it receives a petition to do so. Whether initiated by the council or by petition from the abutting owners, the city must conduct a public hearing to solicit public input on a proposed vacation prior to granting a vacation. The purpose for holding a public hearing is to provide due process—a chance to speak and be heard—to all persons affected by the proposed vacation. The public hearing should include disclosure of what is being considered, and a fair and open assessment of the issues raised by the vacation. The public hearing must also include an opportunity for affected landowners and the interested public to see and hear all available information and to ask questions, provide additional information, express support or opposition, or to suggest modifications to the proposal. The primary focus of a public hearing should be to solicit public comment, not to persuade the public towards a particular viewpoint. If the council does not agree with sentiments expressed at the public hearing, the council should incorporate its position into its findings of fact in the formal resolution approving or denying the vacation. Following is information relevant and related to the proposed vacation request:

This public hearing is to consider the vacation request for Front Street and is also part of a proposed lot reconfiguration, consolidation and rezone involving the following parcels:

26340703

26340504

26340704

26340559

26340555

26340558

26340560

The lot reconfiguration, consolidation and rezone will be considered at another time with the outcome based on the decision of the City Council from this public hearing.

for their exclusive use and enjoyment. The reversion occurs by operation of law, and the city is not able to direct or convey ownership of the fee title upon vacation.

Notice of the proposed vacation was published in the local newspaper and mailed to affected and surrounding property owners.

Council Action Requested: The City Council can approve, deny or table the agenda item. If the motion is to table the item, staff would like further direction. If the motion is for approval or denial, staff will prepare a resolution for adoption for the next meeting, which will include the required findings of fact.



AGENDA ITEM # 7a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 12, 2025

Subject: De La Pena CUP for 34068 – 3rd Avenue

Report: The applicant is requesting approval of a **Conditional Use Permit (CUP)** to operate a **landscape business as a home occupation** at the above residential address. The proposed use involves conducting administrative functions from the home (e.g., scheduling, billing), storing landscaping tools and small equipment on-site, and dispatching equipment to off-site job locations. Landscaping businesses are generally considered acceptable home occupations **when they do not involve excessive noise, traffic, or storage of large commercial vehicles** on-site.

Impacts and Considerations:

Traffic: Limited increase during start and end of workday; minimal neighborhood disruption expected if vehicles are limited to residential scale.

Noise: Risk of early-morning disturbance from equipment loading or vehicle movement.

Aesthetics: Outdoor storage should be screened and limited in scale to maintain residential character.

The proposed home occupation, as conditioned, is consistent with the intent of the zoning ordinance and is unlikely to adversely affect the surrounding neighborhood. Limiting hours of operation and regulating equipment storage will ensure compatibility with adjacent residential uses.

Staff Recommendations

Staff recommends **approval of the CUP** with the following additional conditions to mitigate neighborhood impact and preserve residential character:

Hours of Operation:

Business operations (including vehicle and equipment movement) shall be limited to:

Monday–Friday: 7:00 AM – 7:00 PM

Saturday: 8:00 AM – 3:00 PM

No operations on Sundays or holidays

Equipment and Vehicle Storage:

No more than [two] commercial vehicles or trailers may be stored outside on-site.

All equipment and trailers must be parked off-street and screened from public view.

No outdoor storage of materials (e.g., soil, mulch, rock) is permitted.

Employees:

No more than [two] non-resident employees may report to the site.

Signage:

No exterior signage advertising the business is permitted on the property.

Compliance:

The CUP may be reviewed or revoked if the use becomes disruptive or violates any conditions.

Council Action Requested: The Council can approve, deny or table the agenda item. If the Council tables the item, staff would like further direction.



STAFF REPORT

Applicant: Ryan De La Pena of RD Services Lake Country, LLC

Property Address: 34068 3rd Ave., City of Jenkins

Lot size: 1.56 acres

Zoning classification: Urban Residential (R-2)

Request: Conditional Use Permit 'Home Occupation, Type IV'

Background Information

The applicant, Ryan De La Pena, RD Services Lake Country LLC, has submitted a request for a Conditional Use Permit (CUP) to allow a Home Occupation, Type IV for storing and transporting of landscaping equipment on his 1.56 -acre property located at 34068 3rd Ave, in the Urban Residential (R-2) District of Jenkins, MN. The R-2 District is intended for higher density residential development, including single family homes, apartments, townhouses, and other buildings for two or more dwelling units in those areas where such development fits the Comprehensive Plan, where properly related to other land uses and thoroughfares, and where adequate municipal utilities are available. No off-street parking shall be permitted, except as would be characteristic and in harmony with the purposes of an R-2 District.

Zoning and Ordinance Requirements

Under the Jenkins Zoning Ordinance, the Urban Residential (R-2) District permits 'Home Occupation, Type IV' with a Conditional Use Permit. The criteria for granting a CUP include compatibility with surrounding uses, consistency with the comprehensive plan, and ensuring that the use will not adversely affect the health, safety, and welfare of the community.

The definition of a 'Home Occupation' is: *'A use of commercial nature conducted by an occupant entirely within the dwelling or accessory buildings which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the residential character thereof.'*

Additionally, the definition of a 'Home Occupation, Type IV' is: *'A home occupation, the commercial nature of which involves providing a service or product to people or organizations off site. Generates less than 60 auto trips per week, including deliveries. All employees do the majority of their work offsite. May include onsite storage or warehousing of work-related materials. Would include businesses that are similar in nature to lawn care services and offsite sandblasting services.'*

Staff Findings

1. The subject property is an established 1.6-acre lot located on 3rd Avenue, city of Jenkins.
2. There is a primary structure located on the property, owned by the property owner,
3. Surrounding properties are predominantly single-family residences, consistent with the Urban Residential (R-2) Zoning District.
4. Traffic impact is expected to be very minimal due to the owner having zero employees or customers on-site.



STAFF REPORT

Conditions for Considerations

The following conditions must be met:

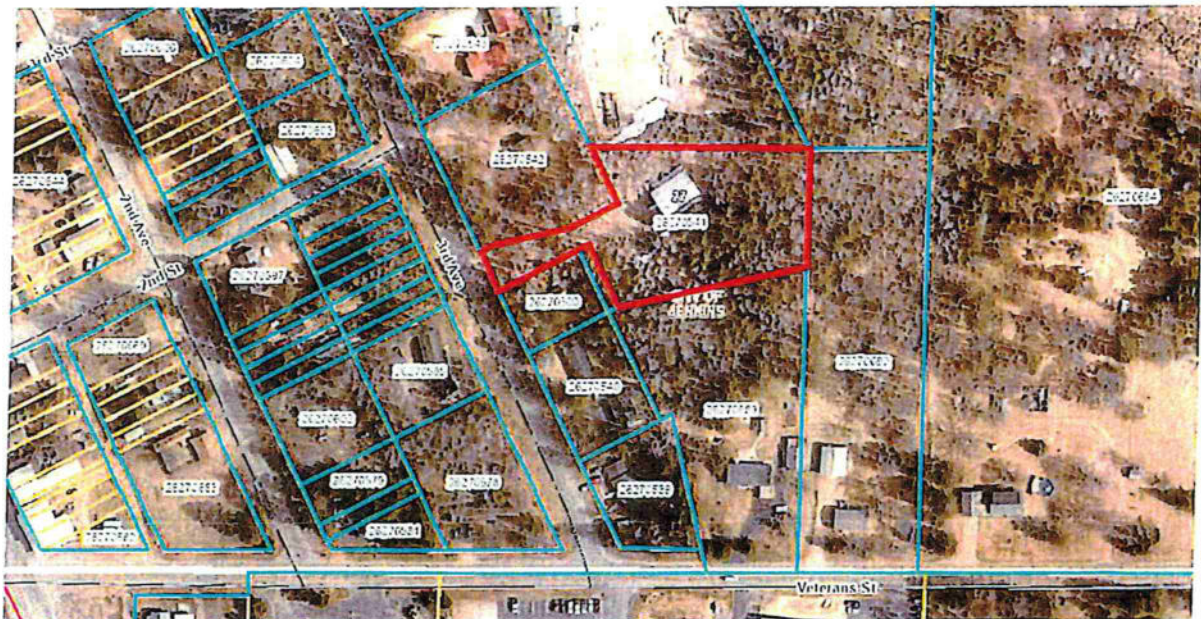
1. The use is an appropriate conditional use in the land use zone.
2. The use, with conditions, conforms to the comprehensive land use plan.
3. The use with conditions is compatible with the existing neighborhood.
4. The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the City.

Planning Commission Recommendation

The Planning Commission recommended approving the Conditional Use Permit based on the information provided in this report, as well as public testimony during the public hearing. Additionally, the Planning Commission recommends imposing the following conditions:

1. Must comply with all applicable zoning, building, nuisance, and environmental regulations.
2. The use must meet all state, local, and federal regulations.

The subject property is located at 34068 3rd Avenue. (PID 26270541):





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.

Conditional Use Permit Application Home Occupation Type IV PID26270541

Date: 6/12/2025 Time: 12:45 PM



33861 Cottage Avenue
Jenkins, MN 56474
Phone: (218) 568-4637
www.cityofjenkins.com

Received by City:	<u>June 9, 2025</u>
Application Number:	<u>CVP 25-02</u>
Non-refundable Fee Paid:	<u>\$400.00</u>
Receipt #:	<u>3323416</u>

Conditional Use Application

Name of Applicant Ryan De La Pena
Address 34068 3rd Ave
City, State, Zip Jenkins MN 56472
Phone [REDACTED] Alternate Phone _____

Physical Address / Location of Property 34068 3rd Ave Jenkins MN 56472

Legal Description of Property 34068 3rd Ave Jenkins MN

LOT 3 BLOCK 1 EXC PT OF LOT 3 BLOCK 1 LYING SLY OF FDL DESC LINE BEG AT SW COR
OF OUTLOT A SD PLAT THEN N 600 47 37" E ASSM BEAR ALG S

Parcel ID Number 262 70541 Zoning District R-2 Urban Residential

Applicant is:

☒ Legal Owner of Property

☐ Contract Buyer

☐ Option Holder

☐ Agent

☐ Other _____

Title Holder of Property (if different than applicant):

Name _____

Address _____

City, State, ZIP _____

Phone _____

State the nature of your request in detail. What are you proposing for your property?

Home Occupation Type IV

Signature of Owner, authorizing application [Signature]

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than owner) _____

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

By signing above, I acknowledge that I understand that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application. Initial application fees: \$300 (Residential) \$400 (Commercial) due with completed application.

CONDITIONAL USE: A land use or land development, as defined by the Ordinance, that is allowed, but would not be appropriate without restrictions or conditions as determined by the Planning Commission. The proposed use must meet the following standards: (a) the use or development is an appropriate conditional use in the land use zone, (b) the use or development with conditions conforms to the comprehensive land use plan, (c) The use with conditions is compatible with the existing neighborhood, and (d) the use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, or prosperity of residents in the City.

The following questions must be answered.

1. What changes are you proposing to make to this property?

Building: _____

Landscaping: _____

Parking/Signs: Parking of 2 work trucks and loading and unloading of skid steer for my business.

2. Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

None

3. Describe the character of the area and the existing patterns and use of development in the area. How is the proposal consistent with those patterns and uses?

Nothing is being changed

4. Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Explain if additional facilities will be required.

None

5. Describe the impact on the character of the neighborhood in which the property is located.

using my driveway multiple times a day

6. Describe the impact to the traffic on roads and highways in the vicinity, and the expected traffic generated by the proposed use. Is there adequate off-street parking available to accommodate the proposal?

Dont need of street parking.

using driveway multiple times a day.

7. Discuss any environmental limitations of the area that would limit or constrain construction on this property.

None

8. Please include any other comments pertinent to this request.

I use my property to store my equipment for
my business. I don't sale anything and have no
customers coming to my property. I transport my equipment
to jobs from my location

INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than 30 days prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- _____ 1. This application must be completed, including responses to all parts of this application.
- _____ 2. The required fee must be paid. See fee schedule for details.
- _____ 3. Legal description of the site.
- _____ 4. Site plan, drawn to scale, showing parcel and existing structure dimensions, water features, and 10 foot contour lines (smaller contour lines may be required if deemed necessary by the Planning Department, Planning Commission, or City Council).
- _____ 5. The site plan should also show the location of all structures and their square footage.
- _____ 6. Existing and proposed curb cuts, driveways, access roads, turn-arounds, parking including RV, boat and additional vehicle storage, off-street loading, and sidewalks. Size and type of surface should also be included.
- _____ 7. Proposed landscaping and screening plans: garbage dumpsters, areas preserved in natural state including buffer areas, areas to be developed into lawn (grass), areas to be covered by woodchips or mulch, garden areas, shrubbery, types, size, age, and number of proposed trees and their locations, exterior lighting to be proposed including location and type, any other items deemed appropriate.
- _____ 8. Square footage of all impervious coverage. Impervious coverage includes the horizontal area of all buildings, decks, roof overhangs, patios, walks, driveways, and any other parking areas and drives constructed of any material.
- _____ 9. Proposed drainage plan.
- _____ 10. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day.
- _____ 11. Soils data showing capability for building and on-site sewage treatment.
- _____ 12. Existing iron pipe boundary monuments marked with proof of survey.
- _____ 13. Approximate location of any proposed signs (if applicable).
- _____ 14. Outside storage proposal.
- _____ 15. Elevation plans for all existing and proposed structures.



AGENDA ITEM #

7b.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 12, 2025

Subject: Adult Use Cannabis Ordinance

Report: Attached please find information from the Planning and Zoning Commission meeting and Public Hearing related to the Adult Use Cannabis Ordinance. This report offers policy options related to local zoning regulations, including limiting the number of retail locations, permitting use within specified zones, and permitting the use outright versus requiring an interim use permit (IUP). Under state law, local governments may regulate the time, place, and manner of cannabis businesses, but may not prohibit them entirely.

Zoning Recommendations:

Permit cannabis retail establishments as a permitted use within designated commercial zoning districts (e.g., C-1, C-2).

Do not require an Interim Use Permit (IUP), as the use aligns with existing retail commercial activity and would be regulated by state licensing standards.

Maintain standard setback requirements from sensitive land uses such as schools, daycares, and religious institutions, as outlined in state law (e.g., 500 feet).

Consider incorporating design and signage standards consistent with other regulated businesses, maintaining compatibility with neighborhood character.

Retail Registration Limitations

Municipalities may place reasonable limits on the number of cannabis retailers within city limits. Limiting the number of licenses maintains local control over location and concentration of cannabis-related activity. It also allows the city to monitor the impact of adult-use sales before allowing expansion and reduces potential public concerns during the initial rollout. Additionally, local units of government should consider the process by which they will determine who gets a registration, e.g., through the use of a lottery, on a first-come/first-serve model, or through a merit-based scoring system, etc. This process should be incorporated into the ordinance to ensure the process is fair, transparent, and communicated thoroughly with prospective applicants.

Staff Recommendation:

Permit one or two cannabis retail registration initially. This will allow for future review and possible expansion based on community feedback and operational outcomes.

Permitting Recommendation

Interim Use Permit (IUP - Not Recommended).

1. This adds unnecessary administrative burden for applicants and city staff. Creates regulatory uncertainty and may deter investment.
2. Implies the use is temporary or experimental, which is inconsistent with state law's intent.

Permitted Use (Recommended):

1. Treats cannabis retail similarly to other commercial retail businesses.
2. Simplifies compliance and application process.
3. Aligns with state-level licensing and operational standards.

Council Action Requested: The Council can approve, deny or table the agenda item. If the Council action is to table the item, staff would like further direction.



AGENDA ITEM #

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: July 10th, 2025
Subject: Adult-Use Cannabis

Report Over the course of the last year and a half, the Planning Commission has reviewed multiple municipal ordinances, land use matrixes, and a number of revisions of guidance from the Office of Cannabis Management regarding regulating cannabis businesses. Based on comments, concerns, and information shared by the Planning Commission and City Council at the Joint Meeting in March and the May Planning Commission Meeting, Clerk Okerman prepared draft Ordinance # O-25-43. In the June Planning Commission Meeting, the Commission made further edits to the proposed ordinance, which were approved as written by City Council to move forward with scheduling the Public Hearing.

The Public Hearing was conducted on July 7th, 2025. There was a number of public comments made, and the meeting minutes are attached for your review. Also attached are two letters received from a resident and a potential licensee. Also attached is the ordinance from St. Joseph, Minnesota provided by former Mayor Jon Lubke. In the ordinance, it allows the City to operate a municipal cannabis shop.

The Commission voted to recommend the attached Ordinance Amendment O-25-43 adopting Cannabis Businesses, allowing **one** retail establishment within the City of Jenkins.

Requested Action: Please review the minutes from the Public Hearing, the two provided letters, St. Joseph's ordinance, (specifically Sections 614.03 and 614.05), and proposed draft Ordinance O-25-43. Please discuss and approve, deny, or table the attached Ordinance # O-25-43. If denying or tabling the attached amendment, please give staff further direction.

July 7th, 2025 Planning Commission Meeting & Public Hearings

Meeting minutes

Call to Order – Pledge of Allegiance

The meeting was called to order by Chairman Stricker at 6pm.

Roll Call

Chairman Stricker, Commissioner Goerges, Siltman, and Prociuk were present, as well as Deputy Delougherty.

Approval of Agenda and Meeting Minutes.

Motion to approve the agenda made by Goerges, seconded by Siltman. All voted aye.

Motion to approve the May 5th and June 4th meeting minutes made by Goerges, seconded by Siltman. All voted aye.

Public Hearings

Public Hearing: Conditional Use Application-Ryan De La Pena, for a Home Occupation: Type IV in the Urban Residential (R-2) Zoning District

The public hearing was opened at 6:02pm for the conditional use application of Ryan De La Pena for a Home Occupation: Type IV in the Urban Residential (R-2) Zoning District was opened.

A resident who owned a rental property near the applicant's property expressed concerns about noise issues. He stated that he had spoken to the applicant multiple times about keeping the noise down, but no attempts were made to address the issue. The resident argued that such businesses should be located in industrial parks due to the noise they generate.

Ryan De La Pena, the applicant, explained that he runs a landscape maintenance and tree service company from the property. He stated that he has one employee and loads up mowers once a week, with most of the work being done off-site. De La Pena mentioned that he had put up a storage container to block noise and had done everything he could to mitigate the issues.

The discussion between the applicant and the neighbor revealed ongoing disputes about noise levels, particularly regarding the running of diesel trucks and equipment. The neighbor claimed that De La Pena deliberately made more noise when he saw them outside.

The Public Hearing was closed at 6:07pm.

The Planning Commission members discussed the nature of the complaint, noting that it seemed to be more of a personal dispute between neighbors rather than a zoning issue. They acknowledged that the noise from diesel trucks and equipment was not necessarily related to the business operation and could occur with personal vehicle use as well.

The Commission members debated the merits of approving the conditional use permit, considering that denying it would not necessarily address the noise concerns raised by the neighbor. They discussed potential conditions, such as adding a fence to help mitigate noise. After deliberation, a motion was made to approve the conditional use permit with staff recommendations.

Goerges made a motion to approve the conditional use permit for Ryan De La Pena with staff recommendations. The motion was seconded by Siltman. The motion passed unanimously.

Public Hearing: Ordinance Amendment 0-25-43 Amendment Regarding Cannabis & Hemp Regulations, to adopt Chapter 113 Regulation of Cannabis and Hemp Businesses

The Commission opened the public hearing at 6:24pm for Ordinance Amendment 0-25-43 regarding Cannabis & Hemp Regulations.

Several members of the public spoke on the issue:

- Trenton Beyer, mentioning his longstanding ties to the community through living in the area, his father building AmericaInn, Wild Wedge Golf and RV Park, as well as playing a major role in the inception of the Jenkins Ball Field expressed support for limiting cannabis licenses to micro businesses. He mentioned that the intention of Jenkins has never been to have chain businesses, as the City has preferred the small-town feel and ‘mom-and-pop shops.’ He proposed allowing two micro businesses with \$3,000 renewal fees and 1% of profits going to city nonprofits. Mr. Beyer also expressed that the current Colorado operation that they own is in the top 10% of the state for quality.
- Richard McClary voiced concerns about the negative impacts of cannabis use and its potential effects on the community, including impaired driving and decreased property values. He feels that cannabis is addictive and causes users to become lazy and listless, and that they do not help or volunteer in the community.
- John Lubke, a former mayor, suggested considering municipal-owned dispensaries and limiting the number of licenses to one, in line with other nearby cities, noting that the League of Minnesota Cities has a great webinar available to help local governments wrap their heads around adopting a Cannabis Ordinance.
- Julie Hastings, owner of MN Roots, spoke regarding provisional licenses already being approved by the state.
- Donna Bowen expressed concerns about the location of potential cannabis businesses near residential areas and that she already has to contend with a sober house.
- Cassandra Fox shared her experience as a former mayor in a Colorado town, describing how cannabis businesses positively impacted the local economy and community services.
- Drake Beyer emphasized the importance of micro businesses and local control, suggesting that cannabis should be treated similarly to alcohol regulations. He and Trenton Beyer would like to start a “Farm to table” style of operation, indicating that bringing awareness and understanding by providing tours could be beneficial in an effort to educate individuals regarding the process. This way they can see and know that the product is pure.

- Mark Miller, Jenkins Avenue, spoke directly to the Beyers, asking why they don't start a Co-op and sell ancillaries and the like. He stated that the 1% kick-back to the City that the Beyers were promoting sounded more like a bribe than anything else.
- Jerimey Flategraff, Brown Blvd, Council member said that his opinion was that issuing four licenses is too many. He would like to see one license approved and to revisit and potentially revise the ordinance to allow more licenses at a later date after we know more about how everything works.
- Rosanne Carboni, Cty Rd 15 is not opposed to allowing retail licenses, her concern is simply with where they will be located. She indicated that she uses gummies to sleep each night and would likely be one of the first customers at a retail location. Again, her concern is with where the operations will be located.
- Buck McElpin, former board member of Leaf Line Labs who lobbied at the state and has been part of many research projects gave a few statistics to note. He mentioned that marijuana is a \$1.3B industry in the State of Minnesota. People will still have access to marijuana regardless of whether the City allows licenses, but this will help to regulate it. He expressed that the State of Minnesota is one of the highest for opioid deaths, and that there have been more batches being laced with fentanyl, which is very dangerous. He stated that studies have proven that as well as a decline in adolescent usage in states that have legalized recreational marijuana, that opioid deaths have drastically decreased, explaining that this is a very positive benefit to allowing recreational marijuana consumption.
- Again, Jon Lubke asked the Commission to consider a private/public partnership to help provide the City with funds that wouldn't be available otherwise. He said that his thoughts are to leave the licenses at allowing only one and to further research a Municipal partnership venture.

The Public Hearing was closed at 6:54pm. The Commission discussed various aspects of the proposed ordinance, including:

- The number of licenses to be issued (initially proposed as four, later reduced to two or one)
- Hours of operation
- Location restrictions
- The potential for municipal ownership or public-private partnerships
- The economic impact on the city

After extensive discussion and public input, the Commission decided to reduce the number of licenses from four to one and to align operating hours with those of liquor stores.

Motion to table for further information made by Prociuk, no second. Motion died.

Motion to approve the Ordinance with allowing 2 licenses was made by Goerges, no second. Motion died.

Siltman made a motion to approve the ordinance amendment with the change to allow one cannabis retail license. The motion was seconded by Goerges. The motion passed unanimously.

Unfinished Business

Ordinance Amendment 0-25-XX 'Nuisance Parking & Storage'

The Commission discussed proposed changes to the Nuisance Parking & Storage ordinance. Key points of discussion included:

- Removing references to fish houses and playhouses from the list of structures not allowed in front yards.
- Clarifying regulations for storage containers on residential lots.
- Considering lot size requirements for allowing storage containers.
- Discussing the possibility of using conditional use permits or performance standards for regulating storage containers.

The Commission decided to table the discussion and requested more information on:

- Lot sizes that other cities allow for storage containers
- Performance standards used in other cities
- Potential conditional use permit requirements

Miscellaneous/Communication

The Commission also discussed a separate issue regarding impervious surface coverage in agricultural zones. They noted a discrepancy in the current ordinance where single-family residences are allowed 10% impervious surface coverage, while other uses are limited to 5%. The Commission requested more information on the history and rationale behind this difference.

No formal motion was made on this item, as the Commission decided to continue the discussion at a future meeting after gathering more information.

Adjournment

Motion to adjourn made by Commissioner Goerges, seconded by Prociuk.

My Concerns About Allowing a Cannabis Store In Our Community

I hope that my points in this letter don't sound like the hysteria about marijuana use that was prevalent almost 100 years ago. We have more medical and social research on the effect of this drug than we did back then and some of the findings are not good. The concerns against having a cannabis store in our area have to be greater than what has been called the NIMBY argument (not-in-my-back-yard).

1. I know people who daily ingest or inhale cannabis recreationally. Their reasoning is that it helps them to cope but I have seen them lose interest in most things. They have become lazy and listless not caring much about things going on around them. They don't contribute to their community in any helpful manner. I think that is very sad.

2. Research indicates that a higher density of recreational marijuana retailers is associated with increased use and a higher intensity of use among young adults. I have discussed the problems of driving under the influence of cannabis with local law enforcement and unanimously have been told that it has made their job more difficult and troubling. Do we really need more impaired people, especially young people, driving or operating equipment while high on cannabis?

3. As a home owner in a small community I am concerned that the presence of a cannabis store may make it more challenging to sell homes in the area as some potential buyers may not be comfortable with these types of retail establishments. I don't see this as any better than having a strip club in our community. I would hope that our council would never let that happen. The complexion of this small town would be forever changed.

4. I am a Christian and oppose cannabis on moral and ethical grounds. Normalizing drug use could send the wrong message to young people such as getting high or altering our state of mind is a good way to cope with life's problems. Getting high does alter behavior. Unlike alcohol, you don't get a little buzz with a little cannabis, you get high quickly.

5. Marijuana use, particularly frequent use of high-potency products, has been linked to potential health issues, including addiction, mental health problems like psychosis and schizophrenia and respiratory problems. The long term public health impacts of widespread marijuana access are not known. Our state has opened Pandora's Box when it comes to marijuana use but it doesn't mean our community has to buy into this trend.

I am sure that there are more public safety or social concerns than what I have expressed. I urge you to think clearly about the short term and long term impacts that one or more cannabis stores may have on the Jenkins area.

Sincerely,

Ric McClary, 34310 Summer Ave, Jenkins, MN

Cassandra Delougherty

From: BuenaVistaRanch <buenavistaranch@proton.me>
Sent: Monday, July 7, 2025 12:48 PM
To: simon@aaaequipmentcenter.com; joby.goerges@gmail.com;
roman.siltman@cityofjenkins.com; victor.prociuk@hotmail.com; Krista Okerman;
Cassandra Delougherty - Jenkins
Subject: Protecting Jenkins' Values: Limiting Retail Licenses to Support Small Business
Attachments: Revised Draft Cannabis Business ordinance 04.25-2.docx

Dear Planning and Zoning Commission,

My brother and I have operated a small cannabis cultivation business in Colorado for the past three years. While we take great pride in the quality of our products—consistently ranking in the top 10%—we've learned firsthand how difficult it is for small businesses to compete against large corporations that dominate the market. Despite the quality and purity of our cannabis, gaining access to retail shelves has been a major challenge, as many large operators prioritize profit over product integrity.

Our family has deep roots in Jenkins. We're passionate about returning home and contributing to the local economy by establishing a microbusiness—an integrated cultivation and retail operation. Jenkins has a proud tradition of supporting small, locally owned businesses. We hope to uphold that legacy by offering high-quality, locally grown cannabis through a "farm-to-table" model that ensures fair pricing and community-focused practices.

We understand the town's initial push for four retail licenses. However, following the passage of the omnibus bill, anticipated state revenue for Jenkins has been significantly reduced. Rather than relying on volume or large operators, we urge the town to refocus on its core values—community, quality, and sustainability.

To that end, we respectfully propose reducing the number of retail licenses and instead limiting the licenses to two microbusinesses. This approach supports local ownership, limits corporate influence, and keeps revenue and jobs within the community. We are also open to increased licensing fees to still allow Jenkins to receive additional revenue for the budget after the State removed the local kickbacks from gross receipts after the recent omnibus bill was passed. Additionally, we would be open to contributing through nonprofit donations, especially if they align with state matching programs that benefit Jenkins.

Thank you for your time and consideration. We believe this proposal offers the best opportunity for small businesses to thrive while staying true to the values that make Jenkins unique.

Sincerely,

Trenton Beyer

Drake Beyer

ORDINANCE 2025-004

AN ORDINANCE ESTABLISHING ORDINANCE 614 CANNABIS AND HEMP BUSINESS REGULATIONS

The City of Saint Joseph, **HEREBY ORDAINS** that Ordinance 614 is established as follows:

Section 614.01: FINDINGS AND PURPOSE. The City of St. Joseph makes the following legislative findings: The purpose of this ordinance is to protect the public health, safety, and welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

Section 614.02: DEFINITIONS. The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this ordinance, except where the context clearly indicates a different meaning:

- a) Applicant. means an entity with a license or endorsement issued by the OCM that is applying for an initial registration or for registration renewal.
- b) The Act. means Minnesota Statutes, Chapter 342, as it may be amended from time to time.
- c) Cannabis Business. has the same meaning as defined in Minnesota Statutes, section 342.01.
- d) Cannabis Retailer. means a business with a cannabis retailer license or cannabis retail endorsement from OCM.
- e) Retailer. means every business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22. Including cannabis businesses and lower-potency hemp edible retailers.
- f) OCM. means the Minnesota Office of Cannabis Management.
- g) Potential Licensee. means an entity that has not received a license from the OCM and is seeking a pre-license certification.
- h) Temporary Cannabis Event. means an event lasting no more than 4 days at which cannabis products, cannabis flower, lower-potency-hemp edibles, and hemp-derived consumer products may be sold and for which the organizer has a cannabis event organizer license issued by the OCM.

Section 614.03: CITY AS A CANNABIS RETAILER. The City of St. Joseph may establish, own, and operate one cannabis retail business. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 614.05, subd. 2.

Section 614.04: PRE-LICENSE CERTIFICATION OF CANNABIS BUSINESSES

Subd. 1. The City Administrator, or designee, is authorized to certify whether a proposed Cannabis Business complies with the City's zoning ordinances, this Ordinance, and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.

Subd. 2. Potential licensees are responsible for obtaining all necessary zoning approvals prior to the City receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the City receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior to the City's receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

Section 614.05: RETAILER REGISTRATION

Subd. 1 Retail Registration Required. Before making retail sales to customers or patients, a Retailer must register with the City. Making retail sales to customers or patients without an active registration is prohibited. Subject to Minn. Stat. 342.22, subd. 5(e) the city may impose a civil penalty, as specified in the City's Fee Schedule, for making a sale to a customer or patient without a valid registration from the City and a valid license from the OCM.

Subd. 2. Cannabis Retail Registration Limits

- a. The City will issue one Cannabis Retail registration, except that the City is not required to issue any registrations if there is already one registration per 12,500 residents in Stearns County.
- b. The number of registrations in the County will be based on the number of registrations in the County on the day the application is received.
- c. If the number of registrations available decreases based on the County reaching the one per 12,500 threshold businesses with current registrations will be allowed to maintain and renew their registrations but no new registration will be issued.
- d. Registrations issued to businesses with a license preapproval will count toward the City's registration limit.
- e. Businesses operating under a tribal compact entered into under Minnesota Statutes, section 3.9224 or 3.9228 and tribally issued licenses and registrations are counted towards the County registration total.

Subd. 3 Processing Registrations.

- a. Applications will be processed on a first-come, first-served basis based on the City receiving a complete application. Applications will be considered complete when all materials in Subd. 4 of this section are received by the city and include all required information and the required fees received.

- b. The date a certification under 614.04 is issued will have no impact on the applicant's registration processing.

Subd. 4. Application. The applicant must submit a registration application or renewal form provided by the City. The form may be amended from time to time, but must include or be accompanied by:

- a. Name of the property owner
- b. Name of the applicant
- c. Applicant's address, email address, and telephone number
- d. Address and parcel ID for the property for which the registration is sought
- e. Certification that the applicant complies with the requirements of this Ordinance
- f. Fee Required. At the time of initial application, and prior to the City's consideration of any renewal application, each Retailer must pay, as established in the City's fee schedule.
- g. Proof of taxes, assessments, utility charges or other financial claims of the city or the state are current.
- h. A copy of a valid state license or written notice of OCM license preapproval

Subd. 5. Preliminary Compliance Check. Prior to issuing any retail registration, the City shall conduct a preliminary compliance check to ensure compliance with this Ordinance and any other regulations established pursuant to Minnesota Statutes, section 342.13.

Subd. 6. Reasons for Denial. The City shall not issue a registration or renewal if any of the following conditions are true:

- a. The applicant has not submitted a complete application.
- b. The applicant does not comply with the requirements of this Ordinance.
- c. The applicant does not comply with applicable zoning and land use regulations.
- d. The applicant is found to not comply with the requirements of the Act or this Ordinance at the preliminary compliance check.
- e. The applicant or property owner is not current on all property taxes and assessments at the location where the retailer is located.
- f. The maximum number of registrations, pursuant to Subd. 2 of this Section, have been issued by the City or within the County.

g. The applicant does not have a valid license from the OCM.

Subd. 7. Issuing the Registration or Renewal. The City shall issue the registration or renewal if the Retailer meets the requirements of this article, including that none of the reasons for denial in Subd. 6 of this Section are true.

Subd. 8. Nontransferable. A registration is not transferable to another person, entity, or location.

Section 614.06: REGISTRATION ENFORCEMENT.

Subd. 1. Generally. The City Council may suspend a registration under this Ordinance on a finding that the registered business has failed to comply with the requirements of this Ordinance or any applicable statute or regulation.

Subd. 2. Notice and Right to Hearing. Prior to suspending any registration under this ordinance, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of his or her right to a hearing on the alleged violation.

- a. Notice shall be delivered in person or by certified mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a response must be submitted within ten (10) business days of receipt of the notice, or the right to a hearing will be waived.
- b. The registered business will be given an opportunity for a hearing before the City Council before final action to suspend a registration. Provided, the registered business has submitted a written application for appeal within ten (10) business days after the notice was served. The City Council shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to suspend the registration only upon written findings.
- c. If no request for a hearing is received within ten (10) business days following the service of the notice, the matter shall be submitted to the City Council for action on the suspension of the registration.

Subd. 3. Emergency. If, in the discretion of the City Administrator, or designee, a registered business poses an imminent threat to the health or safety of the public, the City Administrator may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in Subd. 2 of this section.

Subd. 4. Reinstatement. The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate a registration if the OCM determines the violations have been resolved.

Section 614.07: COMPLIANCE CHECKS. The City shall complete at minimum one compliance check per calendar year of every registered business to assess if the business meets age verification requirements, as required under the Act and any applicable cannabis or hemp regulations adopted by the city.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the City.

Any failures under this section are a basis for enforcement action and must be reported to the OCM.

Section 614.08: HOURS OF OPERATION. Cannabis Retailers may only make retail sales of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00am and 9:00pm.

Section 614.09: CANNABIS BUSINESS COMPLAINTS. The City Administrator is authorized to make complaints to the OCM related to cannabis businesses the City believes is in violation of the act or the administrative rules adopted pursuant thereto. The City Administrator is also authorized to file a complaint against a cannabis business that poses an immediate threat to the health or safety of the public and request immediate action by the OCM.

Section 614.10: TEMPORARY CANNABIS EVENTS

Subd. 1. Permit Required. A permit is required to be issued and approved by the City prior to holding a Temporary Cannabis Event held by a licensed Cannabis Event Organizer, as provided for in Minnesota Statutes, Chapter 342.

Subd. 2. Registration & Application Procedure. A registration fee, as established in the City's fee schedule, shall be charged to applicants for Temporary Cannabis Event permits.

Subd. 3. Application Submittal & Review. An applicant must submit an application for city approval of a temporary cannabis event permit on a form provided by the city. The application may be amended from time to time but shall include or be accompanied by:

- a. Full name of the property owner and applicant;
- b. Address, email address, and telephone number of the applicant;
- c. the application fee established pursuant to the City's fee schedule;
- d. a copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. 342.39 subd. 2.
- e. Proof of ownership of all property on which the event will be held or provide a notarized statement which documents that the applicant has permission to use such

property for the purpose of holding the event.

- f. The application shall be signed or acknowledged by both the applicant and the property owner of record.
- g. The plans for providing necessary facilities for the public, including but not limited to: lavatory facilities, medical facilities, parking details, security plans, traffic control, map of the event including services, etc.
- h. Proof that the applicant is current on any taxes, assessments, or other financial claims of the City and proof that the premises has no delinquent or unpaid taxes, assessments, or other financial claims of the City. If the applicant or premises is delinquent or has unpaid taxes, assessments, or other financial claims of the City, the permit shall be denied.

Subd. 4. The application shall be submitted to the city clerk, or other designee for review. The application will be considered complete when the application form is submitted with all of the required information included and application fee paid. If the submitted application is incomplete, the city clerk shall return the application to the applicant with the notice of deficiencies.

Subd. 5. Once an application is considered complete, the city clerk or designee shall inform the applicant as such, process the application fees, and bring the application to the City Council for approval or denial.

Subd. 6. The application fee shall be non-refundable once processed.

Subd. 7. A request for a temporary cannabis event permit that meets the requirements of this Section, including the requirements in subd. 9, shall be approved.

Subd. 8. A request for a temporary cannabis event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

Subd. 9. All temporary cannabis events must adhere to the following requirements as conditions of approval, and any other conditions reasonably imposed by the City:

- a. A designated city representative may inspect the temporary cannabis event site prior to the event to confirm compliance with the submitted plan. A designated city representative shall have access to the event site throughout the duration of the event to ensure compliance with the permit.
- b. Proof of a cannabis event organizer license issued by the Office of Cannabis Management must be submitted to the City prior to the event, and such license must be effective for the duration of the event. Revocation or suspension of the Cannabis Event Organizer license shall result in suspension or revocation of the city permit.

- c. Temporary cannabis events are prohibited on City property, except for any property that consists of a municipal cannabis store.
- d. Temporary cannabis event permits will not be approved for a location within a residential zoning district.
- e. Temporary cannabis events shall only be held between the hours of 10:00am and 9:00pm.
- f. No tobacco or alcohol shall be allowed at the event
- g. No camping is allowed
- h. Retailers shall remove the cannabis product each day after the close of the event
- i. No fires of any kind are permitted on the premises or facilities
- j. The event site shall be enclosed by a fence or barrier completely enclosing the event site. Temporary events shall have sufficient entrances and exits to allow easy movement into and out of the site and provide traffic control.
- k. Pursuant to Minnesota Statutes, section 342.40, subd. 8, the City prohibits on-site consumption of cannabis and hemp products.
- l. The site and facilities shall at all times be maintained in accordance with the permit provisions.

Section 614.11: PENALTIES ADMINISTRATION AND ENFORCEMENT. Any violation of the provisions of this Ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Each day each violation continues or exists, constitutes a separate offense. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. Violations of this Chapter may also be addressed under Ordinance 104 – Administrative Offenses.

Violation of this Ordinance shall be grounds for enforcement against any business license issued by the City of Saint Joseph.

Section 614.12: SEVERABILITY. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of St. Joseph, Minnesota this 16th of June, 2025.

Adam Scepaniak, Mayor

ATTEST

David Murphy, City Administrator

This amendment was published on _____, 2025.

ORDINANCE NO. O-25-43
AN ORDINANCE AMENDING TITLE XI, BUSINESS REGULATIONS TO ADD
CHAPTER 113 REGULATION OF CANNABIS AND HEMP BUSINESSES AND
EVENTS

THE CITY COUNCIL OF THE CITY OF JENKINS DOES ORDAIN THAT:

SECTION 1. Jenkins City Code, Title XI –Business Regulations, is hereby amended to add Chapter 113 – Cannabis And Hemp Businesses And Events, as follows:

Section 113.01. ADMINISTRATION.

1. Findings and Purpose. The City of Jenkins City Council makes the following legislative findings:
 - A. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes the City of Jenkins to protect the public health, safety, and welfare of Jenkins residents by regulating cannabis businesses within the legal boundaries of Jenkins.
 - B. City Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Jenkins, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.
2. State Law Adopted. Except as further restricted or regulated by this Chapter, the provisions of Minnesota Statutes, Chapter 342, relating to cannabis and hemp regulation and the corresponding state rules with respect to the same are hereby adopted and made a part of this Chapter as if set out herein in full. Whenever there is an inconsistency between the provisions of Minnesota Statutes, Chapter 342, as amended, and the provisions of this Chapter, the more restrictive provision shall govern, unless preempted by state law.
3. Authority and Jurisdiction. The City of Jenkins has the authority to adopt this ordinance pursuant to:
 - A. Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
 - B. Minn. Stat. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

C. Minn. Stat. § 152.0263, Subd. 5, regarding the use of cannabis in public places.

D. Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

This Chapter shall be applicable to the legal boundaries of the City.

4. Severability. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

5. Enforcement. The City of Jenkins is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

Section 113.02. DEFINITIONS.

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. § 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

1. Cannabis Retail Businesses. A cannabis retailer location and the retail location(s) of mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.

2. Cannabis Retailer. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

3. Daycare. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

4. Lower-potency Hemp Edible. As defined under Minn. Stat. § 342.01 subd. 50.

5. Lower-potency Hemp Edible Retailer. A person or entity licensed or authorized to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products pursuant to Minn. Stat. § 342.44.

6. Office of Cannabis Management. Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

7. Place of Public Accommodation. A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
8. Preliminary License Approval. OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. § 342.17.
9. Public Place. A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
10. Residential Treatment Facility. As defined under Minn. Stat. § 245.462 subd. 23.
11. Retail Registration: An approved registration issued by the City of Jenkins to a state- licensed cannabis retail business.
12. School. A public school as defined under Minn. Stat. § 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.24.
13. State License. An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

Section 113.03. REGISTRATION OF CANNABIS BUSINESSES REQUIRED

No individual or entity may operate a state-licensed cannabis retail business within Jenkins without first registering with the City.

Section 113.04. PRE-LICENSE STATE APPLICATION RESPONSE REQUIRED

Pursuant to Minn. Stat. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

Section 113.05. PRELIMINARY INSPECTION PRIOR TO RETAIL REGISTRATION

Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary inspection to ensure compliance with local ordinances.

Section 113.06. REGISTRATION FEES

1. Fees.

- A. The City shall not charge an application fee.
- B. A registration fee, as established in the City of Jenkins' fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
- C. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
- D. Any 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.
- E. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

Section 113.07. APPLICATION

1. An applicant for a retail registration shall fill out a registration form, as provided by the City. Said form shall include, but is not limited to:

- A. Full name of the property owner and applicant;
- B. Address, email address, and telephone number of the applicant;
- C. The address and parcel ID for the property which the retail registration is sought;
- D. Certification that the applicant complies with the requirements of this Chapter and the Land Use and Zoning Regulations established by the City pursuant to Minn. Stat. § 342.13.

2. The applicant shall include with the form:

- A. the registration fee as required in Section 113.06.
- B. a copy of a valid state license or written notice of OCM license

preapproval.

3. Once an application is considered complete, the City Clerk shall inform the applicant as such, process the registration fees, and forward the registration to the OCM and City Clerk for approval or denial.
4. The registration fee shall be non-refundable once processed.

Section 113.08. APPLICATION APPROVAL AND BASIS FOR DENIAL

1. A state-licensed cannabis retail business registration shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 113.13.
2. A state-licensed cannabis retail business registration shall not be approved or renewed if the applicant is unable to meet the requirements of this Chapter or any applicable provisions of the Jenkins City Code.
3. The applicant does not have a valid license issued by the OCM.
4. The applicant fails to provide any information required on the application or provides inaccurate, false or misleading information.
5. The fee for the registration or registration renewal has not been paid.
6. The applicant has otherwise failed a preliminary inspection or compliance check completed by the city.

Section 113.09. ANNUAL COMPLIANCE CHECKS.

1. The Pequot Lakes Police Department shall complete at minimum one compliance check per calendar year of every cannabis retail business to assess if the business meets age verification requirements, as required under Minn. Stat. § 342.22 Subd. 4(b) and Minn. Stat. §342.24 and this Chapter.
2. The Pequot Lakes Police Department shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
3. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit

of government.

4. Any failures under this section must be reported to the Office of Cannabis Management.

Section 113.10. LOCATION CHANGE

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City, it shall notify the City of the proposed location change and submit necessary information to meet all the criteria in this paragraph.

Section 113.11. NON-TRANSFER

A cannabis retail registration issued under this ordinance shall not be transferred.

Section 113.12. RENEWAL OF REGISTRATION

1. Renewal Required. The City shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
2. Renewal Fees. The City may charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.
3. Renewal Application. The application for renewal of a retail registration shall include, but is not limited to, the items required under Section 113.07 of this Ordinance.

Section 113.13. LIMITING OF REGISTRATIONS

1. If Crow Wing County has one active cannabis retail businesses registration for every 12,500 residents, the City shall not be required to register additional state-licensed cannabis retail businesses.
2. In no event shall the City issue more than one (1) cannabis retail business registration within the City.

Section 113.14. REQUIREMENTS FOR CANNABIS BUSINESSES

1. Minimum Buffer Requirements:
 - A. The City shall prohibit the operation of a cannabis business if the property line is adjoining to a school or licensed daycare.
 - B. Pursuant to Minn. Stat. § 462.367 subd. 14, nothing in this Section shall

prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

2. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, or lower-potency hemp edibles between the hours of 10 a.m. and 6 p.m. Monday-Saturday and between the hours of 11 a.m. and 6 p.m. on Sunday.
3. Signage and Building Conditions.
 - A. Cannabis retail businesses are required to have plans to prevent the visibility of cannabis to individuals outside the retail location.
 - B. Cannabis retail businesses are permitted a sign on the exterior of the building or property of the business, unless otherwise limited by the City's sign ordinance. Businesses must follow the City of Jenkins sign ordinance.

Section 113.15. SUSPENSION OF REGISTRATION

1. When Suspension is Warranted. The City may suspend a cannabis retail business's registration if it violates this Chapter or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business in writing the grounds for the suspension.
2. Notification to OCM. The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
3. Length of Suspension. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

Section 113.16 REGISTRATION VIOLATIONS AND PENALTY

Any state-licensed cannabis retail business or lower-potency hemp edible retailer that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation, as set forth in the City's fee schedule.

Section 113.17. LOWER-POTENCY HEMP EDIBLE RETAILERS

1. Registration Required. The sale of lower-potency hemp edibles is permitted, subject to compliance with the retail registration requirements in this Chapter and the specific terms of this Section for a retail registration for a lower-potency hemp edible

retailer.

2. Application. The procedures for and content of an application for a retail registration for a lower-potency hemp edible retailer under this chapter shall be as provided in Section 113.07 of this Chapter.
3. Fees. Registration fees for a retail registration for a lower-potency hemp edible retailer shall be as provided in Section 113.06 of this Chapter.
4. Renewal. The procedures for and content of a renewal application for a retail registration for a lower-potency hemp edible retailer under this chapter shall be as provided in Section 113.12 of this Chapter. Renewal fees shall be as set forth in Section of this Chapter.
5. Basis for Denial. The registration application for a lower-potency hemp edible retailer shall be denied for any of the reasons provided in Section 113.08 of this Chapter.
6. Zoning Districts. Lower-potency hemp edible retailers must comply with the Land Use and Zoning Regulations established by the City pursuant to Minn. Stat. § 342.13.
7. Compliance Checks. The procedure for each annual compliance check shall be as provided in Section 113.09.
8. Additional Standards.
 - A. Age Requirements. The sale of lower-potency hemp edibles is permitted only in places that admit persons 21 years of age or older.
 - B. Storage of Product. Lower-potency hemp edibles shall be sold behind a counter, and stored in a locked case.
9. Suspension. The procedures for imposing suspensions on lower-potency hemp edible retailers for violations of this Chapter shall be as provided in Section 113.15 of this Chapter.

Section 113.18. TEMPORARY CANNABIS EVENTS

1. License or Permit Required. A license or permit issued by the City is required prior to holding a temporary cannabis event.
2. Fee. A temporary cannabis event fee, as established in the City's fee schedule, shall be charged to applicants for temporary cannabis events.
3. Registration and Application Procedure. The City shall require an application for temporary cannabis events.
 - A. An applicant for a retail registration shall fill out an application form, as

provided by the City. Said form shall include, but is not limited to:

- (1) Full name of the property owner and applicant;
- (2) Address, email address, and telephone number of the applicant; and
- (3) The location of the temporary cannabis event.

B. The applicant shall include with the form:

- (1) the application fee as required in Section 113.06 (B);
- (2) a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

C. The application shall be submitted to the City Clerk, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

D. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

E. The application fee shall be non-refundable once processed.

4. Standards. The application for a license for a Temporary Cannabis Event shall meet the following standards:

A. Location. Temporary cannabis events shall only be held on private property.

B. Hours. Temporary cannabis events shall only be held between the hours of 12:00 p.m. and 10:00 p.m.

C. On-Site Consumption. On-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items, if approved by the city, must be limited to the designated area approved by the city and, if located in an outdoor area, must be surrounded by commercial grade fencing.

5. Basis for Denial. A request for a temporary cannabis event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

Section 113.19. USE IN PUBLIC PLACES

1. No person shall use cannabis flower, cannabis products, or lower-potency hemp edibles products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

2. Any person who violates this section shall be guilty of a petty misdemeanor.

SECTION 2. This ordinance shall take effect following its passage and publication.
Passed by the City Council of the City of Jenkins, Minnesota, this _____ day of _____, 2025.

Andrew J. Rudlang, Mayor

ATTEST:

Krista A. Okerman, City Clerk-Treasurer

VOTE: _____ Rudlang _____ Flategraff _____ Siltman
_____ Barnett _____ Carlson

150.038 Land Use Matrix

"Use	AG	RR	R-1	R-2	RS	P	C-1	C-2	I-1
Cannabis Cultivation	I	E	E	E	E	E	I / AC	I / AC	I
Cannabis Manufacturer	E	E	E	E	E	E	I / AC	I / AC	P
Hemp Manufacturer	E	E	E	E	E	E	I / AC	I / AC	P
Wholesale	I	E	E	E	E	E	I / AC	I / AC	P
Cannabis Retail	E	E	E	E	E	E	I	I	P
Events	P	E	E	E	E	E	P	P	P

Notes to table:

A - Allowed without a permit

P - Permit required

C - Conditional use

I - Interim use

E - Excluded

AC - Accessory use

* Livestock allowed (A) on RR parcels greater than 10 acres.

** Livestock, small allowed (A) on R-1 parcels greater than 1 acre.

FEES

Commercial Cannabis Initial Registration fee.....	\$500.00
Commerical Cannabis Renewal Fee.....	\$1,000.00
Temporary Cannabis Event Fee	\$500.00

+ Initial 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 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.

Administrative Fines

Offense	Statute/Code	Penalty
Abandoned or Inoperable Vehicles Violation	Zoning Ordinance	\$100
Animal Husbandry Violation	Zoning Ordinance	\$100
Construction Materials	Zoning Ordinance	\$100
Dog Ordinance – No/Expired Vaccinations	City Code	\$50
Dog Ordinance Violations – all other sections	City Code	\$75
Exterior Storage	Zoning Code	\$100
Fence Standards Violation	Zoning Code	\$100
Garbage-Refuse-Debris Violation	Zoning Ordinance	\$100
Lawn/Noxious Weeds Violation	Zoning Ordinance	\$100
Property Maintenance Violation	Zoning Ordinance	\$100
Public Nuisance	Zoning Ordinance	\$50
Building Standards Violation	Zoning Ordinance	\$250
Sign Standards Violation	Zoning Ordinance	\$100
Visual/Negative Impact Violation	Zoning Ordinance	\$100
Cannabis/Low potency hemp retail sales without valid registration	Zoning Code	\$2,000/ each violation



AGENDA ITEM #

8a.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 10, 2025

Subject: Planning Commission applicants

Report: Attached please find 2 applications for the open Planning Commission seat for your consideration.

CITY OF JENKINS
APPOINTED COMMITTEE/COMMISSION CANDIDATE QUESTIONNAIRE

NAME: Debbie Siltman
HOME ADDRESS: 2991 Central Street Email: tall.glass.gal@yahoo.com
TELEPHONE (W) _____ (H) 218-851 8014 FAX _____

If you need more space to write, please use the next page of this form.

1. How long have you lived in Jenkins? 1977 - 2005 2018 - 2025
2. What is your occupation? Where do you work? retired
3. Please indicate what Committee/Commission you would like to serve on. Planning & Zoning Board
3. Please explain why you would like to serve on the Committee/Commission: To help make our city better

4. Describe your educational and/or professional experience or skills that qualify you to serve on the Committee/Commission:
on council for 29 years

5. Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on the Committee/Commission:
being a council member and Mayor


6. Being a part of the Committee/Commission involves time commitments to include monthly meetings. Occasionally on short notice, additional meetings are required. Attendance at these meetings is important. Do you feel that you have the time to be an **ACTIVE** member of the Committee/Commission? ☒ yes _____ no _____
7. A conflict of interest may exist when you have a particular interest in an issue. Are you aware of or do you wish to disclose any potential conflicts of interest? _____ yes ☒ no.
If yes, please explain: _____

STATEMENT

As public servants, we are entrusted with the responsibility to act in the best interest of the **entire community**. Our commitment is to approach every decision with fairness, objectivity, and integrity—ensuring that personal beliefs, affiliations, or external pressures do not influence the outcomes of our deliberations.

We recognize that governance must reflect the diverse voices and needs of all residents, regardless of background or circumstance. By upholding transparent processes and equitable practices, we aim to foster trust, enhance accountability, and strengthen the collective well-being of our city. Our purpose is not only to administer policies but to champion inclusive progress and steward resources responsibly for both present and future generations.

By signing this questionnaire, I agree to uphold all City, State and Federal regulations and agree to act in the best interest of the City as a whole. I agree to uphold duties of the Committee/Commission I am been considered for and agree with the above STATEMENT.

Signature: 

Date: 6/25/2025

Please return to::

City of Jenkins
Office of the City Clerk
33861 Cottage Avenue, Jenkins, MN 56474
Phone: 218-568-4637
email: krista.okerman@cityofjenkins.com

CITY OF JENKINS
APPOINTED COMMITTEE/COMMISSION CANDIDATE QUESTIONNAIRE

NAME: Corey Derksen
HOME ADDRESS: 6168 Wolf chase RD Email: _____
TELEPHONE (W) 218-568-1181(H) 218-330-8896 FAX _____

If you need more space to write, please use the next page of this form.

1. How long have you lived in Jenkins? 0
2. What is your occupation? Where do you work? owner KV Automotive
3. Please indicate what Committee/Commission you would like to serve on. Planning / Zoning
3. Please explain why you would like to serve on the Committee/Commission: To Help make Improvements to this city

4. Describe your educational and/or professional experience or skills that qualify you to serve on the Committee/Commission: Degree in Business
and a local Business owner

5. Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on the Committee/Commission: We currently have an Internship Program through the Regus School. We teach students skills of mechanics and Detailing

6. Being a part of the Committee/Commission involves time commitments to include monthly meetings. Occasionally on short notice, additional meetings are required. Attendance at these meetings is important. Do you feel that you have the time to be an **ACTIVE** member of the Committee/Commission? X yes _____ no _____
7. A conflict of interest may exist when you have a particular interest in an issue. Are you aware of or do you wish to disclose any potential conflicts of interest? _____ yes X no.
If yes, please explain: _____

STATEMENT

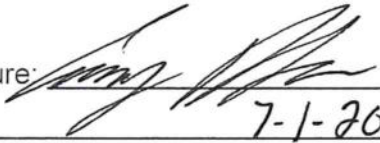
As public servants, we are entrusted with the responsibility to act in the best interest of the **entire community**. Our commitment is to approach every decision with fairness, objectivity, and integrity—ensuring that personal beliefs, affiliations, or external pressures do not influence the outcomes of our deliberations.

We recognize that governance must reflect the diverse voices and needs of all residents, regardless of background or circumstance. By upholding transparent processes and equitable practices, we aim to foster trust, enhance accountability, and strengthen the collective well-being of our city. Our purpose is not only to administer policies but to champion inclusive progress and steward resources responsibly for both present and future generations.

By signing this questionnaire, I agree to uphold all City, State and Federal regulations and agree to act in the best interest of the City as a whole. I agree to uphold duties of the Committee/Commission I am been considered for and agree with the above STATEMENT.

Signature: _____

Date: _____


7-1-2025

Please return to::

City of Jenkins
Office of the City Clerk
33861 Cottage Avenue, Jenkins, MN 56474
Phone: 218-568-4637
email: krista.okerman@cityofjenkins.com



Minnesota Municipal Clerks Institute Graduate

ISSUED TO

Cassandra Delougherty



Issued on: 04 JUN 2025 | Issued by: St. Cloud State University
Verify: <https://www.credly.com/go/mMPOwjaF>