



CITY COUNCIL MEETING AGENDA

Tuesday, July 22, 2025 @ 6:00 PM

Mayor: Andrew Rudlang **City Clerk:** Krista Okerman
City Council: **City Attorney:** Brad Person
Jerimey Flategraff (Mayor Pro-Tem)
Roman Siltman
Ryan Barnett
Jory Carlson

City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
(218) 568-4637

Join Zoom Meeting
<https://zoom.us/join>
Meeting ID: 353 029 2895
Password: 56474
Dial by location: (312) 626-6799 (US Chicago)

NOTE: Printed materials relating to agenda items are available for public inspection in a three-ring binder on table by Council Chamber entrance.

1. Call to Order – Pledge of Allegiance
2. Roll Call
3. Agenda Additions/Deletions
4. Consent Agenda
 - a. Agenda
 - b. Bank reconciliation through June 30, 2025
 - c. Pre-written check #'s 30201-30206 & EFT's; **\$5,878.11**
 - d. Proposed check #'s 30207-30211; **\$1,401.61**

TOTAL EXPENSES = \$7,279.72
5. Public Forum
6. Unfinished Business
 - a. Front Street right-of-way vacation, Resolution #25-07-313
 - b. Draft Public Right-of-Way Use and Work Performed Agreement
 - c. McAllister rezone and lot reconfiguration
 - d. Adult Use Cannabis Ordinance
 - e. Planning Commission applicants
7. New Business
8. Reports of Officers, Committees and Boards
 - a. Mayor's Report
 - b. Clerk's Report.
9. Communications/Misc.
10. Adjournment

Name of Fund	<u>Beginning</u> <u>Balance</u>	<u>Total</u> <u>Receipts</u>	<u>Total</u> <u>Disbursed</u>	<u>Ending</u> <u>Balance</u>	<u>Less</u> <u>Deposits</u> <u>In Transit</u>	<u>Plus</u> <u>Outstanding</u> <u>Checks</u>	<u>Total</u> <u>Per Bank</u> <u>Statement</u>
General Fund	\$288,099.10	\$138,460.79	\$29,002.07	\$397,557.82	\$0.00	\$10,968.29	\$408,526.11
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	\$240,679.34	\$128.97	\$0.00	\$240,808.31	\$0.00	\$0.00	\$240,808.31
2023 Street Improvements Construction	\$516.43	\$499.70	\$0.00	\$1,016.13	\$0.00	\$0.00	\$1,016.13
Total	\$669,677.96	✓ \$139,089.46	✓ \$29,002.07	✓ \$779,765.35	\$0.00	✓ \$10,968.29	\$790,733.64

Date

Fund Name: All Funds

Date Range: 06/01/2025 To 06/30/2025

<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>
06/02/2025	Mike Eichten	332341	Land Use Permit 25-839 Construction of a fence 3632 Ackerman Trl PID26270555	(06/02/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 50.00
								<u>\$ ✓ 50.00</u>
06/03/2025	Morgan Kepner	332342	Veterans Park Pavilion Rental July 12th 2-6p	(06/03/2025) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 25.00
								<u>\$ ✓ 25.00</u>
06/03/2025	Court Administrator	332344	Ohr Restitution chk#56909	(06/03/2025) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								<u>\$ ✓ 200.00</u>
06/10/2025	Crow Wing County-State of MN	332345	fines	(06/10/2025) -	N	Court Fines	100-35101-	\$ 271.63
								<u>\$ ✓ 271.63</u>
06/10/2025	Ryan DeLaPena	332346	commercial CUP application-Home Occupation-Type IV Permit# CUP 25-02	(06/10/2025) -	N	Zoning and Subdivision Fees	100-34103-	\$ 400.00
								<u>\$ ✓ 400.00</u>
06/10/2025	Keanna Thompson-Andrews (Richards)	332347	Veteran's Park Pavilion Rental	(06/10/2025) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 50.00
								<u>\$ ✓ 50.00</u>
06/23/2025	Craig Taylor	332349	E911 Addressing Request PID26270677	(06/23/2025) -	N	E-911 addressing/mailbox	100-32251-	\$ 100.00
								<u>\$ ✓ 100.00</u>
06/24/2025	Crow Wing County	332348	1st half property taxes 70% settlement	(06/24/2025) -	N	Current Ad Valorem Taxes	100-31010-	\$ 136,286.26
								<u>\$ ✓ 136,286.26</u>

Fund Name: All Funds

Date Range: 06/01/2025 To 06/30/2025

<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>
06/30/2025	First National Bank	332351	interest on checking and savings accts	(06/30/2025) -	N	Interest Earning	100-36210-	\$ 9.52
						Interest Earning	404-36210-	\$ 53.97
								<u>\$ ✓ 63.49</u>
06/30/2025	PMA 4M	332352	interest and dividends MM-\$370.16, Reserves-\$773.22, GOBond-\$499.70	(06/30/2025) -	N	Interest Earning	100-36210-	\$ 370.16
						Interest Earning	100-36210-	\$ 773.22
						Interest Earning	415-36210-	\$ 499.70
Total for Selected Receipts								<u>\$ 1,643.08</u>
								<u>\$ 139,089.46</u>

Fund Name: All Funds
Date Range: 06/01/2025 To 06/30/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
06/03/2025	Payroll Period Ending 06/05/2025	30130	5/18 - 5/31/25 pay period	N	Clerk	100-41425-101-	\$ 778.15
	Total For Check	30130					\$ 778.15
06/03/2025	Payroll Period Ending 06/05/2025	30131	5/18 - 5/31/25 pay period	N	Clerk	100-41425-101-	\$ 1,226.26
	Total For Check	30131					\$ 1,226.26
06/03/2025	Payroll Period Ending 06/05/2025	30132	5/18 - 5/31/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 542.13
	Total For Check	30132					\$ 542.13
06/03/2025	Payroll Period Ending 06/05/2025	30133	5/18 - 5/31/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 45.29
	Total For Check	30133					\$ 45.29
06/09/2025	MN Power	30134	Street light and electricity 4/1 - 5/5/25	N	General Government Buildings and Plant	100-41940-381-	\$ 323.13
		30134			Street Lighting	100-43160-381-	\$ 11.42
	Total For Check	30134					\$ 334.55
06/09/2025	Tri-County Septic Inspection	30135	Septic design review-Ebnet Dvlpmt PID 26220535	N	New Sewer Services	100-43254-310-	\$ 35.00
	Total For Check	30135					\$ 35.00
06/09/2025	Widseth Smith Nolting & Assoc., Inc	30136	Inv. 238063 CIP&zoning map update/gravel (\$930), Inv238064 Mylars VeteransROW Plat	N	Planning and Zoning	100-41910-303-	\$ 1,214.52
	Total For Check	30136					\$ 1,214.52
06/09/2025	Lakes Pavement Maintenance	30137	Basketball court striping	N	Park Areas	100-45202-438-	\$ 500.00
	Total For Check	30137					\$ 500.00
06/09/2025	Breen & Person, LTD.	30138	legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
	Total For Check	30138					\$ 200.00
06/09/2025	AT & T Mobility	30139	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
	Total For Check	30139					\$ 30.00
06/09/2025	Cascade Computers	30140	June Inv 44785-Cloud and backup storage	N	Clerk	100-41425-209-	\$ 44.90
	Total For Check	30140					\$ 44.90

Fund Name: All Funds

Date Range: 06/01/2025 To 06/30/2025

<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>
06/09/2025	City of Pequot Lakes	30141	Police Contract Invoice #2464	N	Police Administration	100-42110-315-	\$ 3,605.00
	Total For Check	30141					\$ 3,605.00 \$ 3,605.00
06/09/2025	PLUMBING ETC INC	30142	Veteran's Park and Jenkins Ball Field Water Fountain Installs	N	Park Areas	100-45202-310-	\$ 803.55
	Total For Check	30142					\$ 803.55 \$ 803.55
06/09/2025	Pequot Lakes Sanitation	30143	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 115.55
	Total For Check	30143					\$ 115.55 \$ 115.55
06/09/2025	Greg Guenin	30144	fuel reimbursement for parade truck and boat	N	Clerk	100-41425-810-	\$ 154.16
	Total For Check	30144					\$ 154.16 \$ 154.16
06/09/2025	On Systems Inc.	30145	Invoice # 11959 IT Managed Services, web hosting, etc.	N	Clerk	100-41425-209-	\$ 274.10
	Total For Check	30145					\$ 274.10 \$ 274.10
06/11/2025	Payroll Period Ending 05/31/2025	30146	May Health Ins stipend and CC payroll	N	Council/Town Board	100-41110-106-	\$ 180.87
	Total For Check	30146					\$ 180.87 \$ 180.87
06/11/2025	Payroll Period Ending 05/31/2025	30147	May Health Ins stipend and CC payroll	N	Payroll Administration	100-41501-131-	\$ 310.50
	Total For Check	30147					\$ 310.50 \$ 310.50
06/11/2025	Payroll Period Ending 05/31/2025	30148	May Health Ins stipend and CC payroll	N	Payroll Administration	100-41501-131-	\$ 182.55
	Total For Check	30148					\$ 182.55 \$ 182.55
06/11/2025	Payroll Period Ending 05/31/2025	30149	May Health Ins stipend and CC payroll	N	Payroll Administration	100-41501-131-	\$ 272.21
	Total For Check	30149					\$ 272.21 \$ 272.21
06/11/2025	Payroll Period Ending 05/31/2025	30150	May Health Ins stipend and CC payroll	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30150					\$ 230.87 \$ 230.87
06/11/2025	Payroll Period Ending 05/31/2025	30151	May Health Ins stipend and CC payroll	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30151					\$ 230.87 \$ 230.87

Fund Name: All Funds

Date Range: 06/01/2025 To 06/30/2025

<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>
06/11/2025	Payroll Period Ending 05/31/2025	30152	May Health Ins stipend and CC payroll	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30152				<div><div>\$</div><div>230.87</div></div>
06/11/2025	Payroll Period Ending 05/31/2025	30153	May Health Ins stipend and CC payroll	N	Council/Town Board	100-41110-106-	\$ 277.05
		Total For Check	30153				<div><div>\$</div><div>277.05</div></div>
06/17/2025	Payroll Period Ending 06/17/2025	30154	06/01 - 06/14/25 pay period	N	Clerk	100-41425-101-	\$ 861.39
		Total For Check	30154				<div><div>\$</div><div>861.39</div></div>
06/17/2025	Payroll Period Ending 06/17/2025	30155	06/01 - 06/14/25 pay period	N	Clerk	100-41425-101-	\$ 1,539.59
		Total For Check	30155				<div><div>\$</div><div>1,539.59</div></div>
06/17/2025	Payroll Period Ending 06/17/2025	30156	06/01 - 06/14/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 782.04
		Total For Check	30156				<div><div>\$</div><div>782.04</div></div>
06/17/2025	Crow Wing County Land Services	30157	PID26340700 Property taxes E911s for PID26230515, PID26230513, 26220535	N	Legislative Committees and Special Bodies	100-41120-433-	\$ 164.16
		Total For Check	30157		Recording and Reporting	100-41420-433-	<div><div>\$</div><div>75.00</div></div>
							<div><div>\$</div><div>239.16</div></div>
06/17/2025	Schrupp Excavating	30158	Inv 20250350 from 5/19/25 2.5 hours grader	N	Highways and Streets	100-43101-405-	\$ 375.00
		Total For Check	30158				<div><div>\$</div><div>375.00</div></div>
06/17/2025	Breen & Person, LTD.	30159	legal services-Leutem meeting from August 2024	N	City/Town Attorney	100-41610-304-	\$ 500.00
		Total For Check	30159				<div><div>\$</div><div>500.00</div></div>
06/17/2025	Xcel Energy	30160	***VOID\$57.33***Natural gas service Statement Number: 928206934	Y	General Government Buildings and Plant	100-41940-383-	\$ -
		Total For Check	30160				<div><div>\$</div><div>-</div></div>
06/18/2025	State of IA	EFT2616077	CSE 05/18 - 05/31/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2616077				<div><div>\$</div><div>60.00</div></div>
06/18/2025	State of IA	EFT2617021	CSE 6/1 - 6/14/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2617021				<div><div>\$</div><div>60.00</div></div>

Fund Name: All Funds
Date Range: 06/01/2025 To 06/30/2025

<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>
06/18/2025	PERA	EFT804169	5/18 - 05/31/2025 pay period	N	Clerk	100-41425-115-	\$ 102.83
		EFT804169				100-41425-115-	\$ 76.22
		EFT804169			Payroll Administration	100-41501-121-	\$ 266.60
		EFT804169			Public Works/Maintenance	100-43102-115-	\$ 52.00
		Total For Check EFT804169					\$ 497.65
06/18/2025	PERA	EFT804562	6/1 - 6/14/25 pay period	N	Clerk	100-41425-115-	\$ 82.91
		EFT804562				100-41425-115-	\$ 131.90
		EFT804562			Payroll Administration	100-41501-121-	\$ 333.03
		EFT804562			Public Works/Maintenance	100-43102-115-	\$ 73.81
		Total For Check EFT804562					\$ 621.65
06/24/2025	Miller McDonald Inc.	30161	2024 Auditing services	N	Accounting	100-41530-301-	\$ 5,000.00
		Total For Check 30161					\$ 5,000.00
06/24/2025	MN Power	30162	Street light and electricity 5/2 - 6/1/25	N	General Government Buildings and Plant	100-41940-381-	\$ 304.63
		30162			Street Lighting	100-43160-381-	\$ 601.24
		Total For Check 30162					\$ 905.87
06/24/2025	AAA Rental Inc	30163	stump grinder rental	N	Public Works/Maintenance	100-43102-416-	\$ 180.00
		Total For Check 30163					\$ 180.00
06/24/2025	Keep Out Pest Control Inc	30164	Invoice #24758 Seasonal exterior power treatment for pests/bugs	N	General Government Buildings and Plant	100-41940-310-	\$ 161.06
		Total For Check 30164					\$ 161.06
06/24/2025	TDS	30165	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 180.98
		Total For Check 30165					\$ 180.98
06/24/2025	Bjerga's Feed Store	30166	67.50 plus .55 tax= \$68.05 lawn maintenance supplies	N	Weed Control	100-43260-225-	\$ 68.05
		Total For Check 30166					\$ 68.05
06/24/2025	Swenson Aggregate & Construction	30167	Invoice#1461 165yds gravel Ellis Rd (error-extra 24 yards hauled to road at no charge)	N	Highways and Streets	100-43101-224-	\$ 3,075.00
		Total For Check 30167					\$ 3,075.00

Fund Name: All Funds

Date Range: 06/01/2025 To 06/30/2025

<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>
06/24/2025	M-R Sign Co. Inc.	30168	Fire markers (4098, 4090, 3122=\$116.44) and sign posts(\$252.60)	N	Public Works/Maintenance	100-43102-226-	\$ 369.04
		Total For Check	30168				<u>\$ 0/5 369.04</u>
06/24/2025	Crow Wing Power	30169	5/8/25 to 6/8/2025 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
		Total For Check	30169				<u>\$ 0/5 24.00</u>
06/24/2025	Xcel Energy	30170	Natural gas service Statement Number: 932107805	N	General Government Buildings and Plant	100-41940-383-	\$ 47.55
		Total For Check	30170				<u>\$ 0/5 47.55</u>
06/24/2025	Pequot Lakes Chamber of Commerce	30171	Stars & Stripes Parade Registration Fee	N	Council/Town Board	100-41110-433-	\$ 50.00
		Total For Check	30171				<u>\$ 0/5 50.00</u>
06/24/2025	Tri-County Septic Inspection	30172	Septic design reviews-Stockman Earle Jenkins Dr, Lowell Wann 34440 CtyRd15	N	New Sewer Services	100-43254-310-	\$ 70.00
		Total For Check	30172				<u>\$ 0/5 70.00</u>
06/24/2025	Schrupp Excavating	30173	Inv 20250572 from 6/18/25 2.5 hours grader	N	Highways and Streets	100-43101-405-	\$ 375.00
		Total For Check	30173				<u>\$ 0/5 375.00</u>
06/25/2025	Xcel Energy	EFT0a1569	Natural gas service Statement Number: 928206934	N	General Government Buildings and Plant	100-41940-383-	\$ 57.33
		Total For Check	EFT0a1569				<u>\$ ✓ 57.33</u>
06/25/2025	Elan Financial Services	EFTCD163DA!	Remodel, office, supplies, fuel, PH notices,	N	Clerk	100-41425-201-	\$ 42.94
		EFTCD163DA!				100-41425-331-	\$ 652.80
		EFTCD163DA!				100-41425-352-	\$ 113.65
		EFTCD163DA!				100-41425-433-	\$ 13.94
		EFTCD163DA!			General Government Buildings and Plant	100-41940-212-	\$ 235.04
		EFTCD163DA!				100-41940-223-903	\$ 24.39
		Total For Check	EFTCD163DA!				<u>\$ 1,082.76</u>
Total For Selected Checks							<u>\$ 29,002.07</u>

For the month ending:

June 30, 2025

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	210,232.49
Savings	XXXX989	106,050.14
4-year CD	XXXXX423	0.00
4 M Fund		
Bond	XXX201	144,282.43
Money Market	XXX101	106,891.03
Money Market - Street Reserves	XX102	223,277.55
CD #XXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		474,451.01

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
10,968.29		199,264.20	30094	230.87
		106,050.14	30150	230.87
0.00	0.00	0.00	30161	5,000.00
		0.00	30162	905.87
		0.00	30163	180.00
		144,282.43	30164	161.06
		106,891.03	30165	180.98
		223,277.55	30166	68.05
		0.00	30167	3,075.00
		0.00	30168	369.04
		0.00	30169	24.00
		0.00	30170	47.55
	Totals	779,765.35	30171	50.00
	Cash per CTAS	779,765.35	30172	70.00
			30173	375.00
	Difference	0.00		

Assigned Operational (6 months)	261,199.19
Operational Reserve	0.00
Committed Funds	387,278.52
Debt Service	131,287.64

Fund Balance Total 779,765.35

Committed Funds Breakdown

Future Streets	345,031.90 (4M fund)
Parks and Rec	6,086.74 includes 4/25 donations
Gambling Proceeds	0.00
Heavy Equipment	26,632.73
SCDP	8,592.27 (re-allocated for 2025)
EEP Grant	934.88 (re-allocated for 2025)
ARPA	0.00
TOTAL	387,278.52

Committed Funds total balance to remain unchanged unless approved by City Council.

SCDP, EEP Grant funds to remain in checking to allow for expenditures upon approved 2022 CC projects.

10,968.29

<https://jenkinsmn.sharepoint.com/sites/CityHall/Shared Documents/Shared folders and files/Financial-Accounting/June 2025>

bank rec

4c.

7/21/2025

City of Jenkins Disbursements Register

Fund Name: All Funds
Date Range: 07/15/2025 To 07/21/2025

<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>
07/15/2025	Payroll Period Ending 07/12/2025	30201	06/29 - 07/12/25 pay period & health ins. stipend	N	Clerk	100-41425-101-	\$ 866.01
		Total For Check 30201					\$ 866.01
07/15/2025	Payroll Period Ending 07/12/2025	30202	06/29 - 07/12/25 pay period & health ins. stipend	N	Payroll Administration	100-41501-131-	\$ 364.30
		Total For Check 30202					\$ 364.30
07/15/2025	Payroll Period Ending 07/12/2025	30203	06/29 - 07/12/25 pay period & health ins. stipend	N	Clerk	100-41425-101-	\$ 1,291.40
		Total For Check 30203					\$ 1,291.40
07/15/2025	Payroll Period Ending 07/12/2025	30204	06/29 - 07/12/25 pay period & health ins. stipend	N	Payroll Administration	100-41501-131-	\$ 342.30
		Total For Check 30204					\$ 342.30
07/15/2025	Payroll Period Ending 07/12/2025	30205	06/29 - 07/12/25 pay period & health ins. stipend	N	Public Works/Maintenance	100-43102-103-	\$ 495.76
		Total For Check 30205					\$ 495.76
07/15/2025	Payroll Period Ending 07/12/2025	30206	06/29 - 07/12/25 pay period & health ins. stipend	N	Payroll Administration	100-41501-131-	\$ 293.39
		Total For Check 30206					\$ 293.39
07/15/2025	Elan Financial Services	EFTC1C82E6B	parade, office supplies, PH Notices, postage, dues, fuel, equip	N	Clerk	100-41425-201-	\$ 53.89
		EFTC1C82E6B				100-41425-201-903	\$ 73.17
		EFTC1C82E6B				100-41425-322-	\$ 73.00
		EFTC1C82E6B				100-41425-352-	\$ 173.33
		EFTC1C82E6B				100-41425-433-	\$ 113.94
		EFTC1C82E6B			General Government Buildings and Plant	100-41940-212-	\$ 300.62
		EFTC1C82E6B				100-41940-438-	\$ 808.64
		EFTC1C82E6B			Park Areas	100-45202-211-	\$ 164.26
		EFTC1C82E6B				100-45202-240-	\$ 182.90
		Total For Check EFTC1C82E6B					\$ 1,943.75
07/21/2025	Metro Sales	EFT10920200	Inv 2788233	N	Clerk	100-41425-209-	\$ 281.20

Fund Name: All Funds

Date Range: 07/15/2025 To 07/21/2025

<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		EFT10920200					\$ 281.20
Total For Selected Checks							\$ 5,878.11

Date Range : 6/21/2025 To 7/21/2025

<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>
07/14/2025	AAA Rental Inc	Inv125126 50:1 fuel, trimmer line	2779	\$93.98			
					100-43102-416-	Public Works/Maintenance	30207 \$93.98
07/14/2025	MN Power	Street light and electricity 6/2 - 7/3/25	2780	\$829.90			
					100-43160-381-	Street Lighting	\$585.80
					100-41940-381-	General Government Buildings and Plant	30208 \$244.10
07/14/2025	Sourcwell	INV00004752 June 2025 P&Z Services- Pine Tree/Charles Reconfiguration, extractive use rese	2781	\$110.00			
					100-41910-311-	Planning and Zoning	30209 \$110.00
07/14/2025	TDS	Phone and internet	2782	\$178.14			
					100-41940-321-	General Government Buildings and Plant	30210 \$178.14
07/21/2025	Greg Guenin	fuel reimbursement for parade truck and boat, 56.00, 17.25, 66.00, 50.34	2783	\$189.59			
					100-45202-331-	Park Areas	30211 \$189.59
Total For Selected Claims				\$1,401.61			\$1,401.61

Date



AGENDA ITEMS #6a. – 6c.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 21, 2025

Subject: Front Street Right-of-way Vacation request by petition

Report: Steve and Mitzie McAllister, 3179 Pine Tree Street submitted a petition to vacate Front Street. The City Council held the statutorily required public hearing on July 14, 2025 with members of the public being allowed to be heard. This vacation request is part of an ongoing application for a rezone and lot split/consolidation/reconfiguration. City's are allowed to vacation portions of right-of-way. The attached Resolution #25-07-313 approving vacation of a portion of Front Street citing Findings of Fact and Conditions is attached for your review and consideration. Other items to consider:

1. Please note that items 6a – 6c all coincide with each other and all would have to be contingent upon the approvals of each other.
2. An extension to the waived 60-day rule was given to the City by the McAllisters until a new agreed upon proposal has been submitted or not to exceed July 31st, 2024.
3. At a minimum, further extension of the 60-day rule needs to be granted or the Council will have to act on the original proposal. If that is the case, staff would recommend denial based on the publicly verbalized changes the applicants have presented to the City Council.

Action requested: Discussion and action as needed.

RESOLUTION NO. 25-07-313

A RESOLUTION VACATING A PORTION OF FRONT STREET UPON PETITION OF A MAJORITY OF ABUTTING LANDOWNERS.

WHEREAS, a petition signed by the majority of property owners abutting Front Street in the city of Jenkins was received by the City Clerk on the 12th day of May, 2025; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute § 412.851 vacate Front street south of Pine Tree Street legally described as:

Front Street

WHEREAS, the City Clerk reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners abutting upon the Front Street to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 14th day of July, 2025, before the Jenkins City Council in the City Hall located at 33861 Cottage Avenue after the hour of 6 PM after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 25th day of June, 2025 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that vacation of a portion of Front Street will benefit the public interest because:

FINDINGS OF FACT:

1. Front Street is an 80' public right-of-way. Current City street specifications require 66' of right-of-way. Vacating 14' of westerly portion of Front Street public right-of-way allows the City to retain 66' of ROW for future development.
2. Vacating the westerly 14' of Front Street public right-of-way will still meet the existing city street width specification of 66'.
3. The additional 14' of right-of-way on Front Street may cause future unnecessary maintenance costs to the taxpayers of the City of Jenkins.
4. Vacating a portion of Front Street attains improved zoning compliance for a majority of the properties abutting and near the right-of-way, which is in the spirit and intent of the City's Comprehensive Plan and City Zoning Code.

CONDITIONS:

1. Steve and Mitzie McAllister, petitioners, acknowledge and agree with the vacation of the westerly 14' of Front Street.

2. Steve and Mitzie McAllister, petitioners, agree to extend the 60-day waiver for a lot split/reconfiguration and rezone until a new agreed upon proposal is submitted (Exhibit A), not to exceed an additional 30 days.
3. The agreed upon proposal between the City of Jenkins and Steve and Mitzie McAllister, petitioners, shall include utility locations.
4. A separate Public Right-of-Way Use and Work Performed Agreement be agreed upon with affected property owner Heather Lyon.

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

That such petition for vacation is hereby granted with the above listed Findings of Fact and Conditions and the portion of Front Street described as follows is hereby vacated:

The westerly 14' of Front Street, south of Pine Tree Street.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution and file notice of the vacation as required by law.

Passed by the City Council of Jenkins, Minnesota this 22nd day of July, 2025.

Andrew J. Rudlang, Mayor

Attested:

Krista A. Okerman, City Clerk-Treasurer

Exhibit A

CERTIFICATE OF SURVEY

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

** Public ROW Use Agreement*

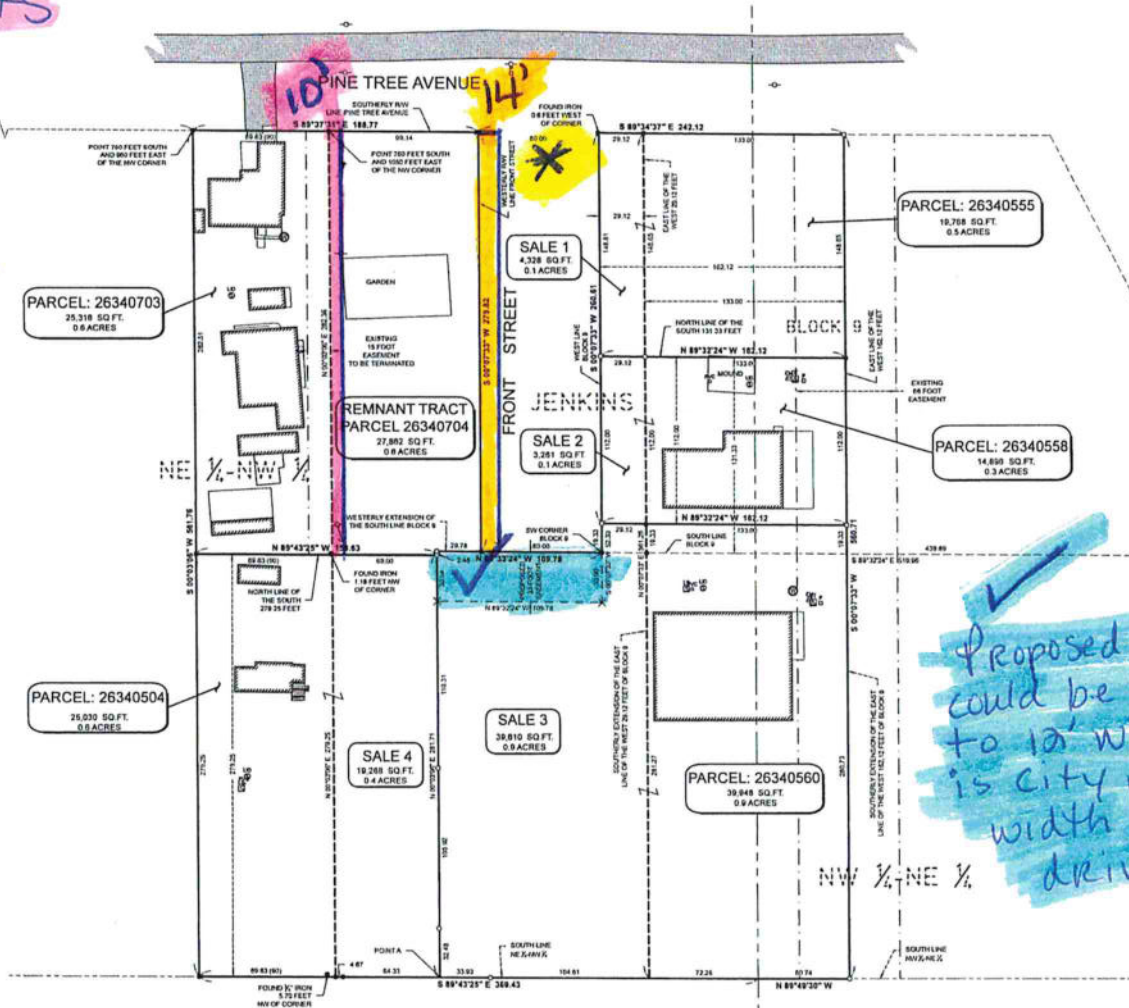
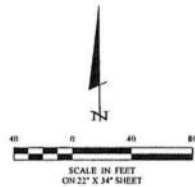
*move lot line
10' to conform
to zoning requirements*

City vacate 14'

LEGEND

- DENOTES EDGE OF EXISTING BUILDINGS
- DENOTES EDGE OF EXISTING WOODEN DECKING
- DENOTES EXISTING UTILITY POLE
- DENOTES EXISTING UTILITY POLE W/ CRY WIRE
- DENOTES EXISTING ELECTRIC METER
- DENOTES EXISTING GROUND TRANSFORMER
- DENOTES EXISTING PINE FENCE
- DENOTES EXISTING WELL
- DENOTES EXISTING SEPTIC TANK, SEPTIC CLEANING & SEPTIC TANK LID
- DENOTES EXISTING SEPTIC LIFT STATION
- DENOTES SET LATHE
- DENOTES SURVEY FOUND
- DENOTES EBN ANGLEMENT SEE PARAGRAPHS 11 & 12

ORIENTATION OF THIS BEARING SYSTEM BASED ON THE CROW WING COUNTY COORDINATE SYSTEM



*Proposed Easement
could be reduced
to 10' wide which
is city policy
width for Residential
driveway*

PREPARED BY: JAMES E. KRAMER J.E. KRAMER & SONS, INC. 215 S. 1st St., Suite 1 P.O. Box 107 Duluth, MN 55802 Phone: 218-588-1400 Fax: 218-588-1401 www.jamesekramer.com	
PROJECT NO.: 24112-1	DATE: 6-25-2024
PROJECT NAME: CHILLI DRWG	SCALE: 1" = 40'
PROJECT MANAGER: J.E. KRAMER	CHECKED BY: J.E. KRAMER
CERTIFICATE OF SURVEY Steve McAllister 3171 Pine Tree Street Jenkins, MN 56474	DATE: 6-25-2024
1	2

Date June 17, 2025
Subject: Waiver of 60-Day Rule for Application Review

COPY

Dear Jenkins City Council, and Planning and Zoning Department,

We are writing to formally request a extension of the 60-day rule related to our pending application. We request that the review period be extended until a new proposal can be agreed upon or until July 31, 2025.

This request is due to a change in our project plans, and the survey that was previously submitted on September 12, 2024, which no longer accurately reflects our current intentions. At the time, we were told that the road could not be vacated and since then we have learned that it can be vacated.

Our new proposal (which has not been taken to the surveyor) will be contingent upon approval from the City.

1: Vacating Front Street.

2: Creating a 33' easement on the East side of the existing Front Street and removing easement on the East side of our home property.

3: Relocating home boundary, East, to equal 100', to be in compliance with the City, and leaving remnant property in compliance with the City.

If you have any questions, please don't hesitate to contact us.

Sincerely,

Steve McAllister Mitzie McAllister

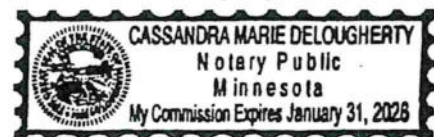
State of Minnesota

County of Crow Wing

I, Cassandra Delougherty, a Notary Public in and for City of Jenkins ^{Crow} Wing County, State of Minnesota, hereby certify that on June 17th, 2025, Steve McAllister and Mitzie McAllister, husband and wife, personally appeared before me and acknowledged signing the document as their free and voluntary act for the intended purposes there in.

Cassandra Delougherty

SEAL:



Notary Public Signature

**PUBLIC RIGHT-OF-WAY
USE AND WORK PERFORMED AGREEMENT**

THIS AGREEMENT, made and entered into this _____ day of _____, 2025 by and between the City of Jenkins, a Municipality organized under the laws of the State of Minnesota (hereinafter "City") and Heather N. Lyon (hereinafter "Lyon").

WITNESSETH:

WHEREAS, Lyon is the Owner of 3179 Pine Tree Street, PID #26340504, City of Jenkins, Minnesota; and

WHEREAS, 3179 Pine Tree Street, City of Jenkins, does not have direct access on any public right-of-way; and

WHEREAS, 3179 Pine Tree Street is accessed by a private easement over, under and across 3171 Pine Tree Street, PID 26340703, owned by Steven B McAllister; and

WHEREAS, as part of a rezone and lot split/reconfiguration to accomplish more conforming lots regarding the City Zoning Code required lot widths, Lyon and McAllister are requesting to vacate the existing private easement and utilize a proposed easement across parcel "Sale 3" as depicted in Exhibit A; and

WHEREAS, Lyon's property would require use of Front Street, which is public right-of-way, to utilize the proposed easement depicted in Exhibit A; and

WHEREAS, Lyon has requested to access and to perform work within the public right-of-way known as Front Street; and

NOW THEREFORE BE IT RESOLVED that the City of Jenkins hereby grants Lyon to use and allows work to be performed within the public right-of-way with the following conditions:

1. The use is strictly for a private driveway to access 3179 Pine Tree Street. Any trees that are within the public right-of-way line or are questionable as to being in the public right-of-way should not be disturbed.
2. Work performed shall be completed to the City of Jenkins driveway specifications, Jenkins Zoning Code §150.102 as are in place on the date of this Agreement.
3. A Certificate of Liability Insurance shall be provided with a minimum \$500,00 comprehensive general liability.
4. Granting use of the public right-of-way does not preclude any existing public use or enjoyment by the public.

5. All State of Minnesota excavation laws shall be followed with all liability resulting from any damage to existing utilities or other properties due to drainage changes and/or limited access to other properties resulting from construction is assumed by Lyon.
6. Lyon accepts any and all maintenance of the access and understands that approval of this Agreement does not constitute acceptance of the public right-of-way as a City street. As Lyon is completing all improvements within the right-of-way, she shall indemnify and hold the City of Jenkins harmless from any and all liability related to the construction or maintenance of said private driveway.
7. No compensation, reimbursement or other form of restitution for costs incurred by Lyon for the use and/or work performed in the public right-of-way will be considered in any future City improvements project, special assessment, or cost apportionment for public improvements initiated by the City.
8. This Agreement shall be in effect as of _____, _____, 2025 and shall continue until December 31, 2045, or until that time the right-of-way is improved to the City of Jenkins street specifications that are in place at the time of improvements. The City may, at its option, terminate the Agreement as set forth above at any time if Lyon fails to comply with the terms and conditions of this Agreement. Both parties agree that this Agreement will be reviewed with the option of renewing it when it expires and upon agreement of both parties.

Dated this _____ day of _____, 2025.

Heather N Lyon, Property Owner

Andrew J. Rudlang, Mayor

Witness

Witness

Krista A. Okerman, City Clerk-Treasurer

Witness

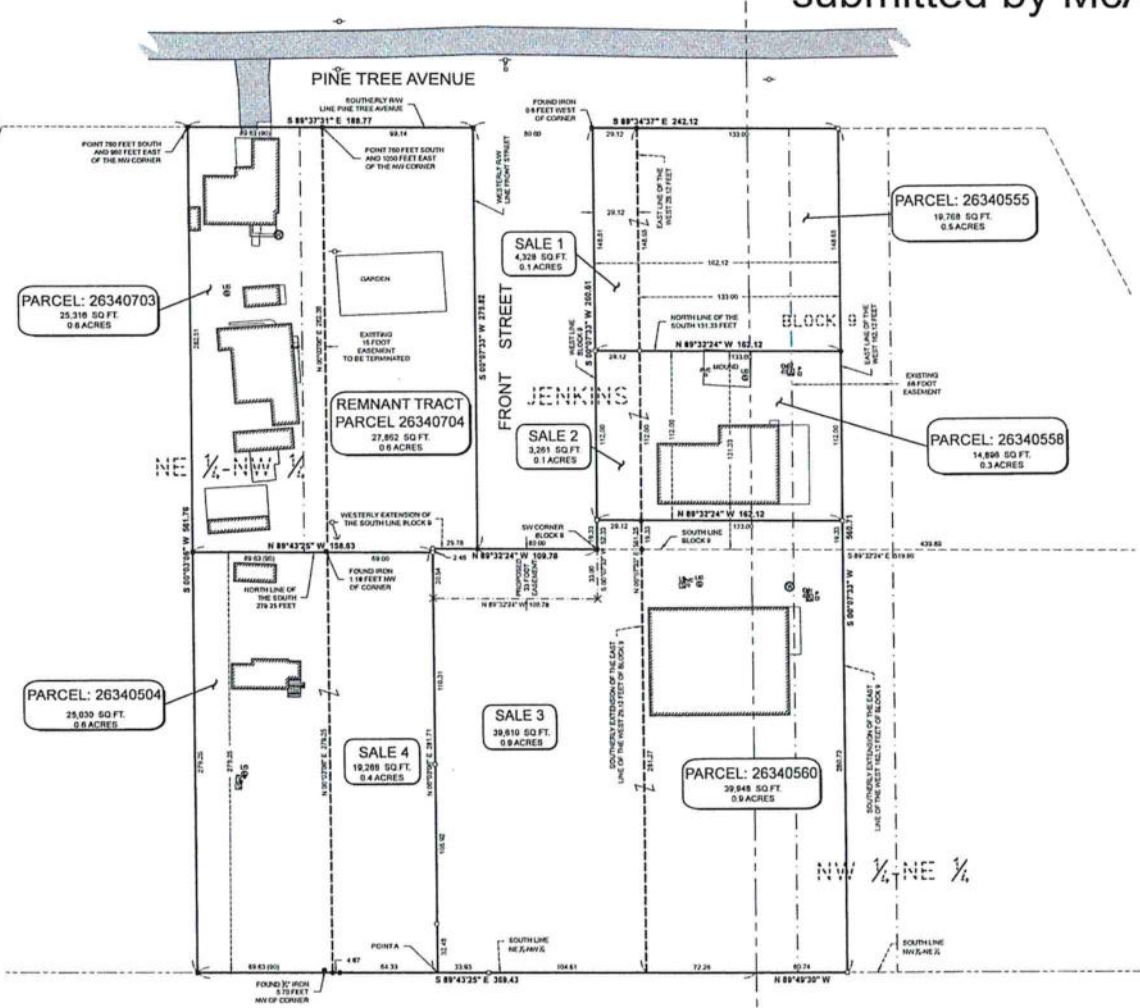
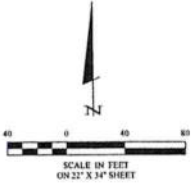
6c.

CERTIFICATE OF SURVEY

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

Original lot reconfiguration
submitted by McAllisters

- LEGEND**
- DENOTES LINE OF EXISTING REVISIONS
 - DENOTES LINE OF EXISTING HOUSING/STREETING
 - DENOTES EXISTING UTILITY TIE
 - DENOTES EXISTING UTILITY TIE TO GUY WIRE
 - DENOTES EXISTING ELECTRIC METER
 - DENOTES EXISTING GROUND TRANSFORMER
 - DENOTES EXISTING PHONE, CABLE & PRIVATE MAIL
 - DENOTES EXISTING WELL
 - DENOTES EXISTING SEPTIC VENT, SEPTIC CLEANOUT, & SEPTIC TANK LID
 - DENOTES EXISTING SEPTIC LIFT STATION
 - DENOTES SET LANE
 - DENOTES SET LANE
 - DENOTES MONUMENT FOUND
 - DENOTES IRON MONUMENT SET MARKED BY LICENSE NO. 4384
- ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COGNOMIAL SYSTEM.



2020 Reconfiguration Date: 8/20/2021 Project: LOTS, 26472 215-568-9400 www.crowwingcounty.com	
I, Steve McAllister , a duly Licensed Professional Engineer or Land Surveyor in the State of Minnesota, do hereby certify that this is a true and correct copy of the original survey as shown to me by the owner or his agent, and that I am a duly Licensed Professional Engineer or Land Surveyor in the State of Minnesota.	BY: <i>Steve McAllister</i> DATE: 8/20/2021
PREPARED BY: Steve McAllister CHECKED BY: Steve McAllister DRAWN BY: Steve McAllister DATE: 8/20/2021	SCALE: 1" = 40' NORTH: North DATE: 8/20/2021
PROJECT NUMBER: 26472 FILE NAME: 26472.DWG TITLED FILE: 26472.DWG DATE: 8/20/2021	PROJECT MANAGER: Steve McAllister CHECKED: Steve McAllister DATE: 8/20/2021
CERTIFICATE OF SURVEY Steve McAllister 3171 Pine Tree Street Jenkins, MN 56474	
1 of 2	



AGENDA ITEM # 6d.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 21, 2025

Subject: Adult Use Cannabis Ordinance

Report: Attached please find the adult use cannabis ordinance, which was table from the previous meeting so all Council Members could have input. The main issues to decide on are as follows:

1. How many licenses to allow.
2. If there are more inquiries than licenses allowed, how to determine who receives license(s).
3. By which use will cannabis related uses be authorized: Allowed, Permitted, CUP, IUP, Accessory, Exempt.

I have attached a summary matrix of the surrounding cities for you to use as a reference.

Action requested: The Council can approve, deny or table this agenda item. If the motion is to table the items, staff would like further direction on the item.

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

CANNABIS USE

City	Cannabis use	District	Allowed, Permitted, Accessory, CUP, IUP, Exempt
Pequot Lakes (1 retail license)	Cultivation		Exempt
	Manufacturer	FM, AG, I-1	Permitted
	Retail	DMU, C	Permitted
	Retail	I-1	Accessory
	Wholesale	FM, AG, I-1	Permitted
Nisswa	Moratorium		
Fifty Lakes	??		
City	Cannabis Use	District	Allowed, Permitted, Accessory, CUP, IUP, Exempt
Breezy Point	??		
Crosslake (1 retail license) *	Retail	LC	Permitted
Emily (1 retail license, first come first served)	Cultivation	Commercial Transition Zone, Highway Mixed Use	CUP
	Manufacturer	Commercial Transition, Highway Mixed Use	CUP
	Hemp Manufacturer	Commercial Transition, Highway Mixed Use	CUP
	Wholesale	Commercial Transition, Highway Mixed Use	CUP
	Retail	Commercial Transition, Downtown Mixed Use	CUP
	Transportation	Commercial Transition, Highway Mixed Use	CUP

	Delivery	Commercial Transition, Highway Mixed Use	CUP
	All other cannabis business	Commercial Transition, Highway Mixed Use, Downtown mixed use	CUP

***Crosslake**

1. Cultivation cannabis businesses licensed or endorsed for cultivation are not permitted.
2. Cannabis *manufacturer*. Cannabis businesses licensed or endorsed for cannabis manufacturer are not permitted.
3. *Hemp manufacturer*. Businesses licensed or endorsed for low-potency hemp edible manufacturers are not permitted.
4. *Wholesale*. Cannabis businesses licensed or endorsed for wholesale are not permitted.
5. Cannabis *retail*. Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning district:
 - Limited Commercial (LC)



AGENDA ITEM # 6d.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 21, 2025

Subject: Adult Use Cannabis Ordinance

Report: Attached please find the adult use cannabis ordinance, which was table from the previous meeting so all Council Members could have input. The main issues to decide on are as follows:

1. How many licenses to allow.
2. If there are more inquiries than licenses allowed, how to determine who receives license(s): First come, first served, lottery, merit-based, etc.
3. By which use will cannabis related uses be authorized: Allowed, Permitted, CUP, IUP, Accessory, Exempt.

I have attached a summary matrix of the surrounding cities for you to use as a reference.

Action requested: The Council can approve, deny or table this agenda item. If the motion is to table the items, staff would like further direction on the item.

Cassandra Delougherty

From: Drake A. Beyer <drakebeyer@proton.me>
Sent: Monday, July 21, 2025 10:10 AM
Subject: City Council Meeting - Applicant Selection Process
Attachments: Jenkins Applicant Selection.docx

Some people who received this message don't often get email from drakebeyer@proton.me. [Learn why this is important](#)

Dear City Council Members,

Thank you for your time and continued effort in thoughtfully navigating the process of establishing a retail cannabis framework within our city. We understand the complexity and responsibility of this decision, and we genuinely appreciate the diligence you are putting into it.

As prospective applicants, we've spent a great deal of time reflecting on the best path forward—not only from our own perspective, but also with a strong focus on what serves the community, business owners, and the City Council most effectively. Transparency and fairness in the selection process are essential to ensuring the long-term success and public trust in this rollout.

Attached to this email, you'll find a letter we've prepared that outlines our thoughts and recommendations regarding the applicant selection process. We've done our best to consider this from the City Council's and the community's point of view and to offer a perspective grounded in both practicality and fairness.

Thank you again for your time, consideration, and service. We sincerely appreciate the work you are doing on behalf of the city.

Warm regards,

Drake Beyer

Trenton Beyer

Dear City Council Members,

We appreciate the time and energy you've dedicated to shaping cannabis policy for our community. While we had hoped to discuss our thoughts with each of you individually, we're providing this written statement to clearly outline our position on the license selection process.

As you evaluate how to distribute a limited number of cannabis retail licenses, we urge you to consider what is most fair, efficient, and beneficial to both the applicants and the community. In our view, the two viable options are **chronological (first-come, first-served)** and **merit-based** selection. A lottery system, while superficially neutral, fails to provide the transparency, accountability, and public benefit that this process demands.

Why First-Come, First-Served (Chronological) Selection Is the Most Logical

The State of Minnesota has made it clear that cannabis should be regulated similarly to alcohol. In light of this, it is reasonable that local municipalities align their procedures accordingly. When it comes to the issuance of liquor licenses, cities traditionally operate on a first-come, first-served basis. Applicants submit, and if they meet the requirements, they are issued a license in the order their application was received—simple, efficient, and transparent.

There is no waiting period for the pool of applicants to grow, no subjective ranking, and no randomization of outcomes. This process not only provides predictability but also removes ambiguity and minimizes challenges or accusations of bias. It ensures that those who have taken the initiative, invested early, and complied with requirements are rewarded for their commitment.

Furthermore, over time, this approach has demonstrated stability—future council members or administrations rarely face criticism for following this objective, transparent, legally defensible, and time-tested method.

Why a Merit-Based Approach Is a Reasonable Alternative

A merit-based process offers Jenkins the opportunity to intentionally shape the cannabis retail environment in a way that reflects local values and community needs. This process, while more involved, allows the council to:

- Prioritize applicants whose locations align with community planning (e.g., proximity to schools, parks, residential areas, center of the city or outskirts).
- Evaluate whether a business contributes positively to the local economy—such as small, family-run operations versus larger multi-location enterprises. Especially those retail license who also plan to employee additional people on the growing operation.
- Support small family-run operations, local ownership, or sustainability initiatives as determined by council and citizen priorities.
- Experience in the legal cannabis market, which is related to hemp derivatives, however, the legal cannabis market is much more regulated that hemp including the seed-to-sale tracking (Metrac), inventory auditing, security, bookkeeping, and taxes.

- Evaluate whether under the merit-based approach gives more weight to a microbusiness over a mezzobusiness or retail license business as defined by the state – or the decision to only allow a microbusiness license.

By clearly defining scoring criteria and expectations, Jenkins retains control over who operates within its boundaries and ensures the licensing process aligns with community standards. This is not only responsible governance—it's also fairer to residents and stakeholders.

Why a Lottery Falls Short

The only argument in favor of a lottery system is its surface-level appearance of fairness. In practice, however, a lottery introduces significant concerns:

- It removes meaningful control from Jenkins and its citizens.
- It rewards luck, not effort, preparedness, or community alignment.
- It opens the door to distrust, as any random process is easily perceived as rigged or opaque—especially when high-value licenses are at stake.

Though often promoted as the “fairest” option, a lottery system is ultimately a tool of randomness—not fairness. It strips both Jenkins and the public of any ability to influence or understand the outcomes. It disregards applicant preparation, qualifications, and community alignment in favor of pure chance.

Lotteries are also prone to public skepticism. Given the high value of these licenses, many will perceive the process as flawed—whether or not it actually is. In our opinion, using a lottery to award licenses feels more like a bureaucratic shortcut than a thoughtful, accountable strategy.

Conclusion

At the heart of this decision is a simple question: What process best serves the interests of the community, rewards applicants who are serious and prepared, upholds fairness, provides transparency, and avoids unnecessary complexity or controversy?

In our view:

- **Chronological (first-come, first-served)** is the best option as it is the most straightforward, fair, and legally sound method.
- **Merit-based selection** is a viable alternative if applied with clear and objective standards.
- **Lottery selection**, while easy to administer, lacks the transparency and community focus this process deserves – while potentially leading to community distrust.

We respectfully urge the City Council to move forward with a process that reflects accountability, fairness, and good governance. Thank you for your time and consideration.

Sincerely,
Trenton Beyer
Drake Beyer

Cassandra Delougherty

From: Drake A. Beyer <drakebeyer@proton.me>
Sent: Monday, July 21, 2025 10:26 AM
Subject: Voice in Favor of Permitted Use over Interim Use Permit

Some people who received this message don't often get email from drakebeyer@proton.me. [Learn why this is important](#)

Dear City Council Members,

We want to express our support for the staff's recommendation—based on input from the Planning and Zoning Commission and the recent Public Hearing—that **Cannabis Retail should be designated as a permitted use**, rather than requiring an Interim Use Permit (IUP).

Our proposed project involves constructing a **new building** and incorporating a **small grow operation on-site**, which will require significant time, resources, and capital investment. The nature of this development calls for long-term stability. If, at some point in the future, we chose to sell or transfer the business, tying that process to City Council approval under an IUP could be detrimental to the success and sustainability of the operation.

Permitted use provides the business with the security and clarity needed to move forward responsibly. This should be considered a use tied to the property and zoning—not to the individual operator.

While some other applicants may be redeveloping existing vacant buildings (and therefore face lower upfront construction risk), their investments will still be substantial, and they too would benefit from the stability of permitted use.

In line with the direction recommended by the Planning and Zoning Commission and voiced during the Public Hearing, we believe that **Cannabis Retail should be approved as a permitted use**—not as an interim one. This approach best supports responsible development, protects long-term investment, and provides clarity for all stakeholders involved.

Thank you for your time, consideration, and continued leadership.

Sincerely,

Drake Beyer
Trenton Beyer



AGENDA ITEM # 6e

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 21, 2025

Subject: Planning Commission applicants

Report: Attached please find 2 applications for the one 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: Dellie Siltman
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 Regot 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? ☒ 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: _____


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



AGENDA ITEM # 8b.

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: July 21, 2025

Subject: Clerk's Report

Report: This is a follow-up on questions from Councilmembers and the public from the July 14, 2025 meeting:

1. Council Member Barnett inquired about a bill from Bjerga's in the amount of \$773.75 for weed and feed and grass seed. I clarified this with Public Works Olmscheid and it was for 25 bags of weed and feed and 50 lbs. of grass seed.
2. Council Member Siltman inquired about a Cascade bill, noting there were two invoices for February. Attached are the invoices and the disbursement claims. The description for Invoice #44685 should be May, not February.
3. Resident Debby Siltman stated there was a Data Request Policy form she received from City Hall that listed former Mayor Lubke as a signatory. Per state statute, each City is required to indicate the Responsible Authority and Compliance Official in their Data Practices Policy. Since this policy was adopted on February 9th, 2015, when Former Mayor Lubke was in office, he was the one who signed the policy with me attesting his signature. Page 5 is the only page of the request that needs to be completed and there is no signature required by the Mayor or any Council Members on the request.

Budget Workshop – I would like to set some preliminary budget workshop dates. The preliminary levy needs to be certified to Crow Wing County no later than September 30, 2025. Possible workshop dates and times:

Monday, August 18 at 6 PM

Monday September 15 at 6 PM

Tuesday, September 23 at 5 PM (1 hour before regular CC meeting with resolution for certifying levy at subsequent regular CC meeting at 6 PM)

Action requested: Motion to set preliminary budget workshops.



Cascade Computers LLC

4215 West Sibley St
P.O. Box 314
Pequot Lakes, MN 56472
Phone: (218) 568-6626

Invoice

Number: 44383

Date: 2/3/2025

Invoice To:

City of Jenkins
PO Box 63
Jenkins, MN 56456
USA

Quantity	Description	Rate	Amount
1	S047; Encrypted Cloud Storage-Tier 1;	20.00	20.00
1	S001; Computer/Non Critical RMM;	5.20	5.20
2	S005; Exchange Online Plan 1;	4.25	8.50T
1	S043; Online/Image Backup;	5.00	5.00
3	S031; Trend Micro WFB Services MSP L1;	1.73	5.19T

Item Total: \$43.89

Sales Tax: (7.375%) \$1.01

Total Amount Due: \$44.90

Payments/Credits \$0.00

Balance Due \$44.90

City of Jenkins

Check # : 30103
Date: 05/12/25
Pay to the Order of : Cascade Computers
Description : Feb Inv 44383-Cloud and backup storage

Notes :

Fund	Account	Object Code	Program Code	Amount
100:General Fund	41425:Clerk	209:Office Contracts		\$44.90
Total Amount				\$44.90

Authorized By: _____

**Cascade Computers LLC**

4215 West Sibley St
P.O. Box 314
Pequot Lakes, MN 56472
Phone: (218) 568-6626

Invoice

Number: 44685

Date: 5/1/2025

Invoice To:

City of Jenkins
PO Box 63
Jenkins, MN 56456
USA

Quantity	Description	Rate	Amount
1	S047; Encrypted Cloud Storage-Tier 1;	20.00	20.00
1	S001; Computer/Non Critical RMM;	5.20	5.20
2	S005; Exchange Online Plan 1;	4.25	8.50T
1	S041; Online/Image Backup;	5.00	5.00
3	S031; Trend Micro WFB Services MSP L1;	1.73	5.19T

Item Total: \$43.89

Sales Tax: (7.375%) \$1.01

Total Amount Due: \$44.90

Payments/Credits \$0.00

Balance Due \$44.90

City of Jenkins

Check # : 30108
Date: 05/12/25
Pay to the Order of : Cascade Computers
Description : Feb Inv 44685-Cloud and backup storage

Notes : should be "May"

Fund	Account	Object Code	Program Code	Amount
100:General Fund	41425:Clerk	209:Office Contracts		\$44.90
Total Amount				\$44.90

Authorized By: _____

City of Jenkins Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the city of Jenkins must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the city of Jenkins keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 3. You may make your request for data by mail, fax, or email, using the data request form on page 5.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

The city of Jenkins cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:

- arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 4. We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 5 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Appointed City Clerk-Treasurer

City of Jenkins

33861 Cottage Avenue

Jenkins, MN 56474

Phone: 218-568-4637

e-mail: krista.okerman@cityofjenkins.com

Data Practices Compliance Official

Appointed City Attorney

Contact City Hall for current Appointed City Attorney contact information

Adopted this 9th day of February, 2015.

Attest:

Krista A. Okerman, City Clerk-Treasurer

Jon W. Lubke, Mayor

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies – 25 cents per page for black and white copies and 50 cents per page for color copies

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

100 or fewer pages of color, letter or legal size paper copies cost 50¢ for a one-sided copy, or \$1.00 for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time (hourly rate) to search for data, retrieve data, and make copies will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task.

Notwithstanding the foregoing, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form

A. To be Completed by Requester (optional for the sole purpose of facilitating access to data)

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Fax Number:
City, State, Zip Code:	Email Address:
Signature:	Date of Request:
<p><i>Note: According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data.</i></p>	
<p>I am requesting access to data in the following way:</p> <p> <input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies </p> <p><i>Note: Minn. Stat. § 13.03 and 13.04 authorize the City to charge fees to recover costs to provide copies of data. Prepayment is required. There is no charge for inspection or for separating not public data from public data. The City may charge the actual cost for searching and retrieving data, except for requests made by data subjects.</i></p> <p><i>Note: The City will respond within a reasonable time for all requests, except for requests by data subjects, which shall be responded to within 10 days of the date of the request.</i></p>	
Description of the Information Requested (attach additional pages if needed):	

B. To be Completed by City Department

Department Name:	Handled by:
Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain below) <input type="checkbox"/> Denied (Explain below)
Remarks or basis for denial including statute section:	
<div> <div> <div>Copying Charges:</div> <div> <input type="checkbox"/> None <input type="checkbox"/> Members of the Public (100 or fewer copies): <div> <div> <div>_____ Pages x \$.25 per Black/White Page</div> <div>= _____</div> </div> <div> <div>_____ Pages x \$.50 per Color Page</div> <div>= _____</div> </div> </div> </div> <div> <input type="checkbox"/> Members of the Public (more than 100 copies) and Data subjects: <div> <div>Employee time: \$ _____/hr x _____ Hours</div> <div>= _____</div> </div> <div> <div>_____ Pages x \$ _____ per Black/White Page</div> <div>= _____</div> </div> </div> <div> <input type="checkbox"/> Other Charges (e.g. postage): _____ = _____ <div>Total Charges = _____</div> </div> </div> <div> <div>Proof of Identity Verified of Requester of Private Data as the Data Subject:</div> <div> <input type="checkbox"/> Valid Identification: Driver's License, State ID, Military ID, Passport, Etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other: _____ </div> </div> </div>	
Authorized Signature: _____ Date: _____	

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