



CITY COUNCIL MEETING AGENDA

Monday, August 11, 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 July 14 and 22 regular meetings and July 21 special meeting
 - c. Bank reconciliation and Financials through July 31, 2025
 - d. Pre-written check #'s 30213-30215 and EFT's **\$12,320.90**
 - e. Proposed checks #'s 30216-30228; **\$8,933.27**

TOTAL EXPENSES = \$21,254.17
5. Public Forum

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

PLEASE NOTE THAT PUBLIC COMMENT MAY BE LIMITED TO 3 MINUTES PER PERSON.
6. Unfinished Business
 - a. Front Street ROW vacation Resolution #25-08-313
 - b. DeLaPena CUP Resolution #25-08-314
 - c. Draft Adult Use Cannabis Ordinance #O-25-43
 - d. Council briefing report
7. New Business
 - a. Pequot Tool request
 - b. Draft City Hall Access Policy
8. Reports of Officers/Committees
 - a. Mayor's Report
 - b. Clerk's Report
 - c. Planning Commission Report
9. Communications/Misc.
10. Adjournment

**COUNTY OF CROW WING
CITY OF JENKINS**

DRAFTMINUTES OF THE REGULAR CITY COUNCIL MEETING**DRAFT
JULY 14, 2025**

Call to order

The regular meeting of the City Council was called to order at 6:05 PM by Mayor Rudlang with all reciting the Pledge of Allegiance.

Roll Call

All members of the City Council were present as follows: Mayor Rudlang; Council Members Siltman and Barnett. Absent: Council members Flategraff and Carlson. Staff present: Clerk Okerman. A quorum of the City Council was present.

Agenda Additions/Deletions

Mayor Rudlang opened the floor for any additions or deletions to the agenda. Council Member Siltman requested three additions:

- A discussion on attorney Brad Person – it was noted he would be attending a Council meeting the following week so that discussion could be delayed until then.
- A discussion concerning a text message received from the mayor
- Parks and Recreation

After some deliberation, it was decided to address the attorney discussion at the next regular City Council meeting. The text message issue was added under New Business (Item 7a). The Parks and Recreation Committee report was to be addressed under Reports of Officers, Committees, Staff (Item 9c.).

Consent Agenda

Council Member Barnett raised a question about the bill for grass seed and fertilizer, specifically about a 25-pound bag of feed. Council Member Siltman inquired about two Cascade Computer bills noting there were two listed for February. He also questioned IT expenses related to computer replacements. Council Member Siltman expressed concern about the approval process for these expenses. Mayor Rudlang explained that the Council was given a deadline to submit any additional items that would qualify under the Impact Funds. He stated none of the members submitted requests. He noted that replacement computers for office staff were part of the original discussion. Okerman said that technology equipment was specifically listed in the grant application. Siltman asked about a bill from OnSystems to turn off audio on the security camera stating he felt that was risky. Rudlang said that some related items were going to be discussed under the Mayor's report, but added that it may be the time to address it now. He said he would like to call for a special meeting on Monday July 21 at 6 PM. It was consensus that time was amendable to the Council Members present.

The consent agenda was ultimately approved as follows:

- 4a. Agenda with addition of 7a. and 9c as noted above.
- 4b. Minutes of the June 9 and June 24, 2025 regular Council meetings
- 4c. Financial report through May 31, 2025 with Okerman to report back on Check #'s 30103, 30105 and 30108
- 4d. Pre-written check #'s 30174-30185; \$17,694.53
- 4e. Proposed check #'s 30186-30200; \$20,702.64

TOTAL EXPENSES = \$38,397.17

Open Forum

Several members of the public spoke during the open forum:

- Melissa Olson, 34092 Peoria Road, discussed her plans to open a cannabis retail location in Jenkins noting it would be woman and veteran owned. She emphasized her professional background and intention to create a secure, well-lit, and inviting retail space.
- Debbie Siltman, 2991 Central Street, Jenkins, raised a concern about an outdated data form that still had John Lubke's name on it. The mayor acknowledged this and promised to update the form.
- Tyler Gardner, owner of Pequot Lakes Sanitation, complimented the city on its improved winter maintenance over the past three years and praised the staff's communication regarding road maintenance.
- Drake Beyer, spoke about their interest in obtaining a micro-business cannabis license. He emphasized the importance of supporting small, family-operated businesses and suggested that the city consider giving more weight to micro-businesses in any merit-based licensing system.

Public Hearing – Right-of-Way Vacation – Front Street

The council opened a public hearing regarding the potential vacation of a public right-of-way described as Front Street. Several community members provided input:

- Corey Derksen, who owns property adjacent to the area in question, expressed concerns about future traffic flow and suggested keeping the road open or extending it to improve access for larger vehicles.
- Heather Lyon, residing at 3179 Pine Tree Street, mentioned her interest in using the area for a driveway but expressed reservations about the potential costs involved in building it up.
- Orion Heinrich, also from 3179 Pine Tree Street, discussed plans to extend their property and create an easement for access.
- Mitzie McAllister from 3171 Pine Tree Street presented a proposal for a 33-foot easement on the east side of the property in question.

After hearing public comments and discussing the matter at 6:41 PM. The council decided to table the decision for further consideration. The motion was made as follows:

Council Member Siltman moved to table the decision on the right-of-way vacation until the next meeting to get more input from the absent Council Members. Council Member Barnett seconded the motion. The motion passed unanimously.

New Business

Conditional Use Permit

The council discussed a conditional use permit application for a landscape business to operate as a home occupation at 34068 Third Avenue. The Planning Commission had recommended approval with conditions. After some discussion about potential impacts on the neighborhood

and operating hours, the council decided to approve the permit as recommended by the Planning Commission.

Council Member Siltman moved to approve the Conditional Use Permit as recommended by the Planning Commission and have Okerman prepare the required Resolution for recording at the County. Council Member Barnett seconded the motion. The motion passed unanimously.

Adult Use Cannabis Ordinance

The council engaged in an extensive discussion about the proposed adult-use cannabis ordinance. Key points of discussion included:

- The number of retail licenses to be issued (ranging from 1 to 4)
- Whether to use interim use permits, standard permits or allow cannabis businesses
- The process for selecting licensees (lottery, first-come-first-served, or merit-based system)

Due to the complexity of the issue and the absence of two council members, the council decided to table the discussion until the next meeting when all members could be present.

Council Member Rudlang moved to table the discussion on the cannabis ordinance until the Tuesday, July 22nd meeting. Council Member Barnett seconded the motion. The motion passed unanimously.

Text from Mayor

Siltman reported that he had received a text message from the Mayor. He noted he had to proceed with caution as it was accusing staff of changing the key card access to City Hall causing a council member to be locked out of City Hall. Mayor Rudlang said that was due to some events that happened in Mayor, which is why he was calling for a special meeting the following week.

Old Business

Planning Commission Applicants

The council noted that there were two applicants for one open seat on the Planning Commission: Debbie Siltman and Corey Derksen. However, due to a lack of quorum for this specific item as Council Member Siltman intended to abstain, the council had to table the decision.

Council Member Siltman moved to table the decision on Planning Commission applicants. Council Member Ryan seconded the motion. The motion passed unanimously.

Reports of Officers, Committees, Staff

Mayor's Report

Mayor Rudlang reported on a recent meeting with other area mayors, which he found helpful. He mentioned that they plan to hold these meetings quarterly.

Clerk's Report

It was reported that Deputy Clerk Delougherty had graduated from the Minnesota Municipal Clerk's Institute after completing three years of training. The council congratulated her on this achievement.

Parks and Recreation Report

Council Member Roman reported on the successful Stars and Stripes float in the recent parade. He thanked various community members for their participation and noted that they had distributed many items to parade attendees. He also mentioned the need to follow up on obtaining more wood chips for the park equipment area.

Miscellaneous

The council viewed a draft promotional video about Jenkins, created as part of the Paul Bunyan Scenic Byway project. The video, approximately 6.5 minutes long, highlighted the town's history, landmarks, and community spirit. Council members provided feedback, including a suggestion to correct the pronunciation of "Pequot Manufacturing" in the video.

Adjournment

The meeting was adjourned at 8:17 PM.

**COUNTY OF CROW WING
CITY OF JENKINS**

DRAFTMINUTES OF THE REGULAR CITY COUNCIL MEETING**DRAFT
JULY 22, 2025**

Call to order

The regular meeting of the City Council was called to order at 6:05 PM by Mayor Rudlang with all reciting the Pledge of Allegiance.

Roll Call

All members of the City Council were present as follows: Mayor Rudlang; Council Members Flategraff, Siltman, Barnett and Carlson. Staff present: Clerk Okerman.

Agenda Additions/Deletions

Council Member Flategraff requested to add a report on Heartland Cable Commission.

Consent Agenda

The consent agenda was approved as follows with a motion by Council Member Flategraff and seconded by Council Member Carlson. All council members voted in favor, and the motion passed unanimously.

- 4a Agenda with Heartland Cable Commission report
 - 4b Bank reconciliation through June 30, 2025
 - 4c Pre-written check #'s 30201-30206 & EFT; \$5,878.11
 - 4d. Proposed check #'s 30207-30211; \$1,401.61
- TOTAL EXPENSES = \$7,279.72

Public Forum

Mayor Rudlang opened the public forum and explained it was an opportunity for the public to address the Council regarding any topic, noting that feedback related to agenda items was particularly welcome at this time. He mentioned the HVAC system would be temporarily turned off during the meeting to improve audio quality.

Resident Debbie Siltman 2991 Central Street, inquired about questions from the previous meeting regarding certain bills. It was noted that would be addressed later in the meeting.

Steve McAllister (3171 Pine Tree Street) mentioned his interest in the Front Street vacation item on the agenda. Mayor Rudlang confirmed it would be discussed and voted on during the meeting.

Melissa Olson introduced herself as a cannabis retail license applicant (second in line) working with Craig Taylor. She wanted to reassure the Council that her planned business would be a "nice, clean, well-lit, well-operated operation."

Drake Bayer (10728 South Road, Pequot Lakes) addressed the cannabis ordinance, advocating for a chronological approach to license issuance similar to liquor licenses. He argued that chronological order provides transparency, reduces potential bias, and follows standard municipal practices. He contended that a lottery system, while appearing fair on the surface, introduces chance rather than merit. He also suggested one or two licenses would be sufficient for the community, and recommended permitted use rather than interim use permits for cannabis businesses.

Heather Lyon (3179 Pine Tree Street) had questions about the draft public right-of-way use agreement she saw in the meeting packet. She expressed concerns about liability insurance requirements and asked for clarification on driveway compliance standards.

Unfinished Business

Front Street right-of-way vacation, Resolution #25-07-313

City Clerk-Treasurer Okerman provided background on the petition submitted by Steven McAllister to vacate Front Street. She explained that the statutory required public hearing had been held at the previous meeting on July 14, 2025. The vacation request was part of an ongoing application for rezoning and lot split/consolidation/reconfiguration.

Okerman drafted a resolution to vacate only a portion of Front Street (the westerly 14 feet), which would allow the City to retain 66 feet of right-of-way for future development. She noted that this compromise would accommodate property owners while maintaining sufficient right-of-way for future needs. She also drafted a public right-of-way use agreement for Heather Lyon to access her property.

During discussion, Steve McAllister questioned why the City wouldn't vacate the entire street, stating that the sales of several properties were contingent on this decision. He emphasized, "Either fix the road or abandon the road. That is what's determining all of these four sales."

Heather Lyon expressed concerns about the requirements in the right-of-way agreement, particularly regarding driveway construction and liability insurance. She stated, "I can afford to get some class 5. I did not realize that this much went into building a driveway."

Corey Derkson, a local business owner, explained his concerns about access if Front Street were vacated. He noted that the business district might need better traffic management for freight deliveries and garbage collection. He acknowledged that having Front Street as a potential connection to Charles Avenue could be valuable for future development.

After extensive discussion, Councilmember Nick (Ryan Barnett) proposed vacating the entire street, noting that the businesses have access via Charles Avenue, which would need to be addressed separately in the future.

Motion: Councilmember Jory Carlson moved to direct staff to prepare a resolution for vacating the entirety of Front Street with appropriate findings of fact and conditions. Councilmember Jeremy Flategraff seconded the motion. All council members voted in favor, and the motion passed unanimously.

Draft Public Right-of-Way Use and Work Performed Agreement

This item was contingent on the Front Street vacation decision and was rendered unnecessary by the vote to vacate the entire street.

McAllister rezone and lot reconfiguration

This item was contingent on the Front Street vacation decision and will be adjusted according to the full vacation approval.

Adult Use Cannabis Ordinance

City Clerk-Treasurer Okerman explained that this ordinance had been tabled from the previous meeting to allow all council members to provide input. She identified the main issues to be decided: how many licenses to allow, how to determine who receives licenses if there are more applicants than available licenses, and which cannabis-related uses would be

authorized in which zones. She provided a matrix showing how neighboring cities were handling these issues.

Mayor Rudlang shared research he had conducted on Interim Use Permits (IUPs) for cannabis businesses, expressing concerns that this approach might not be legally appropriate. He explained that IUPs are intended for temporary uses that will eventually cease, not for uses intended to become permanent. He noted that using IUPs could conflict with state law and potentially expose the city to legal challenges.

Several cannabis business license applicants addressed the Council:

Julie Hastings, a license applicant, cautioned that if the Council reduced the number of licenses from the previously discussed four to one and then implemented a lottery, the city could face litigation. She argued that state guidelines require first-come, first-served processing for completed applications.

Drake Beyer reiterated his points about using chronological order for license issuance and noted that his planned business would include integrated on-site growing and retail operations, which would be educational for customers.

After thorough discussion, the Council reached consensus on limiting licenses to one retail establishment, determining eligibility on a first-come, first-served basis (pending legal review), and changing the land use matrix to replace Interim Use Permits with Conditional Use Permits.

Motion: Councilmember Jory Carlson moved to approve the ordinance with one license, with the order determined by legal variation of first-come, first-served as reviewed by the city attorney, and changing the land use matrix to replace IUPs with CUPs. Councilmember Roman Siltman seconded the motion. All council members voted in favor, and the motion passed unanimously.

Planning Commission applicants

The Council considered two applications for one open Planning Commission seat: Debbie Siltman and Corey Derkson.

Debbie Siltman shared that she had been on the board for over 27 years and had previously served as mayor. She emphasized her deep roots in the community and her commitment to the city's best interests.

Corey Derkson stated he wanted to help make improvements to the city as a local business owner. He has an internship program through the Pequot School teaching students mechanics and detailing skills.

Councilmember Roman Siltman recused himself from the discussion and vote due to his relationship with one of the candidates.

The Council conducted a show of hands vote, with Corey Derksen receiving the appointment to the Planning Commission.

Reports of Officers, Committees and Boards

Clerk's Report

City Clerk-Treasurer Okerman addressed questions from the previous meeting:

- Councilmember Barnett's question about a \$773.75 bill from Bjerga's for weed and feed and grass seed was clarified with Public Works Director Olmscheid - it was for 25 bags of weed and feed and 50 lbs. of grass seed.
- Councilmember Siltman's question about two Cascade invoices for February was addressed - the description for Invoice #44685 should have said May, not February.
- Resident Debby Siltman's question about a Data Request Policy form listing former Mayor Lubke as a signatory was addressed - per state statute, each City is required to indicate the Responsible Authority and Compliance Official in their Data Practices Policy.

Okerman requested Council approval for preliminary budget workshop dates: Monday, August 18 at 6 PM, Monday, September 15 at 6 PM, and Tuesday, September 23 at 5 PM (one hour before the regular Council meeting, with resolution for certifying levy at the regular meeting). The preliminary levy needs to be certified to Crow Wing County by September 30, 2025.

The Council agreed to the proposed budget workshop schedule.

Adjournment

With no further business, the meeting was adjourned at 8:31 PM.

Approved this _____ day of _____, 2025.

Krista A. Okerman, City Clerk-Treasurer

Andrew J. Rudlang, Mayor

COUNTY OF CROW WING
CITY OF JENKINS
DRAFTMINUTES OF THE SPECIAL CITY COUNCIL MEETING**DRAFT**
JULY 21, 2025

Call to Order – Pledge of Allegiance

Mayor Rudlang called the special meeting to order at 6:00 PM. He noted that the meeting was called in accordance with Minnesota Statute 412.191, subdivision 2, and was in compliance with Minnesota Statute 13D.04, subdivision 2, with notice of the time, place, and purpose of the meeting having been posted at least 3 days in advance and delivered to every council member.

Roll Call

All council members were present: Mayor Andrew Rudlang, Councilmember Jerimey Flategraff (Mayor Pro-Tem), Councilmember Roman Siltman, Councilmember Ryan Barnett, and Councilmember Jory Carlson. Also present were City Clerk Krista Okerman, Deputy Clerk Delougherty and City Attorney Brad Person.

Audience: Resident Debbie Siltman

Draft Guidelines for Elected Officials and Staff

Mayor Rudlang opened the discussion by explaining that the special meeting was called to address ongoing concerns surrounding how elected officials and staff work together. He stated that the intent was not to rehash past events in detail or assign blame, but to talk honestly about areas where friction has occurred and where confusion, misunderstandings, or mismatched expectations exist. He noted that many of these situations fall into gray areas where there is no clear shared understanding and existing policies don't provide enough clarity.

Mayor Rudlang identified three main areas that needed attention: physical access to city hall, data access, and the functioning of committees and commissions.

Physical Access to City Hall

Mayor Rudlang explained that while the city had installed a key card system on the building years ago, there had never been formal expectations set for council member access. Councilmember Siltman stated that his key card doesn't work at all, while other members' cards do work. He expressed his belief that council members should have access to the council chambers at any time when conducting city business.

Councilmember Barnett agreed with Siltman, stating that access to the council chambers for meetings made sense, but they wouldn't need access to the clerk's office or other restricted areas.

Clerk Okerman mentioned that from her perspective, it would be helpful to receive notification when council members plan to use the building outside of regular hours. She noted that when people drive by and see lights on in the building, it raises questions if staff doesn't know who is using the facility. Okerman also mentioned that other groups use the space, such as Sunday morning meetings and the Frontier Girls.

The council reached a consensus that members should have access to the council chambers, and that giving staff a heads-up when planning to use the space would be appropriate. Mayor Rudlang indicated this would be drafted into a formal policy.

Data Access

Mayor Rudlang noted that the city clerk and staff have specific legal responsibilities for handling data of different classifications, and clarification was needed on how data requests should be made and what the boundaries are.

City Attorney Person explained that council members don't have greater rights to access data than the general public. He clarified that data requests should go through the City Clerk, who is the designated keeper of records according to the city's policy. If the clerk isn't sure whether data is public or private, she should consult with the city attorney.

Attorney Person noted that if data is public, anyone requesting it might be charged a copying fee, but there's no right to withhold public information from a requester. He also mentioned that some requests can become unreasonably burdensome if they are voluminous or not specific enough.

Clerk Okerman noted that the city has a data request policy in place since 2015 that includes a data request form. She also pointed out that the city has a certain number of days to respond to data requests, which allows time for staff to research whether information is public or private.

The discussion included consideration of various types of data, including security footage from the city's DVR system. Attorney Person confirmed that security footage would be treated like any other city data, with the same rules applying regarding public versus private information.

Clerk Okerman mentioned she would check the city's existing data practices policy and look at the League of Minnesota Cities' computer use and access model policy to see if additional guidance is needed regarding the DVR system.

The council also discussed the handling of emails containing city business, with agreement that sensitive information should be sent to city email addresses rather than personal ones.

Committees and Commissions

Mayor Rudlang explained that committees were originally created to help council meetings run more efficiently by handling detailed discussions in smaller groups. However, he expressed concern that some committees aren't functioning well currently, particularly when members are absent, which impacts how the city moves forward with important matters like budget planning.

Councilmember Flategraff acknowledged that the Finance Committee, which he serves on, has struggled to meet regularly due to his busy schedule and other complications. He mentioned being unsure whether the full Finance Committee could meet given earlier discussions about personnel matters.

Mayor Rudlang raised the question of whether committees are still the right approach or if some matters should return to the full council for the time being. He noted that the Parks Committee has been the most consistently functional committee.

Clerk Okerman expressed concern about being caught in a position where she doesn't know whether to bring items to the full council when committees aren't meeting regularly, particularly as budget planning becomes more urgent.

After discussion, the council agreed to schedule a personnel committee meeting to address outstanding issues and to temporarily bring finance and roads matters to the full council until committee function can be restored.

Mayor Rudlang also brought up the League of Minnesota Cities' offer to facilitate collaboration services that would help clarify council and staff roles. The council expressed support for this idea, and Mayor Rudlang said he would reach out to Amy Gourley at the League to schedule possible dates.

The council also briefly discussed the Cable Commission, with Councilmember Flategraff confirming that he and Jon Lubke were still appointed to represent Jenkins, with Lubke currently serving as chair.

Motion to adjourn the special meeting at 7:15 PM made by Councilmember Flategraff, seconded by Councilmember Barnett. Motion carried.

Approved this _____ day of _____, 2025.

Krista A. Okerman, City Clerk-Treasurer

Andrew J. Rudlang, Mayor

July 2025 8/4/2025 ^{4c}

For the Period : 7/1/2025 To 7/31/2025

<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	\$397,557.82	\$103,892.00	\$50,543.03	\$450,906.79	\$0.00	\$4,381.17	\$455,287.96
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	\$6,396.00	\$125,394.82	\$0.00	\$6,396.00	\$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	\$240,808.31	\$104.04	\$0.00	\$240,912.35	\$0.00	\$0.00	\$240,912.35
2023 Street Improvements Construction	\$1,016.13	\$518.41	\$0.00	\$1,534.54	\$0.00	\$0.00	\$1,534.54
Total	\$779,765.35	✓ \$104,514.45	✓ \$56,939.03	\$827,340.77	\$0.00	✓ \$10,777.17	\$838,117.94

Date

Fund Name: All Funds
Date Range: 07/01/2025 To 07/31/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
07/01/2025	Rylie Peterson	332350	Driveway Access Permit 35187 Drake Circle	(07/01/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								\$ 25.00
07/07/2025	Mollly Stockman	332353	Land Use permit 25-841 septic, E911, and driveway permit	(07/07/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
								\$ 230.40
								\$ 220.00
								\$ 100.00
								\$ 575.40
07/07/2025	Crow Wing County	332354	1st half property taxes-30%	(07/07/2025) -	N	Current Ad Valorem Taxes	100-31010-	\$ 83,345.73
								\$ 83,345.73
07/10/2025	Sheri Cline-Turcotte	332355	Veterans Park Pavilion Rental July 13th, 2025 12n-5p	(07/10/2025) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 25.00
								\$ 25.00
07/14/2025	Jimmy Crimmins	332356	Land Use Permit 25-842 2901 Laura Rose Circle dwelling in transit	(07/14/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 412.00
								\$ 412.00
07/14/2025	Crow Wing County	332357	finest	(07/14/2025) -	N	Court Fines	100-35101-	\$ 216.11
								\$ 216.11
07/21/2025	Tom Savage/Jolene Walton	332358	Land Use Permit 25-843 to construct a 32'x36' ADU	(07/21/2025) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 288.00
								\$ 220.00
								\$ 508.00
07/21/2025	Court Administrator	332359	Ohr Restitution chk#57044	(07/21/2025) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								\$ 200.00

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

<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>
07/21/2025	State of Minnesota	332360	Small Cities Assitance and Local Government Aid	(07/18/2025) -	N	Local Government Aid	100-33401-	\$ 11,719.83
						Small Cities Assistance	100-33465-	\$ 5,680.50
								<u>\$ 17,400.33</u>
07/29/2025	Jacinta Hartwig	332361	Veterans Park Pavilion Rental 7/26/25 4-7pm pd with cash	(07/29/2025) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 25.00
								<u>\$ 25.00</u>
07/31/2025	First National Bank	332362	Interest chkg-\$23.26 svgs-\$54.04	(07/31/2025) -	N	Interest Earning	100-36210-	\$ 23.26
						Interest Earning	404-36210-	\$ 54.04
								<u>\$ 77.30</u>
07/31/2025	PMA-4M	332363	interest and dividends MM-384.03, Res-802.14 GOBond-518.41	(07/31/2025) -	N	Interest Earning	100-36210-	\$ 384.03
						Interest Earning	100-36210-	\$ 802.14
						Interest Earning	415-36210-	\$ 518.41
								<u>\$ 1,704.58</u>
								<u>\$ ✓ 104,514.45</u>
Total for Selected Receipts								

Fund Name: All Funds
Date Range: 07/01/2025 To 07/31/2025

<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>
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
07/14/2025	First Independent Bank	30183	***VOID\$6396.00***GO Improvement Bond Interest Payment	Y	Interest - Bonds	301-47210-611-	\$ -

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	30183				\$ -
07/14/2025	LMCIT C/O Berkley Risk Admin.	30184	6/1/25-6/1/26 Insurance	N	Insurance	100-41960-361-	\$ 1,229.00
		30184				100-41960-362-	\$ 5,295.00
		30184				100-41960-363-	\$ 1,007.00
		Total For Check	30184				\$ 7,531.00 7,531.00
07/14/2025	First Independent Bank	30185	Go Improvement Bond Interest	N	Interest - Bonds	301-47210-611-	\$ 6,396.00 6,396.00
		Total For Check	30185				\$ 6,396.00 6,396.00
07/14/2025	MN Association of Small Cities	30186	Membership dues \$120 flat rate + \$0.50 per resdient=\$254.50+120=\$374.50	N	Council/Town Board	100-41110-433-	\$ 374.50
		Total For Check	30186				\$ 374.50 374.50
07/14/2025	Corbin Excavating, Inc	30187	dust cntl-mag/chl\$1.30/gal Nrwy1070g, Els515g, Drake550g, 1/2M1075g LR&S1663g 12th450g	N	Highways and Streets	100-43101-224-	\$ 6,919.90
		Total For Check	30187				\$ 6,919.90 6,919.90
07/14/2025	On Systems Inc.	30188	Invoice #11969 2 Dell Lattitude Laptops and docking stations	N	Clerk	100-41425-208-903	\$ 3,468.00
		Total For Check	30188				\$ 3,468.00 3,468.00
07/14/2025	People's Security	30189	Invoice#s269758 and 269759 Labor on camera equipment-disable audio and investigate breach	N	Clerk	100-41425-310-	\$ 42.50
		30189				100-41425-310-	\$ 126.25
		Total For Check	30189				\$ 168.75 168.75
07/14/2025	M-R Sign Co. Inc.	30190	Fire markers (34185, 36242, 26244, 3110)	N	Public Works/Maintenance	100-43102-226-	\$ 151.32
		Total For Check	30190				\$ 151.32 151.32
07/14/2025	AT & T Mobility	30191	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		Total For Check	30191				\$ 30.00 30.00
07/14/2025	Breen & Person, LTD.	30192	monthly retainer for legal services	N	City/Town Attorney	100-41610-304-	\$ 200.00
		Total For Check	30192				\$ 200.00 200.00

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

<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>
07/14/2025	Cascade Computers	30193	June Inv 44924-July-December final billing exchange email	N	Clerk	100-41425-209-	\$ 54.77
		Total For Check	30193				\$ 54.77
07/14/2025	Miller McDonald Inc.	30194	2024 Auditing services	N	Accounting	100-41530-301-	\$ 3,000.00
		Total For Check	30194				\$ 3,000.00
07/14/2025	Widseth Smith Nolting & Assoc., Inc	30195	Inv. 238634 Baumann wetland delineation(\$140) Inv238683 Mylars VeteransROW Plat (417.25)	N	Planning and Zoning	100-41910-303-	\$ 557.25
		Total For Check	30195				\$ 557.25
07/14/2025	Pequot Lakes Sanitation	30196	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 115.55
		Total For Check	30196				\$ 115.55
07/14/2025	City of Pequot Lakes	30197	Police Contract Invoice #2472	N	Police Administration	100-42110-315-	\$ 3,605.00
		Total For Check	30197				\$ 3,605.00
07/14/2025	OnSystems Inc	30198	Invoice#12038 Network adminstration	N	Clerk	100-41425-209-	\$ 269.10
		Total For Check	30198				\$ 269.10
07/14/2025	Krista Okerman	30199	Mileage Reimbursement-Sourcewell Clerk-Treasurers Network	N	Clerk	100-41425-331-	\$ 67.20
		Total For Check	30199				\$ 67.20
07/14/2025	Cassandra Delougherty	30200	Mileage Reimbursement-Sourcewell Clerk-Treasurers Network	N	Clerk	100-41425-331-	\$ 74.20
		Total For Check	30200				\$ 74.20
07/14/2025	State of IA	EFT2622516	CSE 6/15 - 6/28/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2622516				\$ 60.00
07/14/2025	PERA	EFT806511	6/15 - 6/28/25 pay period	N	Clerk	100-41425-115-	\$ 108.75
		EFT806511				100-41425-115-	\$ 69.90
		EFT806511			Payroll Administration	100-41501-121-	\$ 270.18
		EFT806511			Public Works/Maintenance	100-43102-115-	\$ 55.51
		Total For Check	EFT806511				\$ 504.34

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

<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>
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-	\$ 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
Total For Check		EFT10920200					\$ 281.20

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

<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>
07/22/2025	AAA Rental Inc	30207	Inv125126 50:1 fuel, trimmer line	N	Public Works/Maintenance	100-43102-416-	\$ 93.98
Total For Check		30207					\$  93.98
07/22/2025	MN Power	30208	Street light and electricity 6/2 - 7/3/25	N	General Government Buildings and Plant	100-41940-381-	\$ 244.10
		30208			Street Lighting	100-43160-381-	\$ 585.80
Total For Check		30208					\$  829.90
07/22/2025	Sourcewell	30209	INV00004752 June 2025 P&Z Services- Pine Tree/Charles Reconfiguration, extractive use rese	N	Planning and Zoning	100-41910-311-	\$ 110.00
Total For Check		30209					\$  110.00
07/22/2025	TDS	30210	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.14
Total For Check		30210					\$  178.14
07/22/2025	Greg Guenin	30211	fuel reimbursement for parade truck and boat, 56.00, 17.25, 66.00, 50.34	N	Park Areas	100-45202-331-	\$ 189.59
Total For Check		30211					\$  189.59
07/22/2025	Crow Wing Power	30212	6/8/25 to 7/8/2025 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
Total For Check		30212					\$  24.00
07/29/2025	Payroll Period Ending 07/26/2025	30213	07/13 - 07/26/25 pay period	N	Clerk	100-41425-101-	\$  870.64
Total For Check		30213					\$  870.64
07/29/2025	Payroll Period Ending 07/26/2025	30214	07/13 - 07/26/25 pay period	N	Clerk	100-41425-101-	\$  1,620.33
Total For Check		30214					\$  1,620.33
07/29/2025	Payroll Period Ending 07/26/2025	30215	07/13 - 07/26/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$  681.26
Total For Check		30215					\$  681.26
07/29/2025	Dept. of Employment and Econ Dev	EFT14067461	Unemployment Insurance Quarter 2 2025	N	Payroll Administration	100-41501-141-	\$ 2,589.00
Total For Check		EFT14067461					\$  2,589.00
07/29/2025	Internal Revenue Service	EFT14729601	May 2025 - Quarter 2 941	N	Payroll Administration	100-41501-122-	\$ 1,186.67

Fund Name: All Funds

Date Range: 07/01/2025 To 07/31/2025

<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>
		EFT14729601				100-41501-135-	\$ 277.53
		EFT14729601				100-41501-170-	\$ 648.56
		Total For Check	EFT14729601				\$ ✓ 2,112.76
07/29/2025	State of IA	EFT2633184	CSE 6/29 - 07/12/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2633184				\$ ✓ 60.00
07/29/2025	State of IA	EFT2633187	CSE 07/13 - 07/26/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2633187				\$ ✓ 60.00
07/29/2025	Internal Revenue Service	EFT5803075	June 2025 - Quarter 2 941	N	Payroll Administration	100-41501-122-	\$ 1,261.38
		EFT5803075				100-41501-135-	\$ 295.00
		EFT5803075				100-41501-170-	\$ 726.97
		Total For Check	EFT5803075				\$ ✓ 2,283.35
07/29/2025	MN Revenue	EFT686650	2nd Quarter State Withholding 2025	N	Payroll Administration	100-41501-172-	\$ 907.31
		Total For Check	EFT686650				\$ ✓ 907.31
07/29/2025	PERA	EFT810225	07/13 - 07/26/25 pay period	N	Clerk	100-41425-115-	\$ 139.44
		EFT810225				100-41425-115-	\$ 83.66
		EFT810225			Payroll Administration	100-41501-121-	\$ 332.00
		EFT810225			Public Works/Maintenance	100-43102-115-	\$ 64.64
		Total For Check	EFT810225				\$ ✓ 619.74
07/29/2025	PERA	EFT810232	06/29 - 07/12/25 pay period	N	Clerk	100-41425-115-	\$ 108.75
		EFT810232				100-41425-115-	\$ 83.28
		EFT810232			Payroll Administration	100-41501-121-	\$ 276.70
		EFT810232			Public Works/Maintenance	100-43102-115-	\$ 47.78
		Total For Check	EFT810232				\$ ✓ 516.51
Total For Selected Checks							\$ ✓ 56,939.03

Bank account

July 31, 2025

Account #

Balance

First National Bank

Checking (NOW)	XXX769	255,808.17
Savings	XXXX989	106,154.18
4-year CD	XXXXXX423	0.00
4 M Fund		
<i>Bond</i>	XXX201	144,800.84
Money Market	XXX101	107,275.06
Money Market - Street Reserves	XX102	224,079.69
CD #XXXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		476,155.59

476,155.59

Assigned Operational (6 months)

308,774.61

Operational Reserve

0.00

Committed Funds

387,278.52

Debt Service

131,287.64

Fund Balance Total

827,340.77

Committed Funds Breakdown

Future Streets	345,031.90	(4M fund)
		includes 4/25
Parks and Rec	6,086.74	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.

O/S Checks

O/S Deposits

Ending Bal.

Check #

O/S check amt.

10,777.17		245,031.00	30185	45.29
		106,154.18	30186	6,396.00
0.00	0.00	0.00	30205	374.50
		0.00	30206	495.76
		144,800.84	30213	293.39
		107,275.06	30214	870.64
		224,079.69	30215	1,620.33
		0.00		681.26
		0.00		
		0.00		
		0.00		
Totals		827,340.77		
Cash per CTAS		827,340.77		

Difference

0.00

10,777.17

Fund Name: All Funds

Date Range: 07/23/2025 To 08/11/2025

<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>
07/29/2025	Payroll Period Ending 07/26/2025	30213	07/13 - 07/26/25 pay period	N	Clerk	100-41425-101-	\$ 870.64
	Total For Check	30213					\$ 870.64
07/29/2025	Payroll Period Ending 07/26/2025	30214	07/13 - 07/26/25 pay period	N	Clerk	100-41425-101-	\$ 1,620.33
	Total For Check	30214					\$ 1,620.33
07/29/2025	Payroll Period Ending 07/26/2025	30215	07/13 - 07/26/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 681.26
	Total For Check	30215					\$ 681.26
07/29/2025	Dept. of Employment and Econ Dev	EFT14067461	Unemployment Insurance Quarter 2 2025	N	Payroll Administration	100-41501-141-	\$ 2,589.00
	Total For Check	EFT14067461					\$ 2,589.00
07/29/2025	Internal Revenue Service	EFT14729601	May 2025 - Quarter 2 941	N	Payroll Administration	100-41501-122-	\$ 1,186.67
		EFT14729601				100-41501-135-	\$ 277.53
		EFT14729601				100-41501-170-	\$ 648.56
	Total For Check	EFT14729601					\$ 2,112.76
07/29/2025	State of IA	EFT2633184	CSE 6/29 - 07/12/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2633184					\$ 60.00
07/29/2025	State of IA	EFT2633187	CSE 07/13 - 07/26/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2633187					\$ 60.00
07/29/2025	Internal Revenue Service	EFT5803075	June 2025 - Quarter 2 941	N	Payroll Administration	100-41501-122-	\$ 1,261.38
		EFT5803075				100-41501-135-	\$ 295.00
		EFT5803075				100-41501-170-	\$ 726.97
	Total For Check	EFT5803075					\$ 2,283.35
07/29/2025	MN Revenue	EFT686650	2nd Quarter State Withholding 2025	N	Payroll Administration	100-41501-172-	\$ 907.31
	Total For Check	EFT686650					\$ 907.31
07/29/2025	PERA	EFT810225	07/13 - 07/26/25 pay period	N	Clerk	100-41425-115-	\$ 83.66
		EFT810225				100-41425-115-	\$ 139.44
		EFT810225			Payroll Administration	100-41501-121-	\$ 332.00
		EFT810225			Public Works/Maintenance	100-43102-115-	\$ 64.64
	Total For Check	EFT810225					\$ 619.74

Fund Name: All Funds

Date Range: 07/23/2025 To 08/11/2025

<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>
07/29/2025	PERA	EFT810232	06/29 - 07/12/25 pay period	N	Clerk	100-41425-115-	\$ 108.75
		EFT810232				100-41425-115-	\$ 83.28
		EFT810232			Payroll Administration	100-41501-121-	\$ 276.70
		EFT810232			Public Works/Maintenance	100-43102-115-	\$ 47.78
		Total For Check	EFT810232				\$ 516.51
Total For Selected Checks							\$ 12,320.90

Date Range : 7/23/2025 To 8/11/2025

<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>
07/29/2025	IIMC	Annual Membership-Krista	2785	\$195.00	100-41425-433-	Clerk	30216 \$195.00
07/29/2025	Tri-County Septic Inspection	Septic inspections Stienessen 4098 CR145 Wann 34440 CR15	2786	\$400.00	100-43254-310-	New Sewer Services	30217 \$400.00
07/29/2025	Crow Wing County Land Services	E911 PID26270677	2787	\$25.00	100-41420-310-	Recording and Reporting	30218 \$25.00
07/29/2025	Schrupp Excavating	Inv 20250815 from 7/18/25 2.5 hours grader	2788	\$375.00	100-43101-405-	Highways and Streets	30219 \$375.00
08/04/2025	Kieran Moore	Promotional Service-video 2nd of 2 payments for Jenkins, MN on the Byway	2789	\$2,485.00	100-41110-438-	Council/Town Board	30220 \$2,485.00
08/04/2025	City of Pequot Lakes	Police Contract Invoice #2478	2790	\$3,605.00	100-42110-315-	Police Administration	30221 \$3,605.00
08/04/2025	Brainerd Lakes Area Dvlpmnt. Corp.	1st half of 2025 government funding	2791	\$625.00	100-41110-433-	Council/Town Board	30222 \$625.00
08/04/2025	Bjerga's Feed Store	24bags Greener Grass	2792	\$507.60	100-43260-225-	Weed Control	30223 \$507.60
08/04/2025	Pequot Lakes Sanitation	Garbage service	2793	\$103.85	100-41940-384-	General Government Buildings and Plant	30224 \$103.85
08/04/2025	Breen & Person, LTD.	monthly retainer for legal services	2794	\$200.00	100-41610-304-	City/Town Attorney	30225 \$200.00
08/04/2025	AT & T Mobility	cell phone-Roger	2795	\$30.00			

Date Range : 7/23/2025 To 8/11/2025

<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>
08/07/2025	On Systems Inc.	Invoice #12115 Managed Services Plan/Web Hosting	2796	\$273.10	100-43102-321-	Public Works/Maintenance	30226 \$30.00
08/07/2025	AAA Rental Inc	Inv126300 EXM103-6393-S Mulch Blades 20.5 (.94 hole) 3@\$36.24	2797	\$108.72	100-41425-209-	Clerk	30227 \$273.10
					100-43102-416-	Public Works/Maintenance	30228 \$108.72
Total For Selected Claims				\$8,933.27			\$8,933.27

Date



AGENDA ITEM # 6a

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: August 7, 2025

Subject: Street Vacation Resolution

Report: Attached please find a Resolution approving the vacation of public right-of-way, known as Front Street citing Findings of Fact. This is the final step in the process for the vacation to be recorded and completed at the County.

Council Action Requested: Motion to approve Resolution #25-08-313 vacating public right-of-way known as Front Street. (Simple Majority)

RESOLUTION NO. 25-08-313

A RESOLUTION VACATING PUBLIC RIGHT-OF-WAY, KNOWN AS 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 Front Street will benefit the public interest because:

FINDINGS OF FACT:

1. Front Street is an unimproved 80' public right-of-way, which was part of the original plat of record dated June 11, 1904 called "Jenkins".
2. There is not current or future need for public access via Front Street.

3. Front Street has not been identified by the City in the City's street inventory and is not identified in the City's Capital Improvement Plan as a roadway for any street improvements now or in the future.
4. Vacating Front Street will reduce future City maintenance costs and liability exposure.
5. Vacating Front Street will allow for more efficient land use and provide for improved zoning compliance for a majority of the properties abutting and near Front Street, which is in the spirit and intent of the City's Comprehensive Plan and City Zoning Code.
6. The vacation of Front Street and reversion of ownership shall occur as authorized by Minnesota Statute § 412.851.

CONDITIONS:

1. Utilities be located by the petitioners, Steve and Mitzie McAllister, and any and all existing public or private utility easements be retained.
2. The petitioners agree to indemnify and hold harmless the City of Jenkins from any claims or damages resulting from the vacation of Front Street.

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 public right-of-way described as follows is hereby vacated:

Front Street in its entirety lying 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 11th day of August, 2025.

Andrew J. Rudlang, Mayor

Attested:

Krista A. Okerman, City Clerk-Treasurer

This instrument was drafted by:
Krista A. Okerman, MMC
Jenkins City Clerk-Treasurer
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
(218) 568-4637



AGENDA ITEM #

66

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: August 7, 2025

Subject: De La Pena CUP

Report: Attached please find a Resolution approving a Conditional Use Permit for a Home Occupation. This is the final step in the process for the CUP to be recorded and completed at the County.

Council Action Requested: Motion to approve Resolution #25-08-314 approving a Conditional Use Permit for a Home Occupation. (Simple Majority)

**CITY OF JENKINS
RESOLUTION #25-08-314
APPROVING A CONDITIONAL USE PERMIT FOR
RYAN DE LA PENA**

WHEREAS Ryan De La Pena (“Applicant”) has submitted an application for a Conditional Use Permit for Home Occupation, Type IX in the Urban Residential District at 34068 3rd Avenue (PIN 26270541) in the City of Jenkins, Minnesota; and

WHEREAS, the property is legally described as follows:

That part of Lot 3, Block One, JENKINS SUNRISE PARK, according to the recorded plat thereof, Crow Wing County, Minnesota lying northerly of the following described line: Beginning at the southwest corner of Outlot A, said plat; thence North 60 degrees 47 minutes 37 seconds East, assumed bearing, along the south line of said Outlot A 15.00 feet to the southeast corner of said Outlot A; thence North 78 degrees 20 minutes 39 seconds East 277.63 feet, more or less, to the east line of said Lot 3 and said described line there terminating.

Subject to easements, restrictions and reservations of record.

WHEREAS, the Planning Commission has considered the Applicant’s request at a duly noticed Public Hearing which took place on July 7th, 2025, and has recommended approval to the City Council; and

WHEREAS, the City Council for the City of Jenkins considered the Planning Commission’s recommendations at its July 14th, 2025 meeting.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, CROW WING COUNTY, MINNESOTA, that it does hereby approve the request of Ryan De La Pena for a Conditional Use Permit for a Home Occupation, Type IX, based upon Land Usage Chapter XV, Administration, section 150.283 which provides the standards for granting a Conditional Use Permit. The City Council’s Findings related to the standards are as follows:

1. The subject property is located at 34068 3rd Avenue (PIN 26270541).
2. The subject property is a 1.56 acre lot and is zoned, “Urban Residential.”
3. The use is an appropriate conditional use in the land use zone.
 - a. The “Urban Residential” 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.
- b. There is an established business, RD Services Lake Country LLC, owned and operated by the property owner out of Breezy Point. The property owner stores equipment at his residence, to include a work vehicle, trailer, and some landscaping equipment. He also uses his skid steer for personal use improving his property.
4. The use with conditions is compatible with the existing neighborhood.
 - a. Surrounding properties are predominantly single-family properties, consistent with the Urban Residential (R-2) Zoning District.
 - b. The intention of the property owner is to store equipment for his business, by utilizing existing buildings for the storage of said equipment.
 5. The use, with conditions, conforms to the comprehensive land use plan.
 - a. The future land use map contained the comprehensive plan identifies the subject property as "Urban Residential." The proposed use is consistent with the comprehensive plan as it will maintain the character of the subject property.
 6. The use, with conditions, will not create a public nuisance or be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.
 7. The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.
 8. The conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses predominant in the area.
 9. The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
 - a. The proposed use will not generate additional costs for public services that would be detrimental to the economic welfare of the community.
 10. Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.
 - a. All parking and loading areas are located on-site.
 11. Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.
 12. The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.
 - a. There are no known natural, scenic or historical features of major significance located on the subject property.

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

1. Must comply with all applicable zoning, building, and environmental regulations. This includes that the property owner ensures that in the nuisance ordinance will not be violated for the Urban Residential (R-2) Zoning District, based on the City of Jenkins Land Use Matrix.
2. The use must meet all state, local, and federal regulations.

Adopted by the Jenkins City Council this 11th day of August, 2025.

Andrew Rudlang, Mayor

ATTESTED:

Krista A. Okerman, Jenkins City Clerk-Treasurer

DRAFT

This instrument was drafted by:
Krista A. Okerman, MMC
Jenkins City Clerk-Treasurer
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
(218) 568-4637



AGENDA ITEM #

60C

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: August 7, 2025

Subject: Adult Use Cannabis Ordinance

Report: Attached please find the draft ordinance for Adult Use Cannabis. This was approved contingent upon review and guidance from the City Attorney regarding the process for license selection. The City Attorney recommended to schedule a special meeting and invite all three applicants and pick numbers out of hat or something similar, which would be purely random and basically the lottery system. I have also included an email from Simon Stricker, chair of the Planning Commission, with his suggestions on the selection process.

Council Action Requested: Discussion on selection process and motion to approve the Adult Use Cannabis Ordinance (Simple Majority).

Motion to approve the Summary Ordinance Publication for Adult Use Cannabis. (4/5's vote)

Krista Okerman

From: Cassandra Delougherty
Sent: Thursday, August 7, 2025 9:03 AM
To: Krista Okerman
Subject: FW: Cannabis License Opinion

Cassandra Delougherty

Deputy City Clerk

City of Jenkins

33861 Cottage Avenue

Jenkins, MN 56474

PH: (218) 568-4637

Website: www.cityofjenkins.com

Population 509



DATA PRACTICES NOTICE: E-mail correspondence to and from the city of Jenkins may be public data subject to the Minnesota Data Practices Act, Minnesota Statute, Chapter 13, and/or may be disclosed to third parties.

NONDISCRIMINATION STATEMENT: This institution is an equal opportunity provider and employer.

From: simon aaaequipmentcenter.com <simon@aaaequipmentcenter.com>
Sent: Wednesday, August 6, 2025 5:03 PM
To: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Subject: Cannabis License Opinion

Hey Cassandra,

Please pass this information onto the City Council Members.

Jenkins City Council Members,

In an effort to make it abundantly clear there is no favoritism or bias in choosing whom will get the Cannabis License in Jenkins. It is my opinion that the most transparent or fair method of choosing the "winner" of the Cannabis License would be by Lottery. I would propose that a representative for each interested party be present, and roll a dice (new dice from unopened package, inspected by each participant). Highest roll would "win", in the case of a "tie" the "tied" participants would continue to roll until there was a winner.

Rolling order: Alphabetic by middle name.

These are just suggestions, I hope they helpful!

Sincerely,

Planning and Zoning Chairman

Simon Stricker, Owner

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, **first come/first served.**

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 10:00 a.m. and 10:00 p.m.,
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- CUP	E	E	E	E	E	I- CUP/AC	I- CUP/AC	I- CUP
Cannabis Manufacturer	E	E	E	E	E	E	I/ CUP AC	I- CUP /AC	P
Hemp Manufacturer	E	E	E	E	E	E	I- CUP /AC	I- CUP /AC	P
Wholesale	I- CUP	E	E	E	E	E	I/ CUP AC	I/ CUP AC	P
Cannabis Delivery	E	E	E	E	E	E	I- CUP	I- CUP	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

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	\$

+ 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

Summary Ordinance for Publication
ORDINANCE #O-25-43
AN ORDINANCE AMENDING TITLE XI, BUSINESS REGULATIONS TO ADD
CHAPTER 113 REGULATION OF CANNABIS AND HELP BUSINESSES AND
EVENTS
CITY OF JENKINS, COUNTY OF CROW WING, STATE OF MINNESOTA

The City Council of the City of Jenkins, Minnesota has approved this summary publication of Ordinance #O-25-43 which amends Title XI, Business Regulations and adopts Chapter 113 Regulation of Cannabis and Hemp Businesses and Events while protecting the property rights of the citizens of the City of Jenkins.

THE FULL TEXT OF THIS ORDINANCE IS AVILABLE DURING NORMAL OFFICE HOURS AT THE OFFICE OF THE CITY CLERK AND IS POSTED AT THE JENKINS CITY HALL.

Dated this 11th day of August, 2025.

Krista A. Okerman
City Clerk-Treasurer
City of Jenkins

City of Jenkins – Council Briefing Report on Committee Participation and Functional Alignment

Prepared for the City Council – August 11th, 2025 Regular Meeting

1. Purpose of This Report

This briefing provides a status update on recent council-staff collaboration efforts and offers recommendations to strengthen working relationships, align committee participation for functionality, and support effective city governance.

2. Context and Ongoing Challenges

Over the past several months, a series of incidents and breakdowns in communication and trust have strained working relationships between staff and some members of the council. These issues have impacted staff morale, disrupted committee operations, and made it more difficult to carry out routine city business. While efforts have been made to hold discussions and clarify expectations (including through policy work already underway) the working trust required for effective collaboration remains fragile.

The purpose of this report is not to rehash individual events or to cast blame, but rather to acknowledge that some unresolved issues continue to affect functionality and must now be addressed through clear structure and adjustments to roles.

3. Committee and Commission Functionality

Many of the city's standing committees rely on a small number of council and staff participants. When trust breaks down in these small settings, the result is often non-functionality, delays, or avoidance of necessary work. At present:

- **Roads & Finance Committee** has not functioned effectively in recent months and is impeding budget planning.
- **Personnel Committee** has struggled to hold productive conversations due to tension and lack of alignment.
- **Planning & Zoning Commission** has lost senior membership, and participation by a council member has introduced complexity at a sensitive time.

While some groups—like the **Parks Committee**—have continued to function with a larger and more diverse makeup, other small committees have not been able to operate effectively.

4. Recommended Adjustments

To ensure progress on city business and reduce friction, the following changes are recommended:

Recommendation	Rationale
Disband Roads & Finance Committee	No recent activity; restructure needed to ensure timely budget review and financial oversight
Reassign Council Seat on Personnel Committee	To reestablish necessary personnel committee functions and to ensure staff support
Reassign Council Seat on Planning & Zoning Commission	To simplify governance and support a smoother dynamic

These are not disciplinary actions. They are structural adjustments aimed at restoring forward movement and reducing pressure points, so the City can stay focused on serving residents and maintaining a healthy workplace.

5. Mayor's Acknowledgment

Navigating these events has been difficult and, at times, slower than I would have preferred. Balancing my responsibilities as Mayor alongside other professional and personal obligations has meant I have not always acted as promptly or as clearly as I wish I had. In hindsight, there were opportunities earlier in this process to reinforce expectations, clarify ambiguous situations, and communicate more proactively with all parties involved.

It's also true that much of my communication during this period has been with staff, who I meet with weekly. That frequency has allowed for more opportunity to exchange information and work through concerns. While this was not intended to exclude or isolate anyone involved, I acknowledge that Councilmember Siltman has surely felt at times that he was left out of important discussions.

He has expressed valid concerns about transparency and the ability to share his own views. I believe his passion for contributing to the city is sincere, and I understand that the situation has at times left him feeling unsupported or sidelined.

At the same time, the roles of staff and council differ in important ways. Councilmembers are elected representatives with policymaking authority, while staff are hired professionals tasked with day-to-day operations. When those boundaries are not clear, or are crossed (intentionally or not) tensions can arise. Our veteran staff bring deep expertise and continuity to city operations, and their ability to do their jobs without fear of overreach, retaliation, or disruption is essential to the city's success.

That is why I've been working to improve clarity through updated policies, clearly defined communication channels, and better-structured processes. These include ongoing work to define how requests for information, data, or personnel concerns should be submitted and handled—using existing forms or other structured channels as much as possible. My aim is not to limit anyone's ability to raise concerns or get information, but to ensure we do so in ways that are appropriate, productive, and legally sound.

I want to acknowledge again that Councilmember Siltman makes meaningful, appreciated contributions to the city and has an important ongoing role to play. In any given group of people there are likely to be some personality clashes and my recommended changes to committees and commission appointments are only in support of helping us function collectively as smoothly as possible. My hope is that we can move forward with a renewed commitment to clear boundaries, respectful collaboration, and a shared focus on our public mission.

6. Broader Reflection and Path Forward

The past several months have highlighted how critical formal structure and clearly understood roles are to maintaining a healthy small-city government. When informal habits persist beyond their usefulness or clarity is lacking, trust can erode and decision-making becomes more difficult.

Our policies around staff–council interaction and data governance have already begun to improve as a result of these challenges. Continuing that work will help prevent future confusion and avoidable conflict. As Mayor, I remain committed to working with all councilmembers, staff, and commissioners to define expectations that support both transparency and efficiency.

This includes clarifying the appropriate channels for submitting concerns or requests—whether about staff conduct, operational decisions, or policy gaps. We have mechanisms such as data request forms, complaint forms, and scheduled meetings for these purposes, and where those tools fall short, we should work together to improve them. The goal is not to restrict communication or prevent concerns from being raised, but to ensure that it is conducted in a way that is respectful, documented, and legally sound.

It is especially important that no one is caught off guard in a public setting by issues that should have been handled through a personnel process or other confidential means. Councilmembers, commissioners, and staff alike must respect the difference between public business and protected personnel matters, and use formal processes to raise concerns so that they can be addressed appropriately.

I recognize that everyone involved cares deeply about this city. I hope that these proposed changes can be accepted as steps toward regaining full functionality, avoiding further strain, and ensuring that Jenkins continues to deliver effective service to residents.

Prepared by: Mayor Andrew Rudlang **Date:** 29th of July, 2025

Prepared for the August 11, 2025, City Council Meeting

Good evening,

Thank you for the opportunity to address the Council. I am submitting this statement in response to recent challenges between council and staff.

I support the Mayor's efforts to create structural clarity and restore healthy working relationships. I believe that moving forward requires a shared commitment from all of us to respect our distinct roles and rights within those roles, communicate clearly, enact and follow the necessary policies, and uphold the processes, as well as local, state, and federal laws that support good governance.

As Deputy City Clerk, I am dedicated to serving the City of Jenkins with professionalism, consistency, and integrity. I will admit that I have spoken candidly with my supervisor **in private** to process frustrations related to certain projects, people, or dynamics, in an effort to navigate challenges and stay sane, always with the intent of seeking solutions. In no way have these frustrations negatively impacted or impeded my commitment or performance of upholding the laws, rules, policies, etc. of this city, nor were those private conversations ever intended to be shared with the public. I want to express clearly that my commitment to the City of Jenkins and its residents has been, and remains, to provide the best possible service to this community. I have worked diligently to become better educated in my role through multiple learning opportunities (both on and off the clock) and have a dedicated Clerk-Treasurer/Planning & Zoning Administrator to learn from daily, who has introduced me to a wonderful network of area Clerks & Administrators as well as local vendors and service providers, of whom I have established great rapport. My performance reviews from the Personnel Committee and constructive criticism from the Clerk -Treasurer/Planning & Zoning Administrator have reflected this commitment and growth.

I recognize that collaboration between council and staff is essential, and I remain committed to working constructively within the structure and responsibilities of my role to better serve the residents of our city. I am still learning and have enjoyed my time working with and for the City of Jenkins, but if at any time the City Council, Commissioners, Committee members, or the residents feel that I am not, or have not been, fulfilling my responsibilities, I would like to request that I be made aware through the proper channels. My priority is the success and well-being of Jenkins above all else.

My intent is not to dwell on past issues, but to advocate for respectful collaboration, mutual trust, and a renewed focus on our shared mission. I welcome and encourage efforts to clarify roles, improve communication, and strengthen the systems through policy and resolution that help us all serve the public effectively.

Thank you for your time and consideration.

Respectfully,

Cassandra Delougherty
Deputy City Clerk, City of Jenkins



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Organizational Analysis

Creating an organizational structure that maximizes service effectiveness is challenging. In order for the City or County to function in a lean, efficient manner, there must a structure in place to capitalize on the organization's most valuable resource—the people.

We will thoroughly assess your current structure and evaluate the full array of possibilities so the Board or Council will have the best possible information to make a decision about the structure of the organization or department.

Multi-Agency Services

Cities and Counties continue to face financial challenges created by a growing list of mandates and service expectations and a contraction of available financial resources. This dilemma can sometimes be solved by creating service partnerships with other units of government. We have experience evaluating options and providing a path forward for specific services or large parts of the organization. Give us a call to explore the options.



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Our consultants have dozens of years of human resource and administrative expertise, and we can help you solve complex organizational and human resource management concerns. We will dig deep and find creative and cost-effective solutions to some of your most challenging issues. To find out more, simply give us a call or send an email.

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AGENDA ITEM #

7a

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: August 7, 2025

Subject: Pequot Tool preliminary review

Report: We are in receipt of an application for Pequot Tool to rezone a property. They have asked if City can expedite the application in an effort to fulfill a needed expansion and satisfy a contingency on purchasing the property in question. If it is amenable to the City Council, there are two options that will enable the City to expedite the application and meet the required publication deadlines as follows:

1. Hold a Special Planning Commission meeting for the required public hearing for a rezone prior to the next City Council meeting with a recommendation from the Commission to Council at the subsequent City Council regular meeting on August 26th.
2. Hold the Public Hearing at the City Council level at the August 26th regular City Council meeting.

Council Action Requested: Discussion and action as needed.



Jenkins City Council Chambers Access Policy

Purpose:

To ensure the security and proper use of the City Council Chambers, this policy outlines access procedures for council members during designated hours and protocols for after-hours access.

Policy Statement:

Council members may access the Council Chambers for official city business only during the following hours:

- **Monday through Friday:** 7:00 AM to 8:00 PM

Procedures:

1. Sign-In Requirement:

All council members must sign in using the designated sign-in sheet upon entering the Council Chambers.

2. After-Hours Access:

Access to the Council Chambers outside of the designated hours requires prior approval. Council members must contact the **City Clerk** to request after-hours access.

3. Security Compliance:

This policy is intended to maintain the security of city facilities and ensure that access is limited to authorized personnel conducting official city business.

Enforcement:

Failure to comply with this policy may result in restricted access or other administrative actions as deemed appropriate by the City Clerk's office.

Adopted this _____ day of _____, 2025.



AGENDA ITEM #

8b

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman

Date: August 7, 2025

Subject: Clerk's Report

Report: Community Impact Funds Finalization Report: The City of Jenkins has successfully finalized its allocation of Community Impact Funds for the 2024–2025 fiscal year, which secured a \$50,000 grant from Sourcewell. These funds were designated for critical upgrades to City Hall, focusing on safety, energy efficiency, and accessibility improvements. The completion of this funding cycle marks a significant milestone in the City's commitment to enhancing public infrastructure and services. The City Hall improvements and technology upgrades directly support the City's goals of maintaining high-quality public service delivery and fostering a safe, inclusive environment for community engagement.

With the successful execution and reporting of the 2024–2025 grant, the City of Jenkins is now eligible to apply for upcoming 2025–2026 Sourcewell funds. The totals for the project were as follows:

Revenue Sources	Planned	Actual	Difference
Sourcewell	50000	50000	0
City of Jenkins	1250	1124.12	-125.88
Total	51250	51124.12	-125.88

Expenditures	Planned	Actual	Difference
Labor	20000	16459.88	-3540.12
Material		26398.36	26398.36
Equipment	30000	7141.76	-22858.24
Misc			
City of Jenkins	1250	1124.12	-125.88
Donated furnishings		579.95	
Total	51250	51124.12	-125.88

The Minnesota Department of Health conducted the annual water testing at Veterans Park and the ballfield, with no deficiencies found in the water. However, he did note that there were some pipes that had dead stops at Veterans Park, which can create bacteria so those were required to be replaced. There was also a leak at the ballfield causing pooling water and one of the fountains

did not work. Office staff contacted Plumbing Etc. who completed the installation of the fountains, and all noted deficiencies were repaired.

Council Action Requested: No action needed.



REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: August 5th, 2025
Subject: Planning Commission

Report: At the August 4th Planning Commission Meeting, Deputy Delougherty provided materials on Robert's Rules of Order per the Chairman's request, including a comprehensive guide and cheat sheets to help Commissioners understand procedural aspects of meetings. Chairman Stricker explained that as the Commission gets busier with more issues coming before them, understanding Robert's Rules would help structure meetings and the process of making motions.

Deputy Delougherty informed the Commission that though the City of Jenkins has not officially adopted Robert's Rules of Order, the City strives to utilize these rules as guiding principles for conducting orderly meetings. The Commission agreed to use the materials as reference and to review them independently rather than discussing them in detail during the meeting. Chairman Stricker mentioned that these materials would be helpful for the public hearing process to keep discussions on relevant topics.

Commissioner Prociuk raised a few questions throughout the meeting that can be answered through review of the Comprehensive Plan, which will be completed at the next regular Planning Commission meeting, per Commission consensus.

The commissioners discussed the Land Use Essentials training some had attended via Zoom and in-person, noting it was beneficial for understanding how to properly conduct hearings and stay on topic. Deputy Delougherty presented information about other training opportunities through the League of Minnesota Cities Member-Learn program that Clerk Okerman had previously provided. Available webinars and courses included topics such as Open Meeting Law, Land Use Regulation, Code Enforcement, and Conflict of Interest.

Chairman Stricker expressed interest in these learning opportunities, particularly for newer members of the commission. He suggested that when new commissioners join, the first couple of meetings should include basic review of procedures and rules.

The commission reached a consensus to request that staff look into having a speaker from the League of Minnesota Cities come to a meeting for training, possibly at a time when there is a lighter agenda, or even on a separate evening. Chairman Stricker requested that if a meeting takes place, we offer an invitation to other bodies.

Requested Action: Approve, deny, or table the Commission's request for staff to pursue on-site training options and report such options to the Council for review.