



**JENKINS CITY COUNCIL
SPECIAL MEETING/WORKSHOP NOTICE**

**Monday, August 18, 2025
Jenkins City Hall
6:00 PM**

I, Andrew Rudlang, Mayor, hereby request a special meeting/workshop of the Jenkins City Council on **August 18, 2025 at 6:00 PM**, to be held at Jenkins City Hall, 33861 Cottage Avenue, Jenkins, MN 56474.

The purpose of the meeting is as follows:

Conduct a preliminary 2026 budget workshop and change the authorized signatories.

In accordance with State Statute, I hereby request the City Clerk/Treasurer to post this notice at least three days prior to the meeting date. I further request that the City Clerk/Treasurer notify each member of the Jenkins City Council of this special meeting, in writing, at least one day before the meeting.

Andrew J. Rudlang, Mayor
City of Jenkins

8/13/2025

Date

I HEREBY CERTIFY, that this notice has been posted at least three days before the above-called Special City Council meeting and that I have served this notice upon members of the City Council and any person who has made written request for personal notification of Special City Council meetings.

Krista A. Okerman, City Clerk-Treasurer

8/13/25

Date



CITY COUNCIL MEETING AGENDA

Monday, August 18, 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)

SPECIAL MEETING/WORKSHOP

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. 2026 Preliminary Budget discussion
4. Resolution #25-08-315
5. Adjournment

2026 BUDGET CONSIDERATIONS

PARKS AND RECREATION:

1. Receipts
2. Expenditures:
 - a. Equipment:
 - i. Splash pad
 - ii. Earmark for restrooms
 - iii. Wood chips
 - iv. Volleyball court
 - v. Pickleball court
 - b. Porta potty
 - c. Mowing and weed control
 - d. Paul Bunyan Scenic Byway panel information.
 - e. Welcome Sign (Identified project prior to 2021; Prioritized at 1/24/23 CC Meeting; met with DNR Carrie 6/14/23, getting quotes together on pricing and waiting to hear back from DNR)

STREETS/ROADWAYS:

1. Receipts:
 - a. Small Cities Assistance – amount TBD
2. Expenditures:
 - a. Dust control
 - b. Seal coating
 - i. Poualak Street
 - ii. Gateway Avenue
 - iii. Blaze Boulevard
 - c. Crack filling
 - i. Poualak Street
 - ii. Gateway Avenue
 - iii. Blaze Boulevard
 - d. Other improvements
 - i. Veterans Street
 - TH 371 to Pequot Tool
 - Pequot Tool to CR 145
 - ii. Cottage Avenue
 - iii. Byer Street
 - e. Street signs and E-911 replacement
 - f. Engineering
 - g. Road grading
 - h. Tools
 - i. Equipment and equipment maintenance
 - i. Toolcat
 - ii. Plow for pick-up
 - iii. Lawnmower

ADMINISTRATION/OFFICE:

1. Receipts
 - a. Sourcewell Grant opportunities
 - i. Community Boost up to \$2,000 (no match)
 - ii. Community Match up to \$40K (10% match required)
 - iii. Third Party reimbursement up to \$15,000
 - b. DNR has several park, natural area and trail grant programs most of which are matching.
 - c. New buildings on tax roll
2. Expenditures
 - a. Staffing
 - i. PT/FT status of employees
 - ii. Wages
 - iii. Benefits
 - b. Technology upgrades
 - c. City website
 - d. Zoning compliance and blighted property clean-up.
 - e. City Hall and Public Works building improvements/repairs.
 - i. Replace rear/back shop door
 - ii. Re-side City Hall

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	375,465.00	237,438.29	(138,026.71)
Total Acct 310	375,465.00	237,438.29	(138,026.71)
Penalties and Interest on Ad valorem Taxes	500.00	30.38	(469.62)
Total Acct 319	500.00	30.38	(469.62)
Alcoholic Beverages	3,050.00	3,450.00	400.00
Total Acct 321	3,050.00	3,450.00	400.00
Building Permits (Excludes surcharge)	3,000.00	4,155.60	1,155.60
Septic permits	1,000.00	660.00	(340.00)
Sign Permit	100.00	0.00	(100.00)
E-911 addressing/mailbox	300.00	625.00	325.00
Total Acct 322	4,400.00	5,440.60	1,040.60
Local Government Aid	28,868.00	14,434.00	(14,434.00)
Mobile Home Homestead Credit	100.00	0.00	(100.00)
Small Cities Assistance	23,403.00	5,680.50	(17,722.50)
Total Acct 334	52,371.00	20,114.50	(32,256.50)
Zoning and Subdivision Fees	2,500.00	1,800.00	(700.00)
Total Acct 341	2,500.00	1,800.00	(700.00)
Cemetery Revenues	0.00	450.00	450.00
Total Acct 349	0.00	450.00	450.00
Court Fines	3,000.00	1,662.62	(1,337.38)
Total Acct 351	3,000.00	1,662.62	(1,337.38)
MISCELLANEOUS REVENUES	300.00	0.00	(300.00)
Interest Earning	3,000.00	7,162.39	4,162.39
Contributions and Donations from Private Sources	0.00	1,078.23	1,078.23
Refunds and reimbursements	1,000.00	7,986.25	6,986.25
Total Acct 362	4,300.00	16,226.87	11,926.87
Total Revenues	445,586.00	286,613.26	(158,972.74)
Other Financing Sources:			
Compensation for Loss of General Fixed Assets	2,400.00	1,000.00	(1,400.00)
Total Acct 391	2,400.00	1,000.00	(1,400.00)
Escrow Funds	0.00	400.00	400.00
Total Acct 395	0.00	400.00	400.00
Total Other Financing Sources	2,400.00	1,400.00	(1,000.00)

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board			
Council/Commission Wages	14,500.00	8,253.71	6,246.29
Printing and Binding: Legal Notices Publishing	0.00	20.40	(20.40)
Miscellaneous: Dues and Subscriptions	3,045.15	2,084.50	960.65
Misc.: Undocumented Exp.	0.00	2,485.00	(2,485.00)
Transportation: Travel Expense	500.00	0.00	500.00
Misc.: Conferences/Educ.	200.00	0.00	200.00
Legislative Committees and Special Bodies			
Council/Commission Wages	3,450.00	0.00	3,450.00
Miscellaneous: Dues and Subscriptions	0.00	239.16	(239.16)
Total Acct 411	21,695.15	13,082.77	8,612.38
Elections			
Professional Services	0.00	939.93	(939.93)
Recording and Reporting			
Professional Services	0.00	96.00	(96.00)
Miscellaneous: Dues and Subscriptions	0.00	75.00	(75.00)
Clerk			
Wages and Salaries: Full-time Employees-Regular	59,470.98	35,464.19	24,006.79
Employee contribution for PERA	5,097.93	3,366.07	1,731.86
Unemployment Compensation: Insurance Premiums	8,000.00	4,243.00	3,757.00
Child Support	1,560.00	1,020.00	540.00
Office Supplies	750.00	1,565.87	(815.87)
Office Supplies: Operating and general	0.00	3,494.77	(3,494.77)
Office Contracts	2,000.00	1,755.57	244.43
Professional Services	600.00	168.75	431.25
Communications: Postage	750.00	365.00	385.00
Transportation: Travel Expense	2,000.00	3,099.08	(1,099.08)
Printing and Binding: General Notices and Public Information	0.00	347.93	(347.93)
Miscellaneous: Dues and Subscriptions	700.00	4,403.95	(3,703.95)
Misc.: Undocumented Exp.	0.00	121.40	(121.40)
Misc.: Conferences/Educ.	2,500.00	1,130.00	1,370.00
Capital Outlay: Office Equipment and Furnishings	0.00	907.00	(907.00)
Refunds and Reimbursements	0.00	154.16	(154.16)
Employer Contributions for Retirement: FICA Contributions	5,465.82	0.00	5,465.82
Employer Paid Insurance: Medicare	1,278.30	0.00	1,278.30
Employee Paid: Federal Income Tax	4,000.00	0.00	4,000.00
Employee Paid: State Income Tax	2,300.00	0.00	2,300.00
Employer Contributions for Retirement: PERA Contributions	5,882.28	0.00	5,882.28
Employer Paid Insurance: Health	8,533.73	0.00	8,533.73
Total Acct 414	110,889.04	62,717.67	48,171.37
Payroll Administration			
Employer Contributions for Retirement: PERA Contributions	0.00	4,888.33	(4,888.33)
Employer Contributions for Retirement: FICA Contributions	0.00	12,044.28	(12,044.28)
Employer Paid Insurance: Health	0.00	7,079.32	(7,079.32)
Employer Paid Insurance: Medicare	0.00	2,667.84	(2,667.84)
Unemployment Compensation: Insurance Premiums	0.00	2,589.00	(2,589.00)
Employee Paid: Income Tax	0.00	5,174.02	(5,174.02)
Employee Paid: State Income Tax	0.00	2,201.47	(2,201.47)
Accounting			
Professional Services: Auditing and Accounting Services	8,300.00	8,000.00	300.00
Printing and Binding: Legal Notices Publishing	100.00	63.75	36.25

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 415	8,400.00	44,708.01	(36,308.01)
City/Town Attorney			
Professional Services: Legal Fees	2,400.00	2,100.00	300.00
Total Acct 416	2,400.00	2,100.00	300.00
Planning and Zoning			
Professional Services: Engineering Fees	0.00	3,415.77	(3,415.77)
Professional Services	0.00	72.08	(72.08)
Professional Services: P & Z Contract	3,000.00	123.75	2,876.25
Printing and Binding: Legal Notices Publishing	500.00	0.00	500.00
General Government Buildings and Plant			
Operating Supplies: Motor Fuels	0.00	677.87	(677.87)
Operating Supplies: Shop/Office Materials	500.00	423.27	76.73
Repair and Maintenance Supplies: Building Repair Supplies	1,000.00	27,200.07	(26,200.07)
Professional Services	2,500.00	2,331.06	168.94
Communications: Telephone	2,000.00	1,430.96	569.04
Utility Services: Electric Utilities	2,600.00	2,636.72	(36.72)
Utility Services: Gas Utilities	2,800.00	1,662.08	1,137.92
Utility Services: Refuse Disposal	0.00	713.46	(713.46)
Repairs and Maintenance - Contractual: Buildings	2,000.00	427.07	1,572.93
Misc.: Undocumented Exp.	0.00	808.64	(808.64)
Capital Outlay: Buildings and Structures	0.00	16,299.00	(16,299.00)
Insurance			
Worker's Compensation: Insurance Premiums	1,734.00	1,111.00	623.00
Insurance: General Liability	1,551.00	1,229.00	322.00
Insurance: Property	6,000.00	5,295.00	705.00
Insurance: Automotive	1,000.00	1,007.00	(7.00)
Total Acct 419	27,185.00	66,863.80	(39,678.80)
Police Administration			
Professional Services: Police Contract	43,260.00	28,840.00	14,420.00
Total Acct 421	43,260.00	28,840.00	14,420.00
Fire Administration			
Professional Services: Fire Contract	15,000.00	13,283.30	1,716.70
Total Acct 422	15,000.00	13,283.30	1,716.70
Sewer Inspections			
Refunds and Reimbursements	0.00	300.00	(300.00)
Total Acct 424	0.00	300.00	(300.00)
Highways and Streets			
Repair and Maintenance Supplies: Street Maintenance Materials	12,000.00	11,392.90	607.10
Street Projects	0.00	3,911.25	(3,911.25)
Contract M&R: Streets	40,000.00	4,675.00	35,325.00
Repair and Maintenance Supplies: Sign Repair Materials	500.00	0.00	500.00
Professional Services: Engineering Fees	5,000.00	0.00	5,000.00
Reserves	66,000.00	0.00	66,000.00
Debt Service: Bond Principal	23,465.00	0.00	23,465.00
Public Works/Maintenance			
Employer Contributions for Retirement: FICA Contributions	1,876.03	0.00	1,876.03
Employer Paid Insurance: Medicare	525.23	0.00	525.23
Employee Paid: Federal Income Tax	1,100.00	0.00	1,100.00
Employee Paid: State Income Tax	700.00	0.00	700.00
Employer Contributions for Retirement: PERA Contributions	2,345.03	0.00	2,345.03
Unemployment Compensation: Insurance Premiums	4,000.00	0.00	4,000.00

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Employer Paid Insurance: Health	4,476.98	0.00	4,476.98
Wages and Salaries: Part-time Employees	25,105.33	10,453.73	14,651.60
Employee contribution for PERA	0.00	870.49	(870.49)
Operating Supplies: Shop/Office Materials	1,500.00	292.99	1,207.01
Repair and Maintenance Supplies: Equipment Parts	0.00	656.61	(656.61)
Repair and Maintenance Supplies: Sign Repair Materials	0.00	520.36	(520.36)
Small Tools and Minor Equipment	750.00	473.58	276.42
Communications: Telephone	360.00	240.00	120.00
Repairs and Maintenance - Contractual: Machinery and Equipment	0.00	957.83	(957.83)
Rentals: Machinery and Equipment	750.00	442.70	307.30
Ice and Snow Removal			
Repair and Maintenance Supplies: Street Maintenance Materials	1,650.00	0.00	1,650.00
Road and Bridge Equipment			
Reserves	5,000.00	0.00	5,000.00
Repairs and Maintenance - Contractual: Machinery and Equipment	2,000.00	0.00	2,000.00
Operating Supplies: Motor Fuels	3,500.00	729.68	2,770.32
Repair and Maintenance Supplies: Equipment Parts	1,000.00	1,191.09	(191.09)
General Equipment			
Repair and Maintenance Supplies: Equipment Parts	0.00	1,464.61	(1,464.61)
Street Lighting			
Utility Services: Electric Utilities	8,000.00	5,154.98	2,845.02
Total Acct 431	211,603.60	43,427.80	168,175.80
Waste (Refuse) Collection			
Utility Services: Refuse Disposal	750.00	0.00	750.00
New Sewer Services			
Professional Services	1,000.00	540.00	460.00
Weed Control			
Repair and Maintenance Supplies: Landscaping Materials	1,200.00	1,349.40	(149.40)
Total Acct 432	2,950.00	1,889.40	1,060.60
Park Areas			
Office Supplies	0.00	42.94	(42.94)
Operating Supplies: Cleaning Supplies	0.00	244.03	(244.03)
Repair and Maintenance Supplies: Landscaping Materials	3,000.00	161.61	2,838.39
Small Tools and Minor Equipment	0.00	182.90	(182.90)
Professional Services	3,000.00	4,557.20	(1,557.20)
Transportation: Travel Expense	0.00	189.59	(189.59)
Misc.: Undocumented Exp.	200.00	799.41	(599.41)
Capital Outlay: Land	0.00	30,816.03	(30,816.03)
Refunds and Reimbursements	0.00	348.84	(348.84)
Repair and Maintenance Supplies: Equipment Parts	500.00	0.00	500.00
Repairs and Maintenance - Contractual: Buildings	1,500.00	0.00	1,500.00
Reserves	4,500.00	0.00	4,500.00
Total Acct 452	12,700.00	37,342.55	(24,642.55)
Wetland Credit			
Professional Services: Engineering Fees	400.00	354.00	46.00
Total Acct 461	400.00	354.00	46.00
Total Disbursements	456,482.79	314,909.30	141,573.49

As on 12/31/2025

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		458,462.67	
Total Receipts and Other Financing Sources		288,013.26	
Total Disbursements and Other Financing Uses		<u>314,909.30</u>	
Cash Balance as of 12/31/2025		431,566.63	

Receipts

	2024 <u>Actual</u>	2024 <u>Budget</u>	2025 as of 8/14/2025	2025 <u>Budget</u>	2026 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
Taxes						
General Property Taxes						
Current Ad Valorem Taxes	\$320,673.17	\$352,000.00	\$237,438.29	\$375,465.00	\$0.00	-100.00
Total General Property Taxes	\$320,673.17	\$352,000.00	\$237,438.29	\$375,465.00	\$0.00	-100.00
Penalties And Interest On Delinquent Taxes						
Penalties and Interest on Ad valorem Taxes	\$108.81	\$500.00	\$30.38	\$500.00	\$0.00	-100.00
Total Penalties And Interest On Delinquent Taxes	\$108.81	\$500.00	\$30.38	\$500.00	\$0.00	-100.00
Licenses And Permits						
Business Licenses And Permits						
Alcoholic Beverages	\$2,750.00	\$2,350.00	\$3,450.00	\$3,050.00	\$0.00	-100.00
Total Business Licenses And Permits	\$2,750.00	\$2,350.00	\$3,450.00	\$3,050.00	\$0.00	-100.00
Non-Business Licenses And Permits						
Building Permits (Excludes surcharge)	\$6,848.90	\$1,500.00	\$4,155.60	\$3,000.00	\$0.00	-100.00
Septic permits	\$1,330.00	\$600.00	\$660.00	\$1,000.00	\$0.00	-100.00
Sign Permit	\$300.00	\$0.00	\$0.00	\$100.00	\$0.00	-100.00
E-911 addressing/mailbox	\$775.00	\$150.00	\$625.00	\$300.00	\$0.00	-100.00
Special Event Permit	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Non-Business Licenses And Permits	\$9,303.90	\$2,250.00	\$5,440.60	\$4,400.00	\$0.00	-100.00
Intergovernmental Revenues (Igr)						
State Igr						
Local Government Aid	\$29,430.00	\$29,430.00	\$14,434.00	\$28,868.00	\$0.00	-100.00
Homestead and Agricultural Credit Aid (HACA)	\$582.88	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Mobile Home Homestead Credit	\$245.80	\$0.00	\$0.00	\$100.00	\$0.00	-100.00
Agricultural Market Value Credit	\$582.88	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Small Cities Assistance	\$17,595.00	\$0.00	\$5,680.50	\$23,403.00	\$0.00	-100.00
Total State Igr	\$48,436.56	\$29,430.00	\$20,114.50	\$52,371.00	\$0.00	-100.00
Igr From Other Local Governmental Units						
Funding from Other Sources	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Igr From Other Local Governmental Units	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Charges For Services						
General Government						
Zoning and Subdivision Fees	\$6,580.00	\$1,000.00	\$1,800.00	\$2,500.00	\$0.00	-100.00
Total General Government	\$6,580.00	\$1,000.00	\$1,800.00	\$2,500.00	\$0.00	-100.00
Highways And Streets (Road And Bridges)						
Dust control	\$690.62	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Highways And Streets (Road And Bridges)	\$690.62	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Other Charges For Services						
Cemetery Revenues	\$900.00	\$0.00	\$450.00	\$0.00	\$0.00	N/A
Total Other Charges For Services	\$900.00	\$0.00	\$450.00	\$0.00	\$0.00	N/A

Receipts

	2024 <u>Actual</u>	2024 <u>Budget</u>	2025 as of <u>8/14/2025</u>	2025 <u>Budget</u>	2026 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
Fines And Forfeits						
Fines						
Court Fines	\$3,105.11	\$3,000.00	\$1,662.62	\$3,000.00	\$0.00	-100.00
Total Fines	\$3,105.11	\$3,000.00	\$1,662.62	\$3,000.00	\$0.00	-100.00
Miscellaneous Revenues						
MISCELLANEOUS REVENUES	\$59.00	\$300.00	\$0.00	\$300.00	\$0.00	-100.00
Interest Earning	\$14,481.72	\$0.00	\$7,162.39	\$3,000.00	\$0.00	-100.00
Contributions and Donations from Private Sources	\$125.00	\$0.00	\$1,078.23	\$0.00	\$0.00	N/A
Refunds and reimbursements	\$15,269.48	\$1,000.00	\$7,986.25	\$1,000.00	\$0.00	-100.00
Total Other Miscellaneous Revenues	\$29,935.20	\$1,300.00	\$16,226.87	\$4,300.00	\$0.00	-100.00
Other Financing Sources						
Compensation for Loss of General Fixed Assets	\$2,400.00	\$0.00	\$1,000.00	\$2,400.00	\$0.00	-100.00
Total Other Other Financing Sources	\$2,400.00	\$0.00	\$1,000.00	\$2,400.00	\$0.00	-100.00
Misc. Other Financing Sources						
Escrow Funds	\$300.00	\$0.00	\$400.00	\$0.00	\$0.00	N/A
Total Misc. Other Financing Sources	\$300.00	\$0.00	\$400.00	\$0.00	\$0.00	N/A
Receipts Total	\$475,183.37	\$391,830.00	\$288,013.26	\$447,986.00	\$0.00	-100.00

Disbursements

	2024 <u>Actual</u>	2024 <u>Budget</u>	2025 as of <u>8/14/2025</u>	2025 <u>Budget</u>	2026 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
Legislative						
Council/Town Board						
Council/Commission Wages	\$14,997.61	\$14,500.00	\$8,253.71	\$14,500.00	\$0.00	-100.00
Transportation: Travel Expense	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	-100.00
Printing and Binding: Legal Notices Publishing	\$0.00	\$0.00	\$20.40	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$2,406.88	\$2,800.00	\$2,084.50	\$3,045.15	\$0.00	-100.00
Misc.: Undocumented Exp.	\$2,676.11	\$0.00	\$2,485.00	\$0.00	\$0.00	N/A
Misc.: Conferences/Educ.	\$50.00	\$1,500.00	\$0.00	\$200.00	\$0.00	-100.00
Legislative Committees and Special Bodies						
Council/Commission Wages	\$2,252.98	\$2,500.00	\$0.00	\$3,450.00	\$0.00	-100.00
Miscellaneous: Dues and Subscriptions	\$0.00	\$0.00	\$239.16	\$0.00	\$0.00	N/A
Total Legislative	\$22,383.58	\$21,800.00	\$13,082.77	\$21,695.15	\$0.00	-100.00
City/Town Clerk						
Elections						
Professional Services	\$871.61	\$1,200.00	\$939.93	\$0.00	\$0.00	N/A
Recording and Reporting						
Professional Services	\$581.00	\$250.00	\$96.00	\$0.00	\$0.00	N/A
Printing and Binding: Legal Notices Publishing	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	N/A

Disbursements

	2024 <u>Actual</u>	2024 <u>Budget</u>	2025 as of <u>8/14/2025</u>	2025 <u>Budget</u>	2026 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
City/Town Clerk						
Clerk						
Wages and Salaries: Full-time Employees-Regular	\$56,301.69	\$79,000.00	\$35,464.19	\$59,470.98	\$0.00	-100.00
Employee contribution for PERA	\$4,706.03	\$5,925.00	\$3,366.07	\$5,097.93	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$0.00	\$0.00	\$5,882.28	\$0.00	-100.00
Employer Contributions for Retirement: FICA Contributions	\$0.00	\$0.00	\$0.00	\$5,465.82	\$0.00	-100.00
Employer Paid Insurance: Health	\$0.00	\$0.00	\$0.00	\$8,533.73	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$0.00	\$0.00	\$0.00	\$1,278.30	\$0.00	-100.00
Unemployment Compensation: Insurance Premiums	\$7,498.00	\$0.00	\$4,243.00	\$8,000.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$0.00	\$0.00	\$0.00	\$2,300.00	\$0.00	-100.00
Child Support	\$1,560.00	\$0.00	\$1,020.00	\$1,560.00	\$0.00	-100.00
Office Supplies	\$848.92	\$500.00	\$1,565.87	\$750.00	\$0.00	-100.00
Office Supplies: Operating and general	\$48.45	\$0.00	\$3,494.77	\$0.00	\$0.00	N/A
Office Contracts	\$2,553.24	\$2,500.00	\$1,755.57	\$2,000.00	\$0.00	-100.00
Operating Supplies: Shop/Office Materials	\$166.26	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services	\$3,423.64	\$0.00	\$168.75	\$600.00	\$0.00	-100.00
Communications: Telephone	\$46.85	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Communications: Postage	\$631.85	\$250.00	\$365.00	\$750.00	\$0.00	-100.00
Transportation: Travel Expense	\$2,448.98	\$1,000.00	\$3,099.08	\$2,000.00	\$0.00	-100.00
Printing and Binding: General Notices and Public Information	\$76.93	\$0.00	\$347.93	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$3,322.18	\$650.00	\$4,403.95	\$700.00	\$0.00	-100.00
Misc.: Undocumented Exp.	\$147.12	\$0.00	\$121.40	\$0.00	\$0.00	N/A
Misc.: Conferences/Educ.	\$1,929.47	\$1,500.00	\$1,130.00	\$2,500.00	\$0.00	-100.00
Reserves	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	N/A
Capital Outlay: Office Equipment and Furnishings	\$0.00	\$0.00	\$907.00	\$0.00	\$0.00	N/A
Refunds and Reimbursements	-\$37.98	\$0.00	\$154.16	\$0.00	\$0.00	N/A
Total City/Town Clerk	\$87,124.24	\$94,575.00	\$62,717.67	\$110,889.04	\$0.00	-100.00
Financial Administration						
Payroll Administration						
Employer Contributions for Retirement: PERA Contributions	\$6,575.86	\$0.00	\$4,888.33	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	\$14,088.31	\$0.00	\$12,044.28	\$0.00	\$0.00	N/A
Employer Paid Insurance: Health	\$10,338.18	\$10,000.00	\$7,079.32	\$0.00	\$0.00	N/A
Employer Paid Insurance: Medicare	\$3,014.84	\$0.00	\$2,667.84	\$0.00	\$0.00	N/A
Unemployment Compensation: Insurance Premiums	\$0.00	\$0.00	\$2,589.00	\$0.00	\$0.00	N/A
Employee Paid: Income Tax	\$2,307.93	\$0.00	\$5,174.02	\$0.00	\$0.00	N/A
Employee Paid: Federal Income Tax	\$436.04	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Employee Paid: State Income Tax	\$2,032.33	\$0.00	\$2,201.47	\$0.00	\$0.00	N/A

Disbursements

	2024 <u>Actual</u>	2024 <u>Budget</u>	2025 as of <u>8/14/2025</u>	2025 <u>Budget</u>	2026 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
Financial Administration						
Accounting						
Professional Services: Auditing and Accounting Services	\$6,925.00	\$6,925.00	\$8,000.00	\$8,300.00	\$0.00	-100.00
Printing and Binding: Legal Notices Publishing	\$0.00	\$0.00	\$63.75	\$100.00	\$0.00	-100.00
Total Financial Administration	\$45,718.49	\$16,925.00	\$44,708.01	\$8,400.00	\$0.00	-100.00
Law						
City/Town Attorney						
Professional Services: Legal Fees	\$2,400.00	\$2,400.00	\$2,100.00	\$2,400.00	\$0.00	-100.00
Total Law	\$2,400.00	\$2,400.00	\$2,100.00	\$2,400.00	\$0.00	-100.00
Other General Government						
Planning and Zoning						
Professional Services: Engineering Fees	\$10,580.86	\$0.00	\$3,415.77	\$0.00	\$0.00	N/A
Professional Services	\$700.00	\$0.00	\$72.08	\$0.00	\$0.00	N/A
Professional Services: P & Z Contract	\$1,086.25	\$1,000.00	\$123.75	\$3,000.00	\$0.00	-100.00
Printing and Binding: Legal Notices Publishing	\$538.95	\$1,000.00	\$0.00	\$500.00	\$0.00	-100.00
Refunds and Reimbursements	\$2,135.36	\$0.00	\$0.00	\$0.00	\$0.00	N/A
General Government Buildings and Plant						
Operating Supplies: Motor Fuels	\$0.00	\$0.00	\$677.87	\$0.00	\$0.00	N/A
Operating Supplies: Shop/Office Materials	\$932.70	\$0.00	\$423.27	\$500.00	\$0.00	-100.00
Repair and Maintenance Supplies: Building Repair Supplies	\$861.71	\$0.00	\$27,200.07	\$1,000.00	\$0.00	-100.00
Professional Services	\$1,906.25	\$2,000.00	\$2,331.06	\$2,500.00	\$0.00	-100.00
Communications: Telephone	\$2,322.23	\$1,500.00	\$1,430.96	\$2,000.00	\$0.00	-100.00
Utility Services: Electric Utilities	\$3,237.47	\$2,400.00	\$2,636.72	\$2,600.00	\$0.00	-100.00
Utility Services: Gas Utilities	\$1,796.78	\$3,500.00	\$1,662.08	\$2,800.00	\$0.00	-100.00
Utility Services: Refuse Disposal	\$340.88	\$0.00	\$713.46	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$0.00	\$0.00	\$427.07	\$2,000.00	\$0.00	-100.00
Misc.: Undocumented Exp.	\$0.00	\$0.00	\$808.64	\$0.00	\$0.00	N/A
Capital Outlay: Buildings and Structures	\$0.00	\$0.00	\$16,299.00	\$0.00	\$0.00	N/A
Insurance						
Worker's Compensation: Insurance Premiums	\$1,940.00	\$0.00	\$1,111.00	\$1,734.00	\$0.00	-100.00
Insurance: General Liability	\$1,421.00	\$1,500.00	\$1,229.00	\$1,551.00	\$0.00	-100.00
Insurance: Property	\$5,708.00	\$6,000.00	\$5,295.00	\$6,000.00	\$0.00	-100.00
Insurance: Automotive	\$921.00	\$1,000.00	\$1,007.00	\$1,000.00	\$0.00	-100.00
Total Other General Government	\$36,429.44	\$19,900.00	\$66,863.80	\$27,185.00	\$0.00	-100.00
Public Safety						
Police						
Police Administration						
Professional Services: Police Contract	\$41,199.96	\$44,205.00	\$28,840.00	\$43,260.00	\$0.00	-100.00

Disbursements

	2024	2024	2025	2025	2026	Percent
	<u>Actual</u>	<u>Budget</u>	<u>as of</u>	<u>Budget</u>	<u>Proposed</u>	<u>Change</u>
			<u>8/14/2025</u>		<u>Budget</u>	
100: General Fund						
Public Safety						
Total Police	\$41,199.96	\$44,205.00	\$28,840.00	\$43,260.00	\$0.00	-100.00
Fire						
Fire Administration						
Professional Services: Fire Contract	\$12,962.00	\$12,962.00	\$13,283.30	\$15,000.00	\$0.00	-100.00
Total Fire	\$12,962.00	\$12,962.00	\$13,283.30	\$15,000.00	\$0.00	-100.00
Building Inspections						
Sewer Inspections						
Refunds and Reimbursements	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	N/A
Total Building Inspections	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	N/A
Public Works						
Highways, Streets And Roadways						
Highways and Streets						
Operating Supplies: Motor Fuels	\$244.78	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Street Maintenance Materials	\$30,058.54	\$7,500.00	\$11,392.90	\$12,000.00	\$0.00	-100.00
Repair and Maintenance Supplies: Sign Repair Materials	\$477.01	\$1,000.00	\$0.00	\$500.00	\$0.00	-100.00
Professional Services: Engineering Fees	\$5,092.25	\$5,000.00	\$0.00	\$5,000.00	\$0.00	-100.00
Street Projects	\$0.00	\$0.00	\$3,911.25	\$0.00	\$0.00	N/A
Contract M&R: Streets	\$16,801.09	\$35,000.00	\$4,675.00	\$40,000.00	\$0.00	-100.00
Reserves	\$0.00	\$42,357.00	\$0.00	\$66,000.00	\$0.00	-100.00
Debt Service: Bond Principal	\$0.00	\$23,643.00	\$0.00	\$23,465.00	\$0.00	-100.00
Public Works/Maintenance						
Wages and Salaries: Part-time Employees	\$19,053.78	\$27,715.00	\$10,453.73	\$25,105.33	\$0.00	-100.00
Employee contribution for PERA	\$1,361.60	\$2,100.00	\$870.49	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$0.00	\$0.00	\$2,345.03	\$0.00	-100.00
Employer Contributions for Retirement: FICA Contributions	\$0.00	\$0.00	\$0.00	\$1,876.03	\$0.00	-100.00
Employer Paid Insurance: Health	\$0.00	\$4,253.65	\$0.00	\$4,476.98	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$0.00	\$0.00	\$0.00	\$525.23	\$0.00	-100.00
Unemployment Compensation: Insurance Premiums	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$0.00	\$0.00	\$0.00	\$1,100.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	-100.00
Operating Supplies: Shop/Office Materials	\$567.94	\$0.00	\$292.99	\$1,500.00	\$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$0.00	\$656.61	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Sign Repair Materials	\$375.99	\$0.00	\$520.36	\$0.00	\$0.00	N/A
Small Tools and Minor Equipment	\$383.20	\$750.00	\$473.58	\$750.00	\$0.00	-100.00
Communications: Telephone	\$360.00	\$360.00	\$240.00	\$360.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$0.00	\$0.00	\$957.83	\$0.00	\$0.00	N/A
Rentals: Machinery and Equipment	\$1,070.00	\$750.00	\$442.70	\$750.00	\$0.00	-100.00

Disbursements

	2024 <u>Actual</u>	2024 <u>Budget</u>	2025 as of <u>8/14/2025</u>	2025 <u>Budget</u>	2026 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
Public Works						
Highways, Streets And Roadways						
Ice and Snow Removal						
Repair and Maintenance Supplies: Street Maintenance Materials	\$49.86	\$1,650.00	\$0.00	\$1,650.00	\$0.00	-100.00
Road and Bridge Equipment						
Operating Supplies: Motor Fuels	\$2,052.95	\$5,000.00	\$729.68	\$3,500.00	\$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$3,118.41	\$1,000.00	\$1,191.09	\$1,000.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	-100.00
Miscellaneous: Dues and Subscriptions	\$42.50	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Reserves	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	-100.00
General Equipment						
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$0.00	\$1,464.61	\$0.00	\$0.00	N/A
Street Lighting						
Utility Services: Electric Utilities	\$8,987.98	\$8,000.00	\$5,154.98	\$8,000.00	\$0.00	-100.00
Total Highways, Streets And Roadways	\$90,097.88	\$171,078.65	\$43,427.80	\$211,603.60	\$0.00	-100.00
Sanitation						
Waste (Refuse) Collection						
Utility Services: Refuse Disposal	\$420.12	\$500.00	\$0.00	\$750.00	\$0.00	-100.00
Sanitary Sewer Maintenance						
Professional Services	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
New Sewer Services						
Professional Services	\$1,645.00	\$0.00	\$540.00	\$1,000.00	\$0.00	-100.00
Weed Control						
Repair and Maintenance Supplies: Landscaping Materials	\$1,139.63	\$1,200.00	\$1,349.40	\$1,200.00	\$0.00	-100.00
Total Other Sanitation	\$3,429.75	\$1,700.00	\$1,889.40	\$2,950.00	\$0.00	-100.00
Culture and Recreation						
Parks						

Disbursements

	2024	2024	2025	2025	2026	Percent
	<u>Actual</u>	<u>Budget</u>	<u>as of</u> <u>8/14/2025</u>	<u>Budget</u>	<u>Proposed</u> <u>Budget</u>	<u>Change</u>
100: General Fund						
Culture and Recreation						
Parks						
Park Areas						
Office Supplies	\$0.00	\$0.00	\$42.94	\$0.00	\$0.00	N/A
Operating Supplies: Cleaning Supplies	\$0.00	\$0.00	\$244.03	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$236.52	\$0.00	\$0.00	\$500.00	\$0.00	-100.00
Repair and Maintenance Supplies: Building Repair Supplies	\$185.46	\$1,500.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Landscaping Materials	\$2,689.49	\$0.00	\$161.61	\$3,000.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$108.13	\$0.00	\$182.90	\$0.00	\$0.00	N/A
Professional Services	\$1,800.00	\$0.00	\$4,557.20	\$3,000.00	\$0.00	-100.00
Transportation: Travel Expense	\$0.00	\$0.00	\$189.59	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$195.00	\$0.00	\$0.00	\$1,500.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Improvements Other Than Buildings	\$54.21	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Rentals: Machinery and Equipment	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Misc.: Undocumented Exp.	\$0.00	\$0.00	\$799.41	\$200.00	\$0.00	-100.00
Reserves	\$0.00	\$4,500.00	\$0.00	\$4,500.00	\$0.00	-100.00
Capital Outlay: Land	\$0.00	\$0.00	\$30,816.03	\$0.00	\$0.00	N/A
Capital Outlay: Buildings and Structures	\$10,018.36	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Capital Outlay: Improvements Other Than Buildings	\$10,813.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Refunds and Reimbursements	\$0.00	\$0.00	\$348.84	\$0.00	\$0.00	N/A
Total Parks	\$26,263.17	\$6,000.00	\$37,342.55	\$12,700.00	\$0.00	-100.00
Conservation Of Natural Resources						
Wetland Credit						
Professional Services: Engineering Fees	\$1,557.07	\$300.00	\$354.00	\$400.00	\$0.00	-100.00
Total Other Conservation Of Natural Resources	\$1,557.07	\$300.00	\$354.00	\$400.00	\$0.00	-100.00
Disbursements Total	\$369,565.58	\$391,845.65	\$314,909.30	\$456,482.79	\$0.00	-100.00

**CITY OF JENKINS
RESOLUTION #25-08-315
A RESOLUTION AUTHORIZING CHECK AND BANK DOCUMENT
SIGNATORIES**

WHEREAS, the City of Jenkins requires two signatures on checks and bank transactions; and

WHEREAS, the City Council hereby removes Krista A. Okerman as an authorized signer on all checks and bank documents from First National Bank in Pequot Lakes and 4M Fund (PMA Financial Network) effective August 25, 2025.

NOW THEREFORE BE IT RESOLVED that the **City Council of Jenkins, Minnesota** authorizes the following persons to be signatories on checks and bank documents at First National Bank of Pequot Lakes.

- Cassandra M. Delougherty, Deputy City Clerk
- Andrew Rudlang, Mayor (existing signatory)

Adopted this 18th day of August, 2025.

Andrew J. Rudlang, Mayor

ATTEST:

Cassandra M. Delougherty, Deputy City Clerk