



## CITY COUNCIL MEETING AGENDA

Tuesday, August 26<sup>th</sup>, 2025 @ 6:00 PM

**Mayor:** Andrew Rudlang

**City Clerk:** Krista Okerman

**City Council:**

**City Attorney:**

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 August 11<sup>th</sup>, 2025 meeting
  - c. Voided Checks 30233, 30236, and 30237(duplicate PW payroll, stipend & CC)
  - d. Pre-written check #'s 30216 -30248 and EFT's; **\$21,298.39**
  - e. Proposed check #'s 30249 -30250; **\$162.00****TOTAL EXPENSES = \$21,460.39**

5. Open Forum

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

**PLEASE NOTE THAT PUBLIC COMMENT MAY BE LIMITED TO 3 MINUTES PER PERSON.**

6. **Public Hearing: Application for Rezone-3457 Veteran's LLC, from Highway Business (C-2) to Light Industrial (I-1) Zoning District**
  - a. Open hearing for public comment
  - b. Close public hearing
  - c. Council deliberation
  - d. Council action
7. Unfinished Business
  - a. City Committees and their Operational Guidelines
  - b. Bond Prospectus & Special Assessment Policy
8. New Business
  - a. Resignation of City Attorney
9. Reports of Officers, Committees, Staff
  - a. Mayor's Report
  - b. Personnel Committee
    - i. Draft Policy for Councilmembers & Commissioners
10. Miscellaneous/Communication
11. Adjournment

**COUNTY OF CROW WING  
CITY OF JENKINS  
DRAFT\*\*MINUTES OF THE REGULAR CITY COUNCIL MEETING\*\*DRAFT  
AUGUST 11, 2025**

**Call to Order – Pledge of Allegiance**

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**

The City Council Members were present as follows: Mayor Rudlang; Council Members Siltman, Barnett and Carlson. Staff present: Clerk Okerman and Deputy City Clerk Delougherty. Absent: Council Member Flategraff

**Agenda Additions/Deletions**

Two items were added to the agenda as follows:

1. Letter from Resident Debbie Siltman
2. Letter from City Clerk-Treasurer Okerman

**Consent Agenda**

The consent agenda was approved as follows on motion by Barnett; second by Carlson. All present voted aye.

- 4a. Agenda with additions as noted above
  - 4b. Minutes of the July 14 and July 22 regular meeting and July 21 special meeting
  - 4c. Ban reconciliation and Financials through July 31, 2025
  - 4d. Pre-written check #'s 30213-30215 and EFT's \$12,320.90
  - 4e. Proposed check #'s 30216-30228; \$8,933.27
- TOTAL EXPENSES = \$21,254.17

**Public Forum**

There was no public comment.

**Unfinished Business**

**Front Street ROW vacation Resolution #25-08-313:** The Front Street right-of-way vacation was presented as a wrap-up item from previous meetings citing Findings of Fact.

*Motion by Carlson to approve Resolution #25-08-313 vacating Front Street. Second by Siltman. Motion carried unanimously.*

**DeLaPena CUP Resolution #25-08-314:** Okerman explained this was the final step in the process for a Conditional Use Permit (CUP) for a home occupation. The CUP needed to be recorded at the county. The resolution was drafted based on recommendations from the Planning Commission.

*Motion by Carlson to approve Resolution #25-08-314 Approving a Conditional Use Permit for Ryan De La Pena. Second by Barnett. Motion carried unanimously.*

**Draft Adult Use Cannabis Ordinance #O-25-43:** Okerman explained that the cannabis ordinance had been reviewed several times. At the last meeting, it was approved contingent upon review and guidance from the city attorney regarding the process for licensure and license selection.

Okerman stated the city attorney had recommended scheduling a special meeting to invite all three applicants to pick numbers out of a hat or implement a similar random selection process, which would be purely random and in essence a lottery system. Okerman noted that the Planning Commission chair had submitted an email with suggestions similar to a lottery system. Previously, the Council had considered a first-come, first-served approach.

Mayor Rudlang asked for Council feedback on switching from first-come, first-served to a random selection process. Council Member Siltman mentioned a conversation with Simon Stricker (Planning Commission chair) who had questioned what exactly "first-come, first-served" meant - whether it was the first time someone came to talk to staff a year ago or something more formal. Siltman added he didn't have a preference about the selection method.

There was discussion about using dice for the random selection, with the Council agreeing this would be a fair approach. Okerman raised a concern was raised that some applicants were from Colorado, which might make in-person participation difficult. The Council discussed options such as having someone stand in for them or using numbers in a hat if applicants couldn't attend.

The Mayor emphasized making the process as clear and fair as possible. The staff would need to contact applicants to determine which version of random drawing would be viable, but there was consensus to follow the attorney's recommendation for a lottery system rather than first-come, first-served.

Okerman noted that while the selection process didn't need to be in the ordinance since it would only apply the first time, the Office of Cannabis Management (OCM) had recommended including it for clarity.

There was discussion about how future license selections would be handled if the Council ever decided to increase the number of licenses. The consensus was to maintain the same random selection process for consistency.

The ordinance limits the city to one cannabis retail business registration. Okerman confirmed that this limit could be amended in the future if desired.

Okerman mentioned that other changes in the ordinance included changing IUPs (Interim Use Permits) to CUPs (Conditional Use Permits) in the land use matrix, and noted that hours of operation had also been discussed previously.

*A motion by Barnett to approve Ordinance #O-25-43 adding Regulations of Cannabis and Hemp Businesses and Events with noted change to Section 113.13 (2) to include lottery based for licensure registrations. Second by Carlson. All present voted aye - motion carried unanimously.*

Okerman then explained that a summary ordinance was needed for publication purposes, making the ordinance effective upon passage and publication.

*Motion by Council Member Barnett to approve the summary ordinance. Second by Council Member Carlson. Motion carried unanimously.*

### **Council Briefing Report**

The Mayor discussed the Roads and Finance committees, noting there was surprisingly strong support for keeping both committees. However, he emphasized that if kept, they needed to be made functional. With a budget meeting scheduled for the following week, the Mayor asked if there were urgent matters the Finance Committee needed to address. Nothing was noted at this time. A letter from Debbie Siltman was acknowledged, but no action was taken and the Committees were to be discussed at a future meeting.

There was discussion about the challenges of scheduling committee meetings given members' work schedules. Council members agreed that if committees couldn't meet regularly, some of their functions might need to be absorbed into regular Council meetings. The Mayor stressed the importance of ensuring that necessary work gets done, particularly with preliminary budget deadlines approaching.

The Mayor then addressed the Personnel Committee, which also hadn't been meeting regularly. He recommended reassigning at least one seat to make the committee functional again. There was discussion about scheduling, with agreement that meeting before regular Council meetings would be most practical.

Barnett volunteered to serve on the Personnel Committee if meetings were scheduled just prior to Council meetings, as that time was already set aside. The Mayor suggested they try this arrangement and adjust as needed, potentially reassigning seats again at the beginning of the next year.

*Motion by Rudlang to appoint Barnett to the Personnel Committee was made and seconded by Council Member Siltman. All present voted aye - motion carried unanimously.*

The Mayor also mentioned the Planning and Zoning Commission, noting that he had previously raised concerns about Council members serving on both Council and the Commission.

### **New Business**

#### **Pequot Tool request**

Okerman explained that Pequot Tool had submitted a request related to a pending property purchase. She stated the purchase agreement was contingent on Council approval of a rezone, and they were under time pressure to complete their expansion. She said Pequot Tool had been good stewards of the city and the biggest employer.

There was discussion about whether this matter should go through the Planning Commission first or be handled directly by the Council. Okerman mentioned publication deadlines would impact the timing.

*A motion was made by Carlson to hold the required public hearing for a rezone at the City Council level. Motion seconded by Council Member Siltman. All present voted aye - motion carried unanimously.*

### **Draft City Hall Access Policy**



A draft policy regarding access to City Hall was presented. Okerman mentioned that practices varied across other cities, with some not allowing Council members to have key cards at all. However, there were valid use cases for Council member access.

The draft policy included day and time restrictions. The Mayor mentioned a scenario where Council members might need to meet with stakeholders at City Hall if outdoor meetings weren't possible due to weather. Okerman said that the access system could be tailored to specific days and times.

The draft policy included an after-hours access provision where Council members could contact the office to arrange access. Okerman explained that a previous system issue during software migration had been resolved.

A sign-in sheet was suggested to monitor who was entering and leaving the building, which would help avoid awkward conversations about why someone was in City Hall at unusual hours. Council members agreed this was reasonable.

*Motion by Council Member Barnett was made to approve the Jenkins City Council Chambers access policy. Carlson seconded the motion. Motion carried unanimously.*

## **Reports of Officers/Committees**

### **Mayor's Report**

The Mayor discussed plans to establish regular "open hours with the mayor" sessions, noting that when he runs into residents, they often want to discuss city matters. These sessions would provide a dedicated time for such conversations and would help when people approach him in public settings.

The Mayor mentioned potentially having a rotating guest Council member at these sessions, while staying within the bounds of open meeting laws. He was working on scheduling a morning session and joked about a "donuts requirement" that had been mentioned.

The Mayor also reported that he would be attending the Mayor's Prayer Breakfast on Wednesday of that week, having been invited the previous year as well. He described it as a nice event and a good opportunity to chat with people.

### **Clerk's Report**

Okerman reported that the Community Impact Fund allocation had been finalized and reports submitted. The funds were approved, making the city eligible to apply for upcoming 2025-2026 funds, including impact or match funding.

The Clerk also reported that the Minnesota Department of Health had conducted annual water testing at Veteran's Park and the ball field. No deficiencies were found in the water quality. However, some plumbing issues were noted, including dead stops in pipes at the pump house that could create areas for bacteria growth. These had been replaced by a plumber who completed the installation of the water fountains.

Additionally, there was a leak at the ball field causing water issues, and one of the fountains wasn't working properly. Okerman reported that they had contacted plumbing services to address these issues, and they were waiting on information about possible parts needed from the manufacturer.

### **Planning Commission Report**

Deputy Clerk Delougherty reported that members seemed very interested in learning opportunities, especially in-person training. The Commission chairman had requested that if training takes place, invitations should be extended to the Council and potentially to residents as well.

*A motion was made by Carlson to pursue training options. Motion seconded by Council Member Siltman. All present voted aye - motion carried unanimously.*

Delougherty also mentioned that a building permit had been approved on Earle Jenkins Drive

### **Communications/Misc.**

There was a brief discussion about a Okerman's resignation. The Mayor expressed sadness to see the Okerman go but supported her decision and wished her well in their next chapter.

### **Adjournment**

*Motion by Council Member Barnett was made to adjourn the meeting at 7:10 PM; seconded by Council Member Carlson. Motion carried unanimously – meeting was adjourned.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Cassandra M Delougherty, Deputy City Clerk

\_\_\_\_\_  
Andrew J. Rudlang, Mayor

Fund Name: All Funds

Date Range: 08/12/2025 To 08/21/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/12/2025	Payroll Period Ending 08/09/2025	30216	07/27/25-08/09/25 pay period	N	Clerk	100-41425-101-	\$ 847.51
	<b>Total For Check</b>	<b>30216</b>					<b>\$ 847.51</b>
08/12/2025	Payroll Period Ending 08/09/2025	30217	07/27/25-08/09/25 pay period	N	Clerk	100-41425-101-	\$ 1,430.03
	<b>Total For Check</b>	<b>30217</b>					<b>\$ 1,430.03</b>
08/12/2025	Payroll Period Ending 08/09/2025	30218	07/27/25-08/09/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 634.88
	<b>Total For Check</b>	<b>30218</b>					<b>\$ 634.88</b>
08/12/2025	IIMC	30219	Annual Membership-Krista	N	Clerk	100-41425-433-	\$ 195.00
	<b>Total For Check</b>	<b>30219</b>					<b>\$ 195.00</b>
08/12/2025	Tri-County Septic Inspection	30220	Septic inspections Stienessen 4098 CR145 Wann 34440 CR15	N	New Sewer Services	100-43254-310-	\$ 400.00
	<b>Total For Check</b>	<b>30220</b>					<b>\$ 400.00</b>
08/12/2025	Crow Wing County Land Services	30221	E911 PID26270677	N	Recording and Reporting	100-41420-310-	\$ 25.00
	<b>Total For Check</b>	<b>30221</b>					<b>\$ 25.00</b>
08/12/2025	Schrupp Excavating	30222	Inv 20250815 from 7/18/25 2.5 hours grader	N	Highways and Streets	100-43101-405-	\$ 375.00
	<b>Total For Check</b>	<b>30222</b>					<b>\$ 375.00</b>
08/12/2025	Kieran Moore	30223	Promotional Service-video 2nd of 2 payments for Jenkins, MN on the Byway	N	Council/Town Board	100-41110-438-	\$ 2,485.00
	<b>Total For Check</b>	<b>30223</b>					<b>\$ 2,485.00</b>
08/12/2025	City of Pequot Lakes	30224	Police Contract Invoice #2478	N	Police Administration	100-42110-315-	\$ 3,605.00
	<b>Total For Check</b>	<b>30224</b>					<b>\$ 3,605.00</b>
08/12/2025	Brainerd Lakes Area Dvlpmnt. Corp.	30225	1st half of 2025 government funding	N	Council/Town Board	100-41110-433-	\$ 625.00
	<b>Total For Check</b>	<b>30225</b>					<b>\$ 625.00</b>
08/12/2025	Bjerga's Feed Store	30226	24bags Greener Grass	N	Weed Control	100-43260-225-	\$ 507.60
	<b>Total For Check</b>	<b>30226</b>					<b>\$ 507.60</b>
08/12/2025	Pequot Lakes Sanitation	30227	Garbage service	N	Waste (Refuse) Collection	100-43230-384-	\$ 103.85

Fund Name: All Funds

Date Range: 08/12/2025 To 08/21/2025

Date      Vendor      Check #  
Total For Check      30227

Description      Void      Account Name      F-A-O-P

Total  
\$      103.85

08/12/2025      Breen & Person, LTD.      30228      monthly retainer for legal services      N      City/Town Attorney      100-41610-304-

\$      200.00

Total For Check      30228

08/12/2025      AT & T Mobility      30229      cell phone-Roger      N      Public Works/Maintenance      100-43102-321-

\$      30.00

Total For Check      30229

08/12/2025      On Systems Inc.      30230      Inv#12115 Managed Svcs Plan/WebHst \$273.10      N      Clerk      100-41425-209-

\$      273.10

Total For Check      30230

08/12/2025      AAA Rental Inc      30231      Inv126300 EXM103-6393-S Mulch Blades 20.5 (.94 hole) 3@\$36.24      N      Public Works/Maintenance      100-43102-416-

\$      108.72

Total For Check      30231

08/12/2025      Payroll Period Ending 08/09/2025      30232      07/27/25-08/09/25 pay period      N      Council/Town Board      100-41110-106-

\$      230.87

Total For Check      30232

08/12/2025      Payroll Period Ending 08/09/2025      30234      07/27/25-08/09/25 pay period      N      Payroll Administration      100-41501-131-

\$      454.77

Total For Check      30234

08/12/2025      Payroll Period Ending 08/09/2025      30235      07/27/25-08/09/25 pay period      N      Council/Town Board      100-41110-106-

\$      230.87

Total For Check      30235

08/12/2025      Payroll Period Ending 08/09/2025      30238      07/27/25-08/09/25 pay period      N      Council/Town Board      100-41110-106-

\$      277.05

Total For Check      30238

08/12/2025      Payroll Period Ending 08/09/2025      30239      07/27/25-08/09/25 pay period      N      Council/Town Board      100-41110-106-

\$      230.87

Total For Check      30239

08/12/2025      Payroll Period Ending 08/09/2025      30240      07/27/25-08/09/25 pay period      N      Council/Town Board      100-41110-106-

\$      180.87

Total For Check      30240

08/12/2025      Payroll Period Ending 08/09/2025      30241      07/27/25-08/09/25 pay period      N      Payroll Administration      100-41501-131-

\$      369.18

Total For Check      30241

08/12/2025      Payroll Period Ending 08/09/2025      30242      07/27/25-08/09/25 pay period      N      Payroll Administration      100-41501-131-

\$      281.99

Total For Check      30242



Fund Name: All Funds  
Date Range: 08/12/2025 To 08/21/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/13/2025	PLUMBING ETC INC	30243	Veteran's Park and Ball Field Pump Houses- remove dead stops(VP)&repair leak(BF) per MDH	N	Park Areas	100-45202-310-	\$ 903.65
		<b>Total For Check 30243</b>					<b>\$ 903.65</b>
08/13/2025	Thurlow Hardware	30244	wasp killer supplies	N	Park Areas	100-45202-225-	\$ 38.36
		<b>Total For Check 30244</b>					<b>\$ 38.36</b>
08/13/2025	Schrupp Excavating	30245	Inv 20250890 from 8/4/25 2.5 hours grader	N	Highways and Streets	100-43101-405-	\$ 375.00
		<b>Total For Check 30245</b>					<b>\$ 375.00</b>
08/13/2025	MN Power	30246	Street and B&G lights 7/7 - 8/5/25	N	General Government Buildings and Plant	100-41940-381-	\$ 352.46
		30246			Street Lighting	100-43160-381-	\$ 594.18
		<b>Total For Check 30246</b>					<b>\$ 946.64</b>
08/13/2025	On Systems Inc.	30247	Inv#12043 Rcmdd Network Equip Purch \$907	N	Clerk	100-41425-570-903	\$ 907.00
		<b>Total For Check 30247</b>					<b>\$ 907.00</b>
08/13/2025	TDS	30248	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.17
		<b>Total For Check 30248</b>					<b>\$ 178.17</b>
08/13/2025	State of IA	EFT2638747	CSE 07/27 - 08/10/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		<b>Total For Check EFT2638747</b>					<b>\$ 60.00</b>
08/13/2025	PERA	EFT812357	07/27 - 08/10/25 pay period	N	Clerk	100-41425-115-	\$ 81.80
		EFT812357				100-41425-115-	\$ 121.67
		EFT812357			Payroll Administration	100-41501-121-	\$ 304.50
		EFT812357			Public Works/Maintenance	100-43102-115-	\$ 60.43
		<b>Total For Check EFT812357</b>					<b>\$ 568.40</b>
08/13/2025	Internal Revenue Service	EFT82864671	July 2025 - Quarter 3 941	N	Payroll Administration	100-41501-122-	\$ 1,754.65
		EFT82864671				100-41501-135-	\$ 410.36
		EFT82864671				100-41501-170-	\$ 1,054.00
		<b>Total For Check EFT82864671</b>					<b>\$ 3,219.01</b>
		<b>Total For Selected Checks</b>					<b>\$ 21,298.39</b>

4d

Date Range : 7/21/2025 To 8/21/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/20/2025	Crow Wing Power	7/8/25 to 8/8/2025 electric service	2804	\$24.00	100-43160-381-	Street Lighting	\$24.00
08/20/2025	Crow Wing County Land Services	Recording fees, TW Miller CUP, DeLaPena CUP, Front Street ROW vacation	2805	\$138.00	100-41420-310-	Recording and Reporting	\$138.00
Total For Selected Claims				\$162.00			\$162.00

30249

30250

Date

**Application:** Rezone From “Highway Business” to “Light Industrial”

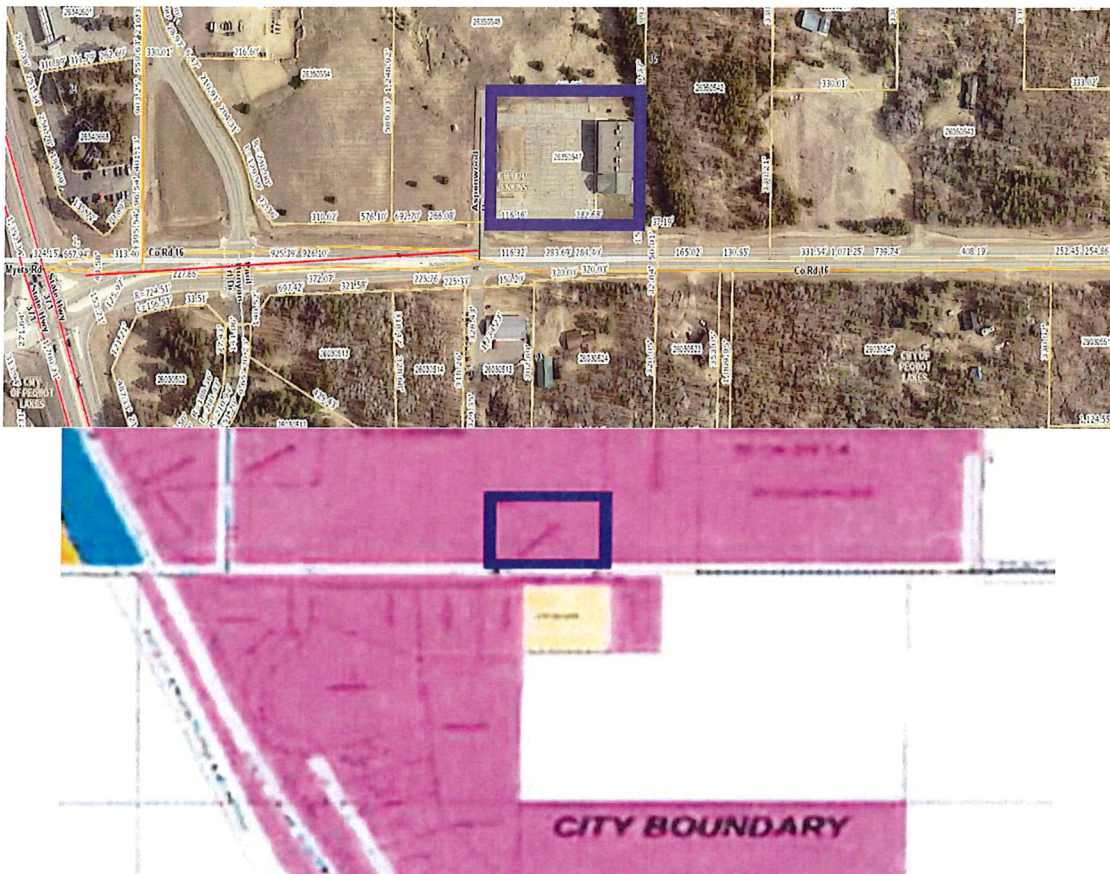
**Applicant:** 3457 Veteran’s LLC

**Property Owner:** American National Bank of Minnesota-Pending Sale (Contingent on Rezone)

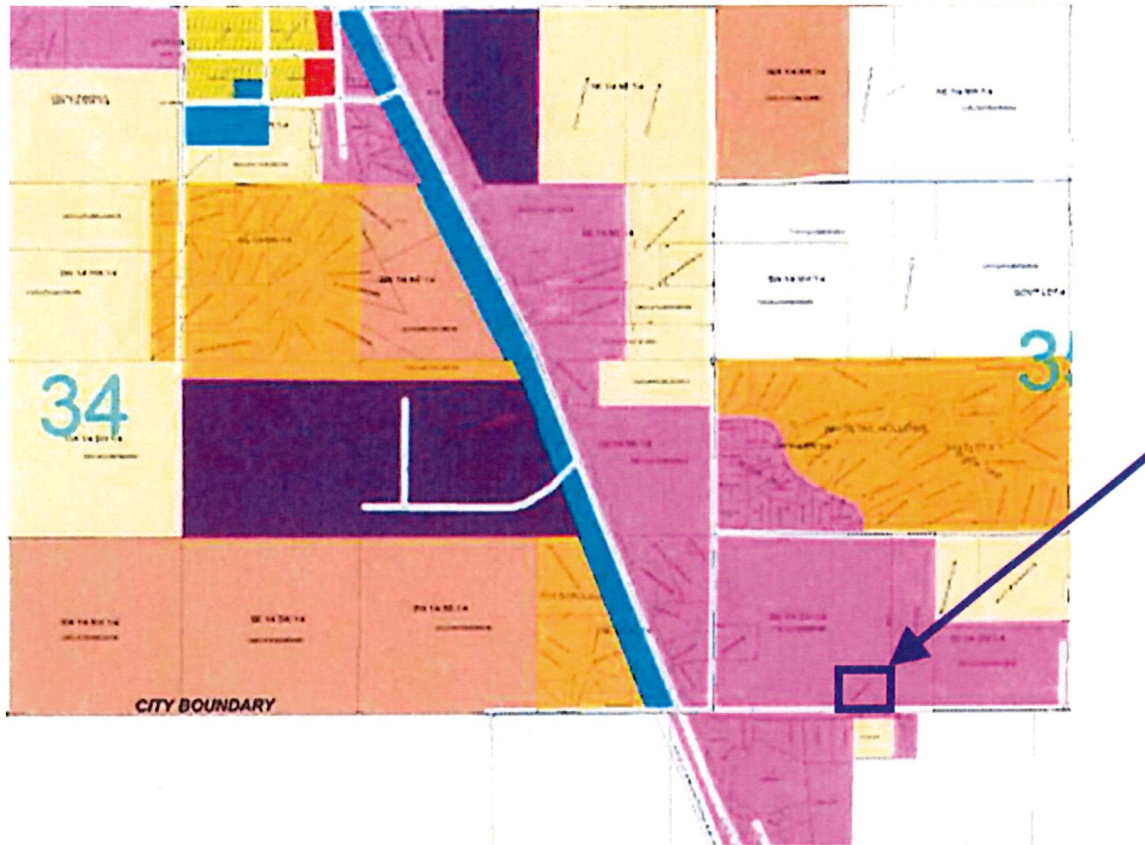
**Background:** The applicant is requesting to rezone a property located at 33140 Aspenwood Drive, currently operating as Sunset Cinema, from “Highway Business (C-2)” to “Light Industrial (I-1)” The subject property is 2.3 acres and is accessed via an easement on Aspenwood Drive, approx. 0.2 miles east of Highway 371 on the north side of County Road 16. The property contains a 14,428 ft<sup>2</sup> building, a paved parking lot, a water well, and a compliant subsurface sewage treatment system.

Pequot Tool has been working with the City of Jenkins on a multiple-phase project for expansion of their current facility here in town. The growth that Pequot Tool anticipated is being exceeded, and in turn, they need to expand beyond their current facility, and much more quickly than expected.

The subject property (outlined in dark purple) is adjacent to property that is zoned “Highway Business” (north), “Highway Business” (southwest) and “Rural Residential” (southeast), “Highway Business” (west), and “Highway Business” (east). Pequot Auto Repair operates directly across County Road 16 from the subject property’s easement access.








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**Applicable Ordinances:**

**§ 150.033 HIGHWAY BUSINESS DISTRICT.**

(A) Purpose and intent. This district is intended to accommodate professional offices and larger scale businesses that provide goods and services to the general public. The businesses in this district can benefit from access and visibility from the TH 371 corridor. Adequate vehicle parking and access must be provided on the property. Site planning, design, landscaping, and design standards are important to project the image and character of an attractive and distinctive corridor into the city.

(B) Compatibility. The Highway Business Zone should be established as a transition zone between the Central Business District or the Light Industrial Zone and the surrounding residential zones. The zone may not be established in an area where it is completely surrounded by residential zones.

(C) Lot, use, and density requirements.

Front yard minimum	30 feet
Landscaping	Landscaping is required in the front and side yards at least 25 feet in width and on a minimum of 25% of the developed lot
Lot area minimum	One acre
Lot width minimum feet	100 feet
Maximum building height	45 feet



Maximum lot coverage (impervious surface)	40%
Rear yard minimum/alley	20 feet**
Side yard minimum	20 feet*
Notes to table: * Where a Commercial District property abuts a Residential District, there shall be a side yard setback of 30 feet ** Where a Commercial District property abuts a Residential District, there shall be a rear yard setback of 30 feet	

(D) Performance standards. The following performance standards apply to all development in this zone.

(1) Impervious coverage. Impervious coverage may be increased by up to 25%, not to exceed 50% of the property, through a conditional use permit if the following is provided and approved by the city:

(a) A stormwater retention plan showing containment of the ten-year, 24-hour storm event on the parcel; and

(b) Direct runoff of stormwater to adjacent properties and wetlands shall be eliminated through the use of berms, infiltration ponds, swales, filtration strips, or other permanent means.

(2) Compatibility of use. Use shall be compatible with the surrounding neighborhood. Uses shall not present noise, odor, light nuisances, or any other nuisances.

(3) Parking. Off-street parking shall be provided as per § 150.108. On-street parking may be allowed by the Planning Commission. To reduce the visual impacts and amount of surface parking, shared parking and surface parking shall be located behind or to the side of a building. Additionally, suitable trees and shrubs shall be planted between parking lots and all adjacent sidewalks, roads, lots, and buildings.

(4) Pedestrian amenities. Proposed developments shall provide for safe and comfortable sidewalks, paths, and resting areas for pedestrians. Sidewalks and paths shall connect the development to adjacent land uses and provide connections through the development to the public street right-of-way.

(5) Fences. Fences not exceeding 96 inches in height may be constructed. Fencing shall only be constructed closer than ten feet from the surface of a public road with the permission of the Planning Commission. Materials shall consist of usual fencing materials with posts and fence of metal, wood, concrete, brick, or smooth wire. Barbed or electrified wire is allowed only with the permission of the Planning Commission.

(6) Screening. All sites shall be heavily landscaped to provide 100% screening to adjacent residential parcels and over 50% screening from the road or any non-residential parcel. Percentages shall be determined by amount of structure that can be seen during leaf-on conditions. A landscaping and screening plan must be submitted and approved by the Planning Commission with each conditional use permit.

(7) Lighting. Lighting shall be minimal. Lighting shall be downward directional and shall be compatible with the surrounding development.

(8) Fire lanes. Fire lanes shall remain unobstructed at all times.  
(Ord. passed 4-10-2017) Penalty, see § 150.999

#### **§ 150.034 LIGHT INDUSTRIAL DISTRICT (I-1).**

(A) Purpose and intent. This district is established to provide suitable locations for

commercial storage and wholesaling uses, light manufacturing, and related activities which can maintain high standards in appearance and limit external nuisance effects such as noise, odors, smoke, and vibration.

(B) Lot, use, and density requirements.

Building height maximum	45 feet****
Front yard minimum	30 feet*
Landscaping	Landscaping is required in front yards and around the perimeter of the building not less than 20 feet in width
Lot area minimum	One acre (43,560 square feet)
Lot width minimum feet	100 feet
Maximum lot coverage (impervious surface)	50%
Rear yard minimum	30 feet***
Side yard minimum	20 feet**
<p>Notes to table:</p> <p>* Where the industrial property abuts a residential district, there shall be a front yard of not less than 50 feet.</p> <p>** Where the industrial property abuts a residential district, the side yard setback shall be not less than 50 feet and shall contain a solid fence or vegetative screening.</p> <p>*** Where the industrial property abuts a residential district, the rear yard setback shall be not less than 50 feet and shall contain a solid fence or vegetative screening.</p> <p>**** Cooling towers, elevator penthouses, domes which do not contain usable space, water towers, and smoke stacks or other similar structures not intended for human occupancy may be of any height which does not conflict with airport regulations.</p>	

(Ord. passed 4-10-2017) Penalty, see § 150.999

### § 150.013 AMENDMENTS.

(A) *Generally.* The City Council may adopt amendments by four-fifths vote to either the Zoning Ordinance, zoning map, or overlay maps in relation to the land uses within a district or the boundaries of the district(s). Such amendments shall not be issued indiscriminately but shall only be used as a means to reflect changes in the goals of the community or changes in the conditions of the city.

(B) *Procedure.*

(1) An amendment may be initiated by the Planning Commission or by any property owner.

(2) The Zoning Administrator shall review the proposed changes and make a recommendation to the Planning Commission.

(3) The Planning Commission shall make a reasonable attempt to cause all property owners within a minimum of 350 feet of proposed zoning district change to be notified by regular mail and shall publish a hearing notice for either a zoning district change or zoning ordinance change in the legal section of the official newspaper and shall provide notice to the DNR at least ten days ahead of the public hearing. The Planning Commission shall hold the hearing and make a timely recommendation to the City Council. Adoption of a new zoning map shall require published notice only. The Planning Commission shall consider the criteria for land use categories, § 150.025(G), in its decision.

(4) The City Council shall review the recommendations and shall make a timely decision. An amendment requires a four-fifths vote to be enacted.

(5) The City Clerk-Treasurer shall publish a summary of the text of the change or description of boundary change or a new zoning map, whichever is appropriate, in the official newspaper within 30 days after action by the Council.  
(Ord. passed 4-10-2017)

The City Council discussed the Rezone application at its Regular City Council Meeting on August 11<sup>th</sup>, 2025. The applicant was willing to pay a Special Meeting Fee to hold the Public Hearing prior to the next Planning Commission Meeting due to the time-sensitive nature of the rezone request, as the property purchase is contingent on approval. By majority vote of the City Council, it was determined that the Public Hearing will be held at the Council level on August 26<sup>th</sup>, 2025.

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**Staff Findings:** Staff provides the following findings of fact for consideration:

1. The subject property is described as **E 400.00 FT OF THES 326.69 FT OF SW1/4 OF SW1/4 SUBJ TO ROW FOR CO RD 16. TOG/WITH ESMNT OF REC.**
2. The request is to rezone a 2.3-acre parcel from “Highway Business” To “Light Industrial”
1. The subject property is adjacent to property zoned “Highway Business” (north), “Highway Business” (southwest) and “Rural Residential” (southeast), “Highway Business” (west), and “Highway Business” (east). The proposed reclassification is considered “spot” zoning, however, the reclassified zoning is compatible with the purpose and intent of the surrounding zoning districts and land uses.
3. The proposed rezoning is in conformance with the City of Jenkins Comprehensive Plan.
4. The property meets the minimum lot size and width requirements of the “Light Industrial” Zoning District.
5. There are no known natural sensitive areas on the subject property.
6. The subject property is not within a Shore Land Area.
  - a. There does not appear to be any lowland area on the subject property.
7. The property has an existing water well, and a compliant subsurface sewage treatment system.
8. The property has adequate access via Aspenwood Drive easement to County Road 16.
9. Although the future land use map identifies the subject property “Highway Business” the request is consistent with overall intent and following goals and strategies included in the comprehensive plan:
  - a. One of the Guiding Principles is *“Supporting a year-round economy and job opportunities in Jenkins and the surrounding area.”* (pg. iv) Nearly 62% of those surveyed for the Comp Plan identified the need for developing a year-round economy, one that remains stable and functional throughout all seasons of the year (pg. 29). Pequot Tool will also add approx. 8-10 jobs at the new facility.
  - b. Pequot Tool is still the city’s largest manufacturer. A specific focus on future actions are around expanding the industrial and retail base within the City. To support this growth, infrastructure should be studied to determine capacity and to support future expansion needs (page 29), with the city’s top Economic Development Goal being to *‘expand the industrial base in Jenkins’*. (pg. 33)
  - c. There are only 4 undeveloped parcels in the Jenkins Business Park. Two of them have recently been purchased, and the new owner has been in contact with staff regarding completion of a land use application.

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**Staff Recommendation:** The subject property is primarily adjacent to property zoned “Highway Business,” with one property across the County Road being zoned “Rural Residential”. The property meets the minimum requirements of the “Light Industrial” Zoning District. Staff recommends the application be approved

**City Council Direction:** The City Council may approve the rezone request, deny the rezone request or table the application for further review. If the application is approved or denied, findings of fact should be cited. Approval of the application requires a 4/5’s vote.





AGENDA ITEM # *7a*

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: August 20<sup>th</sup>, 2025  
Subject: City Committee Operational Guidelines

**Report:** City committees serve as advisory bodies to City Council, providing recommendations, insights, and support on specific areas of municipal governance. These guidelines ensure consistent operations, transparency, and effective communication between committees, staff, and Council. Attached is a brief overview of operational guidelines for all committees to ensure that they are functional and beneficial to the City of Jenkins as a whole.

**Requested Action:** Please review the attached City Committee Operational Guidelines and continue the discussion surrounding current/proposed Committees, establishing a schedule for meeting dates and a designated note-taker for reporting committee recommendations to Council.

# **City Committee Operational Guidelines**

## **1. Purpose and Scope**

City committees serve as advisory bodies to City Council, providing recommendations, insights, and support on specific areas of municipal governance. These guidelines ensure consistent operations, transparency, and effective communication between committees, staff, and Council.

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## **2. Committee Meetings**

- Frequency: Committees shall meet at least once per quarter, with additional meetings scheduled as needed based on workload or Council directives.
  - Scheduling: Meetings should be scheduled in advance and posted publicly in accordance with the city's open meeting laws.
  - Quorum: A quorum must be present to conduct official business. The quorum is defined as a majority of appointed members.
  - Minutes: Meeting minutes must be recorded and approved at the following meeting. These should be submitted to the City Clerk for public record.
- 

## **3. Reporting to City Council**

- Regular Reports: Committees must submit written reports to City Council at least twice per year, summarizing activities, recommendations, and any issues requiring Council attention.
  - Presentation to Council: At least once annually, each committee shall present a summary of its work during a scheduled Council meeting.
  - Urgent Matters: Any time-sensitive or urgent recommendations should be communicated to Council through the appropriate staff liaison or department head.
-

#### **4. Staff Involvement**

- Staff Liaison: Each committee shall be assigned a staff liaison who will:
    - Assist with meeting logistics and documentation.
    - Provide technical or administrative support.
    - Serve as a communication bridge between the committee and city departments.
  - Training and Orientation: Staff liaisons and committee members will receive orientation on roles, responsibilities, and procedures.
  - Resource Allocation: Staff time and resources dedicated to committee support must be planned and approved through departmental budgeting processes.
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#### **5. Transparency and Public Engagement**

- Public Access: All meetings shall be open to the public unless otherwise permitted by law.
  - Public Input: Committees are encouraged to solicit public input on relevant issues and include community perspectives in their recommendations.
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#### **6. Review and Evaluation**

- Annual Review: Each committee's effectiveness and alignment with city goals shall be reviewed annually by Council or a designated oversight body.
- Sunset Clause: Committees may be subject to sunset provisions unless renewed by Council based on continued relevance and performance.

## Krista Okerman

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**From:** Debbie Siltman <tall\_glass\_gal@yahoo.com>  
**Sent:** Monday, August 11, 2025 12:31 PM  
**To:** Krista Okerman  
**Subject:** Roads Committee

I would like to keep the roads committee and stay a member of it, I am prepared to work with either Jerimey and Roman, or Jerimey, Roman, and Krista. Thank you.

tabled

*Butter  
Mars  
Best  
Kris*





AGENDA ITEM # 7b

### REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: August 20<sup>th</sup>, 2025  
Subject: Bond Prospectus & Special Assessment Policy

**Report:** Attached are the Bond Prospectus & the City of Jenkins' current Special Assessment Policy, per Councilmember Flategraff's request.

**Requested Action:** None. Review the attached information for your information.



**City of Jenkins Procedures for members of the public to submit an agenda item for action:**

1. Please identify the item and/or subject you would like put on the agenda. Please note city staff shall have the right to edit it in order to fit on the agenda.  
Bonding Vs Leving for Project and Assesment percentage
2. Return the form to the City Clerk-Treasurer by email at [krista.okerman@cityofjenkins.com](mailto:krista.okerman@cityofjenkins.com), by mail or drop off at 33861 Cottage Avenue, Jenkins, MN 56474.
3. The form must be received at City Hall by 5:00 the Tuesday prior to the **next available meeting**.

Name: Jerimey Flategraff

Address: 34602 Brown Blvd

Phone: 218-851-9381 Email: \_\_\_\_\_

Are you requesting any action/decision by the City Council (circle one)? Y/N:

Nature of Request (please use another sheet if necessary):

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Do you have supporting documents to attach (check one): Y ☐ N ☒

Signature: \_\_\_\_\_ Date: 7/23/2025

## CITY OF JENKINS, MINNESOTA

### SPECIAL ASSESSMENT POLICIES AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS

*This policy was prepared using the recommended base policy content as prepared by Ehlers & Associates, Inc. at the request of the League of Minnesota Cities, and has been modified and supplemented for the specific needs of the City of Jenkins.*

Adopted by the Jenkins City Council: December 13, 2010.

Revised by the Jenkins City Council: April 26, 2022, June 13, 2022 and September 27, 2022.

Changes are in red.

- SECTION 1. General Policy Statement.
- SECTION 2. Improvements and Maintenance Costs Eligible for Special Assessment.
- SECTION 3. Initiation of Public Improvement Projects.
- SECTION 4. Public Improvement Procedures.
- SECTION 5. Financing of Public Improvements.
- SECTION 6. General Assessment Policies.
- SECTION 7. Methods of Assessment.
- SECTION 8. Standards for Public Improvement Projects.
- SECTION 9. Policies of Reassessment.
- SECTION 10. Assessment Computations.
- SECTION 11. Deferment of Assessments.

#### **SECTION 1. GENERAL POLICY STATEMENT.**

The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes, Chapter 429 which provides that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the controlling factor in determining the amount to be assessed. However, in most cases the method for assigning the value of the benefit received by the improvement, and therefore

the amount to be assessed, shall be the cost of providing the improvement. This shall be true provided the cost does not demonstrably exceed the increase in the market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event city staff has doubt as to whether or not the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations which may require special consideration and discretion by city staff and the City Council.

## **SECTION 2. IMPROVEMENTS AND MAINTENANCE COSTS ELIGIBLE FOR SPECIAL ASSESSMENT.**

**Subd. 1.** The following public improvements and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Sections 429.021 and 459.14, subd. 7, are eligible for special assessment within the City:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Water works systems and appurtenances, within and without the corporate limits.
4. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
5. Street boulevard trees.
6. Street lights, street lighting systems and special lighting systems.
7. Steam heating mains.
8. Parks, playgrounds, and recreational facilities, including the purchase of equipment, within or without the corporate limits.
9. Abatement of nuisances; including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
10. Dikes, impoundments, and other flood control works.
11. Retaining walls, area walls, and embankments.
12. A pedestrian skyway system upon a petition pursuant to section 429.031, subdivision 3.
13. Underground pedestrian concourses.
14. Public malls, plazas or courtyards.
15. District heating systems.
16. Fire protection systems in existing buildings upon a petition pursuant to section 429.031, subdivision 3.
17. Highway sound barriers.
18. Gas and electric distribution facilities.
19. Bridges.
20. Traffic controls and traffic control devices and systems.

**Subd. 2.** The City is also authorized by ordinance adopted pursuant to Minnesota Statutes Section 429.021 to recover, through special assessment, the following maintenance costs:

1. Snow, ice, or rubbish removal from sidewalks.
2. Weed elimination from streets or private property.

3. Removal or elimination of public health or safety hazards from private property excluding any structure included under the provisions of Minnesota Statutes, sections 463.15 to 463.26.
4. Installation or repair of water service lines, street sprinkling, sweeping, or other dust treatment of streets.
5. The trimming and care of trees and the removal of unsound trees from any street.
6. The treatment and removal of insect infested or diseased trees on private property.
7. The repair of sidewalks and alleys.
8. The operation of a street lighting system.
9. The operation and maintenance of a fire protection or a pedestrian skyway system.

### **SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.**

Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required.
3. A resolution ordering any improvements initiated by the Council or by owners of less than 35% of abutting property owners requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements initiated by owners of not less than 35% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. The Council may consider the request of a Developer to construct the improvements and assess them.

### **SECTION 4. PUBLIC IMPROVEMENT PROCEDURE.**

The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council orders preparation of a feasibility report.
3. Staff or designated City Engineer prepares feasibility report. The report shall evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.
4. Council accepts or rejects feasibility report. If accepted, Council orders a public hearing on the improvements.

5. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a).
6. Council conducts public hearing.
7. Within six (6) months of the hearing date, Council adopts or rejects resolution ordering improvement to be constructed and authorizes advertisement of bids. If adopted, staff or designated City Engineer prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time before or after the improvements are ordered; however, if bonds are issued before the improvements are ordered, the City assumes the risk and cost of returning the bonds if the project is not ordered.
8. Council reviews proposed assessment roll and orders assessment hearing.
9. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061.
10. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contract based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. City Staff, or staff employed by the designated City Engineering firm, observes construction for conformance with the approved plans and specifications, and reviews payment requests.

In the above order of occurrence, the City portion of the final project cost may be more or less than originally estimated depending on unexpected construction conditions or other factors resulting in unanticipated project costs.

Steps 11 and 13 may be completed prior to preparation of the assessment roll in Step 8. This allows the City to use actual costs of construction to calculate the final assessments.

## **SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS.**

The City encourages public improvement projects as the area (s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older or persons retired by virtue of a permanent and total disability would result, or in the case of hardship due to military service as defined in Section 11 of this document.

## **SECTION 6. GENERAL ASSESSMENT POLICIES APPLICABLE TO ALL TYPES OF IMPROVEMENTS.**

The cost of any improvement shall be assessed upon property based upon the benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing and other contingent costs, including but not limited to acquisition of right-of-way and other property, cost of feasibility or other study, quality control/quality assurance testing, and administration costs associated with contracts and project coordination. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. **City Cost.** The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. **Assessable Cost.** The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) more than the average interest rate of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be two percent (2%) more than the interest rate of funds borrowed by the City, rounded to the nearest quarter of a percent.
5. **Prepayment.** Property owners may pay their assessments in full, interest free, for a period of 30 days after adoption of the assessments. After such period, interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least \$100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of



principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the County Auditor. The principal remaining, after the partial prepayment, will be paid in equal installments over the remaining term of the special assessments.

6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City may levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. **Frontage Roads.** Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
8. **Project Assistance.** If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the "city cost" of the improvement. If the financial assistance received is greater than the "city cost," the remainder of the aid will be placed in the Capital Improvement Fund to be applied towards other City projects.
9. **Assessable Property.** Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. **Individual Benefits.** If the City constructs improvements specifically designed for or shown to be of benefit solely to one or more properties, the costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.
11. **Benefit Appraisals.** In the event that city staff has doubt as to whether or not the proposed assessments exceed the special benefits to the property in question, the City Council may order benefit appraisals as deemed necessary to support the proposed assessments. As a general rule, benefit appraisals may be ordered when the proposed assessment exceeds \$5,000 for a standard city reconstruction on a residential lot or \$20,000 per acre for commercial or industrial property.
12. **Condemnation Awards.** A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City Council.
13. **Waiver of Irregularity and Appeal.** The City may encounter circumstances that are unique to a benefited property that do not allow consistent and/or systematic application of policy. In these cases, alternative methods or special considerations given or received between the City and property owner may be executed in a written agreement. Assuming such an agreement can be consummated, and as part of the agreement, the land owner agrees to waive his/her right of appeal of the proposed assessment(s).

## SECTION 7. METHODS OF ASSESSMENT.

**Subd. 1. General Statement.** There are different methods of assessment: equivalent lot, adjusted front foot, and area. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

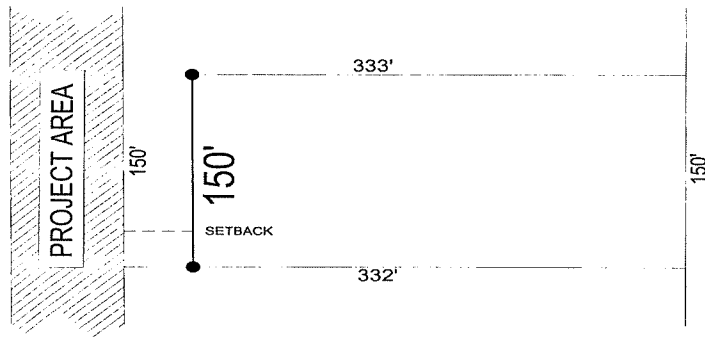
**Subd. 2. Policy Statement.** The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

### *A. "Adjusted Front Footage" Method of Assessment.*

The "cost per adjusted front foot" method of assessment shall be based on the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the "assessable frontage," all properties, including governmental agencies, shall have their frontages included in such calculation.

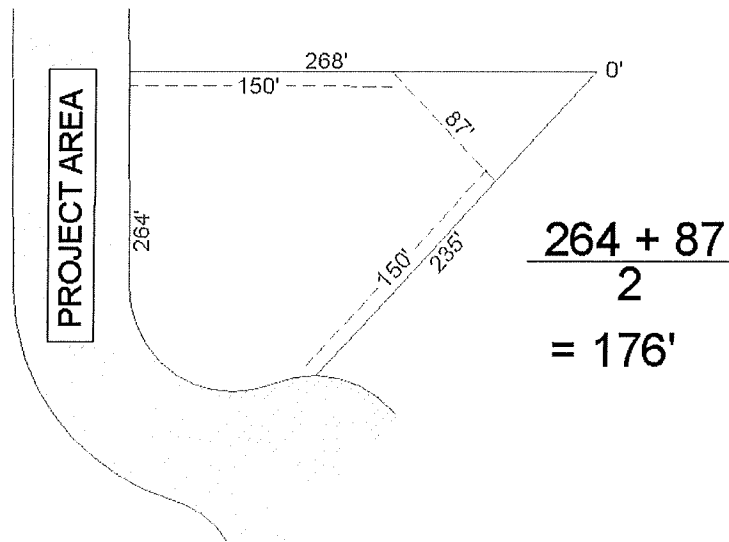
The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted. In specific cases as noted in the illustrations, the measurement of the adjusted front footage will be taken from the building setback to more equitably distribute the cost/benefit.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 50.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot. For rectangular lots whose frontage is greater than its depth, the "odd shaped lot" method shall be used.

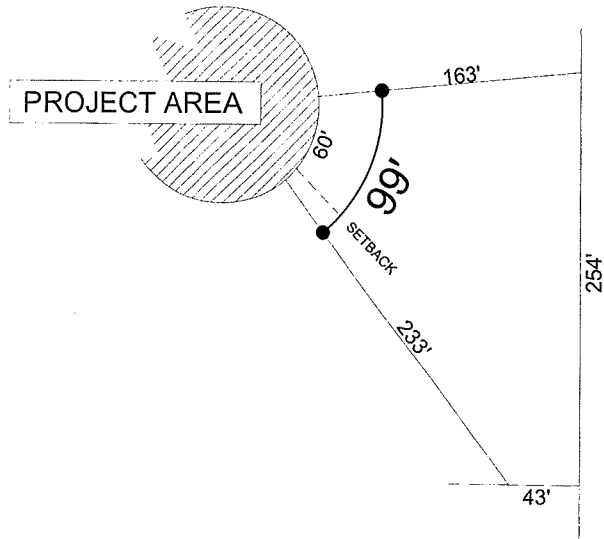


2. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 50.0 feet of difference between the front and rear lot lines, and where the lot's frontage is greater than its depth, the following example methods may be used.

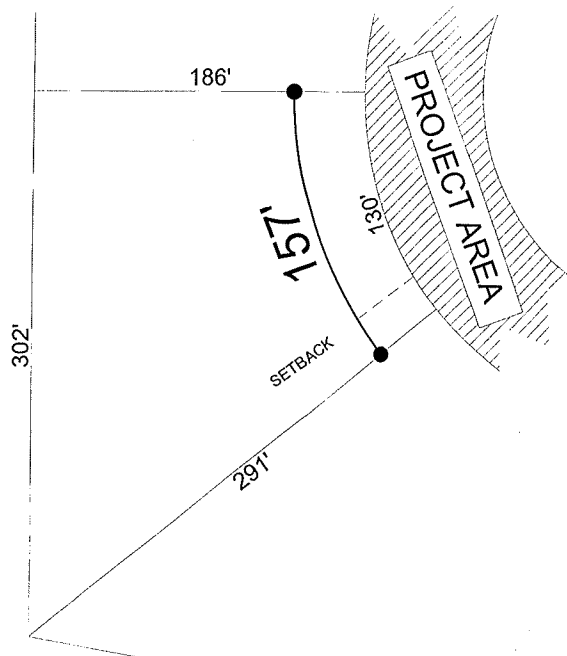
#### Triangular Lots



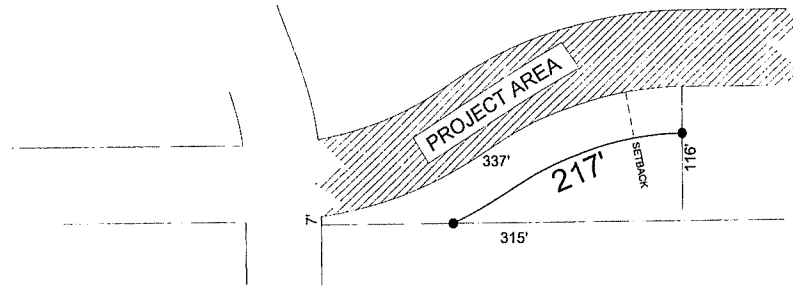
#### Cul de Sac Lots



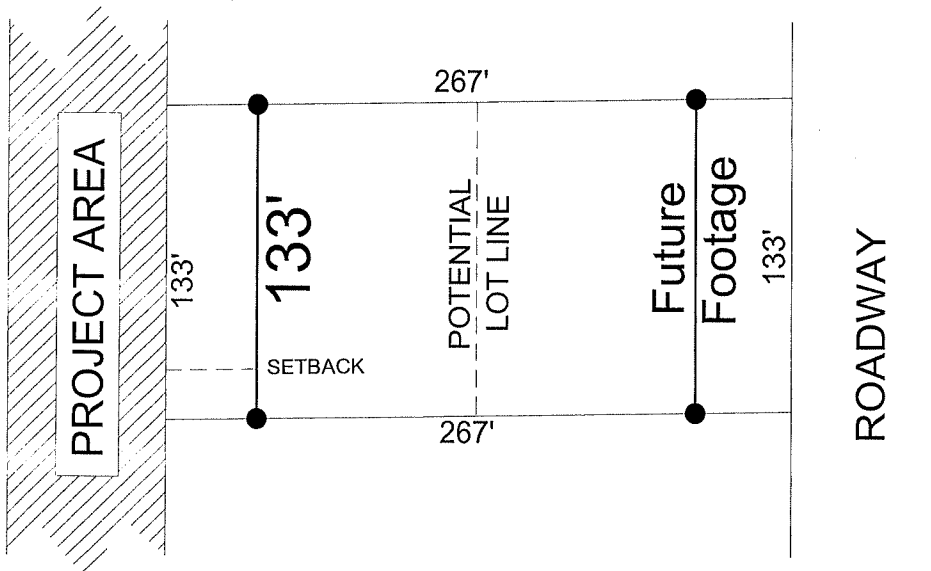
### Curved Lots



### Irregularly Shaped Lots



3. *Corner Lot Adjustment.* For street and trail assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet, whichever is greater. Sanitary sewer and watermain will only be assessed on the short side of a corner lot.
4. *Double-Frontage Lots.* . If a parcel, other than a corner lot, comprises frontage on two (2) streets and is eligible for subdivision, then an adjusted front footage assessment will be charged along each street. For double frontage lots lacking the necessary depth for subdivision, a single adjusted front footage only will be computed.



#### ***B. "Area" Method of Assessment.***

The "area" method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The

assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total benefited area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received.

All properties included in the benefited area, including other governmental areas, churches, etc., shall be assessable. The following items will not be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

### ***C. "Equivalent Lot" Method of Assessment.***

An "equivalent lot" shall be defined as a benefiting lot or parcel that cannot be further subdivided into additional building sites in accordance with the current municipal subdivision and zoning regulations. A large parcel that could be subdivided would be assigned a number of equivalent lot assessments based on the number of legal lots that could be created from that parcel. The "equivalent lot" method of assessment shall be based on equal assessment of all lots within the benefited area. The "assessment per equivalent lot" shall be the quotient of the "assessable cost" divided by the total number of equivalent lots benefiting from the improvement. This may include parcels of land owned or administrated by governmental agencies. A benefiting corner lot would receive 1.5 equivalent lot assessments for the added benefit received. The short side of the corner lot would equate to 0.5 equivalent lots, and the long side equates to 1.0 equivalent lots.

In cases of non-abutting, but benefiting, property, the City may assign a partial equivalent lot assessment as determined to be the value of the benefit received by the non-abutting lot(s).

## **SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.**

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

### **A. Surface Improvements**

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and includes, but is not limited to trees, lighting, sidewalks, signing; street and accessory improvements such as drainage ponds and facilities, parking lots, parks and playgrounds.

***Policy Statement.*** Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated previously. Concrete curbing or curb and gutter shall be installed at the same time as street surfacing.

## **B. Sub-Surface Improvements**

Subsurface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those privately owned lines or facilities extending from the main line to the property line.

***Policy Statement.*** Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state and/or federal agencies of competent jurisdiction.

Service lines from the lateral or trunk to the property line of all planned service locations such as residences or buildings shall be installed in conjunction with the construction of the mains.



## SECTION 9. POLICIES OF REASSESSMENT.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

### A. Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Concrete Sidewalks - 20 years.
2. Bituminous Trails – 20 years.
3. Street and alley improvements, including surfacing and curb and gutter - 20 years.
4. Ornamental street lighting - 20 years.
5. Water Mains - 20 years.
6. Sanitary Sewers - 30 years.
7. Storm Sewers - 30 years.
8. Bridges – 40 years (timber); 70 years (concrete).

The City may re-assess benefited properties for reconstruction or replacement of existing infrastructure using a pro-rated value based on the anticipated service life of the infrastructure.

## SECTION 10. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements.

### A. Street and Curb and Gutter Improvements

1. ***New Constructions.*** New streets are assessed 100% to the abutting benefited properties, and may be partially assessed to non-abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum City road standards and design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. ***Reconstruction and Overlays.*** Street reconstructions and overlays may be 50% assessed to the abutting benefited properties subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed. New curb and gutter are 100% assessed.
3. ***Gravel Streets.*** Upgrading of an existing gravel street by adding pavement and/or curb and gutter is considered new construction and all costs are assessed \*50% to the abutting benefited properties that are in the street inventory at the time of this amendment.. (\*Approved by City Council 4/26/22.)
4. ***Seal Coats.*** Sealcoats will not be assessed.

5. **Alleys.** Upgrading existing gravel alleys by adding pavement is assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys may be 50% assessed to the benefited properties subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed.

## **B. Concrete Sidewalks and Bituminous Trails**

1. **Concrete Sidewalks.** New sidewalks are assessed 100% to the abutting property on which the sidewalk is located. Replacement sidewalks may be assessed 50% to the abutting property owner subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed.
2. **Bituminous Trails.** New bituminous walkways and/or bicycle trails will not be assessed. In new subdivisions, the City will require the developer to finance bituminous trail improvements rather than the City assuming the cost. Bituminous trail reconstruction or replacement will not be assessed.

## **C. Storm Sewer Improvements**

Storm sewers are assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged). The charges will be set in the annual fee schedule during the first City Council meeting in January of each year.

Normally, storm sewers are assessed on an area wide basis (square foot or acres), but in certain situations the equivalent lot method or adjusted front method may be utilized at the City Council's discretion.

The replacement of existing storm sewers may be assessed 30% subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed.

## **D. Sanitary Sewer Assessments**

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8 inch diameter mains, which is the smallest size installed in residential areas of the City.

Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch diameter mains.

Oversizing costs due to larger mains and larger appurtenances will be paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be charged to all un-platted property at the time of platting and to re-plats that have

not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule during the first City Council meeting in January of each year. Services installed to individual properties are fully assessed to the benefiting property.

Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer. Any oversizing cost is assessed as described above.

The replacement of existing sewers may be assessed 30% subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed.

Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing sanitary services, but do not have mainline sewers adjacent, across or up to their property lines pay 50% of the assessment rate for the new mainline sanitary sewer as well as 100% of the cost associated with replacing the service lines.

Any existing service lines found to be defective as part of a street reconstruction will be replaced to the property line as part of the project and assessed directly to the property. The property owner is responsible for replacement of the remainder of the service line from the property line to the structure being served.

#### **E. Watermain Assessments**

Assessments for watermains in residential areas are based upon the cost of construction of 6-inch diameter mains, which is the smallest size installed in residential areas of the City. Assessments for watermains in commercial and industrial areas are based upon the standard size of 10-inch diameter mains.

Oversizing costs due to larger mains and larger appurtenance are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area water charges shall be charged to all un-platted property at the time of platting and to re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule during the first City Council meeting in January of each year. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, watermains are assessed on a per lot basis, but in certain situations the area or adjusted front method may be utilized at the City Council's discretion.

The replacement of existing watermains may be assessed 30% subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed.

Lateral benefit from major trunk water mains is assessed to properties benefited by the water main. Lateral water main assessments will be based on the costs for an equivalent 8" diameter water main for residential properties and for an equivalent 12" diameter water main for residential properties and for an equivalent 12" diameter water main for commercial/industrial properties.

Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing water services, but do not have mainline watermain adjacent, across or up to their property lines pay 50% of the assessment rate for the new watermain as well as 100% of the cost associated with replacing the service lines.

Any existing service lines found to be defective as part of a street reconstruction will be replaced to the property line as part of the project and assessed directly to the property. The property owner is responsible for replacement of the remainder of the service line from the property line to the structure being served.

#### **F. Street Boulevard Trees**

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

#### **G. Street Lights**

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations. In new subdivisions, the City will require the developer to finance street light improvement rather than the City assuming the cost.

#### **H. Other Improvements**

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

### **SECTION 11. DEFERMENT OF SPECIAL ASSESSMENTS.**

**Subd. 1.** The Council may defer the payment of any special assessment on homestead property owned by the following people:

- A. A person who is 65 years of age or older, or who is retired by virtue of permanent and total disability.
- B. A person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in Minnesota Statutes, Chapter 190.05, subdivision 5b or 5c, as stated in the person's military orders, for which it would be a hardship to make the payments.

The City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be the owner of the property.
3. The applicant must occupy the property as his/her principal place of residence.
4. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent

federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

**Subd. 2.** The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in his/her status that would affect eligibility for deferment.

**Subd. 3.** The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Clerk shall add thereto interest at a per annum interest rate of two percent (2%) above the bond or loan interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

**Subd. 4.** The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

State Law References(s): Minn. Stat. § 435.193, Senior Citizens or retired & disabled persons hardship special assessment deferral, and military service hardship special assessment deferral.

#### NOTES/REVISIONS

Per the October 12, 2015 meeting the City Council approved to limit the Special Assessment cost split to 80/20 (abutting property/City) for upgrading gravel streets to pre-bituminous in developments that have existing structures. The developments at the time of approval are:

- Deeg's Executive Addition – Project completed to bituminous Fall 2023.
- McCoy Acres – Project completed to pre-bituminous Fall 2023
- Oak Shadows
- Pleasant Acres – Project completed to pre-bituminous in 2016.

After further discussion, Hoffman made motion to set the cost share percentage on special assessment projects at 50 percent to benefitting property and 50 percent to the City going forward from this date. Rudlang seconded the motion. All present voted aye. (Per 4/26/2022 CC meeting.)

It was Council consensus that the 50/50 cost split would apply to roads that had been accepted by

the City Council and were in the City's street inventory. (Approved by Council 6/13/2022.)

Per the September 27, 2022 meeting the Council adopted a Resolution for McCoy Acres to be assessed at a 50/50 (abutting property/City) cost split as per the 4/26/2022 policy change. This project was already in the process so would've fallen under the 80/20. Resolution was for clarification.



7c.

# 2022 Bonding Prospectus

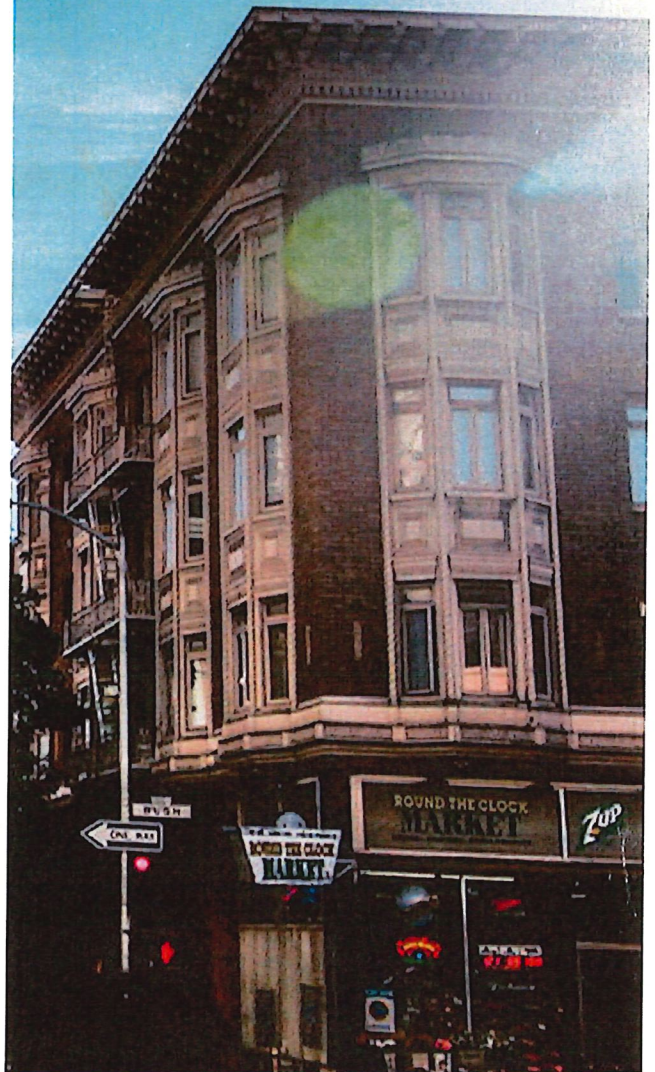
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FEBRUARY 22

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City of Jenkins

Authored by: Charles Hoffman



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## **What are existing challenges for Jenkins to issue a bond?**

- **What projects to address?**
- **What is the cost of said project(s)?**
- **What authority does the city cite for the purpose of bonding?**
- **Does the existing street policy adequately address existing issues to work with residents to afford such projects?**
- **What is the amount that the City of Jenkins should issue a bond for?**
- **Are the projects selected strategically chosen to increase taxable market value for the city?**
- **What is the Return on Investment?**
- **How does the City of Jenkins pay for a bond?**
- **Will the City of Jenkins have to raise it's levy?**



## Proposed street reconstruction projects for the City of Jenkins

ROAD	DESCRIPTION	2021 COST EST.
VETERANS PQT-145	FULL-DEPTH RECLAMATION	\$194000
COTTAGE	FULL-DEPTH RECLAMATION	\$113000
GLEASON	FULL-DEPTH RECLAMATION	\$82000
<b>TOTAL</b>		<b>\$389000</b>

Cost estimates are from 2021. Currently Wedseth is compiling current costs, there should be an expectation of roughly 20%-30% increase, meaning total could be in the ballpark of \$505,700.00.

## General Obligation Street Reconstruction Bonds

As presented by David Drown Associates, the city must first cite the specific authority they intend to use before issuing general obligation bonds. Either General Obligation Street Reconstruction Bonds or General Obligation Improvement Bond.

### General Obligation Street Reconstruction Bonds

The City may issue street reconstruction bonds for street construction without the use of special assessments. However, several rules apply:

1. Bonds can only fund street replacement costs. Road widening or the addition of new curb and gutters are not permitted.
2. The City must hold a public hearing, adopt a five-year Street Reconstruction Plan and provide taxpayers a 30-day period to potentially submit a protest petition to stop the borrowing. A protest petition only requires signatures equal to 5% of votes cast in the last general election.
3. Street Reconstruction bonds count against the City's statutory debt limit (3% of the City's estimated market value). At the time of the drafting of this letter, it does not appear the City has any outstanding debt that applies against this limit. The City has the following debt capacity:

As noted above the city would have to adopt a 5-year street reconstruction plan and provide a 30-day period for taxpayers to submit a protest petition that only requires 5% of vote from the last election. Roughly 5% of 260 votes equaling 13 signatures.

Although not insurmountable obstacles, the time involved in the preparing of a 5-year plan, the 30-day period coupled with a petition with only 13 signatures to delay or obstruct the bond does not seem achievable in a timely manner.

Jason Murray from David Drown Associates recommended issuing one large single bond to address what projects the city decides upon. With that in consideration the city of Jenkins has several under-developed roads within sub-developments that would fall within an Improvement bond.

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## General Obligation Street Improvement Bonds

### General Obligation Improvement Bonds.

The City may issue bonds as General Obligation Improvement Bonds utilizing authority provided in Minnesota Statutes Chapters 429 to pay for street work. The City is required to assess 20% of total project cost against abutting property (the remaining 80% can be paid from any other funding source, including property taxes). This type of debt is not subject to net debt limits and does not provide for protest petitions (although property owners can challenge the amount of their assessment). However, a very stringent public hearing process must be followed. Typically, the City Engineer walks the City through the required steps.

Benefits to using special assessments are:

- a. Protect Local Tax Rate: The City may take on additional projects in the near future, bond payments for such projects will overlap. Utilizing assessment revenue can mitigate the impact on the tax rate for such situations.
- b. Fairness: Imagine two identical properties for sale, one with an old decaying street and one with a brand-new street. The one with the new street may sell for more money. Special assessments help keep things fair by charging for that increased benefit. Further, they allow cities to recover project expenses from tax exempt properties such as post offices, schools, and churches.
- c. Protect the City's net debt: As noted earlier, improvement bonds are specifically excluded from the statutory net debt limit. If the City chooses to use the street reconstruction authority to issue the bonds, the City's entire net debt capacity will essentially be at capacity for several years to come.
- d. Setting Precedent: If the City were to commence with the 2019 projects without utilizing assessments, it would be even more politically difficult to implement the use of assessments in the future for similar projects.

There are clear advantages to Improvement Bonds with respect to the City of Jenkins. The ability to enhance existing roads and the opportunity to utilize the bond to serve our underserved neighborhoods.



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# Existing City of Jenkins Street Improvement Policy

## SECTION 10. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements.

### A. Street and Curb and Gutter Improvements

1. **New Constructions.** New streets are assessed 100% to the abutting benefited properties, and may be partially assessed to non-abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum City road standards and design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. **Reconstruction and Overlays.** Street reconstructions and overlays may be 50% assessed to the abutting benefited properties subject to the pro-rated service life or other factors affecting the value of the benefit that may be assessed. New curb and gutter are 100% assessed.
3. **Gravel Streets.** Upgrading of an existing gravel street by adding pavement and/or curb and gutter is considered new construction and all costs are assessed 100%.

Our current policy does not provide equal benefit or opportunity for our underserved neighborhoods. By having a 100% assessment policy for these underserved and not fully developed neighborhoods they will continue to be at a disadvantage compared to a property that has a paved road and city services. It is in the city's best interest to work with these neighborhoods to improve these roads to get the most return on investment with more homes and market value. Development of vacant lots will have a more significant increase to the City of Jenkins Market value than reconstruction of a road in front of an existing home.

## Possible street improvement projects for the City of Jenkins

ROAD	DESCRIPTION	ESTIMATED COST
NORWAY DRIVE	PAVEMENT 22'	\$161650
SUMMER/ LAURA ROSE	PAVEMENT 22'	\$201727
DRAKE CIRCLE	PAVEMENT 22'	\$75884
HALF MILE ROAD	PAVEMENT 22'	\$161650
BROWN BLVD / SHANTY CT.	PAVEMENT 22'	\$122000
ELLIS ROAD	PAVEMENT 22'	\$89670
CHARLES	PAVEMENT 22'	\$45750
<b>TOTAL</b>		<b>\$858331</b>

Cost estimates are based on estimated length and estimated cost per lineal foot of 22' pavement. Actual cost estimates can be request from Wedseth

## Proposed Projects for a Improvement bond issued by City of Jenkins

ROAD	DESCRIPTION	ESTIMATED COST
VETERANS PQT-145	FULL-DEPTH RECLAMATION	\$194000
COTTAGE	FULL-DEPTH RECLAMATION	\$113000
GLEASON	FULL-DEPTH RECLAMATION	\$82000
BROWN BLVD / SHANTY CT.	PAVEMENT 22'	\$122000
NORWAY DRIVE	PAVEMENT 22'	\$161650
HALF MILE ROAD	PAVEMENT 22'	\$161650
<b>TOTAL</b>		<b>\$834300</b>

With a General Obligation Street Improvement Bond, it would be feasible to address both reconstruction and improving roads in underserved neighborhoods. If the City of Jenkins issues an Improvement Bond for **\$667440.00 (80%)** and assessing the abutted properties, the remaining **\$166860.00 (20%)**. The listed projects could be completed.

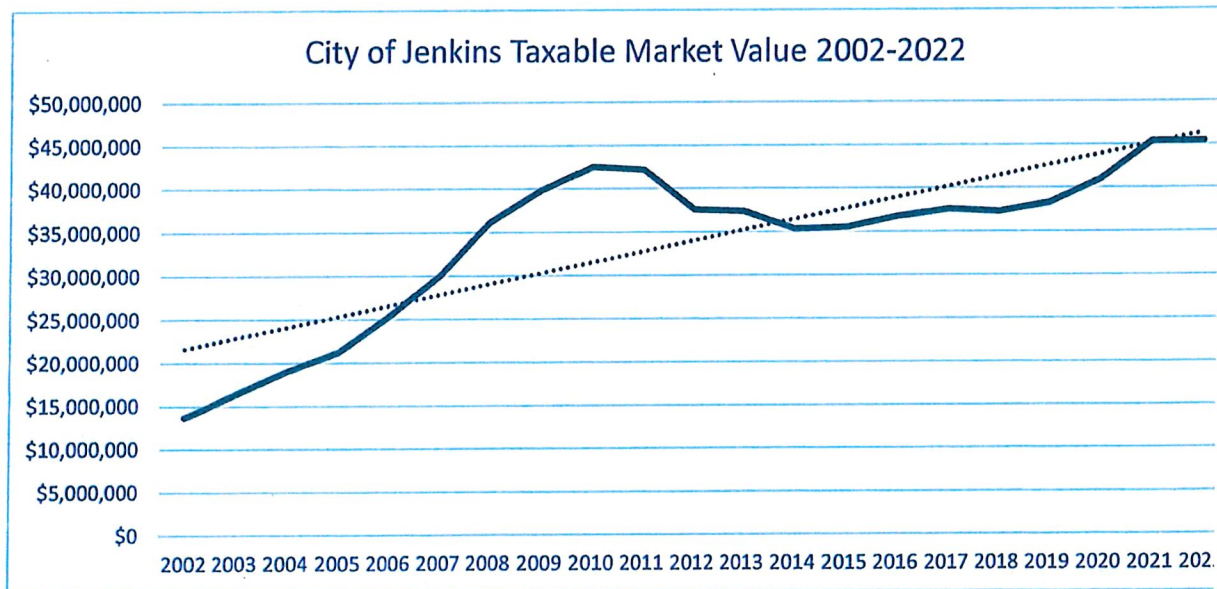
Balancing needed reconstruction on established roads while investing in our underserved neighborhoods and future growth to our taxable market value.

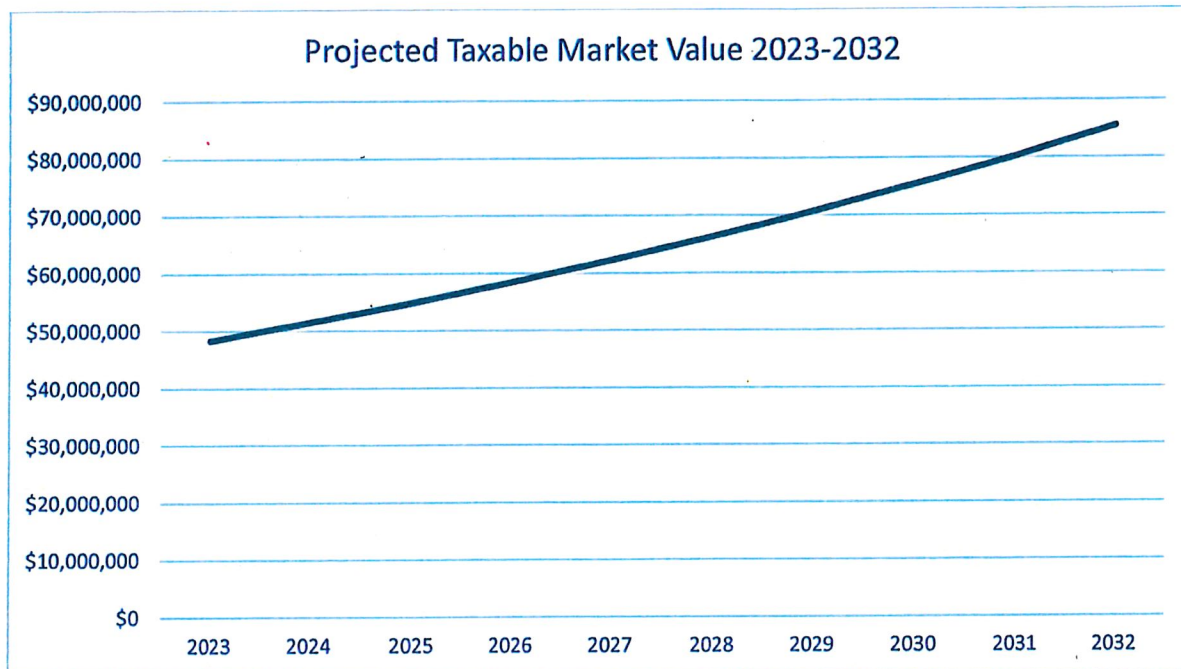


# Proposed repayment of bond by the City of Jenkins

Bond Amount	Rate	Term	Annual Payment Amount	Current Budgeted amount for Capital Improvement for Roads	Difference
\$667440.00	3%	10 Years	\$77338.20	\$65000.00	\$12338.20

As show in the table above, if all projects were completed in 2022 there would be a shortfall of budgeted monies and total annual amount due of \$12338.20. These funds could be provided from our dedicated road funds which currently has a balance of \$134850.70. However, the difference amount is based on a full year of payments with the monthly obligation to the bond being \$6444.85 dependent of the execution date of the bond and when all the funds would be borrowed there would be little chance of actually having to use any dedicated road monies from previous years.





The 2023 budget would then show the addition of the deviation between the 2022 budget and annual bond payments. With current projected market values from the above chart our 2023 budget would slightly lower our levy. If kept at 51.9156% of our tax capacity, there would be surplus funds in future years.

## Ability to implement in 2022 without levy increase

With the current balance of \$134850.70 in our dedicated road account, in order to fund all projects this balance could be used to finance up to 80.82% of the needed assessed remaining balance for the projects. Allowing residence to finance their assessments at perhaps 1% over what our bond rate with a term of 5 years. Thus, creating a stop gap fund for future road reconstruction and improvements that is roughly ½ of what we receive in interest from our interest earning accounts.

Furthermore, the City of Jenkins would not have to deviate from its levy rate that has been implemented in recent years with the opportunity of lowering with measurable increase in the taxable market value within its jurisdiction.



# Forecast revenue for the City of Jenkins

The following table is the amortization schedule for the proposed bond. By utilizing our existing dedicated funds to help residents with the burden of the proposed assessments and only affording terms of half our bond we would have a return of our dedicated funds in 5 years coupled with the decrease in our serviceable debt by 46.2617% (the bond). Thus, affording the opportunity to work another 5-year plan of roads for improvement. As Improvement Bonds are excluded from the city's statutory debt limit.

## Amortization Calculator for Bond

<b>Loan Amount</b>	<input type="text" value="667440.00"/>	<b>Monthly Pay: \$6,444.85</b>
<b>Loan Term</b>	<input type="text" value="10"/> years	
<b>Interest Rate (APR)</b>	<input type="text" value="3"/>	
		<b>Total of 120 Loan Payments</b> <b>\$773,382.04</b>
		<b>Total Interest</b> <b>\$105,942.04</b>

### Payment Breakdown

	Beginning Balance	Interest	Principal	Ending Balance
1	\$667,440.00	\$19,228.52	\$58,109.68	\$609,330.31
2	\$609,330.31	\$17,461.06	\$59,877.14	\$549,453.16
3	\$549,453.16	\$15,639.83	\$61,698.37	\$487,754.79
4	\$487,754.79	\$13,763.22	\$63,574.98	\$424,179.80
5	\$424,179.80	\$11,829.51	\$65,508.69	\$358,671.12
6	\$358,671.12	\$9,837.01	\$67,501.19	\$291,169.93
7	\$291,169.93	\$7,783.89	\$69,554.31	\$221,615.62
8	\$221,615.62	\$5,668.33	\$71,669.87	\$149,945.76
9	\$149,945.76	\$3,488.45	\$73,849.75	\$76,095.98
10	\$76,095.98	\$1,242.22	\$76,095.98	\$0.00

## Amortization Calculator for Assessments

Loan Amount	<input type="text" value="166860"/>	<b>Monthly Pay: \$3,072.98</b>	
Loan Term	<input type="text" value="5"/> years		
Interest Rate (APR)	<input type="text" value="4"/>		
		<b>Total of 60 Loan Payments</b>	<b>\$184,378.85</b>
		<b>Total Interest</b>	<b>\$17,518.85</b>

	Beginning Balance	Interest	Principal	Ending Balance
1	\$166,860.00	\$6,114.49	\$30,761.27	\$136,098.74
2	\$136,098.74	\$4,861.24	\$32,014.52	\$104,084.22
3	\$104,084.22	\$3,556.93	\$33,318.83	\$70,765.37
4	\$70,765.37	\$2,199.47	\$34,676.29	\$36,089.07
5	\$36,089.07	\$786.70	\$36,089.06	\$0.00

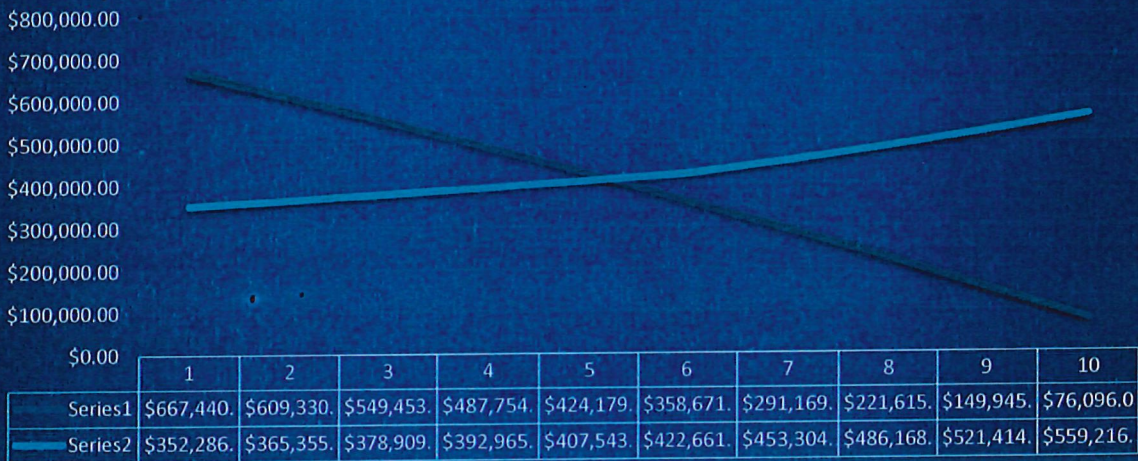
In the past 20 years Jenkins has experienced Market Value (MV) growth of 6.5481% year to year. While our Tax Capacity (TC) has had a 7.2499% increase. Forecasted amounts at the end of 5-years roughly in 2028 would have MV estimated at \$66,341,351.00, with TC estimated at \$822,238.00. With consideration of other operational costs (a 3.7097% increase in budget year-to-year), our levy can be expected to decrease roughly 2% per year until the issuing of another Improvement bond.

After the initial five years all the assessed funds would be returned to the city's dedicated road funds along with the interest totaling \$184378.85. At which point identifying projects for another improvement bond for the next 5-year plan could be implemented without significant deviation to the levy.

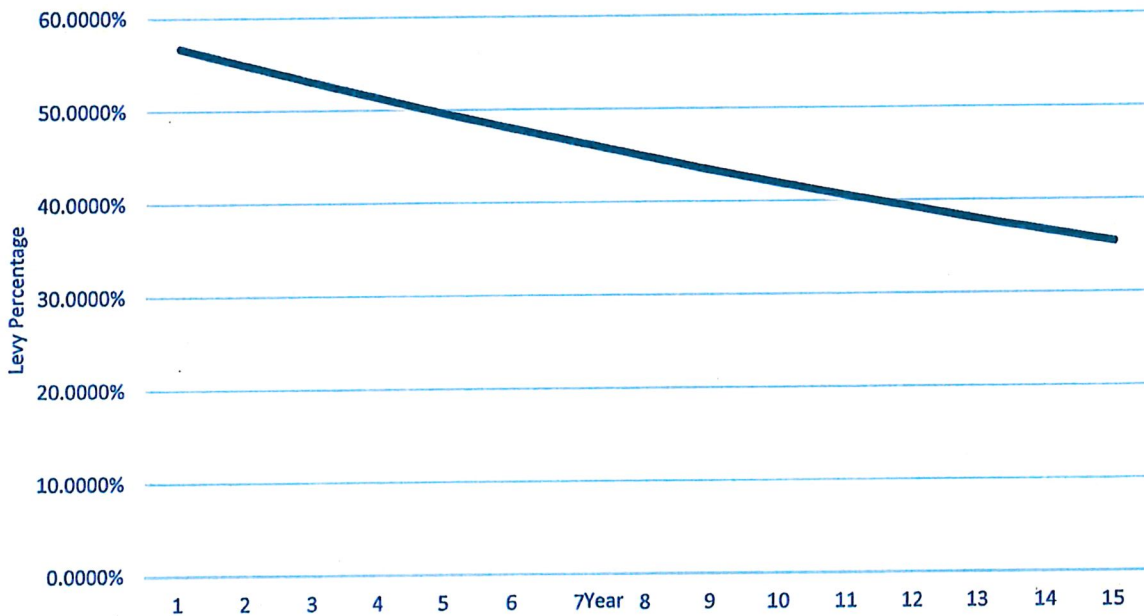
Forecasted numbers are available on page 13. Numbers in **bold** are estimated based on the City's 20-year average increases from year to year.

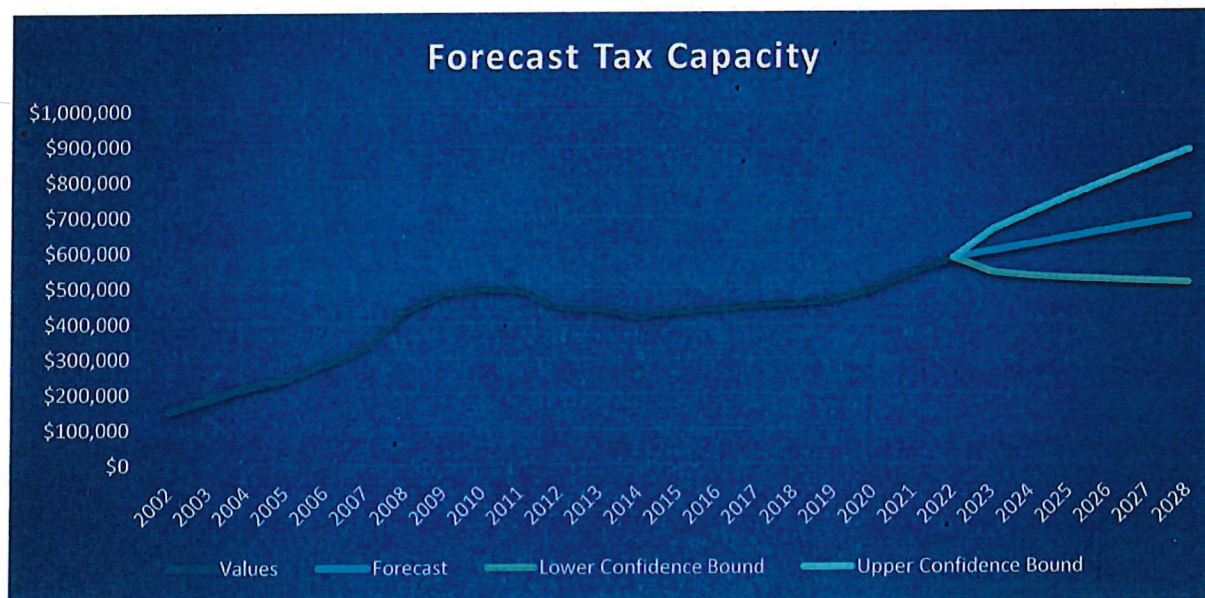
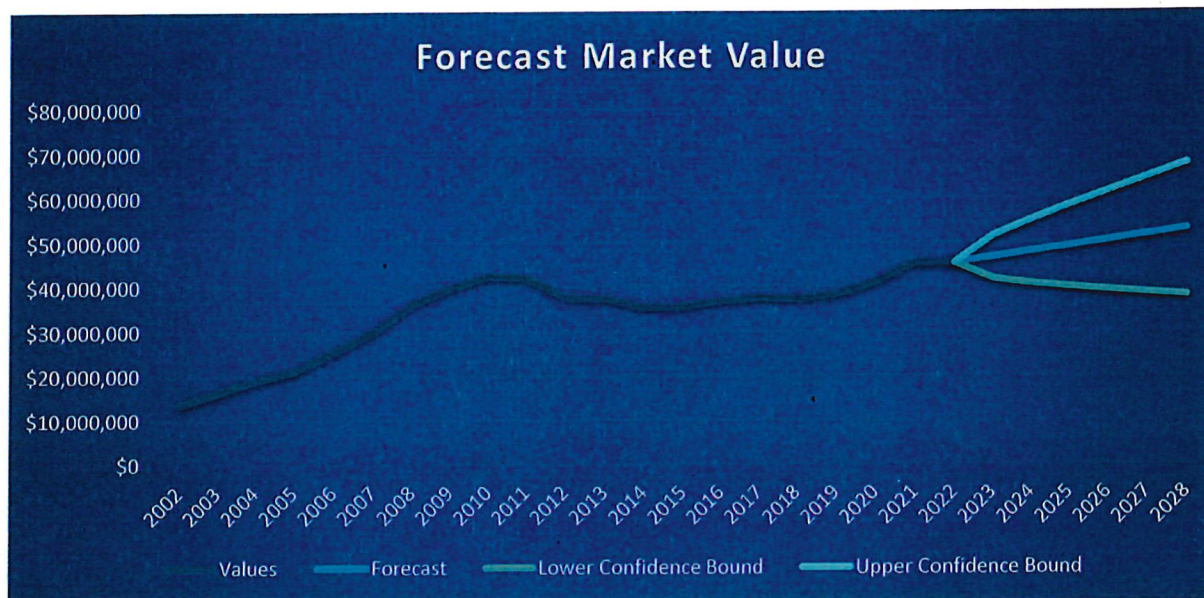


### Bond Balance compared to Forcasted Budget



### Projected Levy with Bond and a 3.71% Increase in Budget. Based on 20-year Average increase to MV







Year	Taxable MV	% Avg % Incr Levy	% Year to Year Increase	2002-2022 Tax Capacity	Levy Rate	% Avg % Incr 2022	Avg Levy Rate 2002-2022	Max Debt Limit of 3% for Reconstruction Bond	Bonding 1/2 Max Debt	General Obligation Improvement Bond	10 Yr Bond annual Cost @ 3%
2002	\$13,656,900	6.5481%	N/A	\$151,702	60.4310%	7.2499%	56.2011%	\$409,707.00	\$204,853.50	\$256,066.88	\$23,763.01
2003	\$16,314,800	\$93,703	2.2122%	7.4194%	\$185,906	50.4034%		\$489,444.00	\$244,722.00	\$305,902.50	\$28,387.75
2004	\$18,995,000	\$144,597	54.3142%	3.7097%	\$217,870	66.3685%		\$569,850.00	\$284,925.00	\$356,156.25	\$33,051.30
2005	\$21,215,200	\$156,311	8.1011%		\$247,593	64.1689%		\$636,456.00	\$318,228.00	\$397,785.00	\$36,914.45
2006	\$25,400,800	\$176,679	13.0304%		\$287,184	61.5212%		\$762,024.00	\$381,012.00	\$476,265.00	\$44,197.39
2007	\$29,999,700	\$202,117	14.3979%		\$333,861	60.5393%		\$899,991.00	\$449,995.50	\$562,494.38	\$52,199.48
2008	\$36,159,600	\$215,000	6.3740%		\$435,990	49.3131%		\$1,084,788.00	\$542,394.00	\$677,992.50	\$62,917.70
2009	\$39,816,700	\$236,546	10.0214%		\$485,172	48.7551%		\$1,194,501.00	\$597,250.50	\$746,563.13	\$69,281.06
2010	\$42,534,700	\$241,546	2.1138%		\$496,801	48.6203%		\$1,276,041.00	\$638,020.50	\$797,525.63	\$74,010.38
2011	\$42,159,500	\$241,546	0.0000%		\$492,880	49.0071%		\$1,264,785.00	\$632,392.50	\$790,490.63	\$73,357.53
2012	\$37,603,200	\$228,410	-5.4383%		\$444,165	51.4246%		\$1,128,096.00	\$564,048.00	\$705,060.00	\$65,429.57
2013	\$37,375,100	\$239,468	4.8413%		\$441,304	54.2637%		\$1,121,253.00	\$560,626.50	\$700,783.13	\$65,032.67
2014	\$35,358,300	\$236,834	-1.0999%		\$417,057	56.7870%		\$1,060,749.00	\$530,374.50	\$662,968.13	\$61,523.44
2015	\$35,536,200	\$269,000	13.5817%		\$433,438	62.0619%		\$1,066,086.00	\$533,043.00	\$666,303.75	\$61,832.99
2016	\$36,763,600	\$252,200	-6.2454%		\$441,480	57.1260%		\$1,102,908.00	\$551,454.00	\$689,317.50	\$63,968.66
2017	\$37,587,484	\$252,200	0.0000%		\$449,393	56.1201%		\$1,127,624.52	\$563,812.26	\$704,765.33	\$65,402.22
2018	\$37,293,600	\$257,244	2.0000%		\$453,311	56.7478%		\$1,118,808.00	\$559,404.00	\$699,255.00	\$64,890.86
2019	\$38,261,321	\$270,200	5.0365%		\$464,802	58.1323%		\$1,147,839.63	\$573,919.82	\$717,399.77	\$66,574.70
2020	\$40,993,177	\$277,000	2.5167%		\$494,381	56.0297%		\$1,229,795.31	\$614,897.66	\$768,622.07	\$71,328.13
2021	\$45,370,062	\$277,000	0.0000%		\$543,388	50.9765%		\$1,361,101.86	\$680,550.93	\$850,688.66	\$78,943.91
2022	\$45,342,920	\$339,686	22.6302%		\$579,447	58.6224%		\$1,360,287.60	\$680,143.80	\$850,179.75	\$78,896.68
2023	\$48,312,030	\$352,287			\$621,456	56.6873%		\$1,449,360.91	\$724,680.45	\$905,850.57	\$84,062.93
2024	\$51,475,562	\$365,356			\$666,511	54.8161%		\$1,544,266.85	\$772,133.42	\$965,166.78	\$89,567.48
2025	\$54,846,245	\$378,909			\$714,832	53.0067%		\$1,645,387.34	\$822,693.67	\$1,028,367.09	\$95,432.47
2026	\$58,437,644	\$392,965			\$766,656	51.2570%		\$1,753,129.33	\$876,564.67	\$1,095,705.83	\$101,681.50
2027	\$62,264,213	\$407,543			\$822,238	49.1651%		\$1,867,926.40	\$933,963.20	\$1,167,454.00	\$108,339.73
2028	\$66,341,351	\$422,662			\$881,849	47.9290%		\$1,990,240.52	\$995,120.26	\$1,243,900.33	\$115,433.95
2029	\$70,685,464	\$438,341			\$945,782	46.3470%		\$2,120,563.92	\$1,060,281.96	\$1,325,352.45	\$122,992.71
2030	\$75,314,035	\$454,602			\$1,014,350	44.8171%		\$2,259,421.06	\$1,129,710.53	\$1,412,138.16	\$131,046.42
2031	\$80,245,691	\$471,467			\$1,087,889	43.3378%		\$2,407,370.73	\$1,203,685.37	\$1,504,606.71	\$139,627.50
2032	\$85,500,278	\$488,957			\$1,166,760	41.9072%		\$2,565,008.33	\$1,282,504.17	\$1,603,130.21	\$148,770.48
2033	\$91,098,941	\$507,095			\$1,251,348	40.5239%		\$2,732,968.24	\$1,366,484.12	\$1,708,105.15	\$158,512.16
2034	\$97,064,212	\$525,907			\$1,342,069	39.1863%		\$2,911,926.37	\$1,455,963.18	\$1,819,953.98	\$168,891.73
2035	\$103,420,096	\$545,417			\$1,439,368	37.8928%		\$3,102,602.89	\$1,551,301.45	\$1,939,126.81	\$179,950.97
2036	\$110,192,172	\$565,650			\$1,543,720	36.6420%		\$3,305,765.15	\$1,652,882.58	\$2,066,103.22	\$191,734.38
2037	\$117,407,691	\$586,634			\$1,655,638	35.4325%		\$3,522,230.73	\$1,761,115.36	\$2,201,394.20	\$204,289.38







AGENDA ITEM #4a

### REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: August 20<sup>th</sup>, 2025  
Subject: Resignation of City Attorney

**Report:** Our City Attorney, Brad Person, has resigned from his appointed role for the City of Jenkins. He recommends reaching out to the League of MN Cities with any questions until we obtain a new attorney. His staff have been made aware so that they no longer bill us.

I have reached out to the League of MN Cities, but they can not give legal advice.

Attached is the email from the City Attorney, as well as correspondence regarding the Cannabis Ordinance that requires attention from a legal standpoint in a timely manner.

**Requested Action:** Authorize staff to solicit interested Legal Services or give staff other direction.

## Cassandra Delougherty

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**From:** Brad Person <brad@breenandperson.com>  
**Sent:** Wednesday, August 20, 2025 10:25 AM  
**To:** Krista Okerman  
**Cc:** Cassandra Delougherty; Michelle Niemi  
**Subject:** RE: Cannabis License - Michael Hastings/Hometown Buds, LLC

I resign as City Attorney.. I would forward your questions to the League until you have time to find another attorney I've copied staff so that they know the monthly retainer is no longer now due

**Brad Person, Attorney**  
Breen & Person, Ltd. – Brainerd Office  
218-454-2155

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**From:** Krista Okerman <krista.okerman@cityofjenkins.com>  
**Sent:** Tuesday, August 19, 2025 12:55 PM  
**To:** Brad Person <brad@breenandperson.com>  
**Cc:** Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>  
**Subject:** FW: Cannabis License - Michael Hastings/Hometown Buds, LLC

Brad,

Please review the following email and correspondence attached and let me know if and how to proceed.

Thanks.

---

**From:** Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>  
**Sent:** Tuesday, August 19, 2025 9:25 AM  
**To:** Andrew Rudlang <andrew.rudlang@cityofjenkins.com>  
**Cc:** Krista Okerman <krista.okerman@cityofjenkins.com>  
**Subject:** FW: Cannabis License - Michael Hastings/Hometown Buds, LLC

Good morning,

I haven't touched base with Krista on this yet, and I haven't sent it on to Brad, because I don't think it's my place to do so.

Please see attached letter from an attorney representing Hometown Buds LLC/Mike Hastings. His wife Jullie stopped in late yesterday afternoon and said that she was dropping off her CUP application (that was returned August 5<sup>th</sup> because we had no ordinance yet in place) and asked when the summary ordinance was going to be published. I told her that publication would be Wednesday, she asked me to hold the application until then. She wants to know when we are going to call them about setting up a day and time for picking the successful applicant, I told her that I would have to get back to her after speaking with Krista. She said that they had an attorney that would be emailing us.

I have also attached the following letters:

- Letter deeming CUP application invalid from August 5<sup>th</sup>
- Confirmation from the OCM that we denied zoning compliance for Hometown Buds LLC on August 4<sup>th</sup>
- **Draft** letter (.word doc for you to edit) that I prepared in response

Obviously, I'm not an attorney and I don't know if you will even want me to respond, or if we go through Brad from here on out?

**Do we need to have an emergency meeting?** I am going to be heading out of the office shortly for a good part of the morning but will be back this afternoon.

## Cassandra Delougherty

**Deputy City Clerk**

City of Jenkins

33861 Cottage Avenue

Jenkins, MN 56474

PH: (218) 568-4637

Website: [www.cityofjenkins.com](http://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:** Kirsten Libby <[kirsten@libbylawoffice.com](mailto:kirsten@libbylawoffice.com)>

**Sent:** Monday, August 18, 2025 4:18 PM

**To:** Cassandra Delougherty <[cassandra.delougherty@cityofjenkins.com](mailto:cassandra.delougherty@cityofjenkins.com)>; Krista Okerman <[krista.okerman@cityofjenkins.com](mailto:krista.okerman@cityofjenkins.com)>

**Subject:** Cannabis License - Michael Hastings/Hometown Buds, LLC

Some people who received this message don't often get email from [kirsten@libbylawoffice.com](mailto:kirsten@libbylawoffice.com). [Learn why this is important](#)

Please find attached a letter demanding that the city follow the law. If you have any questions or concerns do not hesitate to contact me. I look forward to a quick resolution to this matter. Thank you .



Kirsten J. Libby

Libby Law Office, PA

855 Rice Street

Saint Paul, MN 55117

Office – 651-487-1208 (ext. 1)

Fax – 651-487-0662





**COPY**

33861 Cottage Ave.

Jenkins, MN 56474

(218) 568-4637

krista.okerman@cityofjenkins.com

cassandra.delougherty@cityofjenkins.com

[www.cityofjenkins.com](http://www.cityofjenkins.com)

August 5<sup>th</sup>, 2025

Re: Conditional Use Permit Application  
Reatil Cannabis Store

Dear Mr. Hastings

I hope this letter finds you well. A Conditional Use Permit Application was received in our office on Monday, July 28<sup>th</sup>, 2025 for review. Unfortunately, we are unable to accept your application as valid, as we do not currently have an Ordinance in place Regulating Cannabis Businesses. The City of Jenkins has been working diligently to amend Title XI, Business Regulations to adopt Chapter 113 Regulation of Cannabis and Hemp Businesses and Events into the City's Code of Ordinances, but the process is not yet complete. Once an Ordinance Amendment is approved, signed, and the summary publication is released, then the ordinance will go into effect, but not before then. The City Council will convene on Monday, August 11<sup>th</sup>, 2025 at 6pm to review the City Attorney's recommendations and will modify or approve the draft at that time.

I am returning your application and application fee with this letter, as the application is not valid.

Don't hesitate to reach out, should you have any questions.

Sincerely,

Cassandra Delougherty  
Deputy City Clerk

Mayor Andrew Rudlang  
Council Members Jerimey Flategraff, Roman Siltman, Ryan Barnett, Jory Carlson  
City Clerk-Treasurer Krista Okerman  
Deputy City Clerk Cassandra Delougherty

## Krista Okerman

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**From:** OCM\_NOREPLY@accela.com  
**Sent:** Monday, August 4, 2025 9:29 AM  
**To:** Krista Okerman  
**Subject:** You have denied Cannabis Site Registration MICRO-L25-000544-01

You don't often get email from ocm\_noreply@accela.com. [Learn why this is important](#)

Dear Krista Ann Okerman,

You have **denied** the *Zoning and Land Use Compliance Certification* for a new cannabis business that intends to operate within your jurisdiction.

Due to the applicant being denied certification, OCM will deny the applicant's license in compliance with the 90-day window outlined in [Minnesota Statutes, section 342.14, subdivision 6\(d\)](#).

This denial of conversion to licensure does not mean the applicant has lost their preliminary approval status. To proceed to licensure, the applicant must either find a new location for their business in a different jurisdiction or work with their local government to become compliant with local zoning and land use ordinances within 18 months in accordance with [Minnesota Statutes, section 342.14 subdivision 6\(a\), b\(1\)](#). Following this, the applicant will be required to resubmit a site registration in Accela, identify the site location, and submit updated application requirements to OCM. If your entity continues to be the identified local unit of government with zoning authority, you will be contacted once the applicant has resubmitted site registration. Applicants are encouraged to work directly with local unit of government to work on compliance.

For any other questions or concerns, please reach out to [local.licensing.ocm@state.mn.us](mailto:local.licensing.ocm@state.mn.us) and visit the [OCM webpage](#).

### Notice of Minnesota Government Data Practices Act

The person or persons who are identified by the local unit of government to manage the Accela account and zoning compliance certifications may have access to nonpublic data on applicants. This data is shared under [Minnesota Statutes, section 13.05, subdivision 9](#) and [section 342.13](#). Pursuant to [Minnesota Statutes, section 13.03, subdivision 4](#), the local unit of government agrees to treat all data accessed related to an application is treated with the same classification as the classification assigned by OCM. The person or persons identified agrees to comply with the Minnesota Government Data Practices Act.

Thank you,

MN Office of Cannabis Management

[local.licensing.ocm@state.mn.us](mailto:local.licensing.ocm@state.mn.us)





## **Policy on Conflict of Interest, Staff Interaction, and Duty of Transparency for City Council Members and Commissioners**

This policy is established to provide clear guidelines on the hierarchy of duties, proper handling of potential conflicts of interest, and appropriate interactions between city staff and elected or appointed officials. It ensures that all individuals involved in city decision-making act in the best interests of the city, maintain transparency, and respect staff roles and workflows.

### **1. Hierarchy of Duties**

City council members and commissioners owe their primary duty to the city and its residents. As public officials, they are required to:

1. **Prioritize the Public Good:** Decisions must be made in the best interest of the entire city and its residents, above personal or individual interests.
2. **Maintain Objectivity:** Council members and commissioners must ensure impartiality in deliberations and decision-making.
3. **Uphold Transparency:** All interactions with entities or individuals seeking special considerations from the city must be disclosed.
4. **Avoid Conflicts of Interest:** They must avoid actions or advocacy that create real, perceived, or potential conflicts of interest.

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### **2. Definition of Conflict of Interest**

A conflict of interest arises when a council member's or commissioner's personal, professional, or financial relationships could reasonably be expected to impair their impartiality or create a perception of bias in fulfilling their duties to the city.

Examples include but are not limited to:

- Acting on behalf of a private individual, business, or entity while in an official capacity.
- Participating in discussions or decisions where the individual has a close relationship with the involved party.
- Voting on matters where the individual has prior undisclosed involvement.

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### **3. Required Transparency in Interactions**

Council members and commissioners should disclose interactions with citizens, property owners, private entities, or other stakeholders, particularly when:

- The entity has an ongoing matter or interest in a matter before the city council, planning & zoning, or other city committees.

- The individual is involved in advising, assisting, or acting on behalf of an entity.

Such disclosures must be made in writing (email preferred) to the city clerk or mayor and include:

- The date and purpose of the interaction.
- A summary of the matters discussed.
- Any materials, recommendations, or paperwork exchanged.

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#### **4. Interactions with City Staff**

Council members and commissioners do not have individual authority to direct or supervise city staff. The city clerk, or designated department head(s) are responsible for managing staff and assigning work in accordance with council-approved direction.

##### **Staff Direction and Work Requests**

- No council member or commissioner may direct a staff member to perform work unless that work has been explicitly assigned by a vote of the council.
- Special projects or assignments to staff must be documented as part of council minutes or resolutions.

##### **Primary Communication Method**

- **Email** is the preferred method of communication between council members/commissioners and staff.
  - Email provides a good written record, is less disruptive to staff, and allows staff any time needed to research an answer or get more information.
  - Staff may redirect verbal or informal requests to email for clarity and tracking.

##### **Office Visits and Phone Calls**

- Unannounced or uninvited visits to city offices by council members or commissioners are discouraged unless there is a time-sensitive or emergency matter.
- Scheduled meetings or calls with staff should be arranged in advance through email or city hall scheduling tools.
- Staff members are not obligated to interrupt their duties to accommodate walk-in or impromptu requests by individual council members or commissioners.

## **Respect for Staff Work Environment**

- Council members and commissioners are expected to uphold a respectful and non- disruptive presence in city facilities. No manner of harassment, intimidation, or hostility toward staff members will be tolerated under any circumstances.
- Any concerns about staff conduct or performance should be reported to the city clerk or mayor. If the city clerk or mayor are both personally involved in the concern, the issue should be referred directly to the city attorney for review and appropriate 'next steps. Concerns should not be addressed directly by elected or appointed officials to the staff member involved.

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## **5. Access to City Systems and Data**

Council members and commissioners shall not access or remove digital data, security recordings, emails, or other files from city systems without prior approval from the city clerk (or mayor, in the absence of the city clerk).

Prohibited actions include:

- Downloading or copying security footage, computer files, or emails without explicit authorization.
- Accessing city staff workstations or systems under false pretenses.
- Taking city-owned data off-site without consent and documented purpose.

Violations will be treated as breaches of trust and may lead to removal from committees or commissions, formal censure, or referral to legal counsel for review.

The city clerk is the designated custodian and data practices officer of all official city data, files, and records. Individual council members and commissioners do not have any special or individual right of access to city data beyond what is public or granted through a formal council directive. All data access requests should be submitted in writing, with email preferred. Requests may be delayed, limited, or denied in part or in full as required under data privacy laws or if review by legal counsel is necessary. Any disputes or concerns about access to city data should be raised at a council meeting or referred to the city attorney for review.

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## **6. Consequences of Non-Compliance**

Failure to adhere to this policy may result in:

1. A formal warning or censure by the council.
2. Removal from committee or commission assignments or other leadership roles.
3. Referral to appropriate authorities for review of potential legal or ethical violations.

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## 7. Policy Implementation and Training

1. All council members and commissioners shall receive training on this policy upon adoption and following each election or appointment cycle.
2. The city clerk or mayor shall oversee compliance and maintain records of disclosed interactions.

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## 8. Handling Recurring Relationships or Roles

Council members and commissioners with recurring professional or personal relationships with entities impacted by city decisions (e.g., as an advisor, agent, or consultant) must:

- Provide an annual disclosure of such relationships.
- Abstain from votes or actions affecting the related entity.

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## 9. Reporting and Resolution of Concerns

Residents, staff, or other officials may report suspected violations of this policy to the city clerk or mayor. If both the city clerk and mayor are personally involved in the concern, the issue should be referred directly to the city attorney for review and appropriate handling. All reports will be reviewed and addressed confidentially, with findings presented to the city council for action.

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## Adoption and Amendments

This policy may be adopted or amended only by a four-fifths (4/5) vote of the city council at any regular or special meeting.

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This policy helps ensure that council members and commissioners act with integrity, transparency, and in the city's best interest, while also fostering public trust in governance and supporting a productive, respectful working relationship with city staff.

Approved and Acknowledged:

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Elected/Appointed Official \_\_\_\_\_ Date \_\_\_\_\_

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Mayor \_\_\_\_\_ Date \_\_\_\_\_

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City Clerk \_\_\_\_\_ Date \_\_\_\_\_