



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

**Monday, September 15th, 2025
Jenkins City Hall
6:00 PM**

I, **Andrew Rudlang, Mayor**, hereby request a special meeting/workshop of the Jenkins City Council on **Monday, September 15th, 2025 at 6:00 PM**, to be held at Jenkins City Hall, 33861 Cottage Avenue, Jenkins, MN 56474.

The purpose of the meeting is as follows:
Conduct a preliminary 2026 budget workshop.

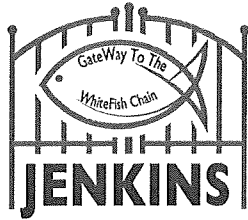
In accordance with State Statute, I hereby request the City Clerk/Treasurer to post this notice at least three days prior to the meeting date. I further request that the City Clerk/Treasurer notify each member of the Jenkins City Council of this special meeting, in writing, at least one day before the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

Andrew J. Rudlang, Mayor
City of Jenkins

Date

I HEREBY CERTIFY, that this notice has been posted at least three days before the above-called Special City Council meeting and that I have posted and served this notice upon members of the City Council and any person who has made written request for personal notification of Special City Council meetings per MS Statute §13D.04, Subd (2).

Cassandra M. Delougherty, City Clerk-Treasurer
Date



AGENDA ITEM # _____

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: August 25th, 2025
Subject: Equipment purchase

Report: The purpose of this is to outline the potential purchase of new equipment which was identified at the August 11th budget workshop and provide you a summary of funding sources for the identified equipment.

Equipment identified:

1. Toolcat (purpose and justification)
 - a. A Toolcat is a very versatile piece of equipment, which can be used for grounds maintenance, landscaping, construction, snow and ice control, tree removal and clean-up to mention a few.
 - b. Attachments can be purchased.
 - c. It can be used year-round and can be replace several other pieces of equipment and/or the need to rent other equipment.

Estimated cost: \$63,500.00

2. Zero Turn lawnmower (purpose and justification)
 - a. The City's existing lawnmower is reaching a high amount of hours, which may cause future maintenance costs.
 - b. The City has a large amount of green space to maintain with much of it irrigated, which results in a weekly (or more) mowing schedule.
 - c. Zero-turn mowers reduce mowing time resulting in cost savings.

Estimated cost: \$15,492.00

NOTE: Both pieces of equipment provide essential city services.

Funding sources:

TOTAL EQUIPMENT COSTS: \$78,992.00

1. General Fund Allocation - 2026 budget and 2026 reserves
 - a. \$15,000.00 (includes \$10K in matching funds)
2. Grant Opportunities
 - a. Sourcewell Community Match Fund - \$40,000.00
3. Income from sale of existing equipment
 - a. Bobcat - \$12,000 - \$15,000
 - b. ExMark lawnmower - \$3,000 - \$3,500

Funding Source	Amount	Notes
General Fund	\$10,000.00	***2026 Budget for City grant match portion (to replenish reserves)
General Fund Reserves	\$5,000.00	2026 Budget to account for future equipment purchases
General Fund Reserves	\$9,000.00	Existing Reserve Funds
Sourcewell Community Match Funds	\$40,000.00	Apply for 2025-2026 funding as soon as possible
Income from sale of Bobcat	\$12,000.00 - \$15,000.00	Sell outright accepting minimum bid
Income from sale of lawnmower	\$3,000.00 - \$3,500.00	Sell outright accepting minimum bid
Description	Total	
Equipment cost	\$78,992.00	
2026 general fund budget amount	\$10,000.00	
2026 Heavy Equipment Reserve Fund	\$5,000.00	
Existing Heavy Equipment Reserves to be used	\$9,000.00	
Other Funding Sources	\$55,000.00	

Budget Impact: If the City is successful in securing the Community Impact Funds and selling the existing equipment outright with the minimum amounts listed above, the budget impact would result in an approximate \$9,000.00 reduction in the Heavy Equipment Reserve Fund to purchase the equipment. If that is done, the 2025 year-end total for Heavy Equipment Funds would be \$17,632.73 and the 2026 total would be \$32,632.73 (***if the 2026 budget needs to be decreased, this \$10K could be removed and the 2026 year-end total would be \$22,632.73).

Council Action Recommended: Approval of applying for the 2025-2026 Community Match Funds Grants. If successful securing those funds – approval of selling existing equipment as noted above.

Receipts

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Taxes				
General Property Taxes				
Current Ad Valorem Taxes	\$375,465.00	\$0.00	(\$375,465.00)	-100.00
Penalties And Interest On Delinquent Taxes				
Penalties and Interest on Ad valorem Taxes	\$500.00	\$0.00	(\$500.00)	-100.00
Licenses And Permits				
Business Licenses And Permits				
Alcoholic Beverages	\$3,050.00	\$3,050.00	\$0.00	0.00
Non-Business Licenses And Permits				
Building Permits (Excludes surcharge)	\$3,000.00	\$3,500.00	\$500.00	16.67
Septic permits	\$1,000.00	\$600.00	(\$400.00)	-40.00
Sign Permit	\$100.00	\$0.00	(\$100.00)	-100.00
E-911 addressing/mailbox	\$300.00	\$500.00	\$200.00	66.67
Intergovernmental Revenues (Igr)				
State Igr				
Local Government Aid	\$28,868.00	\$23,378.00	(\$5,490.00)	-19.02
Mobile Home Homestead Credit	\$100.00	\$0.00	(\$100.00)	-100.00
Small Cities Assistance	\$23,403.00	\$18,869.00	(\$4,534.00)	-19.37
Charges For Services				
General Government				
Zoning and Subdivision Fees	\$2,500.00	\$2,500.00	\$0.00	0.00
Fines And Forfeits				
Fines				
Court Fines	\$3,000.00	\$2,500.00	(\$500.00)	-16.67
Miscellaneous Revenues				
MISCELLANEOUS REVENUES	\$300.00	\$300.00	\$0.00	0.00
Interest Earning	\$3,000.00	\$7,000.00	\$4,000.00	133.33
Contributions and Donations from Private Sources	\$0.00	\$500.00	\$500.00	N/A
Refunds and reimbursements	\$1,000.00	\$1,500.00	\$500.00	50.00
Other Financing Sources				
Compensation for Loss of General Fixed Assets	\$2,400.00	\$2,400.00	\$0.00	0.00
Receipts Total	\$447,986.00	\$66,597.00	(\$381,389.00)	-85.13

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
General Government				
Legislative				
Council/Town Board				
Council/Commission Wages	\$14,500.00	\$15,600.00	\$1,100.00	7.59
Transportation: Travel Expense	\$500.00	\$1,000.00	\$500.00	100.00
Printing and Binding: Ordinance Publication	\$0.00	\$3,000.00	\$3,000.00	N/A
Miscellaneous: Dues and Subscriptions	\$3,045.15	\$6,200.00	\$3,154.85	103.60
Misc.: Conferences/Educ.	\$200.00	\$2,000.00	\$1,800.00	900.00
Legislative Committees and Special Bodies				
Council/Commission Wages	\$3,450.00	\$5,500.00	\$2,050.00	59.42
City/Town Clerk				
Elections				
Professional Services	\$0.00	\$1,200.00	\$1,200.00	N/A
Clerk				
Wages and Salaries: Full-time Employees-Regular	\$59,470.98	\$65,000.00	\$5,529.02	9.30
Employee contribution for PERA	\$5,097.93	\$4,500.00	(\$597.93)	-11.73
Employer Contributions for Retirement: PERA	\$5,882.28	\$0.00	(\$5,882.28)	-100.00
Contributions				
Employer Contributions for Retirement: FICA	\$5,465.82	\$0.00	(\$5,465.82)	-100.00
Contributions				
Employer Paid Insurance: Health	\$8,533.73	\$0.00	(\$8,533.73)	-100.00
Employer Paid Insurance: Medicare	\$1,278.30	\$0.00	(\$1,278.30)	-100.00
Unemployment Compensation: Insurance Premiums	\$8,000.00	\$8,000.00	\$0.00	0.00
Employee Paid: Federal Income Tax	\$4,000.00	\$0.00	(\$4,000.00)	-100.00
Employee Paid: State Income Tax	\$2,300.00	\$0.00	(\$2,300.00)	-100.00
Child Support	\$1,560.00	\$1,560.00	\$0.00	0.00
Office Supplies	\$750.00	\$2,000.00	\$1,250.00	166.67
Office Supplies: Operating and general	\$0.00	\$5,000.00	\$5,000.00	N/A
Office Contracts	\$2,000.00	\$5,000.00	\$3,000.00	150.00
Professional Services	\$600.00	\$14,400.00	\$13,800.00	2300.00
Communications: Postage	\$750.00	\$750.00	\$0.00	0.00
Transportation: Travel Expense	\$2,000.00	\$3,500.00	\$1,500.00	75.00
Miscellaneous: Dues and Subscriptions	\$700.00	\$1,500.00	\$800.00	114.29
Misc.: Conferences/Educ.	\$2,500.00	\$2,500.00	\$0.00	0.00
Financial Administration				
Payroll Administration				
Employer Contributions for Retirement: PERA	\$0.00	\$6,750.00	\$6,750.00	N/A
Contributions				
Employer Contributions for Retirement: FICA	\$0.00	\$15,000.00	\$15,000.00	N/A
Contributions				
Employer Paid Insurance: Health	\$0.00	\$12,500.00	\$12,500.00	N/A
Employer Paid Insurance: Medicare	\$0.00	\$7,000.00	\$7,000.00	N/A
Unemployment Compensation: Insurance Premiums	\$0.00	\$12,000.00	\$12,000.00	N/A
Employee Paid: Income Tax	\$0.00	\$10,000.00	\$10,000.00	N/A
Employee Paid: State Income Tax	\$0.00	\$4,400.00	\$4,400.00	N/A
Accounting				
Professional Services: Auditing and Accounting Services	\$8,300.00	\$8,500.00	\$200.00	2.41
Printing and Binding: Legal Notices Publishing	\$100.00	\$100.00	\$0.00	0.00
Law				
City/Town Attorney				
Professional Services: Legal Fees	\$2,400.00	\$10,000.00	\$7,600.00	316.67

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
General Government				
Other General Government				
Planning and Zoning				
Professional Services: Engineering Fees	\$0.00	\$0.00	\$0.00	N/A
Professional Services: P & Z Contract	\$3,000.00	\$3,000.00	\$0.00	0.00
Printing and Binding: Legal Notices Publishing	\$500.00	\$500.00	\$0.00	0.00
General Government Buildings and Plant				
Office Contracts	\$0.00	\$5,350.00	\$5,350.00	N/A
Operating Supplies: Motor Fuels	\$0.00	\$0.00	\$0.00	N/A
Operating Supplies: Shop/Office Materials	\$500.00	\$1,000.00	\$500.00	100.00
Repair and Maintenance Supplies: Building Repair Supplies	\$1,000.00	\$5,000.00	\$4,000.00	400.00
Professional Services	\$2,500.00	\$2,500.00	\$0.00	0.00
Communications: Telephone	\$2,000.00	\$2,000.00	\$0.00	0.00
Utility Services: Electric Utilities	\$2,600.00	\$4,000.00	\$1,400.00	53.85
Utility Services: Gas Utilities	\$2,800.00	\$3,000.00	\$200.00	7.14
Utility Services: Refuse Disposal	\$0.00	\$1,500.00	\$1,500.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$2,000.00	\$1,500.00	(\$500.00)	-25.00
Insurance				
Worker's Compensation: Insurance Premiums	\$1,734.00	\$2,500.00	\$766.00	44.18
Insurance: General Liability	\$1,551.00	\$1,500.00	(\$51.00)	-3.29
Insurance: Property	\$6,000.00	\$6,000.00	\$0.00	0.00
Insurance: Automotive	\$1,000.00	\$2,000.00	\$1,000.00	100.00
Public Safety				
Police				
Police Administration				
Professional Services: Police Contract	\$43,260.00	\$43,260.00	\$0.00	0.00
Fire				
Fire Administration				
Professional Services: Fire Contract	\$15,000.00	\$12,227.20	(\$2,772.80)	-18.49

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Public Works				
Highways, Streets And Roadways				
Highways and Streets				
Repair and Maintenance Supplies: Street Maintenance Materials	\$12,000.00	\$20,000.00	\$8,000.00	66.67
Repair and Maintenance Supplies: Sign Repair Materials	\$500.00	\$0.00	(\$500.00)	-100.00
Professional Services: Engineering Fees	\$5,000.00	\$10,000.00	\$5,000.00	100.00
Professional Services	\$0.00	\$3,000.00	\$3,000.00	N/A
Contract M&R: Streets	\$40,000.00	\$45,000.00	\$5,000.00	12.50
Reserves	\$66,000.00	\$100,000.00	\$34,000.00	51.52
Debt Service: Bond Principal	\$23,465.00	\$45,982.00	\$22,517.00	95.96
Public Works/Maintenance				
Wages and Salaries: Part-time Employees	\$25,105.33	\$32,591.00	\$7,485.67	29.82
Employer Contributions for Retirement: PERA Contributions	\$2,345.03	\$0.00	(\$2,345.03)	-100.00
Employer Contributions for Retirement: FICA Contributions	\$1,876.03	\$0.00	(\$1,876.03)	-100.00
Employer Paid Insurance: Health	\$4,476.98	\$0.00	(\$4,476.98)	-100.00
Employer Paid Insurance: Medicare	\$525.23	\$0.00	(\$525.23)	-100.00
Unemployment Compensation: Insurance Premiums	\$4,000.00	\$0.00	(\$4,000.00)	-100.00
Employee Paid: Federal Income Tax	\$1,100.00	\$0.00	(\$1,100.00)	-100.00
Employee Paid: State Income Tax	\$700.00	\$0.00	(\$700.00)	-100.00
Operating Supplies: Shop/Office Materials	\$1,500.00	\$2,000.00	\$500.00	33.33
Repair and Maintenance Supplies: Sign Repair Materials	\$0.00	\$750.00	\$750.00	N/A
Small Tools and Minor Equipment	\$750.00	\$750.00	\$0.00	0.00
Communications: Telephone	\$360.00	\$360.00	\$0.00	0.00
Rentals: Machinery and Equipment	\$750.00	\$750.00	\$0.00	0.00
Ice and Snow Removal				
Repair and Maintenance Supplies: Street Maintenance Materials	\$1,650.00	\$1,650.00	\$0.00	0.00
Road and Bridge Equipment				
Operating Supplies: Motor Fuels	\$3,500.00	\$3,500.00	\$0.00	0.00
Repair and Maintenance Supplies: Equipment Parts	\$1,000.00	\$3,500.00	\$2,500.00	250.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$2,000.00	\$2,000.00	\$0.00	0.00
Reserves	\$5,000.00	\$15,000.00	\$10,000.00	200.00
General Equipment				
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$2,000.00	\$2,000.00	N/A
Street Lighting				
Utility Services: Electric Utilities	\$8,000.00	\$8,000.00	\$0.00	0.00
Sanitation				
Waste (Refuse) Collection				
Utility Services: Refuse Disposal	\$750.00	\$1,500.00	\$750.00	100.00
New Sewer Services				
Professional Services	\$1,000.00	\$1,000.00	\$0.00	0.00
Weed Control				
Repair and Maintenance Supplies: Landscaping Materials	\$1,200.00	\$1,500.00	\$300.00	25.00

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Culture and Recreation				
Parks				
Park Areas				
Repair and Maintenance Supplies: Equipment Parts	\$500.00	\$0.00	(\$500.00)	-100.00
Repair and Maintenance Supplies: Landscaping Materials	\$3,000.00	\$3,500.00	\$500.00	16.67
Professional Services	\$3,000.00	\$0.00	(\$3,000.00)	-100.00
Repairs and Maintenance - Contractual: Buildings	\$1,500.00	\$0.00	(\$1,500.00)	-100.00
Repairs and Maintenance - Contractual: Improvements	\$0.00	\$2,000.00	\$2,000.00	N/A
Other Than Buildings				
Misc.: Undocumented Exp.	\$200.00	\$1,500.00	\$1,300.00	650.00
Reserves	\$4,500.00	\$4,500.00	\$0.00	0.00
Conservation Of Natural Resources				
Wetland Credit				
Professional Services: Engineering Fees	\$400.00	\$500.00	\$100.00	25.00
Disbursements Total	\$456,482.79	\$644,130.20	\$187,647.41	41.11