



CITY COUNCIL MEETING AGENDA

Tuesday, October 28th, 2025 @ 6:00 PM

Mayor: Andrew Rudlang
City Council:
Roman Siltman
Ryan Barnett
Jory Carlson

City Clerk: Cassandra Delougherty
City Attorney: Joe Langel

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 October 14th, 2025 meeting
 - c. August 2025 Bank Rec
 - d. September 2025 Bank Rec
 - e. Pre-written payroll check#'s 30318-30321; **\$2,727.59**
 - f. Proposed check #'s 30304-30313 & EFTs; **\$2,038.02****TOTAL EXPENSES = \$4,765.61**

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. Unfinished Business
 - a. Cannabis Ordinance Review & Proposed Amendments O-25-45 (previously identified as O-25-46)
 - b. Landowner Petition to Detach from City- to Township
 - i. Resolution 25-10-324
 - c. Amended Draft Special Assessment Policy
7. New Business
8. Reports of Officers, Committees, Staff
 - a. Mayor's Report
 - b. Clerk's Report
 - c. Parks Committee
9. Miscellaneous/Communication
10. Adjournment

TUESDAY, OCTOBER 14TH, 2025
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

MAYOR RUDLANG CALLED THE MEETING TO ORDER. THE PLEDGE OF ALLEGIANCE WAS RECITED.

ROLL CALL

PRESENT: MAYOR ANDREW RUDLANG; COUNCIL MEMBERS FLATEGRAFF, SILTMAN, BARNETT, AND CARLSON.

AGENDA ADDITIONS/DELETIONS

CLERK DELOUGHERTY INFORMED THE COUNCIL THAT THE PETITIONER FOR AGENDA ITEM MAYOR RUDLANG NOTED THAT ITEM 7A (LANDOWNER PETITION TO DETACH FROM CITY TO TOWNSHIP) WOULD BE MOVED UP BEFORE UNFINISHED BUSINESS AT THE SUGGESTION OF CLERK DELOUGHERTY, WHO EXPRESSED CONCERN ABOUT THE TIMING OF OTHER AGENDA ITEMS. THE COUNCIL DECIDED TO FLIP-FLOP THE ORDER OF NEW BUSINESS AND UNFINISHED BUSINESS FOR TIMELINESS.

CONSENT AGENDA

MAYOR RUDLANG ASKED IF THERE WERE ANY ITEMS IN THE CONSENT AGENDA THAT NEEDED TO BE PULLED OUT FOR MORE DETAILED DISCUSSION. THERE WERE NONE.

MOTION BY COUNCIL MEMBER CARLSON, SECONDED BY COUNCIL MEMBER SILTMAN, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

MAYOR RUDLANG OPENED THE FLOOR FOR OPEN FORUM, EXPLAINING THAT THIS WAS A TIME TO ADDRESS CITY COUNCIL REGARDING ANYTHING NOT ON THE AGENDA. NO CITIZENS CAME FORWARD TO SPEAK.

NEW BUSINESS

LANDOWNER PETITION TO DETACH FROM CITY- TO TOWNSHIP

CLERK DELOUGHERTY PRESENTED A PETITION FROM A LANDOWNER ON JUNIPER DRIVE REQUESTING DETACHMENT FROM THE CITY OF JENKINS TO JOIN JENKINS TOWNSHIP. SHE EXPLAINED THAT THE PROPERTY IN QUESTION IS THE CITY'S ONLY LAKESHORE PROPERTY, WITH 19 FEET OF SHORELINE. THE LANDOWNER CITED HIGH PROPERTY TAXES AS THE REASON FOR THE REQUEST, NOTING THAT TAXES ARE APPROXIMATELY \$6,000, WITH \$2,880 GOING TO THE CITY.

CLERK DELOUGHERTY STATED THAT SHE HAD VERIFIED WITH CROW WING COUNTY LAND SERVICES THAT THE TAX AMOUNT WAS ACCURATE, NOT A MISCALCULATION. SHE NOTED THAT SURROUNDING TOWNSHIP PARCELS HAVE SIGNIFICANTLY LOWER TAXES. SHE ALSO REPORTED THAT SHE HAD SPOKEN WITH JIM OLSON, THE JENKINS TOWNSHIP CLERK, WHO CONFIRMED THAT THE TOWNSHIP BOARD IS IN FAVOR OF THE PETITION.

MAYOR RUDLANG EXPRESSED CONCERN ABOUT PROCEEDING WITHOUT LEGAL COUNSEL, AS THE CITY CURRENTLY HAS A VACANCY IN THE CITY ATTORNEY POSITION. HE STATED, "CITY COUNCIL IS

OBLIGATED TO ACT ON THE BEST INTERESTS OF THE CITY IN ITS ENTIRETY" AND SUGGESTED TABLING THE ITEM UNTIL LEGAL CONSULTATION COULD BE OBTAINED.

COUNCIL MEMBER SILTMAN EXPRESSED AGREEMENT WITH WAITING FOR LEGAL COUNSEL. COUNCIL MEMBER CARLSON ALSO AGREED, SAYING, "HAVING AS MUCH INFORMATION, ESPECIALLY WITH THE LEGAL MATTERS ON THIS, IS ALWAYS THE BEST CASE."

MOTION BY MAYOR RUDLANG, SECONDED BY COUNCIL MEMBER CARLSON, TO TABLE THE LANDOWNER PETITION FOR DETACHMENT UNTIL LEGAL CONSULTATION CAN BE OBTAINED. MOTION CARRIED UNANIMOUSLY.

CLERK DELOUGHERTY STATED SHE WOULD CONTACT JIM OLSEN AT THE TOWNSHIP IN THE MORNING TO INFORM HIM OF THE COUNCIL'S DECISION.

REQUEST FOR PROPOSALS-LEGAL SERVICES

CLERK DELOUGHERTY REPORTED THAT THE CITY HAD RECEIVED ONE PROPOSAL IN RESPONSE TO THE RFP FOR LEGAL SERVICES. COUNCIL MEMBERS CONFIRMED THEY HAD ALL RECEIVED AND REVIEWED THE PROPOSAL.

MAYOR RUDLANG NOTED HE WAS "PLEASANTLY SURPRISED" BY THE QUALITY OF THE PROPOSAL AND THAT THE FIRM HAD EXPERIENCE WITH ITEMS LIKE DETACHMENTS. COUNCIL MEMBER SILTMAN MENTIONED THAT JERRY FROM BREEZY POINT HAD HIGHLY RECOMMENDED THIS ATTORNEY.

MOTION BY COUNCIL MEMBER FLATEGRAFF, SECONDED BY COUNCIL MEMBER SILTMAN, TO APPROVE THE LEGAL SERVICES PROPOSAL FROM RATWIK, ROSZAK & MALONEY, P.A. FOR THE CITY OF JENKINS LEGAL SERVICES. MOTION CARRIED UNANIMOUSLY.

PROPOSED AMENDMENT TO SPECIAL ASSESSMENT POLICY

CLERK DELOUGHERTY PRESENTED THE PROPOSED AMENDMENTS TO THE SPECIAL ASSESSMENT POLICY, NOTING THAT CHANGES WERE HIGHLIGHTED IN RED ON PAGES 13 AND 14 OF THE DOCUMENT. THE AMENDMENTS CONCERNED HOW ROAD ASSESSMENTS ARE HANDLED, PARTICULARLY FOR MAIN CONNECTING ROADS.

COUNCIL MEMBERS DISCUSSED THE CLASSIFICATION OF ROADS, INCLUDING NORWAY DRIVE AND WHETHER JUNIPER DRIVE WAS A SHARED OR PRIVATE ROAD. COUNCIL MEMBER SILTMAN ASKED ABOUT TYPICAL ASSESSMENT PERCENTAGES IN NEIGHBORING COMMUNITIES, TO WHICH CLERK DELOUGHERTY RESPONDED THAT MANY CITIES USE 80/20 (80% TO PROPERTY OWNERS), BUT CONNECTING ROADS ARE OFTEN TREATED DIFFERENTLY.

THE COUNCIL DISCUSSED WHETHER TO MAINTAIN THE 0% ASSESSMENT TO ABUTTING PROPERTIES FOR MAIN CONNECTING ROADS AS PROPOSED IN THE AMENDMENT OR CONSIDER ANOTHER PERCENTAGE.

MOTION BY COUNCIL MEMBER BARNETT, SECONDED BY COUNCIL MEMBER SILTMAN, TO APPROVE THE SPECIAL ASSESSMENT POLICY AMENDMENTS. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

RESOLUTION 25-09-323 ADOPTING PRELIMINARY BUDGET

CLERK DELOUGHERTY EXPLAINED THAT WHILE THE PRELIMINARY BUDGET HAD BEEN APPROVED ON SEPTEMBER 29TH, A FORMAL RESOLUTION ADOPTING THE PRELIMINARY OPERATIONAL BUDGET WAS STILL NEEDED FOR PROCEDURAL PURPOSES. THE RESOLUTION SHOWS GENERAL FUND DISBURSEMENTS OF \$484,739.27 AND RECEIPTS OF \$484,721.00.

MOTION BY COUNCIL MEMBER FLATEGRAFF, SECONDED BY COUNCIL MEMBER BARNETT, TO APPROVE RESOLUTION 25-09-323 ADOPTING THE PRELIMINARY 2026 OPERATIONAL BUDGET. MOTION CARRIED UNANIMOUSLY.

CANNABIS ORDINANCE REVIEW & PROPOSED AMENDMENTS

PLANNING COMMISSION LAND USE MATRIX ORDINANCE O-25-4546

RECOMMENDATIONS

CLERK DELOUGHERTY PRESENTED ORDINANCE AMENDMENT O-25-45, WHICH INCORPORATED THE PLANNING COMMISSION'S RECOMMENDATIONS REGARDING THE LAND USE MATRIX FOR CANNABIS BUSINESSES. SHE EXPLAINED THAT CANNABIS RETAIL WOULD BE PERMITTED IN C1, C2, AND AS AN ACCESSORY USE IN I1 ZONES, WHICH WOULD ALLOW MICRO BUSINESSES TO HAVE RETAIL ALONG WITH MANUFACTURING AND CULTIVATION UNDER THE SAME LICENSE.

COUNCIL MEMBER SILTMAN, WHO HAD ATTENDED THE PLANNING COMMISSION MEETING, NOTED THAT "FROM THE ADVICE THAT WE HAD GOTTEN, IT SURE SEEMED LIKE PERMITTED WAS THE WAY TO GO INSTEAD OF MAKING IT GO THROUGH THE CUP PROCESS."

MOTION BY COUNCIL MEMBER SILTMAN, SECONDED BY COUNCIL MEMBER BARNETT, TO APPROVE ORDINANCE AMENDMENT O-25-45. MOTION CARRIED UNANIMOUSLY.

CLERK DELOUGHERTY NOTED THAT THE ORDINANCE WOULD NEED TO BE PUBLISHED FOR 10 DAYS BEFORE BECOMING OFFICIAL.

CANNABIS ORDINANCE AMENDMENT O-25-46

CLERK DELOUGHERTY PRESENTED ORDINANCE AMENDMENT O-25-46, WHICH CONTAINED CHANGES REGARDING LICENSING PROCESSES, INCLUDING UPDATING TERMINOLOGY FROM "PREAPPROVAL" TO "PRELIMINARY LICENSE APPROVAL" BASED ON REVISED GUIDANCE FROM THE OFFICE OF CANNABIS MANAGEMENT (OCM). THE MORE SIGNIFICANT PORTION CONCERNED SECTION 113.13, WHICH ADDRESSED THE NUMBER OF CANNABIS RETAIL LICENSES AND THE SELECTION PROCESS.

MAYOR RUDLANG NOTED THAT WHEN THE COUNCIL PREVIOUSLY DISCUSSED THIS MATTER, ONLY THREE MEMBERS HAD BEEN PRESENT. HE STATED HE WAS STILL COMFORTABLE WITH ALLOWING THREE RETAIL REGISTRATIONS AND PROCESSING APPLICATIONS IN THE ORDER THEY WERE RECEIVED.

COUNCIL MEMBER CARLSON EXPRESSED SUPPORT FOR MOVING FORWARD WITH THE AMENDMENT, SAYING "I'M READY TO MOVE FORWARD WITH THIS AND GET IT GOING BASICALLY. WE'VE HAD THIS DISCUSSION FOR A LONG TIME NOW."

COUNCIL MEMBER SILTMAN ACKNOWLEDGED PREVIOUS PUBLIC FEEDBACK, STATING, "AT THE PUBLIC HEARING WE HAD, WE HAD A LOT OF DISDAIN FROM THE CITIZENS OF DOING MORE THAN ONE," BUT ADDED HE WAS COMFORTABLE WITH THREE LICENSES.

COUNCIL MEMBER BARNETT EXPRESSED CONCERN ABOUT APPROVING MULTIPLE LICENSES WITHOUT KNOWING THE FULL IMPLICATIONS FOR THE CITY BUT CONCLUDED, "I'M GOOD WITH IT NOW."

DISCUSSION ALSO ADDRESSED FEES FOR TEMPORARY EVENTS AND MICRO BUSINESSES, WHICH HAD BEEN OVERLOOKED IN THE ORIGINAL ORDINANCE. THE COUNCIL AGREED TO SET TEMPORARY EVENT FEES AT \$150 AND THE INITIAL REGISTRATION FEE FOR MICRO BUSINESSES AT \$500, CONSISTENT WITH COMMERCIAL REGISTRATION FEES.

MOTION BY COUNCIL MEMBER SILTMAN, SECONDED BY COUNCIL MEMBER CARLSON, TO APPROVE ORDINANCE AMENDMENT O-25-46. MOTION CARRIED WITH 3 AYES AND 2 NAYS.

SEPTEMBER 8 MINUTES

MAYOR RUDLANG IDENTIFIED AN OMISSION IN THE SEPTEMBER 8 MEETING MINUTES REGARDING THE MOTION TO APPROVE LEGAL SERVICES FOR CANNABIS ORDINANCE REVIEW. THE MOTION AS

RECORDED DID NOT INCLUDE THE CAP ON SERVICES THAT HAD BEEN DISCUSSED AND APPROVED, WHICH WAS EITHER 20 HOURS OR UP TO \$7,000.

MOTION BY MAYOR RUDLANG, SECONDED BY COUNCIL MEMBER BARNETT, TO APPROVE THE SEPTEMBER 8 MEETING MINUTES WITH THE CLARIFICATION REGARDING THE CAP ON LEGAL SERVICES. MOTION CARRIED UNANIMOUSLY.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

MAYOR RUDLANG DID NOT HAVE A FORMAL REPORT.

CLERK'S REPORT

SOURCEWELL-COMMUNITY DEVELOPMENT SHARED SERVICES AGREEMENT

CLERK DELOUGHERTY PRESENTED AN UPDATED SOURCEWELL SHARED SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT SERVICES. SHE NOTED THAT THE HOURLY RATE WOULD INCREASE BY \$5 PER HOUR STARTING JANUARY 1, 2026, AND EACH YEAR THEREAFTER WHEN THE AGREEMENT IS IN EFFECT.

MOTION BY COUNCIL MEMBER FLATEGRAFF, SECONDED BY COUNCIL MEMBER SILTMAN, TO APPROVE THE SOURCEWELL CONTRACT. MOTION CARRIED UNANIMOUSLY.

POLICY ON CONFLICT OF INTEREST, STAFF INTERACTION, AND DUTY TO TRANSPARENCY

CLERK DELOUGHERTY REPORTED THAT SHE HAD PRESENTED THE POLICY TO THE PLANNING COMMISSION, AND TWO OF THE FIVE MEMBERS HAD SIGNED THE AGREEMENT. SHE REQUESTED THAT COUNCIL MEMBERS REVIEW AND SIGN THE POLICY.

PERSONNEL RECOMMENDATIONS

MAYOR RUDLANG EXPLAINED THAT HE AND COUNCIL MEMBER BARNETT HAD MET WITH CLERK DELOUGHERTY TO DISCUSS PERSONNEL RECOMMENDATIONS, PARTICULARLY REGARDING PUBLIC WORKS WAGES AND EMPLOYEE RETENTION.

THE COMMITTEE HAD INITIALLY RECOMMENDED A ONE-STEP INCREASE FOR EACH PUBLIC WORKS EMPLOYEE AND A TWO-GRADE SEASONAL INCREASE FOR SNOW PLOWING DUTIES FROM NOVEMBER THROUGH MARCH. AFTER DISCUSSION ABOUT BUDGET CONSTRAINTS, THE COUNCIL CONSIDERED A COMPROMISE.

COUNCIL MEMBER SILTMAN EXPRESSED CONCERN ABOUT BUDGET IMPACT, NOTING, "WE JUST WENT THROUGH THE BUDGET, AND WE SAW WHERE WE'RE AT. EVEN JUST TRYING TO CUT AS MUCH STUFF AS WE CAN DOESN'T REALLY MAKE SENSE TO NOT ONLY GIVE THEM ANOTHER RAISE, BUT THEN ALSO BUMP THEM UP ADDITIONALLY WHEN WE JUST GAVE THEM THE HEALTH STIPEND LAST YEAR."

MAYOR RUDLANG ACKNOWLEDGED THE BUDGET CONCERNS BUT NOTED THAT SNOW PLOWING REQUIRES SPECIALIZED SKILLS AND CDL LICENSING, WHICH WARRANTS HIGHER COMPENSATION COMPARED TO OTHER PUBLIC WORKS DUTIES.

MOTION BY MAYOR RUDLANG, SECONDED BY COUNCIL MEMBER BARNETT, TO APPROVE PUBLIC WORKS WAGES WITH A ONE-STEP INCREASE FOR EACH EMPLOYEE AND A ONE-GRADE SEASONAL INCREASE (INSTEAD OF TWO) FOR SNOWPLOWING DUTIES, EFFECTIVE NOVEMBER 1, WITH A BUDGET IMPACT OF APPROXIMATELY \$1,843.92 INSTEAD OF THE ORIGINAL \$2,986.13. MOTION CARRIED WITH 3 AYES AND 2 NAYS.

THE COUNCIL ALSO DISCUSSED THE PAID FAMILY MEDICAL LEAVE ACT THAT GOES INTO EFFECT JANUARY 1, 2026, REQUIRING A 0.88% PAYROLL DEDUCTION WITH THE CITY RESPONSIBLE FOR AT

LEAST 50% OF THE TAX. THE TOTAL ANNUAL IMPACT IS \$836, WITH THE CITY'S MINIMUM OBLIGATION BEING \$418.

MOTION BY COUNCIL MEMBER CARLSON, SECONDED BY COUNCIL MEMBER SILTMAN, TO APPROVE THE CITY PAYING 100% OF THE TAX FOR THE PAID FAMILY MEDICAL LEAVE. MOTION CARRIED UNANIMOUSLY.

MAYOR RUDLANG PROVIDED AN UPDATE ON THE CONSULTANT AGREEMENT WITH FORMER CLERK OKERMAN, NOTING THAT DISCUSSIONS WERE ONGOING REGARDING THE SCOPE OF SERVICES AND THAT LEGAL REVIEW WOULD BE NEEDED BEFORE PROCEEDING.

THE COUNCIL ALSO DISCUSSED COMPENSATION TIME VERSUS OVERTIME FOR THE CLERK POSITION. CLERK DELOUGHERTY REPORTED WORKING OVERTIME DURING HER FIRST TWO PAY PERIODS (28.5 HOURS AND 13.5 HOURS) DUE TO BUDGET PREPARATION AND SPECIAL MEETINGS. THE PERSONNEL POLICY CURRENTLY CAPS COMPENSATORY TIME ACCUMULATION AT 40 HOURS PER YEAR.

AFTER DISCUSSION, ***THE COUNCIL REACHED CONSENSUS ON ALLOWING COMPENSATORY TIME UP TO 40 HOURS, WITH THE ABILITY TO REPLENISH THE BANK AS TIME IS USED, AND ANY OVERTIME BEYOND THAT WOULD BE PAID OUT.***

PARKS COMMITTEE

CLERK DELOUGHERTY REPORTED THAT COUNCIL MEMBERS SILTMAN AND CARLSON HAD MET WITH STEVEN HANSON FROM THE PINE RIVER AREA FOUNDATION TO DISCUSS FUNDRAISING OPTIONS FOR THE TREE LIGHTING CEREMONY. THE MEETING WITH MR. HANSON FOCUSED ON IDENTIFYING POTENTIAL FUNDING SOURCES AND STRATEGIES TO MAXIMIZE COMMUNITY INVOLVEMENT AND SUPPORT FOR THE EVENT. COUNCIL MEMBERS EMPHASIZED THE IMPORTANCE OF FOSTERING LOCAL PARTNERSHIPS TO ENSURE THE SUCCESS OF THE TREE LIGHTING CEREMONY, WHICH HAS BECOME AN ANTICIPATED ANNUAL EVENT IN JENKINS.

ADDITIONALLY, THE PARKS COMMITTEE MET ON SEPTEMBER 25TH TO DELVE INTO VARIOUS IMPORTANT TOPICS. ONE OF THE PRIMARY DISCUSSIONS CENTERED AROUND FUNDRAISING PROCEDURES, WHERE DETAILED CONVERSATIONS WERE HAD ABOUT ESTABLISHING CLEAR GUIDELINES AND PRACTICES THAT WOULD HELP STREAMLINE FUTURE FUNDRAISING EVENTS. THIS INCLUDED CONSIDERATIONS OF HOW TO EFFECTIVELY COMMUNICATE FUNDRAISING GOALS TO THE COMMUNITY AND WAYS TO ENGAGE RESIDENTS IN THESE INITIATIVES.

ANOTHER KEY TOPIC DISCUSSED AT THE MEETING WAS THE FUTURE SITE PLAN FOR JENKINS BALL FIELD. THE COMMITTEE REVIEWED SEVERAL PROPOSALS FOR UPGRADING THE FACILITIES AND ENHANCING THE AMENITIES OFFERED AT THE BALL FIELD. THESE DISCUSSIONS AIMED TO ENSURE THE BALL FIELD MEETS THE NEEDS OF THE COMMUNITY AND PROVIDES A WELCOMING AND FUNCTIONAL SPACE FOR LOCAL EVENTS AND ACTIVITIES. THE PARKS COMMITTEE RECOGNIZED THE NEED FOR CAREFUL PLANNING AND PRIORITIZING IMPROVEMENTS THAT WOULD HAVE THE MOST SIGNIFICANT IMPACT ON THE COMMUNITY'S RECREATIONAL OPPORTUNITIES.

MISCELLANEOUS/COMMUNICATION

NO ITEMS WERE DISCUSSED UNDER MISCELLANEOUS COMMUNICATION.

ADJOURNMENT

MOTION BY COUNCIL MEMBER BARNETT, SECONDED BY COUNCIL MEMBER SILTMAN, TO ADJOURN THE MEETING AT 8:29PM. MOTION CARRIED UNANIMOUSLY.

THE MEETING WAS ADJOURNED.

Cash Control Statement

For the Period : 8/1/2025 To 8/31/2025

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$450,906.79	\$3,665.83	\$30,996.64	\$423,575.98	\$0.00	\$7,059.19	\$430,635.17
CARES/ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Development Program	\$8,592.27	\$0.00	\$0.00	\$8,592.27	\$0.00	\$0.00	\$8,592.27
Charitable Gambling Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$125,394.82	\$0.00	\$0.00	\$125,394.82	\$0.00	\$0.00	\$125,394.82
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$240,912.35	\$50.61	\$0.00	\$240,962.96	\$0.00	\$0.00	\$240,962.96
2023 Street Improvements Construction	\$1,534.54	\$519.16	\$0.00	\$2,053.70	\$0.00	\$0.00	\$2,053.70
Total	\$827,340.77	\$4,235.60	\$30,996.64	\$800,579.73	\$0.00	\$7,059.19	\$807,638.92

Date

August 25
Assenda from 4c
10/2/2025

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date Remitter

Total for Selected Receipts

Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
						
						\$ 4,235.60

Fund Name:		All Funds									
Date Range:		08/01/2025 To 08/31/2025									
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total				
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				
	Total For Check	30216					✓ \$ 847.51				
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				
	Total For Check	30217					✓ \$ 1,430.03				
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				
	Total For Check	30218					D/S \$ 634.88				
08/12/2025	IIMC	30219	Annual Membership-Krista	N	Clerk	100-41425-433-	\$ 195.00				
	Total For Check	30219					✓ \$ 195.00				
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				
	Total For Check	30220					✓ \$ 400.00				
08/12/2025	Crow Wing County Land Services	30221	E911 PID26270677	N	Recording and Reporting	100-41420-310-	\$ 25.00				
	Total For Check	30221					✓ \$ 25.00				
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				
	Total For Check	30222					✓ \$ 375.00				
08/12/2025	Kieran Moore	30223	Promotional Service-video 2nd of 2 payments for Jenkins, MIN on the Byway	N	Council/Town Board	100-41110-438-	\$ 2,485.00				
	Total For Check	30223					✓ \$ 2,485.00				
08/12/2025	City of Pequot Lakes	30224	Police Contract Invoice #2478	N	Police Administration	100-42110-315-	\$ 3,605.00				
	Total For Check	30224					✓ \$ 3,605.00				
08/12/2025	Brainerd Lakes Area Dvlpmt. Corp.	30225	1st half of 2025 government funding	N	Council/Town Board	100-41110-433-	\$ 625.00				
	Total For Check	30225					D/S \$ 625.00				
08/12/2025	Bjerga's Feed Store	30226	24bags Greener Grass	N	Weed Control	100-43260-225-	\$ 507.60				
	Total For Check	30226					✓ \$ 507.60				
08/12/2025	Pequot Lakes Sanitation	30227	Garbage service	N	Waste (Refuse) Collection	100-43230-384-	\$ 103.85				

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</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	Breen & Person, LTD.		30227	monthly retainer for legal services	N	City/Town Attorney	100-41610-304-	<u>✓</u> \$ 103.85
		Total For Check	30228					<u>0/5</u> \$ 200.00
08/12/2025	AT & T Mobility		30229	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	<u>✓</u> \$ 30.00
		Total For Check	30229					<u>✓</u> \$ 30.00
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					<u>✓</u> \$ 273.10
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					<u>✓</u> \$ 108.72
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					<u>✓</u> \$ 230.87
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					<u>✓</u> \$ 454.77
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					<u>0/5</u> \$ 230.87
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					<u>✓</u> \$ 277.05
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					<u>✓</u> \$ 230.87
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					<u>✓</u> \$ 180.87
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					<u>✓</u> \$ 369.18
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					<u>0/5</u> \$ 281.99

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
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
		Total For Check					\$ 903.65
08/13/2025	Thurlow Hardware	30244	wasp killer supplies	N	Park Areas	100-45202-225-	\$ 38.36
		Total For Check					\$ 38.36
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
		Total For Check					\$ 375.00
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
		Total For Check					\$ 352.46
08/13/2025	On Systems Inc.	30247	Inv#12043 Rcmded Network Equip Purch \$907	N	Street Lighting	100-43160-381-	\$ 594.18
		Total For Check					\$ 594.18
08/13/2025	TDS	30248	Phone and internet	N	Clerk	100-41425-570-903	\$ 907.00
		Total For Check					\$ 907.00
08/13/2025	State of IA	EFT2638747	CSE 07/27 - 08/10/25 pay period	N	General Government Buildings and Plant	100-41940-321-	\$ 178.17
		Total For Check					\$ 178.17
08/13/2025	PERA	EFT812357	07/27 - 08/10/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check					\$ 60.00
08/13/2025	Internal Revenue Service	EFT82864671	July 2025 - Quarter 3 941	N	Clerk	100-41425-115-	\$ 81.80
		Total For Check					\$ 81.80
08/26/2025	Payroll Period Ending 08/26/2025	30249	08/10-25-8/23/2025 pay period	N	Payroll Administration	100-41501-122-	\$ 1,754.65
		Total For Check					\$ 1,754.65
							\$ 410.36
							\$ 1,054.00
							\$ 3,219.01
							\$ 1,179.67
							\$ 1,179.67

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/26/2025	Payroll Period Ending 08/26/2025	30250	***VOID\$5994.43***08/10-25-8/23/2025 pay period	Y	Clerk	100-41425-101-	\$ -
	Total For Check	30250					\$ -
08/26/2025	Payroll Period Ending 08/26/2025	30251	08/10-25-8/23/2025 pay period	N	Payroll Administration	100-41501-131-	\$ 233.09
	Total For Check	30251					\$ 233.09
08/26/2025	Payroll Period Ending 08/26/2025	30252	08/10-25-8/23/2025 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 696.71
	Total For Check	30252					\$ 696.71
08/27/2025	Crow Wing Power	30253	7/8/25 to 8/8/2025 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
	Total For Check	30253					\$ 24.00
08/27/2025	Crow Wing County Land Services	30254	Recording fees, TW Miller CUP, DeLaPena CUP, Front Street ROW vacation	N	Recording and Reporting	100-41420-310-	\$ 138.00
	Total For Check	30254					\$ 138.00
08/27/2025	Joe Johnson Septic Service	30255	2 satellites at Jenkins Ball Field from 4/29/25 to 8/21/25 \$120/month per satellite	N	Park Areas	100-45202-310-	\$ 960.00
	Total For Check	30255					\$ 960.00
08/27/2025	Tri-County Septic Inspection	30256	New Septic inspection Savage 34114 3rd Ave PID26270691	N	New Sewer Services	100-43254-310-	\$ 200.00
	Total For Check	30256					\$ 200.00
08/27/2025	On Systems Inc.	30257	Inv#12129 Chambers A/V equipment funded by Approved Community Impact Grant (technology)	N	Clerk	100-41425-570-903	\$ 3,493.00
	Total For Check	30257					\$ 3,493.00
08/27/2025	Elan Financial Services	EFTC122F6AB1E	space force flag for park, fuel, shop supplies, No-IP and microsoft subscriptions	N	Clerk	100-41425-433-	\$ 153.93
		EFTC122F6AB1E			General Government Buildings and Plant	100-41940-212-	\$ 281.56
		EFTC122F6AB1E			Park Areas	100-41940-215-	\$ 65.67
	Total For Check	EFTC122F6AB1E				100-45202-438-	\$ 47.18
							\$ 548.34

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/30/2025	PERA	EFT000814468	08/10- 08/23/25 pay period w/final payout of PTO and ESST to KO	N	Clerk	100-41425-115-	\$ 595.97
		EFT000814468				100-41425-115-	\$ 111.48
		EFT000814468			Payroll Administration	100-41501-121-	\$ 892.50
		EFT000814468			Public Works/Maintenance	100-43102-115-	\$ 66.05
		EFT000814468					\$ 1,666.00
08/30/2025	Metro Sales	EFT1107606572	Inv 28702986 Contract base 5/14-8/13 (42.75) Usage chrg (122.79) Rental chrg (333.90)	N	Clerk	100-41425-209-	\$ 499.44
		EFT1107606572					\$ 499.44
08/30/2025	State of IA	EFT2644440	CSE 08/10 - 08/23/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		EFT2644440					\$ 60.00
Total For Selected Checks							\$ 30,996.64

For the month ending:

August 31, 2025

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	223,571.38
Savings	XXXX989	106,204.79
4-year CD	XXXXXX423	0.00
4 M Fund		
Bond		
Money Market	XXX201	145,320.00
Money Market - Street Reserves	XXX101	107,659.70
CD #XXXXX612-1 (Mat. 3/17/25)	XX102	224,883.05
		0.00
		0.00
TS #XXXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		477,862.75

Assigned Operational (6 months)	282,013.57
Operational Reserve	0.00
Committed Funds	387,278.52
Debt Service	131,287.64
Fund Balance Total	800,579.73

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

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

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

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
7,059.19		216,512.19	30218	634.88
		106,204.79	30225	625.00
0.00	0.00	0.00	30228	200.00
		0.00	30235	230.87
		0.00	30242	281.99
		145,320.00	30244	38.36
		107,659.70	30251	233.09
		224,883.05	30253	24.00
		0.00	30254	138.00
		0.00	30255	960.00
		0.00	30256	200.00
		0.00	30257	3,493.00
Totals		800,579.73		
Cash per CTAS		800,579.73		

Difference 0.00

7,059.19

Cash Control Statement

For the Period : 9/1/2025 To 9/30/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$423,575.98	\$3,940.91	\$30,088.29	\$397,428.60	\$0.00	\$7,046.59	\$404,475.19
CARES/ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Development Program	\$8,592.27	\$0.00	\$0.00	\$8,592.27	\$0.00	\$0.00	\$8,592.27
Charitable Gambling Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$125,394.82	\$0.00	\$0.00	\$125,394.82	\$0.00	\$0.00	\$125,394.82
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$240,962.96	\$1,065.88	\$0.00	\$242,028.84	\$0.00	\$0.00	\$242,028.84
2023 Street Improvements Construction	\$2,053.70	\$497.75	\$0.00	\$2,551.45	\$0.00	\$0.00	\$2,551.45
Total	\$800,579.73	\$5,504.54	\$30,088.29	\$775,995.98	\$0.00	\$7,046.59	\$783,042.57

Date

September
2025

09/29/2025 Frances Hurd

09/29/2025 Frances Hurd

332379

Park Pavilion Rental 9/25/25
non-resident

(09/29/2025) -

N Contributions and Donations from Private Sources

404-36230-

50.00

Fund Name: All Funds

Date Range: 09/01/2025 To 09/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
09/30/2025	PMA 4M	332380	interest & dividends MM-\$368.76 Res-\$770.29 GOBond-\$497.75	(09/30/2025) -	N Interest Earning	100-36210-	\$ 368.76
						100-36210-	\$ 770.29
						415-36210-	\$ 497.75
							\$ 1,636.80
09/30/2025	First National Bank North	332381	checking (\$18.65) and savings (\$55.88) interest	(09/30/2025) -	N Interest Earning	100-36210-	\$ 18.65
						404-36210-	\$ 55.88
							\$ 74.53
							\$ 5,504.54

Total for Selected Receipts

Fund Name: All Funds		Date Range: 09/01/2025 To 09/30/2025	
<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	
09/08/2025	On Systems Inc.	30260	
Total For Check		30260	
09/08/2025	AT & T Mobility	30261	
Total For Check		30261	
09/08/2025	City of Pequot Lakes	30262	
Total For Check		30262	
09/08/2025	Tri-County Septic Inspection	30263	
Total For Check		30263	
09/08/2025	Pequot Lakes Sanitation	30264	
Total For Check		30264	
09/09/2025	Payroll Period Ending 09/09/2025	30265	
Total For Check		30265	
09/09/2025	Payroll Period Ending 09/09/2025	30266	
Total For Check		30266	
09/09/2025	Payroll Period Ending 09/09/2025	30267	
Total For Check		30267	
09/09/2025	Payroll Period Ending 09/09/2025	30268	
Total For Check		30268	
09/09/2025	Payroll Period Ending 09/09/2025	30269	
Total For Check		30269	

<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Inv#12200 IT Network Management monthly cost	N	Clerk	100-41425-570-903	\$ 277.10
cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 277.10
Police Contract Invoice #2485	N	Police Administration	100-42110-315-	\$ 30.00
New Septic inspection Ebnet 3110 Ellis Rd	N	New Sewer Services	100-43254-310-	\$ 3,605.00
Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 200.00
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 82.21
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 230.87
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Clerk	100-41425-101-	\$ 180.87
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Payroll Administration	100-41501-131-	\$ 1,642.62
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 180.87
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 180.87
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 1,642.62
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 398.52
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 398.52
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 230.87
8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 230.87

Fund Name: All Funds		Date Range: 09/01/2025 To 09/30/2025					
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/09/2025	Payroll Period Ending 09/09/2025	30270	8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Public Works/Maintenance	100-43102-103-	\$ 712.17
Total For Check		30270					\$ 712.17
09/09/2025	Payroll Period Ending 09/09/2025	30271	8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Payroll Administration	100-41501-131-	\$ 317.85
Total For Check		30271					\$ 317.85
09/09/2025	Payroll Period Ending 09/09/2025	30272	8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check		30272					\$ 277.05
09/09/2025	Payroll Period Ending 09/09/2025	30273	8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check		30273					\$ 230.87
09/09/2025	Payroll Period Ending 09/09/2025	30274	8/24/25-9/6/25 PAY PERIOD, HEALTH STIPEND, AND CC	N	Public Works/Maintenance	100-43102-103-	\$ 222.68
Total For Check		30274					\$ 222.68
09/09/2025	Payroll Period Ending 08/26/2025	30275	8/10/25 through 8/23/2025	N	Clerk	100-41425-103-	\$ 1,378.17
Total For Check		30275					\$ 1,378.17
09/09/2025	Payroll Period Ending 08/26/2025	30276	8/10/25 through 8/23/2025	N	Clerk	100-41425-103-	\$ 5,771.00
Total For Check		30276					\$ 5,771.00
09/23/2025	Payroll Period Ending 09/23/2025	30277	9/7-9/20/25 pay period	N	Clerk	100-41425-101-	\$ 2,453.20
Total For Check		30277					\$ 2,453.20
09/23/2025	Payroll Period Ending 09/23/2025	30278	9/7-9/20/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 603.90
Total For Check		30278					\$ 603.90
09/23/2025	Payroll Period Ending 09/23/2025	30279	9/7-9/20/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 147.20
Total For Check		30279					\$ 147.20
09/23/2025	Payroll Period Ending 09/23/2025	30280	9/7-9/20/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 56.67
Total For Check		30280					\$ 56.67
09/24/2025	Thurflow Hardware	30281	batteries	N	General Government Buildings and Plant	100-41940-215-	\$ 11.20
Total For Check		30281					\$ 11.20
09/24/2025	On Systems Inc.	30282	Inv#12205 Domain renewal fee	N	Clerk	100-41425-209-903	\$ 25.00

Fund Name: All Funds

Date Range: 09/01/2025 To 09/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
09/24/2025		Total For Check	30282				\$ 25.00
09/24/2025	Schrupp Excavating	30283	Inv 20251082 from 9/3/25 3 hours grader	N	Highways and Streets	100-43101-405-	\$ 450.00
09/24/2025		Total For Check	30283				\$ 450.00
09/24/2025	TextMyGov	30284	Inv.503983 TextMyGov software mgmt and support Oct '25-Sept '26-\$2,500	N	Clerk	100-41425-433-	\$ 2,500.00
09/24/2025		Total For Check	30284				\$ 2,500.00
09/24/2025	AAA Rental Inc	30285	Inv 91815 Brushhog rental 9/5-9/6/25	N	Public Works/Maintenance	100-43102-416-	\$ 351.75
09/24/2025		Total For Check	30285				\$ 351.75
09/24/2025	Sourcewell	30286	2024-2025 Community Impact Funding Reimbursement for staff labor costs	N	General Government Buildings and Plant	100-41940-810-903	\$ 125.88
09/24/2025		Total For Check	30286				\$ 125.88
09/24/2025	Tri-County Septic Inspection	30287	New Septic design review and inspection Nierenhausen 36244 CR15, PID26230515	N	New Sewer Services	100-43254-310-	\$ 235.00
09/24/2025		Total For Check	30287				\$ 235.00
09/24/2025	TDS	30288	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.14
09/24/2025		Total For Check	30288				\$ 178.14
09/24/2025	MN Power	30289	Street & B&G Lights 8/5 - 9/4/25	N	General Government Buildings and Plant	100-41940-381-	\$ 340.86
09/24/2025		Total For Check	30289		Street Lighting	100-43160-381-	\$ 600.33
09/24/2025	City of Pequot Lakes	30290	half of the cost of 56yards of class 5 on Myers Road per agreement with Pequot Lakes	N	Highways and Streets	100-43101-403-	\$ 504.00
09/24/2025		Total For Check	30290				\$ 504.00
09/24/2025	Crow Wing County Land Services	30291	E911 Addressing M. Stockman PID26220521	N	Recording and Reporting	100-41420-310-	\$ 25.00
09/24/2025		Total For Check	30291				\$ 25.00

<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>
09/24/2025	PERA	EFT00081795	08/24- 9/06/25 pay period	N	Clerk	100-41425-115-	\$ 144.65
		EFT00081795			Payroll Administration	100-41501-121-	\$ 239.67
		EFT00081795			Public Works/Maintenance	100-43102-115-	\$ 63.07
		EFT00081795					\$ 447.39
09/24/2025	State of IA	EFT2650120	CSE 08/24 - 09/06/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		EFT2650120					\$ 60.00
09/24/2025	Internal Revenue Service	EFT5174732	August 2025 - Quarter 3 941	N	Payroll Administration	100-41501-122-	\$ 2,303.85
		EFT5174732				100-41501-135-	\$ 538.81
		EFT5174732				100-41501-170-	\$ 1,443.47
		EFT5174732					\$ 4,286.17
09/24/2025	Elan Financial Services	EFTC6407A2L	fuel, stamps, newspaper notices, microsoft subscription	N	Clerk	100-41425-322-	\$ 78.00
		EFTC6407A2L				100-41425-352-	\$ 147.87
		EFTC6407A2L			General Government Buildings and Plant	100-41425-433-	\$ 13.94
		EFTC6407A2L				100-41940-212-	\$ 202.55
		EFTC6407A2L					\$ 442.36
09/30/2025	Internal Revenue Service	EFT1996499	Q2 941 Penalties on late IRS941 reporting and payment	N	Payroll Administration	100-41501-810-	\$ 325.45
		EFT1996499					\$ 325.45
09/30/2025	State of IA	EFT2656951	CSE 09/07 - 09/20/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		EFT2656951					\$ 60.00
09/30/2025	PERA	EFT818729	9/7- 9/20/25pp includes \$572.73 overpymt KO final total was 643.56 this pp	N	Clerk	100-41425-115-	\$ 241.18
		EFT818729			Payroll Administration	100-41501-121-	\$ (572.73)
		EFT818729			Public Works/Maintenance	100-41501-121-	\$ 344.76
		EFT818729				100-43102-115-	\$ 57.62
		EFT818729					\$ 70.85
		Total For Selected Checks					\$ 30,088.25

For the month ending:

September 30, 2025

Bank account

Account #

Balance

First National Bank

Checking (NOW)

XXX769

196,272.35

Savings

XXXX989

107,270.67

4-year CD

XXXXXX423

0.00

4 M Fund

Bond

XXX201

145,817.75

Money Market

XXX101

108,028.46

Money Market - Street Reserves

XX102

225,653.34

CD #XXXXX612-1 (Mat. 3/17/25)

0.00

0.00

TS #XXXXX98-1 (Mat. 5/29/25)

XXX102

CD #XXXXX270-1 (Mat. 5/28/25)

XXX102

0.00

4M Fund TOTAL

479,499.55

Assigned Operational (6 months)

257,429.82

Operational Reserve

0.00

Committed Funds

387,278.52

Debt Service

131,287.64

Fund Balance Total

775,995.98

Committed Funds Breakdown

Future Streets

345,031.90 (4M fund)

includes 4/25

Parks and Rec

6,086.74

donations

Gambling Proceeds

0.00

Heavy Equipment

26,632.73

SCDP

8,592.27 (re-allocated for 2025)

EEP Grant

934.88 (re-allocated for 2025)

ARPA

0.00

TOTAL

387,278.52

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

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

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
7,046.59		189,225.76	30218	634.88
			30235	230.87
		107,270.67	30242	281.99
0.00	0.00		30269	230.87
	0.00		30270	712.17
		145,817.75	30271	317.85
		108,028.46	30278	603.96
		225,653.34	30279	147.20
		0.00	30280	56.62
		0.00	30281	11.29
		0.00	30282	25.00
		0.00	30284	2,500.00
			30285	351.75
			30287	235.00
			30288	178.14
			30290	504.00
			30291	25.00
				7,046.59

Totals

775,995.98

Cash per CTAS

775,995.98

Difference

0.00

Fund Name: All Funds

Date Range: 10/16/2025 To 10/23/2025

<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>
10/21/2025	Payroll Period Ending 10/18/2025	30318	10/5-10/18/25 payroll	N	Clerk	100-41425-101-	\$ 1,805.90
	Total For Check	30318					\$ 1,805.90
10/21/2025	Payroll Period Ending 10/18/2025	30319	10/5-10/18/25 payroll	N	Public Works/Maintenance	100-43102-103-	\$ 619.42
	Total For Check	30319					\$ 619.42
10/21/2025	Payroll Period Ending 10/18/2025	30320	10/5-10/18/25 payroll	N	Public Works/Maintenance	100-43102-103-	\$ 156.80
	Total For Check	30320					\$ 156.80
10/21/2025	Payroll Period Ending 10/18/2025	30321	10/5-10/18/25 payroll	N	Public Works/Maintenance	100-43102-103-	\$ 145.47
	Total For Check	30321					\$ 145.47
Total For Selected Checks							\$ 2,727.59

Date Range : 10/16/2025 To 10/23/2025

<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>
10/20/2025	TDS	Phone and internet	2839	\$178.42	100-41940-321-	General Government Buildings and Plant	\$178.42
10/20/2025	Crow Wing Power	9/8/25 to 10/8/2025 electric service	2840	\$24.00	100-43160-381-	Street Lighting	\$24.00
10/22/2025	State of IA	CSE 10/05 - 10/18/25 pay period	EFT2665922	\$60.00	100-41425-175-	Clerk	\$60.00
10/20/2025	Elan Financial Services	fuel, NPNs,copy ppr, CWCself-srv portal, bobcat repair, b&G supplies, air compr. rental.	EFT65548A8	\$1,282.37	100-41940-212- 100-41425-433- 100-41940-215- 100-43102-221- 100-43102-416- 100-41425-352- 100-41425-208-	General Government Buildings and Plant Clerk General Government Buildings and Plant Public Works/Maintenance Public Works/Maintenance Clerk Clerk	\$277.63 \$10.00 \$67.37 \$539.58 \$235.36 \$70.21 \$82.22
10/22/2025	PERA	10/5- 10/18/25 pay period	EFT822121	\$493.23	100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	\$169.98 \$59.02 \$264.23
Total For Selected Claims				\$2,038.02			\$2,038.02



AGENDA ITEM #

6a

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: October 23rd, 2025
Subject: Cannabis Ordinance Draft Amendment O-25-46

Report: On September 23rd the City Council discussed the City's current Cannabis ordinance and in closed session, discussed threatened litigation from a retail license applicant pursuant to Minn. Stat. Sec. 13D.05, subd. 3(b).

Two cannabis license applicants formally requesting to be on the agenda to discuss the current ordinance and their requested amendments. Said applicants were heard by the City Council following the closed session. The applicants shared their thoughts and Council discussed entertaining potential amendments. The Council then made motion to send the current ordinance back to the Planning Commission for review and recommendations for amendments to the Land Use Matrix. The Council authorized staff to share Attorney David Assaf's opinion related to the land use/zoning portion of the ordinance to assist in their recommendation determination.

Clerk Delougherty worked with Attorney Assaf, and Mr. Assaf prepared draft amendment ~~O-25-46~~ **now identified as O-25-45**, with the changes identified at the October 14th, 2025 City Council meeting related to the Regulation of Cannabis and Hemp Businesses & Events.

Requested Action: Please review draft Ordinance Amendment O-25-45 proposed for the Regulation of Cannabis and Hemp Businesses & Events and discuss. Upon conclusion of discussion, please motion to approve, deny, edit, or table the motion. If editing or tabling, please provide direction to staff. If motioning to approve the amendment, upon successful vote, please then approve the attached Summary Ordinance for Publication.

ORDINANCE NO. O-25-45
AN ORDINANCE AMENDING TITLE XI, BUSINESS REGULATIONS,
CHAPTER 113, REGULATION OF CANNABIS AND HEMP BUSINESSES AND
EVENTS

THE CITY COUNCIL OF THE CITY OF JENKINS DOES ORDAIN THAT (deletions are in ~~striketrough~~ in red; additions are underlined in red; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as their number and title):

SECTION 1. Jenkins City Code, Title XI –Business Regulations, Chapter 113 – Cannabis and Hemp Businesses is hereby amended to read as follows:

Section 113.01. ADMINISTRATION.

1. Findings and Purpose. The City of Jenkins City Council makes the following legislative findings:
 - A. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes the City of Jenkins to protect the public health, safety, and welfare of Jenkins residents by regulating cannabis businesses within the legal boundaries of Jenkins.
 - B. City Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Jenkins, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.
2. State Law Adopted. Except as further restricted or regulated by this Chapter, the provisions of Minnesota Statutes, Chapter 342, relating to cannabis and hemp regulation and the corresponding state rules with respect to the same are hereby adopted and made a part of this Chapter as if set out herein in full. Whenever there is an inconsistency between the provisions of Minnesota Statutes, Chapter 342, as amended, and the provisions of this Chapter, the more restrictive provision shall govern, unless preempted by state law.
3. Authority and Jurisdiction. The City of Jenkins has the authority to adopt this ordinance pursuant to:
 - A. Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
 - B. Minn. Stat. § 342.22, regarding the local registration and enforcement

requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

C. Minn. Stat. § 152.0263, Subd. 5, regarding the use of cannabis in public places.

D. Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

This Chapter shall be applicable to the legal boundaries of the City.

4. Severability. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

5. Enforcement. The City of Jenkins is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

Section 113.02. DEFINITIONS.

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. § 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

1. Cannabis Retail Businesses. A cannabis retailer location and the retail location(s) of mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.

2. Cannabis Retailer. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

3. Daycare. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

4. Lower-potency Hemp Edible. As defined under Minn. Stat. § 342.01 subd. 50.

5. Lower-potency Hemp Edible Retailer. A person or entity licensed or authorized to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products pursuant to Minn. Stat. § 342.44.

6. Office of Cannabis Management. Minnesota Office of Cannabis Management,

referred to as “OCM” in this ordinance.

7. Place of Public Accommodation. A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

8. Preliminary License Approval. ~~The preliminary license approval issued by the OCM pre-approval for to~~ a cannabis business license ~~applicant for applicants who qualify~~ qualifies under Minn. Stat. ~~§ 342.14 or § 342.17, as evidenced by a document or other written communication from the OCM to the applicant.~~

9. Public Place. A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

10. Residential Treatment Facility. As defined under Minn. Stat. § 245.462 subd. 23.

11. Retail Registration: An approved registration issued by the City of Jenkins to a state- licensed cannabis retail business.

12. School. A public school as defined under Minn. Stat. § 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.24.

13. State License. An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

Section 113.03. REGISTRATION OF CANNABIS BUSINESSES REQUIRED

No individual or entity may operate a state-licensed cannabis retail business within Jenkins without first registering with the City.

Section 113.04. PRE-LICENSE STATE APPLICATION RESPONSE REQUIRED

Pursuant to Minn. Stat. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

Section 113.05. PRELIMINARY INSPECTION PRIOR TO RETAIL REGISTRATION

1. Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary inspection to ensure compliance with local ordinances.

2. If the City Council approves a retail registration application submitted by an applicant with a preliminary license approval and prior to the issuance of a license by the OCM to the applicant, the City shall conduct a preliminary inspection to ensure compliance with the requirements of this ordinance and all City ordinances after the applicant has submitted a copy of a valid state license to the City Clerk pursuant to Section 113.07. The applicant shall not make sales within the City prior to the completion of the preliminary inspection.

Section 113.06. REGISTRATION FEES

1. Fees.
 - A. The City shall not charge an application fee.
 - B. A registration fee, as established in the City of Jenkins' fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
 - C. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
 - D. Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. § 342.11, whichever is less.
 - E. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

Section 113.07. APPLICATION

1. An applicant for a retail registration shall fill out a registration form, as provided by the City. Said form shall include, but is not limited to:
 - A. Full name of the property owner and applicant;
 - B. Address, email address, and telephone number of the applicant;
 - C. The address and parcel ID for the property which the retail registration is sought and, if applying with only a preliminary license approval issued by OCM and not a valid license, evidence of control of the property or premises for which the retail registration is sought;

- D. Certification that the applicant complies with the requirements of this Chapter and the Land Use and Zoning Regulations established by the City pursuant to Minn. Stat. § 342.13.
2. The applicant shall include with the form:
 - A. the registration fee as required in Section 113.06.

a copy of a valid state license or written notice of OCM preliminary license approval.~~preapproval~~.
3. Once an application is considered complete, the City Clerk shall inform the applicant as such, process the registration fees, and forward the registration to the ~~OCM and City Clerk~~ City Council for approval or denial.
4. The registration fee shall be non-refundable once processed.
5. If the City Council approves a retail registration application submitted with a preliminary license approval and prior to the issuance of a license by the OCM to the applicant, the applicant shall be required to submit a copy of a valid state license issued by the OCM to the City Clerk and allow an inspection to be conducted pursuant to Section 113.05 of this ordinance prior to making any sales within the City.

Section 113.08. APPLICATION APPROVAL AND BASIS FOR DENIAL

1. A state-licensed cannabis retail business registration shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 113.13.
2. A state-licensed cannabis retail business registration shall not be approved or renewed if the applicant is unable to meet the requirements of this Chapter or any applicable provisions of the Jenkins City Code.
3. The applicant does not have a valid license or preliminary license approval issued by the OCM.
4. The applicant fails to provide any information required on the application or provides inaccurate, false or misleading information.
5. The fee for the registration or registration renewal has not been paid.
6. The applicant has otherwise failed a preliminary inspection or compliance check completed by the city.

Section 113.09. ANNUAL COMPLIANCE CHECKS.

1. The Pequot Lakes Police Department shall complete at minimum one compliance check per calendar year of every cannabis retail business to assess if the business meets age verification requirements, as required under Minn. Stat. § 342.22 Subd. 4(b) and Minn. Stat. §342.24 and this Chapter.
2. The Pequot Lakes Police Department shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

3. Any failures under this section must be reported to the Office of Cannabis Management.

Section 113.10. LOCATION CHANGE

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City, it shall notify the City of the proposed location change and submit necessary information to meet all the criteria in this paragraph.

Section 113.11. NON-TRANSFER

A cannabis retail registration issued under this ordinance shall not be transferred.

Section 113.12. RENEWAL OF REGISTRATION

1. Renewal Required. The City shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
2. Renewal Fees. The City may charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.
3. Renewal Application. The application for renewal of a retail registration shall include, but is not limited to, the items required under Section 113.07 of this Ordinance.

Section 113.13. LIMITING OF REGISTRATIONS

1. If Crow Wing County has one active cannabis retail businesses registration for

every 12,500 residents, the City shall not be required to register additional state-licensed cannabis retail businesses.

2. In no event shall the City issue more than ~~one~~ three (31) cannabis retail business registration within the City. ~~The one (1) retail business will be selected via a lottery system. The city shall process cannabis retail registration applications in the order in which the applications are received until the maximum number of registered cannabis retail businesses has been met.~~

Section 113.14. REQUIREMENTS FOR CANNABIS BUSINESSES

1. Minimum Buffer Requirements.

A. The City shall prohibit the operation of a cannabis business if the property line is adjoining to a school or licensed daycare.

B. Pursuant to Minn. Stat. § 462.367 subd. 14, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

2. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, or lower-potency hemp edibles between the hours of 10:00 a.m. and 10:00 p.m.

3. Signage and Building Conditions.

A. Cannabis retail businesses are required to have plans to prevent the visibility of cannabis to individuals outside the retail location.

B. Cannabis retail businesses are permitted a sign on the exterior of the building or property of the business, unless otherwise limited by the City's sign ordinance. Businesses must follow the City of Jenkins sign ordinance.

Section 113.15. SUSPENSION OF REGISTRATION

1. When Suspension is Warranted. The City may suspend a cannabis retail business's registration if it violates this Chapter or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2. Notification to OCM. The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

3. Length of Suspension. The suspension of a cannabis retail business registration

may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

Section 113.16 REGISTRATION VIOLATIONS AND PENALTY

Any state-licensed cannabis retail business or lower-potency hemp edible retailer that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation, as set forth in the City's fee schedule.

Section 113.17. LOWER-POTENCY HEMP EDIBLE RETAILERS

1. Registration Required. The sale of lower-potency hemp edibles is permitted, subject to compliance with the retail registration requirements in this Chapter and the specific terms of this Section for a retail registration for a lower-potency hemp edible retailer.
2. Application. The procedures for and content of an application for a retail registration for a lower-potency hemp edible retailer under this chapter shall be as provided in Section 113.07 of this Chapter.
3. Fees. Registration fees for a retail registration for a lower-potency hemp edible retailer shall be as provided in Section 113.06 of this Chapter.
4. Renewal. The procedures for and content of a renewal application for a retail registration for a lower-potency hemp edible retailer under this chapter shall be as provided in Section 113.12 of this Chapter. Renewal fees shall be as set forth in Section of this Chapter.
5. Basis for Denial. The registration application for a lower-potency hemp edible retailer shall be denied for any of the reasons provided in Section 113.08 of this Chapter.
6. Zoning Districts. Lower-potency hemp edible retailers must comply with the Land Use and Zoning Regulations established by the City pursuant to Minn. Stat. § 342.13.
7. Compliance Checks. The procedure for each annual compliance check shall be as provided in Section 113.09.
8. Additional Standards.
 - A. Age Requirements. The sale of lower-potency hemp edibles is permitted only in places that admit persons 21 years of age or older.
 - B. Storage of Product. Lower-potency hemp edibles shall be sold behind a counter and stored in a locked case.
9. Suspension. The procedures for imposing suspensions on lower-potency hemp

edible retailers for violations of this Chapter shall be as provided in Section 113.15 of this Chapter.

Section 113.18. TEMPORARY CANNABIS EVENTS

1. License or Permit Required. A license or permit issued by the City is required prior to holding a temporary cannabis event.
2. Fee. A temporary cannabis event fee, as established in the City's fee schedule, shall be charged to applicants for temporary cannabis events.
3. Registration and Application Procedure. The City shall require an application for temporary cannabis events.
 - A. An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
 - (1) Full name of the property owner and applicant;
 - (2) Address, email address, and telephone number of the applicant; and
 - (3) The location of the temporary cannabis event.
 - B. The applicant shall include with the form:
 - (1) the application fee as required in Section 113.06 (B);
 - (2) a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.
 - C. The application shall be submitted to the City Clerk, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
 - D. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
 - E. The application fee shall be non-refundable once processed.
4. Standards. The application for a license for a Temporary Cannabis Event shall meet the following standards:
 - A. Location. Temporary cannabis events shall only be held on private property.
 - B. Hours. Temporary cannabis events shall only be held between the hours of

12:00 p.m. and 10:00 p.m.

C. On-Site Consumption. On-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items, if approved by the city, must be limited to the designated area approved by the city and, if located in an outdoor area, must be surrounded by commercial grade fencing.

5. Basis for Denial. A request for a temporary cannabis event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

Section 113.19. USE IN PUBLIC PLACES

1. No person shall use cannabis flower, cannabis products, or lower-potency hemp edibles products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

2. Any person who violates this section shall be guilty of a petty misdemeanor.

SECTION 2. That the Jenkins Fee Schedule in effect as of the date hereof and adopted by ordinance be amended to include the fees and amendments attached hereto and incorporated herein by reference as exhibit A.

SECTION 3. This ordinance shall take effect following its passage and publication.
Passed by the City Council of the City of Jenkins, Minnesota, this _____ day of _____, 2025.

Andrew J. Rudlang, Mayor

ATTEST:

Cassandra M. Delougherty, City Clerk-Treasurer

EXHIBIT A

FEEs

Commercial Cannabis Initial Registration fee.....	\$500.00
Cannabis Initial Registration (Microbusiness) fee	\$500.00
Commercial Cannabis Renewal Fee	\$1,000.00
Temporary Cannabis Event Fee	\$150.00

+ Initial retail registration fee shall not exceed \$500 or half of the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less.

+ Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

Administrative Fines

Offense	Statute/Code	Penalty
Abandoned or Inoperable Vehicles Violation	Zoning Ordinance	\$100
Animal Husbandry Violation	Zoning Ordinance	\$100
Construction Materials	Zoning Ordinance	\$100
Dog Ordinance – No/Expired Vaccinations	City Code	\$50
Dog Ordinance Violations – all other sections	City Code	\$75
Exterior Storage	Zoning Code	\$100
Fence Standards Violation	Zoning Code	\$100
Garbage-Refuse-Debris Violation	Zoning Ordinance	\$100
Lawn/Noxious Weeds Violation	Zoning Ordinance	\$100
Property Maintenance Violation	Zoning Ordinance	\$100
Public Nuisance	Zoning Ordinance	\$50
Building Standards Violation	Zoning Ordinance	\$250
Sign Standards Violation	Zoning Ordinance	\$100
Visual/Negative Impact Violation	Zoning Ordinance	\$100
<u>Cannabis/Low potency hemp retail sales without valid registration</u>	<u>Zoning Code</u>	<u>\$2,000/ each violation</u>

Summary Ordinance for Publication
ORDINANCE #O-25-45
AN ORDINANCE AMENDING TITLE XI: BUSINESS REGULATIONS:
CHAPTER 113: REGULATION OF CANNABIS AND HEMP BUSINESSES
AND EVENTS OF THE JENKINS CITY CODE OF ORDINANCES
CITY OF JENKINS, COUNTY OF CROW WING, STATE OF MINNESOTA

The City Council of the City of Jenkins, Minnesota has approved this summary publication of Ordinance #O-25-46 which amends Title XI, Business Regulations Chapter 113 Regulation of Cannabis and Hemp Businesses and Events regarding sections 113.02: Definitions amending the definition of “Preliminary License Approval,” section 113.05: Preliminary Inspection Prior to Retail Registration, adding preliminary inspection language, section 113.07 Application: adjusting verbiage to reflect updated OCM (Office of Cannabis Management) guidance, 113.08: Application Approval and Basis for Denial, adding “or preliminary license approval,” section 113.13 Limiting of Registrations, amending the number of cannabis retail businesses allowed within the city from one (1) to three (3), and defining that the City will process retail registrations in the order they are received until the maximum number of registered cannabis retail businesses has been met, and adopting Exhibit A: Fees related to Cannabis Microbusiness Initial Registration Fee and Temporary Cannabis Event fees, while protecting the property rights of the citizens of the City of Jenkins.

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

Dated this 28th day of October 2025.

Cassandra M. Delougherty
City Clerk-Treasurer
Zoning Administrator
City of Jenkins



AGENDA ITEM #

66

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: October 23rd, 2025
Subject: Landowner Petition to Detach from the City of Jenkins and become part of Jenkins Township.

Report: The City is in receipt of a petition to detach from the City of Jenkins by a land owner on Juniper Drive. Said property is the City's only lakeshore property, with 18ft of shoreline. In conversation with the landowner, it was expressed that the city taxes are far higher than that of the township. The abutting properties to the north and south are part of Jenkins Township, with the lake to the east. Upon research of the subject parcel and surrounding parcels, staff confirmed that the tax obligation is substantially higher for the petitioning landowner than the surrounding township parcels. The petitioning landowner spoke with Crow Wing County Land Services, who confirmed that the tax obligations were accurate.

Staff reached out to Jenkins Township Clerk Jim Olsen, who confirmed that the petitioning landowner went to the Jenkins Township Board to discuss their petition in August, and the Board was in favor of the petition. **Jenkins Township has since approved a resolution in favor of the petition.**

Detachment petitions are processed through the Municipal Boundary Adjustment Unit of the Court of Administrative Hearings and are brought before an Administrative Law Judge for final petition approval or denial.

The City of Jenkins has three general options regarding the landowner's petition. The City can be in favor, opposed, or neutral to the petition. A fourth option of tabling the petition for further research/discussion was exercised at the October 14th meeting, pending legal counsel review.

Clerk Delougherty spoke with the City's new legal counsel, Mr. Joe Langel, who expressed that the petitioner's reasoning for detachment indicated as "*to increase property values and decrease taxes*" is not an appropriate reason for detachment, and that it sets a bad precedent for other properties near our boundary edges that may also not like their property taxes.

Requested Action: Determine if the City of Jenkins is in favor of, opposed to, or neutral to the Landowner's Petition for Detachment. If choosing to table the petition, please provide staff direction on the research or information necessary for decision-making.

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION
OF CERTAIN LAND TO THE TOWNSHIP OF JENKINS, MINNESOTA
PURSUANT TO MINN. STAT. § 414.033, SUBD. 5

TO: Council of the City of Jenkins, Minnesota

AND

Office of Administrative Hearings
Municipal Boundary Adjustment Unit
PO Box 64620
St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minn. Stat. § 414.033, subd. 5.

It is hereby requested by:

- ☐ the sole property owner; or
☒ all of the property owners; or
☐ a majority of the property owners

of the area proposed for annexation to annex certain property described herein lying in the City of Jenkins to the Township of Jenkins, County of Crow Wing, Minnesota.

The area proposed for annexation is described as follows:

***INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION.
DO NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.***

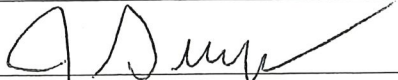
1. There are 0 property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)
2. 0 property owners have signed this petition. (If the land is owned by more than one person, all must sign the petition to represent all owners.)
3. Said property is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is:
_____ Unplatted _____ Platted 3.96 Total
5. The reason for the requested annexation is to increase property value, by lowering city property taxes.
6. The area proposed for annexation will be zoned Residential.

7. All of the area proposed for annexation is or is about to become urban or suburban in character.
8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minn. Stat. § 414.0325, nor in any other boundary adjustment proceeding pending before the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

PETITIONERS REQUEST: That pursuant to Minn. Stat. § 414.033, the property described herein be annexed to and included within the Township of Jenkins, Minnesota.

Dated: 08-25-25

Signatures: _____


Mary Gelhaye

NOTE: Pursuant to Minn. Stat. § 414.033 and Minnesota Rules 6000.0800, the petition to the Office of Administrative Hearings must be accompanied by a certification showing that a copy of the petition was filed within ten (10) days after service on the annexing city to the affected township(s), county, and any other abutting municipality(ies).

NOTE: Under Minn. Stat. § 414.033, subd. 5, if the petition is not signed by all of the property owners of the land proposed for annexation, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days mailed notice to all property owners within the area to be annexed.

Parcel ID: 26350541
GELHAYE, JOSEPH & MARY

Parcel

Assessment Year:	2025
Pay Year:	2026
Property Address:	33185 JUNIPER DR
City:	PEQUOT LAKES
State:	MN
Zip:	56472
Multiple Addresses:	No
Owner Mailing:	
Mailing City:	
Legacy Parcel ID:	260354302GB0009
Market NBHD:	26_RSL - JENKINS CITY RES&SEAS LAKESHORE
Class:	209 - 1A/4B(1) RES 1-3 UNITS - PREV SSR
Lake:	18041200 – UPPER HAY
Deeded Acres:	3.89
Plat:	-
Lot:	
Block:	
Section-Twp-Range:	35 - 137 - 029
Tax District:	26300 - 26 - CITY OF JENKINS
Town/City:	011200 - CITY OF JENKINS
School District:	020186 - PEQUOT LAKES
Fire District:	
Rural Service:	
Watershed:	
Sewer District:	
Hospital:	
HRA:	080121 – CROW WING COUNTY HRA
Commissioner District:	2
TIF Project #:	-

Values

Tax Market Value:	567,900
Estimated Market Value:	567,900
Ref Market Value:	567,900
New Construction Value:	0

Parcel Status

In Forfeiture:	No
Escrow Company:	
ACH:	No
Delinquent	No
Homestead	N – Non-Homestead

Relative

Legal

Plat Name:

PT OF GL 2 LYING N & W OF A LINE RUN AS FOL:
BEG AT AN I/M ON W BNDRY LINE OF SD LOT 2
PLACED AT A POINT 978.1 FT N FROM S US 1/4
COR OF SD SEC & RUN THEN E PARA TO S LINE OF
SD SEC 35 A DIST OF 505.7 FT TO A 2ND IRON
PIPE THEN N 35D 43'E 301 FT TO A 3RD IRON
PIPE & CONT THIS LAST NAMED COURSE 50 FT MOL
TO SHORE OF UPPER HAY LAKE EXC PT DESC: COMM
AT SW COR OF SD GL 2 THEN N 1D 6'W ASSM BEAR
ALG W LINE OF SD GL 2 A DIST OF 978.1 FT THEN
N 88D 21'46"E PARA/W S LINE OF SD GL 2 A
DIST OF 505.7 FT TO POB OF TRACT TO BE HEREIN
DESC THEN S 88D 21'46"W 152.11 FT THEN N 34D
4'46"E 423.02 FT MOL TO N LINE OF SD GL 2
THEN N 88D 19'15"E ALG SD N LINE 1 FT MOL TO
SHORELINE OF UPPER HAY LAKE THEN SE'LY ALG SD
SHORE TO INTER WITH A LINE BEAR N 34D
4'46"E FROM POB THEN S 34D 4'46"W 333 FT MOL
TO POB. PT OF GL 2 DESC: COMM AT SW COR OF SD
GL 2 THEN N 1D 6'W ASSM BEAR ALG W LINE OF SD
GL 2 A DIST OF 978.1 FT THEN N 88D 21'46"E
PARA/W S LINE OF SD GL 2 A DIST OF 505.7 FT
THEN S 88D 21'46"W 134.87 FT TO POB OF TRACT
TO BE HEREIN DESC THEN CONT S 88D 21'46"W
17.24 FT THEN N 34D 4'46"E 423.02 FT MOL TO N
LINE OF SD GL 2 THEN N 88D 19'15"E ALG SD N
LINE 1 FT MOL TO SHORELINE OF UPPER HAY LAKE
THEN SE'LY ALG SD SHORE TO INTER WITH A LINE
BEAR N 34D 4'46"E FROM POB THEN S 34D 4'46"W
410 FT MOL TO POB. SUBJ TO FLOWAGE & ESMNT
RIGHTS.

Sales

Sale Date	Sale Price	Instr. Type	CRV #	Grantor/Seller	Grantee/Buyer
11/09/2018	375,000	WD	895744E	WILLIAMS, KRISTA M.	GELHAYE, JOSEPH & MARY
07/08/2014		OTH	1405137		WILLIAMS, WALTER F III & KRISTA M

09/18/2002		OTH	0208088	WILLIAMS, WALTER F III & KRISTA M
09/01/2002	33,900	WD		TULENCHIK, SCOTT R & NAOMI M
03/15/1999		OTH	991427	WILLIAMS, WALTER F & KRISTA M
				TULENCHIK, SCOTT R & NAOMI M
03/01/1999	3,000	OTH		TULENCHIK DORIS L
				TULENCHIK SCOTT R

Sale Details

1 of 6

Instrument Type:	WARRANTY DEED
Grantor/Seller:	WILLIAMS, KRISTA M.
Grantee/Buyer:	GELHAYE, JOSEPH & MARY
Instrument/Sale Date:	11/09/2018
Transfer Date:	12/03/2018
Recorded Date:	11/19/2018
Improved/Vacant:	I - Improved
State Validity Code:	G - Qualified Sale
Sale Property Use:	1 - RESIDENTIAL (LESS THAN 4 UNITS)
CRV #:	895744E
Old Document Number:	
Total Sale Price:	375,000
# of Pcls:	1
Adjusted Sale Price:	365,500
Filing Office:	-
COT #:	

RESOLUTION NO. 25-10-324

**A RESOLUTION OF THE CITY OF JENKINS
CONCERNING DETACHMENT OF CERTAIN LAND
PURSUANT TO MINNESOTA STATUTE § 414.06**

WHEREAS, The City of Jenkins received a petition from Joseph and Mary Gelhaye, for detachment of certain property on August 25th, 2025 for the following property, located at 33185 Juniper Drive, legally described as:

All that part of Government Lot Two (2), Section Thirty-five (35), Township One Hundred Thirty-seven (137), Range Twenty-nine (29), lying North and West of a line run as follows: Beginning at an iron monument on the West boundary line of said Lot 2, placed at a point 978.1 feet North from U.S. 1/4 corner of said section and running thence East parallel to the South line of said Section 35 a distance of 505.7 feet to a second iron pipe, thence North 35 degrees 43 minutes East 301 feet to a third iron pipe and continue this last named course 50 feet, more or less, to the shore of Upper Hay Lake.

Except

That part of Government Lot 2, Section 35, Township 137 North, Range 29 West, Crow Wing County, Minnesota described as follows: Commencing at the Southwest corner of said Government Lot 2; thence North 1 degree 06 minutes 00 seconds West assumed bearing along the West line of said Government Lot 2, a distance of 978.10 feet; thence North 88 degrees 21 minutes 46 seconds East parallel with the South line of said Government Lot 2, a distance of 505.70 feet to the point of beginning of the tract to be herein described; thence South 88 degrees 21 minutes 46 seconds West 152.11 feet; thence North 34 degrees 04 minutes 46 seconds East 423.02 feet, more or less, to North line of said Government Lot 2; thence North 88 degrees 19 minutes 15 seconds East along said North line 1 foot, more or less, to the shoreline of Upper Hay Lake; thence Southeasterly along said shoreline to the intersection with a line bearing North 34 degrees 04 minutes 46 seconds East from the point of beginning; thence South 34 degrees 04 minutes 46 seconds West 333 feet, more or less, to the point at beginning.

And

All that part of Government Lot 2, Section 35, Township 137 North, Range 29 West, described as follows: Commencing at the Southwest corner of said Government Lot 2; thence North 01 degrees 06 minutes 00 seconds West, assumed bearing, along the West line of said Government Lot 2 a distance of 978.10 feet; thence North 88 degrees 21 minutes 46 seconds East, parallel with the South line of said Government Lot 2 a distance of 505.70 feet; thence South 88 degrees 21 minutes 46 seconds West 134.87 feet to the point of beginning of the tract to be herein described; thence continuing South 88 degrees 21 minutes 46 seconds West 17.24 feet; thence North 34 degrees 04 minutes 46 seconds East 423.02 feet, more or less, to the North line of said Government Lot 2; thence North 88 degrees 19 minutes 15 seconds East along said North line 1 foot, more or less, to the shoreline of Upper Hay Lake; thence Southeasterly along said shoreline to the intersection with a line bearing North 34 degrees 04 minutes 46 seconds East from the point of beginning; thence South 34 degrees 04 minutes 46 seconds West 410 feet, more or less, to the point of beginning, Crow Wing County, Minnesota.

NOW THEREFORE, BE IT RESOLVED that the City of Jenkins (SUPPORTS, IS OPPOSED TO, OR IS NEUTRAL TO) the petition for detachment.

Adopted by the City Council of Jenkins, Minnesota this 28th day of October, 2025.

Andrew J. Rudlang, Mayor

Attested:

Cassandra M. Delougherty, City Clerk-Treasurer



AGENDA ITEM #

6c

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: October 23rd, 2025
Subject: Special Assessment Policy Draft Amendment

Report: At the October 14th, 2025 City Council Meeting, the recommendations from Council members Flategraff and Siltman to amend the special Assessment Policy were approved.

Requested Action: Please review and discuss the attached draft special assessment policy, and approve, deny, or table the proposed policy. If tabling, please provide direction for staff.

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 & September 27, 2022.

Further Revised by the Jenkins City Council : October 14th, 2025 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.

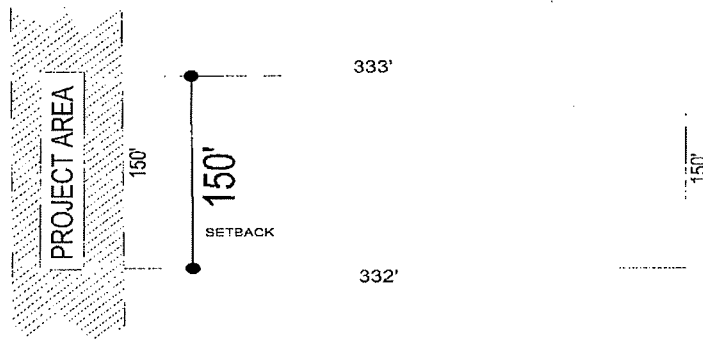
Subd. 2. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

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.

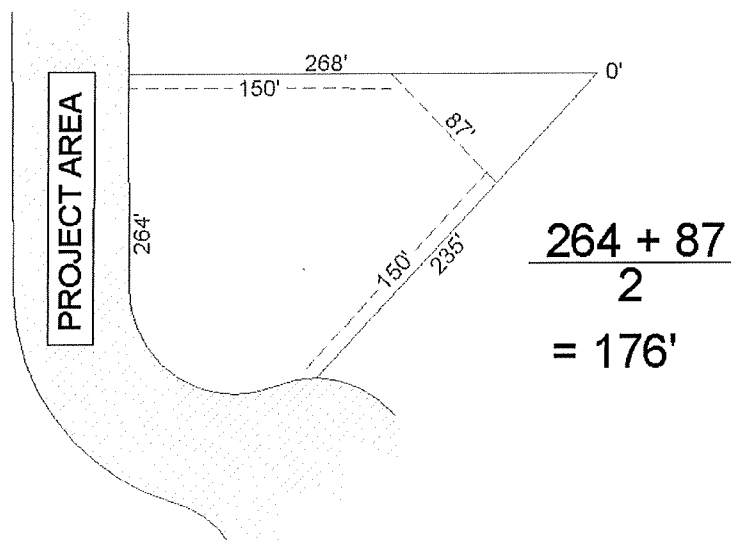
The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize 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.

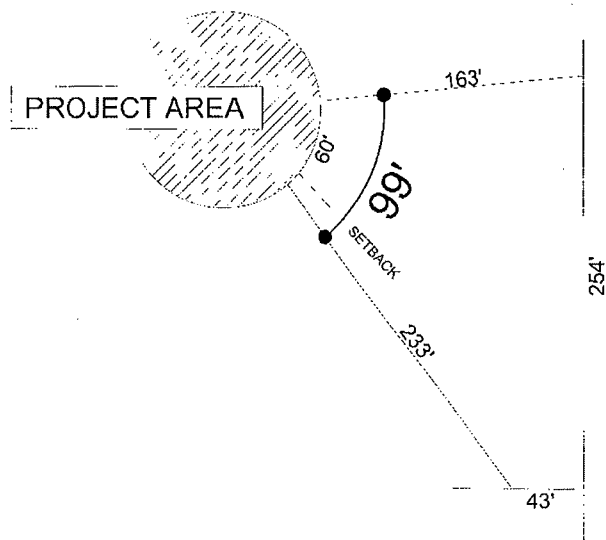


2. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 50.0 feet of difference between the front and rear lot lines, and where the lot's frontage is greater than its depth, the following example methods may be used.

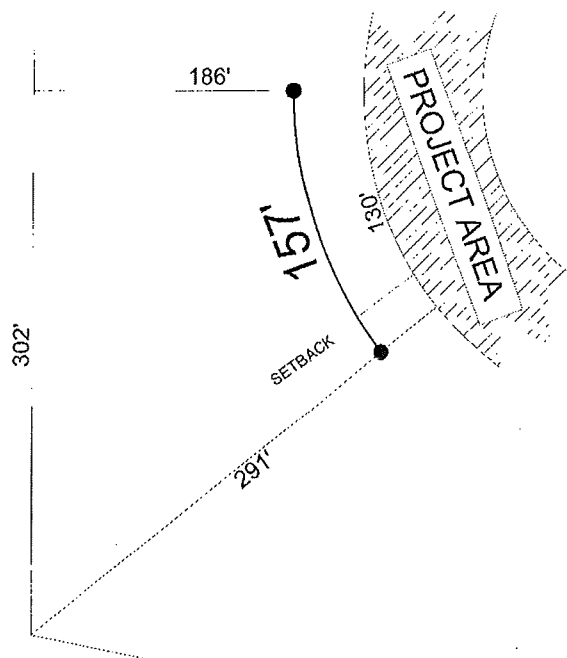
Triangular Lots



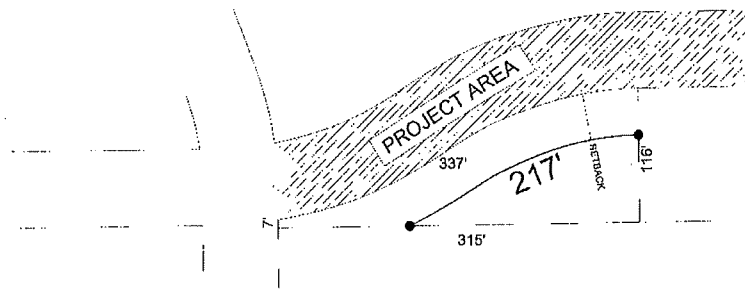
Cul de Sac Lots



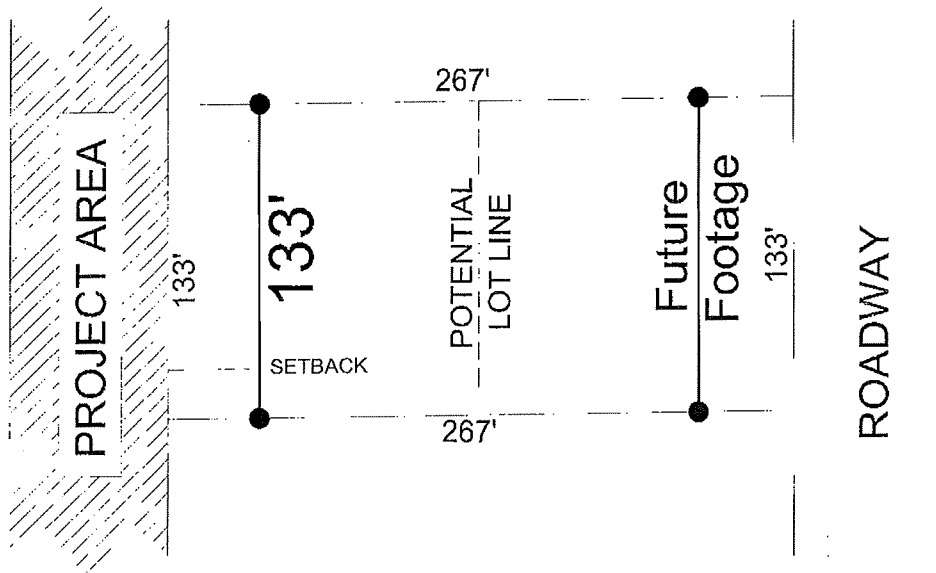
Curved Lots



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.

At the time of the most recent revision of this policy, roads not currently listed in the City’s streets inventory include the following roads:

Foxglove, Bilyard Blvd, Summer Creek Trl, Brunes Ranch Rd, Charles Ave, Earle Jenkins Dr, and Hay Creek Trl, as well as any other roads not listed in the City’s street inventory at the time of this amendment.

2. ***Reconstruction and Overlays.*** Street reconstructions and overlays may be 0% 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 is considered new construction and all costs are assessed **based on the following classifications;**
Dead End Roads shall include Drake Crl, Ellis Rd, Norway Dr, and the northern-most section of Ultra Flyte Rd (north of Half Mile Rd) and shall be assessed at 80% to the abutting benefited properties
Main Connecting Roads shall include Half Mile Rd, Myers Road, southern-most section of Ultra Flyte Rd (south of Half Mile Rd.) shall be assessed at 0% to the abutting benefited properties. (*Approved by City Council 10/14/2025)
- 4.
5. **Curb and Gutter:** All new curb and gutter shall be 100% assessed to the abutting benefitted properties. All maintenance shall be assessed at 0% to abutting benefitted properties.
6. **Seal Coats.** Sealcoats will not be assessed.
7. **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, watermain assessments 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 watermain assessments 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.

As of October 14th, 2025, roads not currently listed in the City's streets inventory include the following roads:

Foxglove, Bilyard Blvd, Summer Creek Trl, Brunes Ranch Rd, Charles Ave, Earle Jenkins Dr, and Hay Creek Trl, as well as any other roads not listed in the City's Street Inventory at the time of this amendment.

Gravel Streets. Upgrading of an existing gravel street by adding pavement is considered new construction and all costs are assessed based on the following classifications;

Dead End Roads shall include Drake Crl, Ellis Rd, Norway Dr, and the northern-most section of Ultra Flyte Rd (north of Half Mile Rd) and shall be assessed at 80% to the abutting benefited properties

Main Connecting Roads shall include Half Mile Rd, Myers Road, southern-most section of Ultra Flyte Rd (south of Half Mile Rd.) shall be assessed at 0% to the abutting benefited properties.

(*Approved by City Council 10/14/2025)