



CITY COUNCIL MEETING AGENDA

Monday, January 12th, 2026 @ 6:00 PM

Mayor: Andrew Rudlang **City Clerk:** Cassandra Delougherty
City Council: **City Attorney:** Joe Langel
Jerimey Flategraff (Mayor Pro-Tem)
Roman Siltman
Ryan Barnett
Jory Carlson

City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
(218) 568-4637
www.cityofjenkins.com

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 December 8th, 2025 meeting & TnT Hearing
 - c. November 2025 Financial Reconciliation
 - d. December 2025 Financial Reconciliation
 - e. Pre-written check #'s 30382-30407 & EFTs; **\$14,813.32**
 - f. Proposed check #'s 30408-30414 & EFTs; **\$46,646.19**

TOTAL EXPENSES = \$61,459.51
5. Open Forum

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. RFP for Audit/Accounting Services
 - b. Surplus Maintenance Equipment Sealed Bids
7. New Business
 - a. 2026 Annual Appointments
 - i. Resolution 26-01-328 2026 Statutory Requirement
 - ii. Resolution 26-01-329 2026 Appointments
 - iii. 2026 Annual Committee & Board Appointments
 - b. Crow Wing County Hazard Mitigation Plan (HMP)
 - i. Resolution 26-01-330 Adopting Crow Wing County HMP
 - c. 2025 Engineering Recap
 - i. Recap Letter from Widseth & 2026 Fee Schedule
 - ii. Councilmember request to discuss Veteran's Street Improvement Costs
8. Reports of Officers, Committees, Staff
 - a. Mayor's Report
 - b. Clerk's Report
9. Miscellaneous/Communication
 - a. Planning & Zoning Administrator's Report
10. Adjournment

DECEMBER 8TH, 2025
JENKINS CITY COUNCIL
MEETING & TNT HEARING
DRAFT MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

THE MEETING OPENED WITH THE PLEDGE OF ALLEGIANCE.

ROLL CALL

MAYOR ANDREW RUDLANG AND COUNCIL MEMBERS ROMAN SILTMAN AND RYAN BARNETT WERE PRESENT IN PERSON. COUNCIL MEMBER JERIMEY FLATEGRAFF JOINED REMOTELY VIA ZOOM WHILE DRIVING. CITY CLERK CASSANDRA DELOUGHERTY WAS ALSO PRESENT. REGARDING REMOTE ATTENDANCE, THERE WAS A BRIEF DISCUSSION ABOUT THE CURRENT MINNESOTA STATE STATUTES GOVERNING REMOTE PARTICIPATION. CITY CLERK DELOUGHERTY INDICATED SHE WAS NOT ENTIRELY CERTAIN OF THE FULL LAW, NOTING THAT COUNCILMEMBER FLATEGRAFF COULD POTENTIALLY VOTE IF THEY CONDUCTED ROLL CALL VOTES, BUT CERTAIN CIRCUMSTANCES MIGHT APPLY. MAYOR RUDLANG SUGGESTED THEY COULD PROCEED AND IF ANYTHING CONTENTIOUS AROSE, THEY WOULD ADDRESS IT.

AGENDA ADDITIONS/DELETIONS

CITY CLERK DELOUGHERTY REQUESTED TWO DELETIONS FROM THE AGENDA:

1. MINUTES OF THE NOVEMBER 25TH MEETING, WHICH HAD BEEN PREPARED BUT NOT INCLUDED IN THE MEETING PACKET
2. UNFINISHED BUSINESS ITEMS A AND B, AS SHE HAD NOT COMPLETED FOLLOW-UP ON SOME QUESTIONS

CONSENT AGENDA

THE CONSENT AGENDA WAS PRESENTED WITH THE MINUTES REMOVED AS PREVIOUSLY NOTED. MOTION: COUNCIL MEMBER SILTMAN MOVED TO APPROVE THE CONSENT AGENDA WITH THE NOTED CHANGES AND THE ADDITION OF COUNCILMEMBER FLATEGRAFF'S NAME TO THE DOCUMENT. COUNCIL MEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

NO CITIZENS WERE PRESENT FOR OPEN FORUM.

NEW BUSINESS

NO NEW BUSINESS ITEMS WERE LISTED.

PUBLIC HEARING- TRUTH IN TAXATION HEARING

SHORT PRESENTATION

CLERK DELOUGHERTY PRESENTED INFORMATION ABOUT THE PROPOSED TAX LEVY AND 2026 BUDGET. SHE EXPLAINED THAT HER PRESENTATION PROVIDED PUBLIC INFORMATION ABOUT THE LEVY AND BUDGET, NOTING THAT SEVERAL FACTORS INFLUENCE THE TOTAL TAX LEVY.

KEY POINTS FROM THE PRESENTATION INCLUDED:

- THE TAX RATE FOR JENKINS RESIDENTS ACTUALLY DECREASED BY 0.087%
- THE CITY GAINED OVER \$11 MILLION IN TAXABLE MARKET VALUE
- NEW CONSTRUCTION ADDED JUST UNDER \$2.2 MILLION
- GENERAL FUND EXPENDITURES BREAKDOWN: 37.1% FOR STREETS/HIGHWAYS/BRIDGES, 34.3% FOR GENERAL GOVERNMENT, 10.5% FOR CAPITAL OUTLAY, 7.9% FOR DEBT SERVICE, AND SMALLER PERCENTAGES FOR OTHER CATEGORIES

DELOUGHERTY NOTED THAT FOR AN AVERAGE HOME IN JENKINS (VALUED IN THE LOW \$300,000S), THE ESTIMATED MARKET VALUE INCREASE WAS \$5,900, REPRESENTING A 1.67% INCREASE IN VALUE. THE TOTAL TAX OBLIGATION INCREASE TO THE CITY WOULD BE \$22.40 OR 1.82%.

THE CLERK OUTLINED SEVERAL FACTORS THAT SIGNIFICANTLY IMPACTED THE 2026 BUDGET:

- BOND PAYMENTS INCREASING BY 95% (FROM \$23,465 TO \$45,982)
- LOCAL GOVERNMENT AID AND SMALL CITIES DEVELOPMENT PROGRAM FUNDING DROPPING BY OVER 19% (APPROXIMATELY \$10,000)
- PROJECTED INCREASES IN LEGAL SERVICES DUE TO THE DEPARTURE OF THE LONGTIME CITY ATTORNEY
- NEW CONTRACTS FOR NETWORK ADMINISTRATION AND A NEW COPIER

DELOUGHERTY EMPHASIZED THAT DESPITE THESE CHALLENGES, TOTAL DISBURSEMENTS WERE ONLY INCREASING BY 3.47% OVER THE PREVIOUS YEAR.

HEARING OPENED FOR PUBLIC COMMENT

MAYOR RUDLANG OPENED THE HEARING FOR PUBLIC COMMENT. NO MEMBERS OF THE PUBLIC WERE PRESENT TO COMMENT ON THE PROPOSED TAX LEVY AND BUDGET.

PUBLIC HEARING CLOSED

WITH NO PUBLIC COMMENTS, THE PUBLIC HEARING PORTION WAS CLOSED.

COUNCIL DISCUSSION & POSSIBLE ACTION

THE COUNCIL BRIEFLY DISCUSSED THE PROPOSED BUDGET, FOCUSING PARTICULARLY ON THE REPAIR AND MAINTENANCE SUPPLIES LINE ITEM UNDER PUBLIC WORKS IN THE HIGHWAYS, STREETS AND ROADWAYS SECTION. MAYOR RUDLANG NOTED THAT THIS ITEM WAS BUDGETED AT \$3,500 FOR 2026, UP FROM \$1,000 IN 2025, BUT THAT THE 2025 BUDGET HAD ALREADY BEEN EXCEEDED FOR MAINTENANCE ON EQUIPMENT.

MAYOR RUDLANG QUESTIONED WHETHER THE BUDGET COULD BE REDUCED SINCE THE CITY WOULD HAVE NEW EQUIPMENT (A NEW MOWER AND TOOL CAT) THAT WOULD BE UNDER WARRANTY, THOUGH HE ACKNOWLEDGED THAT OTHER EQUIPMENT LIKE TRUCKS WOULD STILL NEED MAINTENANCE. COUNCILMEMBER FLATEGRAFF SUGGESTED THEY COULD REDUCE THIS LINE ITEM AND USE RESERVES IF NEEDED.

AFTER DISCUSSION, THE CONSENSUS WAS TO LEAVE THE MAINTENANCE BUDGET AS PROPOSED, WITH COUNCILMEMBER BARNETT NOTING THAT THE SAVINGS WOULD BE MINIMAL AND NOT SIGNIFICANTLY IMPACT THE OVERALL BUDGET. COUNCILMEMBER SILTMAN ADDED THAT EQUIPMENT REPAIRS CAN BE EXPENSIVE, CITING POTENTIAL COSTS LIKE CUTTING EDGES THAT CAN RUN AROUND \$1,000.

RESOLUTION 25-12-326 APPROVING FINAL TAX LEVY, COLLECTIBLE IN 2026

MOTION:

COUNCIL MEMBER SILTMAN MOVED TO APPROVE RESOLUTION 25-12-326 APPROVING THE FINAL TAX LEVY OF \$417,624 COLLECTIBLE IN 2026. COUNCIL MEMBER BARNETT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY WITH COUNCILMEMBER FLATEGRAFF ABSTAINING DUE TO REMOTE ATTENDANCE.

RESOLUTION 25-12-327 ADOPTING THE 2026 FINAL OPERATIONAL BUDGET

MOTION:

COUNCIL MEMBER SILTMAN MOVED TO APPROVE RESOLUTION 25-12-327 ADOPTING THE 2026 FINAL OPERATIONAL BUDGET. COUNCIL MEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY WITH COUNCILMEMBER FLATEGRAFF ABSTAINING.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

MAYOR RUDLANG REPORTED ON THE RECENT PARK LIGHTING EVENT, DESCRIBING IT AS WONDERFUL DESPITE THE COLD WEATHER WHICH MAY HAVE IMPACTED ATTENDANCE. HE EXPRESSED APPRECIATION TO EVERYONE INVOLVED IN SETTING UP THE LIGHTS AND

ORGANIZING THE EVENT, NOTING THAT PEOPLE ARE ALREADY THINKING OF IDEAS FOR NEXT YEAR.

CLERK'S REPORT

CITY CLERK DELOUGHERTY APOLOGIZED FOR NOT GETTING THE FULL PACKET OUT FOR THE WEEKEND. SHE ALSO NOTED THAT SHE WOULD NEED MORE INFORMATION REGARDING SOME LEGAL MATTERS BEFORE THE NEXT MEETING, WHICH MIGHT REQUIRE PUSHING BACK SOME BIDDING DEADLINES. THE CLERK ASSURED THE COUNCIL THAT THIS ADJUSTMENT SHOULDN'T POSE ANY ISSUES AS THERE WERE NO TIGHT TIMELINES INVOLVED.

MAYOR RUDLANG THANKED DELOUGHERTY FOR HER WORK ON THE BUDGET, NOTING IT WAS HER FIRST ONE.

PARK COMMITTEE

A LIST OF DONORS FOR THE PARK LIGHTING EVENT WAS READ, INCLUDING INDIVIDUALS, BUSINESSES, AND ORGANIZATIONS WHO CONTRIBUTED LABOR, PARTS, OR MONETARY DONATIONS. CONTRIBUTORS INCLUDED: AARON FENSTERMAKER, AARON AND MISSY HALF, JORDAN AND MEGAN CARLSON, JOE JOHNSON SEPTIC, AAA RENTAL, JOEY GORGES, VICTOR PROSHIP, CINDY AND JOHN WEBKEEP, DEBBIE SILKMAN, PINE RIVER AREA FOUNDATION, AND WATT COMPUTER SOLUTIONS.

THERE WAS A DISCUSSION ABOUT COLLECTING PHOTOS FROM THE EVENT TO POST ON THE CITY WEBSITE ALONG WITH THE DONOR LIST TO RECOGNIZE THE CONTRIBUTORS.

MISCELLANEOUS/COMMUNICATION

THE COUNCIL DISCUSSED THE SCHEDULE FOR THE NEXT MEETING, WHICH WOULD NORMALLY FALL ON DECEMBER 23RD. CITY CLERK DELOUGHERTY CONFIRMED THERE WERE NO PRESSING END-OF-YEAR ITEMS THAT NEEDED TO BE ADDRESSED.

MOTION: MAYOR RUDLANG MOVED TO CANCEL THE SECOND MEETING OF DECEMBER.

COUNCIL MEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION: COUNCIL MEMBER SILTMAN MOVED TO ADJOURN. COUNCIL MEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.

APPROVED THIS ____ DAY OF _____, 2025.

ANDREW J. RUDLANG, MAYOR

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

For the Period : 11/1/2025 To 11/30/2025

<u>Name of Fund</u>	<u>Beginning</u> <u>Balance</u>	<u>Total</u> <u>Receipts</u>	<u>Total</u> <u>Disbursed</u>	<u>Ending</u> <u>Balance</u>	<u>Less</u> <u>Deposits</u> <u>In Transit</u>	<u>Plus</u> <u>Outstanding</u> <u>Checks</u>	<u>Total</u> <u>Per Bank</u> <u>Statement</u>
General Fund	\$367,069.99	\$94,067.00	\$50,106.40	\$411,030.59	\$0.00	\$9,228.56	\$420,259.15
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	\$8,592.27	\$0.00	\$0.00	\$0.00	\$0.00
Charitable Gambling Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$134,634.94	\$473.68	\$0.00	\$135,108.62	\$0.00	\$0.00	\$135,108.62
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$242,083.50	\$49.40	\$0.00	\$242,132.90	\$0.00	\$0.00	\$242,132.90
2023 Street Improvements Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	✓\$752,380.70	✓\$94,590.08	✓\$58,698.67	✓\$788,272.11	\$0.00	✓\$9,228.56	\$797,500.67

Date

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
11/05/2025	Court Administration	332391	Ohr Restitution	(11/05/2025) -	N	Compensation for Loss of General Fixed Assets	100-39102-	\$ 200.00
								<div>\$ 200.00</div>
11/20/2025	State of MN-CWC	332392	Fines	(11/20/2025) -	N	Court Fines	100-35101-	\$ 249.95
								<div>\$ 249.95</div>
11/20/2025	Sourcewell	332393	Community Match and Impact Grant Funds	(11/20/2025) -	N	Funding from Other Sources	100-33640-903	\$ 43,101.72
							Funding from Other Sources	100-33640-904
								<div>\$ 40,000.00</div>
								<div>\$ 83,101.72</div>
11/20/2025	City of Lakeshore	332394	1/2 of diesel air compressor rental charges	(11/20/2025) -	N	Refunds and reimbursements	100-36240-	\$ 104.07
								<div>\$ 104.07</div>
11/20/2025	Schrupp Excavating	332395	Septic Design Review and Inspection PID26270660 3250 2nd	(11/20/2025) -	N	Septic permits	100-32215-	\$ 220.00
								<div>\$ 220.00</div>
11/25/2025	City of Jenkins	ALLOCATION	xfer from SC fund per CC allocation for land purch, city hall reno/capital outlay overages	(11/25/2025) -	N	Small Cities Assistance	100-33465-	\$ 8,592.27
								<div>\$ 8,592.27</div>
11/30/2025	PMA 4m	332396	interest and dividends MM351.02 RES733.24 GOBond473.68	(11/30/2025) -	N	Interest Earning	100-36210-	\$ 351.02
							Interest Earning	100-36210-
							Interest Earning	301-36210-
								<div>\$ 733.24</div>
								<div>\$ 473.68</div>
								<div>\$ 1,557.94</div>
11/30/2025	First National Bank	332397	checking and savings acct interest	(11/30/2025) -	N	Interest Earning	100-36210-	\$ 14.73

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
						Interest Earning	404-36210-	\$ 49.40
								\$ 64.13
11/30/2025	Hometown Buds, LLC	332398	Cannabis MicroBusiness License Fee	(11/30/2025) -	N	Cannabis MicroBusiness License Fee	100-32111-	\$ 500.00
Total for Selected Receipts								\$ 500.00
								\$ 94,590.08

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<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>
11/04/2025	Payroll Period Ending 11/04/2025	30324	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30324							\$ ✓ 230.87
11/04/2025	Payroll Period Ending 11/04/2025	30325	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 180.87
Total For Check 30325							\$ ✓ 180.87
11/04/2025	Payroll Period Ending 11/04/2025	30326	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Payroll Administration	100-41501-131-	\$ 599.01
Total For Check 30326							\$ ✓ 599.01
11/04/2025	Payroll Period Ending 11/04/2025	30327	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Clerk	100-41425-101-	\$ 1,674.34
Total For Check 30327							\$ ✓ 1,674.34
11/04/2025	Payroll Period Ending 11/04/2025	30328	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30328							\$ ✓ 230.87
11/04/2025	Payroll Period Ending 11/04/2025	30329	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Payroll Administration	100-41501-131-	\$ 213.53
Total For Check 30329							\$ ✓ 213.53
11/04/2025	Payroll Period Ending 11/04/2025	30330	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Public Works/Maintenance	100-43102-103-	\$ 385.10
Total For Check 30330							\$ ✓ 385.10
11/04/2025	Payroll Period Ending 11/04/2025	30331	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check 30331							\$ 01/5 277.05
11/04/2025	Payroll Period Ending 11/04/2025	30332	10/19-11/1/25 PAY PERIOD, STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30332							\$ ✓ 230.87
11/10/2025	Pequot Lakes Sanitation	30333	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 112.95
Total For Check 30333							\$ ✓ 112.95

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<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>
11/10/2025	Action Entertainment-Doug Taylor	30334	Horse-drawn rides for City Tree Lighting Event at Jenkins Veteran's Park Dec. 6, 2025 5-7p	N	Park Areas	100-45202-310-333	\$ 650.00
		Total For Check	30334				\$ ✓ 650.00
11/10/2025	AT & T Mobility	30335	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		Total For Check	30335				\$ ✓ 30.00
11/10/2025	League of MN Cities Insurance Trust	30336	WC Insurance 10/1/25-10/1/26 Agreement Number WC 100-4586-9	N	Insurance	100-41960-151-	\$ 1,377.00
		Total For Check	30336				\$ ✓ 1,377.00
11/10/2025	On Systems Inc.	30337	Inv#12376 Managed services and web hosting	N	Clerk	100-41425-209-	\$ 277.90
		Total For Check	30337				\$ ✓ 277.90
11/10/2025	Anderson Brothers Construction	30338	Invoice 38365 Rosewood Street Improvements Job25937	N	Highways and Streets	100-43101-405-	\$ 28,181.60
		Total For Check	30338				\$ ✓ 28,181.60
11/10/2025	League of Minnesota Cities	30339	Inv.435880(J. Goerges)MemberLearn Land Use Regulation: YourRoleIn LandUse Decision-making	N	Council/Town Board	100-41110-440-	\$ 15.00
		Total For Check	30339				\$ ✓ 15.00
11/10/2025	Cassandra Delougherty	30340	mileage reimbursement, MMUA LakeShore, Sourcewell Staples, LandServices-Brainerd	N	Clerk	100-41425-331-	\$ 133.00
		Total For Check	30340				\$ ✓ 133.00
11/10/2025	Flaherty & Hood, P.A.	30341	Client Number 5975 Invoice Number 24033 October 2025 Cannabis Legal Services	N	City/Town Attorney	100-41610-304-	\$ 612.50
		Total For Check	30341				\$ ✓ 612.50
11/10/2025	Thurlow Hardware	30342	extension cord and pest station refills	N	General Government Buildings and Plant	100-41940-215-	\$ 19.49
		30342				100-41940-215-	\$ 18.99

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<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>
		Total For Check	30342				<u>\$ <i>D/S</i> 38.48</u>
11/10/2025	Schrupp Excavating	30343	Inv 20251496 from 10/23/25 3 hours grader	N	Highways and Streets	100-43101-405-	\$ 450.00
		Total For Check	30343				<u>\$ ✓ 450.00</u>
11/10/2025	Internal Revenue Service	EFT1105968	Oct 2025 Q4 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,248.26
		EFT1105968				100-41501-135-	\$ 291.94
		EFT1105968				100-41501-170-	\$ 857.40
		Total For Check	EFT1105968				<u>\$ ✓ 2,397.60</u>
11/10/2025	State of IA	EFT2671349	CSE 10/19 - 11/01/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2671349				<u>\$ ✓ 60.00</u>
11/10/2025	Xcel Energy	EFT63734	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 60.23
		Total For Check	EFT63734				<u>\$ ✓ 60.23</u>
11/10/2025	PERA	EFT824025	10/19- 11/01/25 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT824025			Payroll Administration	100-41501-121-	\$ 226.52
		EFT824025			Public Works/Maintenance	100-43102-115-	\$ 38.65
		Total For Check	EFT824025				<u>\$ ✓ 422.83</u>
11/10/2025	Elan Financial Services	EFTC6E3D3EE	fuel, NPNs,copy ppr, CWCself-srv portal, bobcat repair, b&G supplies, air compr. rental.	N	Recording and Reporting	100-41420-352-	\$ 51.09
		EFTC6E3D3EE			Clerk	100-41425-331-	\$ 154.70
		EFTC6E3D3EE				100-41425-433-	\$ 20.00
		EFTC6E3D3EE			General Government Buildings and Plant	100-41940-215-	\$ 32.30
		EFTC6E3D3EE				100-41940-215-	\$ 207.57
		EFTC6E3D3EE			Public Works/Maintenance	100-43102-221-	\$ 44.58
		Total For Check	EFTC6E3D3EE				<u>\$ ✓ 510.24</u>
11/20/2025	Payroll Period Ending 11/15/2025	30344	11/2-11/15/25 pay period	N	Clerk	100-41425-101-	\$ 1,674.34
		Total For Check	30344				<u>\$ ✓ 1,674.34</u>
11/20/2025	Payroll Period Ending 11/15/2025	30345	11/2-11/15/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 542.13
		Total For Check	30345				<u>\$ <i>O/S</i> 542.13</u>

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<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>
11/25/2025	AAA Rental Inc	30346	Inv 130120 4-cycle 10W40 Oil x3 @7.99/ea	N	Public Works/Maintenance	100-43102-221-	\$ 23.97
		Total For Check	30346				\$ ⁰¹ / _S 23.97
11/25/2025	Crow Wing Power	30347	10/8/25 to 11/8/2025 electric service	N	Street Lighting	100-43160-381-	\$ 17.81
		Total For Check	30347				\$ ⁰¹ / _S 17.81
11/25/2025	Sourcewell	30348	25-26 Jenkins ZA, zoning map, campground developer meeting, zoning inquiry discussion	N	Planning and Zoning	100-41910-311-	\$ 247.50
		Total For Check	30348				\$ ⁰¹ / _S 247.50
11/25/2025	Crow Wing County Land Services	30349	E911 Addressing PID26370734 Niskanen (Teicht)	N	Recording and Reporting	100-41420-310-	\$ 25.00
		Total For Check	30349				\$ ⁰⁷ / _S 25.00
11/25/2025	MN Power	30350	Street & B&G Lights 10/3-11/2/25	N	General Government Buildings and Plant	100-41940-381-	\$ 184.96
		30350			Street Lighting	100-43160-381-	\$ ⁰¹ / _S 610.05
		Total For Check	30350				\$ 795.01
11/25/2025	Joe Johnson Septic Service	30351	2 satellites at Veteran's Park, 3/10-11/3/25 @ \$120/mnth=\$930, 4/29-11/3/25 @\$120/mnth=\$720	N	Park Areas	100-45202-310-	\$ 1,650.00
		Total For Check	30351				\$ ⁰¹ / _S 1,650.00
11/25/2025	Roman Siltman	30352	Christmas Lights for Veteran's Park reimbursement	N	Park Areas	100-45202-810-	\$ 274.89
		Total For Check	30352				\$ ⁰¹ / _S 274.89
11/25/2025	City of Pequot Lakes	30353	Invoice # 2518 1/3 of total cost for Emergency Siren Maintenance shared service agreement	N	Council/Town Board	100-41110-404-	\$ 1,322.35
		Total For Check	30353				\$ ⁰¹ / _S 1,322.35
11/25/2025	Earl F. Andersen	30354	firemarkers	N	Highways and Streets	100-43101-226-	\$ ⁰¹ / _S 142.95
		Total For Check	30354				\$ ⁰¹ / _S 142.95

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<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>
11/25/2025	Tri-County Septic Inspection	30355	New Septic Design Review & Inspection Setco Rosewood Design Review Rudbeck 34084 2nd	N	New Sewer Services	100-43254-310-	\$ 270.00
		Total For Check	30355				\$ ⁰⁹ / ₅ 270.00
11/25/2025	Crafco Inc	30356	Order 3731595 qty of 60-50# bags of Material 34977ER-5 Cold Patch@20.80/bg + \$100 Freight	N	Highways and Streets	100-43101-224-	\$ 1,348.00
		Total For Check	30356				\$ ⁰⁹ / ₅ 1,348.00
11/25/2025	TDS	30357	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.42
		Total For Check	30357				\$ ⁰⁹ / ₅ 178.42
11/25/2025	Select Garage Door Co.	30358	Sourcewell Impact Funds: 1/2 cost of 16'x 8' Insulated Overhead Shop Door Est#1847830673-2	N	General Government Buildings and Plant	100-41940-520-903	\$ 2,075.00
		Total For Check	30358				\$ ⁰⁹ / ₅ 2,075.00
11/25/2025	City of Jenkins	ALLOCATION	xfer to GENfund per CC allocation for land purch, city hall reno/capital outlay overages	N	Transfer To Governmental Fund	210-49360-720-	\$ 8,592.27
		Total For Check	ALLOCATION				\$ ⁰⁹ / ₅ 8,592.27
11/25/2025	State of IA	EFT2678174	CSE 11/2 - 11/15/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2678174				\$ ⁰⁹ / ₅ 60.00
11/25/2025	Xcel Energy	EFT8251e	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 107.19
		Total For Check	EFT8251e				\$ ⁰⁹ / ₅ 107.19
Total For Selected Checks							\$ ⁰⁹ / ₅ 58,698.67

For the month ending:

November 30, 2025

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	207,403.48
Savings	XXXX989	107,374.73
4-year CD	XXXXXX423	0.00
4 M Fund		
Bond	XXX201	146,797.76
Money Market	XXX101	108,754.59
Money Market - Street Reserves	XX102	227,170.11
CD #XXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		482,722.46
Assigned Operational (6 months)	279,233.10	
Operational Reserve	0.00	
Committed Funds	377,751.37	
Debt Service	131,287.64	
Fund Balance Total	788,272.11	

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
9,228.56		198,174.92	30331	\$277.05
		107,374.73	30342	\$38.48
0.00	0.00	0.00	30345	\$542.13
		0.00	30346	\$23.97
		0.00	30347	\$17.81
		146,797.76	30348	\$247.50
		108,754.59	30349	\$25.00
		227,170.11	30350	\$795.01
		0.00	30351	\$1,650.00
		0.00	30352	\$274.89
		0.00	30353	\$1,322.35
		0.00	30354	\$142.95
	Totals	788,272.11	30355	\$270.00
	Cash per CTAS	788,272.11	30356	\$1,348.00
			30357	\$178.42
	Difference	0.00	30358	\$2,075.00

\$9,228.56

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
TOTAL	377,751.37

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

For the Period : 12/1/2025 To 12/31/2025

<u>Name of Fund</u>	<u>Beginning</u> <u>Balance</u>	<u>Total</u> <u>Receipts</u>	<u>Total</u> <u>Disbursed</u>	<u>Ending</u> <u>Balance</u>	<u>Less</u> <u>Deposits</u> <u>In Transit</u>	<u>Plus</u> <u>Outstanding</u> <u>Checks</u>	<u>Total</u> <u>Per Bank</u> <u>Statement</u>
General Fund	\$411,030.59	\$172,070.99	\$122,643.19	\$460,458.39	\$0.00	\$12,142.16	\$472,600.55
CARES/ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Development Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Charitable Gambling Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$135,108.62	\$12,955.83	\$0.00	\$148,064.45	\$0.00	\$0.00	\$148,064.45
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$242,132.90	\$58.25	\$0.00	\$242,191.15	\$0.00	\$0.00	\$242,191.15
2023 Street Improvements Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	✓\$788,272.11	✓\$185,085.07	✓\$122,643.19	✓\$850,713.99	\$0.00	✓\$12,142.16	\$862,856.15

Date

Fund Name: All Funds

Date Range: 12/01/2025 To 12/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
12/02/2025	Crow Wing County	332399	tax settlement	(12/03/2025) -	N	Current Ad Valorem Taxes	100-31010-	\$ 149,713.01
						Delinquent Ad Valorem Taxes	100-31020-	\$ 178.10
						Mobile Home Tax	100-31030-	\$ 174.64
						Principal on Special Assessments	301-31951-	\$ 4,953.73
						Principal on Special Assessments	301-31951-	\$ 5,091.07
						Penalties and Interest on Special Assessments	301-31952-	\$ 2,441.32
								\$ ✓ 162,551.87
12/10/2025	Crow Wing County	332400	finer	(12/09/2025) -	N	Court Fines	100-35101-	\$ 136.63
								\$ ✓ 136.63
12/26/2025	State of Minnesota	040001	Small City Assist \$5680.50, LGA \$14434.00, MV Ag Credit \$651.24	(12/26/2025) -	N	Local Government Aid	100-33401-	\$ 14,434.00
						Agricultural Market Value Credit	100-33426-	\$ 651.24
						Small Cities Assistance	100-33465-	\$ 5,680.50
								\$ ✓ 20,765.74
12/31/2025	PMA	40002	interest & dividends	(12/31/2025) -	N	Interest Earning	100-36210-	\$ 347.99
						Interest Earning	100-36210-	\$ 726.83
						Interest Earning	301-36210-	\$ 469.71
								\$ ✓ 1,544.53
12/31/2025	First National	40003	interest chkg & svngs	(12/31/2025) -	N	Interest Earning	100-36210-	\$ 28.05
						Interest Earning	404-36210-	\$ 58.25
								\$ ✓ 86.30
Total for Selected Receipts								\$ ✓ 185,085.07

Fund Name: All Funds
Date Range: 12/01/2025 To 12/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/02/2025	Payroll Period Ending 12/02/2025	30359	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30359				\$ 230.87
12/02/2025	Payroll Period Ending 12/02/2025	30360	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 180.87
		Total For Check	30360				\$ 180.87
12/02/2025	Payroll Period Ending 12/02/2025	30361	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Clerk	100-41425-101-	\$ 1,674.34
		Total For Check	30361				\$ 1,674.34
12/02/2025	Payroll Period Ending 12/02/2025	30362	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Payroll Administration	100-41501-131-	\$ 469.43
		Total For Check	30362				\$ 469.43
12/02/2025	Payroll Period Ending 12/02/2025	30363	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30363				\$ 230.87
12/02/2025	Payroll Period Ending 12/02/2025	30364	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Public Works/Maintenance	100-43102-103-	\$ 1,007.78
		Total For Check	30364				\$ 1,007.78
12/02/2025	Payroll Period Ending 12/02/2025	30365	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Payroll Administration	100-41501-131-	\$ 304.81
		Total For Check	30365				\$ 304.81
12/02/2025	Payroll Period Ending 12/02/2025	30366	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 277.05
		Total For Check	30366				\$ 277.05
12/02/2025	Payroll Period Ending 12/02/2025	30367	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Public Works/Maintenance	100-43102-103-	\$ 62.58
		Total For Check	30367				\$ 62.58
12/02/2025	Payroll Period Ending 12/02/2025	30368	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30368				\$ 230.87

Fund Name: Funds

Date Range: 12/01/2025 To 12/31/2025

<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>
12/02/2025	Payroll Period Ending 12/02/2025	30369	11/16/25-11/29/25 PAYROLL, HEALTH STIPEND, CC PAY	N	Public Works/Maintenance	100-43102-103-	\$ 273.96
		Total For Check	30369				\$ ✓ 273.96
12/09/2025	Metro Sales	30370	Inv 28702986 Contract base 8/14-11/13 (96.85) Usage chrg (122.79) Rental chrg (333.90)	N	Clerk	100-41425-209-	\$ 473.50
		Total For Check	30370				\$ ✓ 473.50
12/09/2025	Widseth Smith Nolting & Assoc., Inc	30371	Inv.241925-Rosewood onsite start/paving, Veterans cost estimates, MnDOT Hwy371ADA, CC mtg	N	Highways and Streets	100-43101-303-	\$ 2,842.50
		Total For Check	30371				\$ ✓ 2,842.50
12/09/2025	Ratwik, Roszak & Maloney, P.A.	30372	Statement No: 81131 review consult agrmt, email communications	N	City/Town Attorney	100-41610-304-	\$ 160.00
		Total For Check	30372				\$ ✓ 160.00
12/09/2025	AAA Rental Inc	30373	Order#:68362LazerZ X-Series25.5HP KawFX801Vw/60" UltraCutSeries6-Sourcewell Impact Grant	N	Public Works/Maintenance	100-43102-530-903	\$ 15,491.99
		Total For Check	30373				\$ ✓ 15,491.99
12/09/2025	City of Pequot Lakes	30374	Invoice No: 2520 December 2025 Police Contract	N	Council/Town Board	100-41110-404-	\$ 3,605.00
		Total For Check	30374				\$ ✓ 3,605.00
12/09/2025	Auto Value	30375	Invoice # 66274754 Twin Lighted Flame 1	N	Public Works/Maintenance	100-43102-215-	\$ 16.99
		Total For Check	30375				\$ ✓ 16.99
12/09/2025	Wilson Township	30376	2nd half payment for street maintenance-12th Ave SW	N	Highways and Streets	100-43101-405-	\$ 2,500.00
		Total For Check	30376				\$ 2/13 2,500.00
12/09/2025	Pequot Lakes Sanitation	30377	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 62.90

Fund Name: Funds

Date Range: 12/01/2025 To 12/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	30377				\$ 62.90
12/09/2025	Farm Rite Equipment of St. Cloud	30378	Sourcewell Impact & Match Funds Tool Cat and Implement	N	Public Works/Maintenance	100-43102-580-903	\$ 10,845.87
		30378				100-43102-580-904	\$ 40,000.00
		30378			Road and Bridge Equipment	100-43126-505-	\$ 23,903.17
		Total For Check	30378				\$ 74,749.04
12/09/2025	Crow Wing County Land Services	30379	Property Taxes PID26340700	N	Legislative Committees and Special Bodies	100-41120-433-	\$ 165.68
		Total For Check	30379				\$ 165.68
12/09/2025	Tri-County Septic Inspection	30380	Design Review, approval, inspection Ethel Investment Group 3250 2nd St	N	New Sewer Services	100-43254-310-	\$ 235.00
		Total For Check	30380				\$ 235.00
12/09/2025	AT & T Mobility	30381	cell phone-Roger	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		Total For Check	30381				\$ 30.00
12/09/2025	PERA	EFT0827669	11/02- 11/15/25 and 11/16-11/29/25 pay period and credit memo 194278 for prior overpayment	N	Clerk	100-41425-115-	\$ 157.66
		EFT0827669				100-41425-115-	\$ (157.66)
		EFT0827669				100-41425-115-	\$ 157.66
		EFT0827669			Payroll Administration	100-41501-121-	\$ 290.76
		EFT0827669				100-41501-121-	\$ (241.92)
		EFT0827669				100-41501-121-	\$ (45.69)
		EFT0827669				100-41501-121-	\$ 241.92
		EFT0827669			Public Works/Maintenance	100-43102-115-	\$ (52.00)
		EFT0827669				100-43102-115-	\$ 94.33
		EFT0827669				100-43102-115-	\$ 52.00
		Total For Check	EFT0827669				\$ 497.06
12/09/2025	Internal Revenue Service	EFT2447674	Nov 2025 Q4 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,044.76
		EFT2447674				100-41501-135-	\$ 244.34
		EFT2447674				100-41501-170-	\$ 707.68
		Total For Check	EFT2447674				\$ 1,996.78
12/09/2025	State of IA	EFT2682961	CSE 11/16 - 11/29/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2682961				\$ 60.00

Fund Name: Funds

Date Range: 12/01/2025 To 12/31/2025

<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>
12/16/2025	Payroll Period Ending 12/13/2025	30382	11/30-12/13/25 pay period	N	Clerk	100-41425-101-	\$ 1,674.34
	Total For Check	30382					\$ 1,674.34
12/16/2025	Payroll Period Ending 12/13/2025	30383	11/30-12/13/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 811.61
	Total For Check	30383					\$ 811.61
12/16/2025	Payroll Period Ending 12/13/2025	30384	11/30-12/13/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 112.63
	Total For Check	30384					\$ 112.63
12/16/2025	Payroll Period Ending 12/13/2025	30385	11/30-12/13/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 87.60
	Total For Check	30385					\$ 87.60
12/17/2025	MN Power	30386	Street Lights 11/5-12/5/25 & B&G Lights 11/2-12/2/25	N	General Government Buildings and Plant	100-41940-381-	\$ 237.49
		30386			Street Lighting	100-43160-381-	\$ 618.59
	Total For Check	30386					\$ 856.08
12/17/2025	AAA Rental Inc	30387	Order#69647	N	Road and Bridge Equipment	100-43126-224-	\$ 99.94
	Total For Check	30387					\$ 99.94
12/17/2025	Shamp's Service	30388*	Invoice # 1492 steering gear (LHS) replacement and cylinder reweld	N	Ice and Snow Removal	100-43125-404-	\$ 1,747.75
	Total For Check	30388					\$ 1,747.75
12/17/2025	PERA	EFT00829930	11/30- 12/13/25 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00829930			Payroll Administration	100-41501-121-	\$ 270.18
		EFT00829930			Public Works/Maintenance	100-43102-115-	\$ 76.49
	Total For Check	EFT00829930					\$ 504.33
12/17/2025	State of IA	EFT2691676	CSE 11/30 - 12/13/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2691676					\$ 60.00
12/17/2025	Elan Financial Services	EFTC435C844	fuel, B&G/S&O supps shovel, salt, toolcat emergency light, adobe, pressure washer nozzle	N	Clerk	100-41425-433-	\$ 26.45
		EFTC435C844			General Government Buildings and Plant	100-41940-215-	\$ 199.58
		EFTC435C844			Highways and Streets	100-43101-215-	\$ 211.64
		EFTC435C844			Public Works/Maintenance	100-43102-221-	\$ 48.52
		EFTC435C844			Ice and Snow Removal	100-43125-212-	\$ 317.55
	Total For Check	EFTC435C844					\$ 803.74

Fund Name: Funds

Date Range: 12/01/2025 To 12/31/2025

<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>
12/29/2025	Xcel Energy	EFT34ad9	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 381.61
		Total For Check	EFT34ad9				\$ 381.61
12/30/2025	Payroll Period Ending 12/27/2025	30389	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30389				\$ 230.87
12/30/2025	Payroll Period Ending 12/27/2025	30390	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 180.87
		Total For Check	30390				\$ 180.87
12/30/2025	Payroll Period Ending 12/27/2025	30391	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Clerk	100-41425-101-	\$ 1,674.34
		Total For Check	30391				\$ 1,674.34
12/30/2025	Payroll Period Ending 12/27/2025	30392	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Payroll Administration	100-41501-131-	\$ 549.31
		Total For Check	30392				\$ 549.31
12/30/2025	Payroll Period Ending 12/27/2025	30393	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30393				\$ 230.87
12/30/2025	Payroll Period Ending 12/27/2025	30394	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Public Works/Maintenance	100-43102-103-	\$ 820.21
		Total For Check	30394				\$ 820.21
12/30/2025	Payroll Period Ending 12/27/2025	30395	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Payroll Administration	100-41501-131-	\$ 205.38
		Total For Check	30395				\$ 205.38
12/30/2025	Payroll Period Ending 12/27/2025	30396	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 277.05
		Total For Check	30396				\$ 277.05
12/30/2025	Payroll Period Ending 12/27/2025	30397	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 825.64
		Total For Check	30397				\$ 825.64
12/30/2025	Payroll Period Ending 12/27/2025	30398	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Legislative Committees and Special Bodies	100-41120-106-	\$ 627.98

Fund Name: Funds

Date Range: 12/01/2025 To 12/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	30398				\$ ^{0/5} 627.98
12/30/2025	Crow Wing Power	30399	11/8/25 to 12/8/2025 electric service	N	Street Lighting	100-43160-381-	\$ ^{0/5} 24.00
		Total For Check	30399				\$ ^{0/5} 24.00
12/30/2025	TDS	30400	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ ^{0/5} 178.42
		Total For Check	30400				\$ ^{0/5} 178.42
12/30/2025	Ratwik, Roszak & Maloney, P.A.	30401	Statement Number 81372 1.3hrs @ \$200/hr	N	City/Town Attorney	100-41610-304-	\$ ^{0/5} 260.00
		Total For Check	30401				\$ ^{0/5} 260.00
12/30/2025	Sourcewell	30402	November 2025 Planning & Zoning Services	N	Planning and Zoning	100-41910-311-	\$ ^{0/5} 288.75
		Total For Check	30402				\$ ^{0/5} 288.75
12/30/2025	Joby Goerges	30403	Annual Planning Commission	N	Legislative Committees and Special Bodies	100-41120-106-	\$ ^{0/5} 520.00
		Total For Check	30403				\$ ^{0/5} 520.00
12/30/2025	Steve Stricker	30404	January 2025 Planning Commission Pay	N	Legislative Committees and Special Bodies	100-41120-106-	\$ ^{0/5} 65.00
		Total For Check	30404				\$ ^{0/5} 65.00
12/30/2025	Sean Smuda	30405	January 2025 Planning Commission	N	Legislative Committees and Special Bodies	100-41120-106-	\$ ^{0/5} 65.00
		Total For Check	30405				\$ ^{0/5} 65.00
12/30/2025	Corey Derksen	30406	2025 Planning Commission Pay	N	Council/Town Board	100-41110-106-	\$ ^{0/5} 260.00
		Total For Check	30406				\$ ^{0/5} 260.00
12/30/2025	Victor Prociuk	30407	2025 Planning Commission Pay	N	Council/Town Board	100-41110-106-	\$ ^{0/5} 390.00
		Total For Check	30407				\$ ^{0/5} 390.00
Total For Selected Checks							\$ ^{0/5} 122,643.19

For the month ending:

December 31, 2025

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	271,156.18
Savings	XXXX989	107,432.98
4-year CD	XXXXX423	0.00
4 M Fund		
Bond	XXX201	147,267.47
Money Market	XXX101	109,102.58
Money Market - Street Reserves	XX102	227,896.94
CD #XXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		484,266.99

Assigned Operational (6 months)	341,674.98
Operational Reserve	0.00
Committed Funds	377,751.37
Debt Service	131,287.64
Fund Balance Total	850,713.99

Committed Funds Breakdown

Future Streets	345,031.90 (4M fund)	
Parks and Rec	6,086.74	includes 4/25 donations
Gambling Proceeds	0.00	
Heavy Equipment	26,632.73	
TOTAL	377,751.37	

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

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
12,142.16		259,014.02	30351	\$1,650.00
		107,432.98	30359	\$230.87
0.00	0.00	0.00	30376	\$2,500.00
		0.00	30385	\$87.60
		0.00	30389	\$230.87
		147,267.47	30390	\$180.87
		109,102.58	30391	\$1,674.34
		227,896.94	30392	\$549.31
		0.00	30393	\$230.87
		0.00	30394	\$820.21
		0.00	30395	\$205.38
		0.00	30396	\$277.05
	Totals	850,713.99	30397	\$825.64
	Cash per CTAS	850,713.99	30398	\$627.98
			30399	\$24.00
	Difference	0.00	30400	\$178.42
			30401	\$260.00
			30402	\$288.75
			30403	\$520.00
			30404	\$65.00
			30405	\$65.00
			30406	\$260.00
			30407	\$390.00
				\$12,142.16

City of Jenkins

Disbursements Register

Fund Name: All Funds

Date Range: 12/10/2025 To 01/08/2026

<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>
12/16/2025	Payroll Period Ending 12/13/2025	30382	11/30-12/13/25 pay period	N	Clerk	100-41425-101-	\$ 1,674.34
	Total For Check	30382					\$ 1,674.34
12/16/2025	Payroll Period Ending 12/13/2025	30383	11/30-12/13/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 811.61
	Total For Check	30383					\$ 811.61
12/16/2025	Payroll Period Ending 12/13/2025	30384	11/30-12/13/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 112.63
	Total For Check	30384					\$ 112.63
12/16/2025	Payroll Period Ending 12/13/2025	30385	11/30-12/13/25 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 87.60
	Total For Check	30385					\$ 87.60
12/17/2025	MN Power	30386	Street Lights 11/5-12/5/25 & B&G Lights 11/2-12/2/25	N	General Government Buildings and Plant	100-41940-381-	\$ 237.49
	Total For Check	30386			Street Lighting	100-43160-381-	\$ 618.59
							\$ 856.08
12/17/2025	AAA Rental Inc	30387	Order#69647	N	Road and Bridge Equipment	100-43126-224-	\$ 99.94
	Total For Check	30387					\$ 99.94
12/17/2025	Shamp's Service	30388*	Invoice # 1492 steering gear (LHS) replacement and cylinder reweld	N	Ice and Snow Removal	100-43125-404-	\$ 1,747.75
	Total For Check	30388					\$ 1,747.75
12/17/2025	PERA	EFT00829930	11/30- 12/13/25 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00829930			Payroll Administration	100-41501-121-	\$ 270.18
		EFT00829930			Public Works/Maintenance	100-43102-115-	\$ 76.49
	Total For Check	EFT00829930					\$ 504.33
12/17/2025	State of IA	EFT2691676	CSE 11/30 - 12/13/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	Total For Check	EFT2691676					\$ 60.00
12/17/2025	Elan Financial Services	EFTC435C844	fuel, B&G/S&O supps shovel, salt, toolcat emergency light, adobe, pressure washer nozzle	N	Clerk	100-41425-433-	\$ 26.45
		EFTC435C844			General Government Buildings and Plant	100-41940-215-	\$ 199.58
		EFTC435C844			Highways and Streets	100-43101-215-	\$ 211.64

Fund Name: All Funds

Date Range: 12/10/2025 To 01/08/2026

<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>
		EFTC435C844			Public Works/Maintenance	100-43102-221-	\$ 48.52
		EFTC435C844			Ice and Snow Removal	100-43125-212-	\$ 317.55
	Total For Check	EFTC435C844					\$ 803.74
12/29/2025	Xcel Energy	EFT34ad9	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 381.61
	Total For Check	EFT34ad9					\$ 381.61
12/30/2025	Payroll Period Ending 12/27/2025	30389	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30389					\$ 230.87
12/30/2025	Payroll Period Ending 12/27/2025	30390	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 180.87
	Total For Check	30390					\$ 180.87
12/30/2025	Payroll Period Ending 12/27/2025	30391	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Clerk	100-41425-101-	\$ 1,674.34
	Total For Check	30391					\$ 1,674.34
12/30/2025	Payroll Period Ending 12/27/2025	30392	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Payroll Administration	100-41501-131-	\$ 549.31
	Total For Check	30392					\$ 549.31
12/30/2025	Payroll Period Ending 12/27/2025	30393	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30393					\$ 230.87
12/30/2025	Payroll Period Ending 12/27/2025	30394	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Public Works/Maintenance	100-43102-103-	\$ 820.21
	Total For Check	30394					\$ 820.21
12/30/2025	Payroll Period Ending 12/27/2025	30395	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Payroll Administration	100-41501-131-	\$ 205.38
	Total For Check	30395					\$ 205.38
12/30/2025	Payroll Period Ending 12/27/2025	30396	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 277.05
	Total For Check	30396					\$ 277.05
12/30/2025	Payroll Period Ending 12/27/2025	30397	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Council/Town Board	100-41110-106-	\$ 825.64

Fund Name: All Funds

Date Range: 12/10/2025 To 01/08/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	30397				\$ 825.64
12/30/2025	Payroll Period Ending 12/27/2025	30398	12/14/25-12/27/25 payroll, CC pay, annual PC	N	Legislative Committees and Special Bodies	100-41120-106-	\$ 627.98
		Total For Check	30398				\$ 627.98
12/30/2025	Crow Wing Power	30399	11/8/25 to 12/8/2025 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
		Total For Check	30399				\$ 24.00
12/30/2025	TDS	30400	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.42
		Total For Check	30400				\$ 178.42
12/30/2025	Ratwik, Roszak & Maloney, P.A.	30401	Statement Number 81372 1.3hrs @ \$200/hr	N	City/Town Attorney	100-41610-304-	\$ 260.00
		Total For Check	30401				\$ 260.00
12/30/2025	Sourcewell	30402	November 2025 Planning & Zoning Services	N	Planning and Zoning	100-41910-311-	\$ 288.75
		Total For Check	30402				\$ 288.75
12/30/2025	Joby Goerges	30403	Annual Planning Commission	N	Legislative Committees and Special Bodies	100-41120-106-	\$ 520.00
		Total For Check	30403				\$ 520.00
12/30/2025	Steve Stricker	30404	January 2025 Planning Commission Pay	N	Legislative Committees and Special Bodies	100-41120-106-	\$ 65.00
		Total For Check	30404				\$ 65.00
12/30/2025	Sean Smuda	30405	January 2025 Planning Commission	N	Legislative Committees and Special Bodies	100-41120-106-	\$ 65.00
		Total For Check	30405				\$ 65.00
12/30/2025	Corey Derksen	30406	2025 Planning Commission Pay	N	Council/Town Board	100-41110-106-	\$ 260.00
		Total For Check	30406				\$ 260.00
12/30/2025	Victor Prociuk	30407	2025 Planning Commission Pay	N	Council/Town Board	100-41110-106-	\$ 390.00
		Total For Check	30407				\$ 390.00
Total For Selected Checks							\$ 14,813.32

Date Range : 12/8/2025 To 1/8/2026

<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>
01/05/2026	Minnesota Mayor's Association	Membership Dues	2889	\$30.00			
					100-41110-433-	Council/Town Board	30408 \$30.00
01/05/2026	League of Minnesota Cities	Invoice #441338 Membership Dues-population 517	2890	\$855.00			
					100-41110-433-	Council/Town Board	30409 \$855.00
01/05/2026	On Systems Inc.	Inv#12536 Managed services and web hosting	2891	\$279.66			
					100-41425-209-	Clerk	30410 \$279.66
01/05/2026	AT & T Mobility	Roger Cell Phone	2892	\$30.00			
					100-43102-321-	Public Works/Maintenance	30411 \$30.00
01/06/2026	Wideth Smith Nolting & Assoc., Inc	Inv.242551-Preparing the 2025 WCA Reporting Form	2893	\$140.00			
					100-43101-303-	Highways and Streets	30412 \$140.00
01/06/2026	First Independent Bank	\$358,000 GO Improvement Note, Series 2023A	2894	\$37,396.00			
					301-47110-601- 301-47210-611-	Bond Principal Interest - Bonds	30413 \$31,000.00 \$6,396.00
01/06/2026	Pequot Lakes Sanitation	Garbage service	2895	\$45.35			
					100-41940-384-	General Government Buildings and Plant	30414 \$45.35
01/05/2026	PERA	12/14- 12/27/25 pay period	EFT0832219	\$506.03			
					100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	EFT \$157.66 \$77.28 \$271.09
01/06/2026	Dept. of Employment and Econ Dev	Unemployment Insurance Quarter 4 2025	EFT1429388 6	\$2,126.00			
					100-41501-141-	Payroll Administration	\$2,126.00

Date Range : 12/8/2025 To 1/8/2026

<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>
01/06/2026	MN Revenue	4th Quarter State Withholding 2025	EFT1626131 038	\$1,307.55			
					100-41501-172- 100-41501-438-	Payroll Administration Payroll Administration	EFT \$1,249.59 \$57.96
01/05/2026	State of IA	CSE 12/14 - 12/27/25 pay period	EFT2697610	\$60.00			
					100-41425-175-	Clerk	EFT \$60.00
01/06/2026	Internal Revenue Service	Dec 2025 Q4 941 obligation	EFT8157546 1	\$3,870.60			
					100-41501-170- 100-41501-122- 100-41501-135-	Payroll Administration Payroll Administration Payroll Administration	EFT \$1,227.44 \$2,142.16 \$501.00
Total For Selected Claims				\$46,646.19			\$46,646.19

Date



**REQUEST FOR PROPOSALS (RFP) –
PROFESSIONAL AUDITING AND
ACCOUNTING SERVICES**

January 5th, 2026

City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474

Cassandra Delougherty, City Clerk-Treasurer
Phone: 218-568-4637
Email: cassandra.delougherty@cityofjenkins.com
www.cityofjenkins.com

GENERAL INFORMATION

The City of Jenkins is requesting proposals from qualified firms of certified public accountants to undertake the annual audit and prepare its financial statements for the fiscal year ending December 31, 2025, and possibly for the fiscal years ending December 31, 2026, and December 31, 2027. These audits shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards issued by the Comptroller General of the United States, and the Minnesota Legal Compliance Audit Guide for Political Subdivisions. Services may also include providing input on the City's budget structure.

There is no expressed or implied obligation for the City of Jenkins to reimburse firms for any expenses incurred in preparing or submitting proposals. Submission of a proposal indicates acceptance of the terms and conditions outlined herein unless exceptions are specifically noted and accepted by the City.

TERM OF ENGAGEMENT

It is the intent of the City of Jenkins to contemplate a three-year contract for auditing and accounting services covering fiscal years 2025 through 2027. Continuation of the agreement each year will be subject to satisfactory performance by the auditor and annual review and approval by the auditor and the Jenkins City Council, as well as the annual availability of an appropriation.

SUBCONTRACTING

No subcontracting of the work shall be permitted without the express written consent of the City of Jenkins.

NATURE OF SERVICES REQUIRED

The selected firm will be responsible for reviewing the City's current financial system and processes, conducting an annual audit, and preparing the City's financial statements in compliance with all applicable accounting standards. The auditor shall express an opinion on recommended system/process changes, and the fair presentation of the financial statements in accordance with generally accepted accounting principles (GAAP). The auditor shall also issue reports on internal control over financial reporting and compliance with applicable laws and regulations.

WORKING PAPER RETENTION

All working papers and reports must be retained by the auditor for a minimum of three (3) years following the completion of the audit. The auditor shall provide access to such

working papers upon request by the City of Jenkins, the State Auditor, or other authorized governmental agencies.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

DESCRIPTION OF GOVERNMENT

Principal Contacts

The auditor's principal contact will be the City Clerk-Treasurer, Cassandra Delougherty, who will coordinate the assistance to be provided by the City of Jenkins to the auditor.

Background Information

The City of Jenkins is located in Crow Wing County, Minnesota. The most recent official population estimate is 517 (2024 MN State Demographer's Office). Jenkins was incorporated as a village in 1904, and as a city in 1969. The City of Jenkins is a Statutory Plan A City of the 4th Class. The City's governing body consists of a Mayor and four Councilmembers. Councilmembers serve overlapping terms of office.

The City consists of two departments: Administration and Public Works. The City contracts for engineering, community development services, police, fire, and auditing services. The City does not operate water or sewer services. The City of Jenkins currently has one full-time employee, its City Clerk-Treasurer/Zoning Administrator, and three part-time Public Works employees.

The City's fiscal year is the calendar year. Jenkins utilizes The MN Office of the State Auditor provided Small City & Town Accounting System (CTAS) software to maintain financial records and complete bookkeeping tasks.

An electronic copy of the most recent audit of the City (for the year ending 12/31/2024) is available upon request.

Pension Plans

The City of Jenkins participates in the following pension plan: Public Employees Retirement Association of Minnesota

TIME REQUIREMENTS

The City will make all financial records available for audit by the date agreed upon between the Firm and the City. Any adjusting entries required by the auditor must be submitted to the City prior to March 31st of each year due to accounting software requirements. Draft reports shall be submitted to City staff for review by May 31, with final reports and presentations to the City Council to be completed by the July regular council meeting each year.

PROPOSAL REQUIREMENTS

Each proposal must include the following components:

1. Title Page – Clearly identifying the firm’s name, contact person, address, and contact information.
2. Table of Contents – Organized for ease of review.
3. Transmittal Letter – A brief statement summarizing the firm’s understanding of the work, commitment to perform within the required time, and acknowledgment that the proposal will remain firm for 60 days.
4. Technical Proposal – Addressing independence, firm qualifications, experience, key personnel, and audit approach.
5. Cost Proposal – Providing an all-inclusive maximum price for each of the three fiscal years.
 - a. Include separate cost proposal for work associated with potential single audit (this occurs occasionally due to federal funding).

EVALUATION PROCEDURES

Proposals will be evaluated based on the following criteria:

1. Independence and licensing to practice in Minnesota.
2. Qualifications and experience in governmental auditing.
3. Quality and experience of assigned staff.
4. Audit approach and methodology.
5. Cost proposal.

The City of Jenkins reserves the right to request additional information, conduct interviews, and reject any or all proposals in the best interest of the City.

PROPOSAL TIMELINE

1. Proposals must be submitted by Monday, February 23rd, 2026 at 12:00 p.m.
2. The City Council plans to review proposals on Tuesday, February 24th, 2026 after the hour of 6pm, and will determine if further information and/or interviewing of applicants is necessary. The Council may approve a successful proposal at that time.

TERMS AND CONDITIONS

The selected firm will be required to enter into a professional services agreement with the City of Jenkins. The contract shall include standard insurance and indemnification provisions, and all work shall comply with applicable state and federal auditing requirements.

APPENDIX A – SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

Provide a detailed breakdown of professional fees and expenses for each fiscal year (2025, 2026, 2027), including all direct and indirect costs.

CITY OF JENKINS
SURPLUS MAINTENANCE EQUIPMENT
FOR SALE BY SEALED BID

The City of Jenkins is selling the following surplus equipment by
sealed bid:

2000 Bobcat 763 Skid Steer with bucket and tracks (1,816 hours)

2018 eXmark Lazer Z Zero-Turn Lawn Mower (1,303 hours)



These pieces of equipment are available for viewing at City Hall upon
request during normal business hours. Sealed bids must be received by
1:00 p.m. on February 24th, 2026. Submit bids in person or by mail to:

Cassandra Delougherty, Office of the City Clerk, 33861 Cottage
Avenue, Jenkins, MN 56474 in a sealed envelope labeled with "Skid
Steer Bid" or "Mower Bid".

The City of Jenkins reserves the right to accept or refuse any and all bids.



REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty

Date: January 5th, 2026

Subject: 2026 Appointments, Committees and Boards

Report: At the first meeting of the year, the Council must perform certain functions to include electing an acting mayor from among the councilmembers. The acting mayor shall perform the duties of the mayor during the mayor's disability or absence from the city, or, if there is a vacancy, until a successor has been appointed. Council member Flategraff is the most recent Mayor Pro-Tem. Other Statutory requirements are to designate an official depository and official newspaper. Cities often contract for professional services and have other miscellaneous appointments. I have attached draft Resolutions for your review and consideration.

The City has also created advisory boards, committees and commissions to reduce workload and lengthy meetings. Council action is needed to establish these committees. The council may set up special and standing committees. The council appoints special committees to deal with a single transaction or project. For example, the council might appoint a special committee to study the purchasing of land for a park. Standing committees concentrate on work that is continuous or repeated from time to time during the year. Many cities, for example, have a standing committee on finance.

The committees can exercise all duties the council has legally assigned to them. However, they cannot make any decisions on behalf of the council, commit to any contracts or expenditures, etc.

Attached is the current list of Committees and other such types of advisory positions and their functions that were approved/appointed in 2025. All appointments are up for discussion and available for reassignment or removal at the will of Council. There are 3 Planning Commission seats up for reappointment in 2026. These PC seats are currently held by Chairman Simon Stricker and Commissioners Joby Goerges and Roman Siltman.

City Council Direction: The City Council may approve, deny or table this agenda item. If the motion is to table the items, staff would like further direction.

Council Action Requested: Review the appointments and make any changes if necessary.

1. Motion to adopt Resolution #26-01-328 designating 2026 statutory requirements for first meeting of the year (with changes as desired by Council).
2. Motion to approve Resolution #26-01-329 approving miscellaneous 2026 appointments (with changes as desired by Council).
3. Motion to approve the 2026 Annual Committees, Boards and Advisory appointments (with changes as desired by Council).

**CITY OF JENKINS
RESOLUTION #26-01-328
RESOLUTION FOR 2026 STATUTORY REQUIREMENTS FOR
FIRST MEETING OF THE YEAR**

WHEREAS, State Statute requires municipalities to select official depositories for City funds; and

WHEREAS, State Statute requires municipalities to designate and official newspaper; and

WHEREAS, State Statute requires municipalities to appoint an Acting Mayor from among the Council Members.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF JENKINS, MINNESOTA does hereby designate the following:

- Official Depositories: First National Bank of Pequot Lakes and PMA Financial Network/4M Fund
- Official Newspaper: Pine and Lakes Echo Journal
- Secondary Official Newspaper: Brainerd Dispatch
- Acting Mayor: Jerimey Flategraff

Adopted and approved this 12th day of January, 2026.

Andrew J. Rudlang, Mayor

ATTEST:

Cassandra M. Delougherty, City Clerk-Treasurer

**CITY OF JENKINS
RESOLUTION #26-01-329
RESOLUTION FOR 2026 APPOINTMENTS**

BE IT RESOLVED that the City Council of Jenkins, Minnesota hereby set the following appointments effective for the calendar year 2026:

- **BANK SIGNATORIES:** Cassandra Delougherty, Andrew Rudlang, Roman Siltman

- **CITY ENGINEER** Widseth (Dave Reese-primary, Thomas Reints-secondary)
7804 Industrial Park Road
Baxter, MN 56425

- **CITY ACCOUNTANT:** Open
Currently accepting RFPs through February 23rd, 2026 to be reviewed by Council on February 24th, 2026.

- **PLANNING & ZONING:** Sourcewell (Katie Kostohryz-primary Justin Burslie-secondary)
202 – 12th Street NE
Staples, MN 56479

- **CITY ATTORNEY:** Ratwik, Roszak, & Meloney, P.A. (Joseph Langel)
444 Cedar Street, Suite 2100
St. Paul, MN 55101

- **CITY INSURANCE AGENT:** First National Insurance Services
14521 Edgewood Drive
Baxter, MN 56425

Adopted and approved this 12th day of January, 2026.

Andrew J. Rudlang, Mayor

ATTEST:

Cassandra M. Delougherty, City Clerk-Treasurer

**CITY OF JENKINS
2026 ANNUAL COMMITTEE AND BOARD APPOINTMENTS**

COMMITTEE NAME	DESCRIPTION	2026 APPT.
Finance Committee	Oversee the city's finances and report to Council. Provide recommendations on annual budget and levy adjustments needed for improvement projects and operations.	Roman Siltman Jerimey Flategraff Cassandra Delougherty
Planning Commission	Review and recommend Land Use Regulations, Code of Ordinances, Permits, Comprehensive Plan, etc.	Simon Stricker, 1/1/2022–12/31/2025* Roman Siltman 1/1/2022–12/31/2025* Joby Goerges 1/1/2022–12/31/2025* Victor Prociuk through 12/31/26 Corey Derksen through 12/31/26 *Expired terms-See attached letter of interest
Parks & Rec Committee	Collaborate on improvements to city parks and events.	City Representatives: Roman Siltman & Jory Carlson Diamond Club Representatives: Missy Haff & Ben VonBank Lions Club Representatives: Don & Marna Lohse? VFW Representative: Jesse Sprint? County Commissioner Jon Lubke
Energy and Environment Committee (As needed-related to EEP Grant)	Research innovations and recommend to Council ways to conserve energy to cut operational costs. Recommend ways to help improve the environment and protect our natural resources.	Ryan Barnett Jerimey Flategraff Cassandra Delougherty
Personnel Committee	Work with staff, provide timely reviews and provide recommendations to the City Council on the city's staffing needs	Andrew Rudlang Ryan Barnett Cassandra Delougherty
Roads, Infrastructure, Building and Grounds Committee	Works with city staff, neighboring road authorities and contracted entities to maintain improve city streets and infrastructure. Makes recommendations on building and grounds improvements.	Roman Siltman Jerimey Flategraff Roger Olmscheid Cassandra Delougherty Debbie Siltman (Roads Committee)
Septic Inspector	Provides the City's septic inspections as needed and ensures compliance with local and state ordinances	Tri-County Inspections- Greg Kossan

Weed/Assistant Weed Inspector	The weed inspector is required by law.	Andrew Rudlang (Roger Olmscheid)
Emergency Management	Responsible for the City's Emergency Management Plan	Mayor, City of Pequot Lakes' Police & Fire Chiefs, Crow Wing County Emergency Management
Cable Commission	The Cable Commission meets once a year and its members include representatives of the entities in the Heartland Cable Commission	Jerimey Flategraff Jon Lubke (alternate)
Fire Board	The Fire Board meets on the second Monday during the months of January, April, July and October at 7 PM in the Pequot Lakes Fire Department meeting room. Members include representatives of the entities that the Fire Department services.	Trevor Lange
Mayor Pro-Tem	The Mayor Pro-Tem takes over when the Mayor is absent.	Jerimey Flategraff
Police Liaison	Serves as the Liaison to the Pequot Lakes Police Department and meets as needed.	Cassandra Delougherty
Paul Bunyan Scenic Byway Association	Represents the City of Jenkins and attends PBSBA meetings.	Andrew Rudlang

() = alternate/secondary contact

Committees may include Council, Planning Commission, staff, members of the Community or a combination thereof.

Dear Members of the City Council,

I am writing to express my interest in serving on the Planning and Zoning Commission for Jenkins, Mn. I am eager to contribute my time, experience, and perspective to support thoughtful growth, responsible land use, and long-term community planning.

I have a strong interest in community development, zoning regulations, and land-use planning, and I value the importance of balancing economic development with neighborhood character, environmental stewardship, and infrastructure needs. Through my background in owning and running a business in the town I grew up in, I have developed skills in analysis, collaboration, and decision-making that I believe would be beneficial to the Commission.

I am particularly interested in participating in discussions related to the growth of our town and I am committed to approaching each matter with fairness, transparency, and respect for public input.

Thank you for considering my interest in this opportunity. I would welcome the chance to further discuss how my experience and enthusiasm can contribute to the Planning and Zoning Commission. Please feel free to contact me at your convenience.

Sincerely,

Simon Stricker

A handwritten signature in black ink, appearing to read "Simon Stricker", written in a cursive style.



AGENDA ITEM # 7b

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: January 8th, 2026
Subject: Crow Wing County Hazard Mitigation Plan (HMP) Adoption

Report: The Crow Wing County HMP evaluates and prioritizes the major natural hazards affecting Crow Wing County as determined by frequency of event, economic impact, deaths, and injuries. Mitigation recommendations are based on input from state and local agencies, the public, and national best practices.

The HMP is a multi-jurisdictional plan that covers Crow Wing County, including the cities of Baxter, Brainerd, Breezy Point, Crosby, Crosslake, Cuyuna, Deerwood, Emily, Fifty Lakes, Garrison, Ironton, Jenkins, Manhattan Beach, Nisswa, Pequot Lakes, and Trommald. The Crow Wing County mitigation activities identified in this plan also incorporate the concerns and needs of townships, school districts, and other participating entities.

Members from each jurisdiction, including myself, were required to actively participate in the planning process by assisting with public outreach, attending planning team meetings, providing local information, identifying mitigation actions and reviewing the plan document. The information in these forms was used to help identify mitigation actions for local implementation.

Crow Wing County specified the following goals for this plan update:

- Include more recent data documenting the critical infrastructure and hazards faced by Crow Wing County.
- Reformat and reorganize the plan to reflect definitions of hazards as expressed in the 2024 Minnesota State Hazard Mitigation Plan.
- Reflect current hazard mitigation priorities in Crow Wing County.
- Encourage recipients and sub-recipients of hazard mitigation grants to consider climate

Attached is the City's Statement of Integration of the Past Hazard Mitigation Plan and HMP Chart. The full 246-page Crow Wing County HMP is available for review upon request.

Each jurisdiction must adopt the plan by resolution now that the plan has been approved by FEMA.

Requested Action: Review and approve the attached resolution required to complete the HMP update for Crow Wing County.



33861 Cottage Ave.
Jenkins, MN 56474
(218) 568-4637
cassandra.delougherty@cityofjenkins.com
www.cityofjenkins.com

To: Bonnie K. Hundrieser
Hazard Mitigation Planning Specialist
Part of the **U-Spatial@UMD** HMP Planning Team
Hundrieser Consulting LLC

Re: Statement of Integration of Past Plan

The City of Jenkins has continued to integrate and implement actions identified in its previous Hazard Mitigation Plan through coordination with Crow Wing County Emergency Management, routine maintenance of critical emergency systems, and incorporation of mitigation objectives into city planning, zoning, and operational procedures. Since adoption of the prior plan, the City has made measurable progress in maintaining and enhancing local preparedness and response capabilities. In 2025, the City's outdoor warning siren was repaired with the assistance of Clayton Berg and the City of Pequot Lakes throughout the process. The warning siren is now in full operational status. The system is tested monthly in coordination with the Crow Wing County Sheriff's Office to ensure its continued reliability for alerting residents during severe weather events. In late 2024, the City began the rollout of our resident text notification system as an additional mitigation strategy that will immediately notify participating residents of all hazards that the City is aware of.

The City also continues to enforce zoning and stormwater regulations that help reduce hazard risks associated with new development, promote public education and awareness through participation in the National Weather Service's Severe Weather Awareness Week and Winter Hazard Awareness Week, and collaborate with regional and state partners to enhance community resilience. Additionally, the City of Jenkins is actively seeking grant funding opportunities to obtain an emergency-backup generator for City Hall, as well as to construct a designated community storm shelter to provide safe refuge for residents and staff during severe weather emergencies. These ongoing efforts reflect the City's commitment to carrying forward and strengthening the goals, strategies, and mitigation actions established in its previous plan, ensuring consistency and alignment with countywide and state hazard mitigation priorities.

Sincerely,

Cassandra M. Delougherty
City Clerk-Treasurer/Zoning Administrator

Mayor Andrew Rudlang
Council Members Jerimey Flategraff, Roman Siltman, Ryan Barnett, Jory Carlson
City Clerk-Treasurer/Zoning Administrator Cassandra Delougherty

CITY OF JENKINS

Mitigation Action Chart

#	Hazard	Mitigation Strategy	Mitigation Action	Status Priority Timeframe	Responsibility	Comments on Implementation & Integration	Possible Funding
1	All-Hazards	Education & Awareness Programs	Encourage residents to be aware of and prepared for severe weather events, periods of extreme temperatures, and extended power outages.	Existing High 2026-2031	City Admin / City EM	The city shares information with the public by posting information on our city website, through our city text alert system, and through use of our warning siren. We will work with Crow Wing County Emergency Management to help us participate locally in sharing information during the NWS Severe Weather Awareness Week each April and Winter Hazards Awareness Week each November.	Internal: City Gen. Operating Budget
2	All-Hazards	Education & Awareness Programs	Encourage residents to sign up for the county's emergency notification system to receive alerts on severe weather events.	Existing High 2026-2031	City Admin / City EM	We will work with CWC Emergency Management to help us put information on our city website about the Everbridge emergency notification system and a link to sign up on the county website.	Internal: City Gen. Operating Budget
3	All-Hazards	Local Planning & Regulations	Enforce city regulations that help to reduce the risk of storm damages to new development.	Existing High 2026-2031	City Admin	The city has a Planning and Zoning Ordinances that we enforce. We require a Land Use Permit Application and review process for projects such as new construction and additions.	Internal: City Gen. Operating Budget
4	All-Hazards	Local Planning & Regulations	Incorporate mitigation strategies across the city's long-term plans and policies for future growth and new development.	Existing Moderate 2026-2031	City Admin	We have a Comprehensive plan and City code for Planning & Zoning.	Internal: City Gen. Operating Budget
5	Severe Winter & Summer Storms	Mitigation Preparedness & Response Support	Obtain an emergency backup generator for City Hall.	New High 2026-2031	City PW / City EM	Our City Hall is considered an emergency shelter but has very limited space and no backup power supply or generator. The city will work to purchase a generator as funding is available under our city budget and approved by City Council.	Internal: City Gen. Operating Budget

CITY OF JENKINS

Mitigation Action Chart

#	Hazard	Mitigation Strategy	Mitigation Action	Status Priority Timeframe	Responsibility	Comments on Implementation & Integration	Possible Funding
6	Severe Summer Storms	Mitigation Preparedness & Response Support	Ensure that the city's outdoor warning sirens are maintained and functioning.	Existing High 2026-2031	City EM	The city has 1 outdoor warning siren which we test monthly in coordination with the Crow Wing County Sheriff's Office and keep maintained as needed.	Internal: City Gen. Operating Budget
7	Severe Summer Storms	Education & Awareness Programs	Encourage residents to be aware of severe windstorms and tornadic weather, to understand warning siren alerts, and to be prepared with personal evacuation or shelter plans.	Existing High 2026-2031	City Admin / City EM	The city will seek to work with Crow Wing County to promote tornado awareness and safety during the NWS Severe Weather Awareness week each April.	Internal: City Gen. Operating Budget
8	Extreme Cold	Mitigation Preparedness & Response Support	Be prepared to provide emergency sheltering to vulnerable residents during periods of extreme cold temperatures.	Existing High 2026-2031	City Admin, City EM	In the event of an extreme temperature event coupled with an extended power outage, the city will work with our fire department and Crow Wing County Emergency Management to address assistance such as evacuation or temporary sheltering for the elderly or other vulnerable residents.	Internal: City Gen. Operating Budget
9	Flooding	Structure & Infrastructure Projects	Work to address flood mitigation measures that help the city to handle future high rain events.	Existing High 2026-2031	City Public Works Dept.	The city continues to maintain and improve our city stormwater system as needed to handle high rain events.	Internal: PW Dept. Budget
10	Drought	Local Planning & Regulations / Education & Awareness Programs	During periods of drought establish water use restrictions and conduct public outreach on water conservation measures.	New Moderate 2026-2031	City Admin	During periods of severe drought, the city will establish watering restrictions as per MN DNR guidance. We will also work to promote awareness to residents of the restrictions and water conservation measures.	Internal: City Gen. Operating Budget
11	Wildfire	Education & Awareness Programs	Promote public awareness of dangerous wildfire conditions during periods of drought and burning restrictions.	New Moderate 2026-2031	City EM, City FD	The city will use our city website and city text alert system to help raise awareness of wildfire danger during periods of drought. We will also work to promote awareness of burning restrictions if a burn ban is in effect.	Internal: City Gen. Operating Budget

**CITY OF JENKINS
RESOLUTION #26-01-330
RESOLUTION TO ADOPT THE 2025 CROW WING COUNTY
HAZARD MITIGATION PLAN**

WHEREAS, the City of Jenkins recognizes the threat of natural hazards to people and property within the City of Jenkins; and

WHEREAS, the City of Jenkins has participated in the development of the 2025 Crow Wing County Hazard Mitigation Plan in accordance with Federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the 2025 Crow Wing County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property within the City of Jenkins from the impacts of future hazards and disasters; and

WHEREAS, by adoption by the City of Jenkins demonstrates its commitment to hazard mitigation and achieving the goals outlined in the 2025 Crow Wing County Hazard Mitigation Plan,

WHEREAS, approval of the 2025 Crow Wing County Hazard Mitigation Plan by the Federal Emergency Management Agency (FEMA) will make Crow Wing County and participating jurisdictions eligible to apply for FEMA Hazard Mitigation Assistance grants; and

NOW THEREFORE BE IT RESOLVED that the City of Jenkins supports the hazard mitigation planning effort and wishes to adopt the 2025 Crow Wing County Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted by the Jenkins City Council, signed by the Mayor and attested to by the City Clerk-Treasurer/Zoning Administrator this 12th day of January, 2026.

Andrew J. Rudlang, Mayor

ATTEST:

Cassandra M. Delougherty, City Clerk-Treasurer



AGENDA ITEM # 7C

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: January 8th, 2026
Subject: 2025 Engineering Recap

Report: Widseth has provided the City of Jenkins with the attached 2025 Engineering Recap Report.

Councilmember/Planning Commissioner/Roads Committee Member Siltman requested that I request an updated estimate of costs associated with the reconstruction of Veteran's Street. Attached is the email correspondence of the inquiry and information provided by Dave Reese & Thomas Reients, the City's Civil Engineers.

Preliminary Street Improvement Costs for 2025 were \$31,700, which included Rosewood St repairs, gravel for Ellis Road, and our share of gravel for Myers Road. These costs were accounted for at C We started 2025 with \$344,667.90 and have allocated \$50,000 to street reserves, leaving us with approx.. \$394,667.90, prior to 2025 year-end allocations. Those figures will be provided to Council at the second January Council meeting, or the first February Council Meeting.

The following 2026 street improvements have been identified, and should be considered:

Crack filling

- i. Poualak Street
- ii. Gateway Avenue
- iii. Blaze Boulevard

Other improvements

- iv. Veterans Street
 - TH 371 to Pequot Tool
 - Pequot Tool to CR 145
- v. Cottage Avenue
- vi. Byer Street

Requested Action: Discuss the identified 2026 street improvement items and direct staff to reach out to Widseth with action items.

December 19, 2025

Honorable Mayor and City Council
City of Jenkins
33861 Cottage Ave
Jenkins, MN 56474

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

RE: Recap of Engineering Services for 2025

Dear Mayor and City Council of Jenkins,

As 2025 has ended and we begin 2026, Widseth Smith Nolting & Associates, Inc. (Widseth) would like to express our gratitude to the City of Jenkins for choosing us as your engineer. 2025 was a very active and productive year with several accomplishments being achieved. We believe we have been responsive to the City's needs and have provided the City with sound professional service at a good value. With this letter, we are thanking you with sincere gratitude for your consideration to continue our relationship with the City of Jenkins as your City Engineer for 2026.

In 2025 we provided the city with construction administration services for the repaving of Rosewood St. With the help of the Widseth GIS department we updated the City Zoning Map and brought it into GIS to help create quick updates in the future when there are changes to city zoning. We took a deeper dive into providing a cost estimate for two different scenarios for Veterans St. and are excited to see the potential future improvements in this area. We also continued to update the capital improvement plan as necessary.

In addition to the specific items listed above, we propose to continue providing the level of service you should expect from us as your City Engineer. The services we will provide in 2026, include:

- Attendance at City Council meetings as needed or requested by the City
- Answering routine calls and questions at no charge
- Providing proposals for requested services on specific projects
- Providing Wetland Conservation Act (WCA) and engineering review of proposed site development projects
- Offering the City a large variety of resources that are in close proximity and cost-effective, including but not limited to:
 - Architects
 - Civil, Electrical, Mechanical, & Structural Engineers
 - Environmental Engineers and Scientists
 - Water Resources specialists
 - Surveyors & GIS specialists
 - Marketing personnel
 - Funding assistance specialists
 - IT specialists
 - Technicians in all listed areas
 - Aerial Mapping Services
- Assign 2 engineers to the City (1 backup contact to serve in the absence of the primary contact)

This investment on our part is necessary to provide you with the quality of service needed to continue functioning as your City Engineer, and we are happy to provide it.

The 2025 calendar year was productive and enjoyable for us at Widseth in our role as City Engineer for the City of Jenkins. We look forward to continuing our relationship in 2026.

Attached is a copy of our 2026 Fee Schedule which will be used for general engineering or other professional services when requested. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Widseth

A handwritten signature in black ink, appearing to read "Thomas M. Rients".

Thomas M. Rients, PE
Civil Engineer

A handwritten signature in black ink, appearing to read "David S. Reese".

David S. Reese, PE
Civil Engineer | VP

2026 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$145 / Hour
Level II	\$170 / Hour
Level III	\$200 / Hour
Level IV	\$205 / Hour
Level V	\$215 / Hour
Technician	
Level I	\$105 / Hour
Level II	\$125 / Hour
Level III	\$145 / Hour
Level IV	\$160 / Hour
Level V	\$175 / Hour
Computer Systems Specialist	\$180 / Hour
Senior Funding Specialist	\$150 / Hour
Marketing Specialist	\$125 / Hour
Funding Specialist	\$125 / Hour
Administrative Assistant	\$ 90 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

Cassandra Delougherty

From: Dave Reese <Dave.Reese@widseth.com>
Sent: Tuesday, November 4, 2025 11:12 AM
To: Cassandra Delougherty; Thomas Rients
Subject: RE: Veteran's Street

Cassandra,

Thomas and I went through the construction estimates and updated to 2025-2026 pricing that we've seen most recently.

Our project cost estimates (including construction and engineering/soft costs) are as follows:

- Veteran's Street from Hwy 371 to CR145/Old371 - \$495,000
- 371 to the east edge of Pequot Trail - \$265,000

Let us know if you need more information.

Regards,

Dave Reese, PE

Civil Engineer, Office Manager, VP
218-316-3629
7804 Industrial Park Road
Baxter, MN 56425

WIDSETH CELEBRATING
FIFTY YEARS
EST. 1975

Widseth.com

50 Best Places to Work (*Prairie Business Magazine*, 2025)

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Sent: Wednesday, October 29, 2025 6:51 PM
To: Thomas Rients <Thomas.Rients@widseth.com>; Dave Reese <Dave.Reese@widseth.com>
Subject: Re: Veteran's Street

Thank you for the update, Thomas! I wasn't worried one bit! I'm not the only one who knows how awesome Widseth is, so I can only imagine how busy your team must be!
I greatly appreciate everything that you and Dave do for Jenkins!
Have a wonderful evening!

Cassandra

From: Thomas Rients <Thomas.Rients@widseth.com>
Sent: Wednesday, October 29, 2025 4:08:56 PM

To: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>; Dave Reese <Dave.Reese@widseth.com>

Subject: RE: Veteran's Street

Cassandra,

Just to let you know we haven't forgot about this, I put together an estimate for the two scenarios for Veterans Street and me and Dave are going to review the estimates early next week and then we will send them over.

Thanks!
Thomas

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>

Sent: Monday, October 20, 2025 4:54 PM

To: Dave Reese <Dave.Reese@widseth.com>; Thomas Rients <Thomas.Rients@widseth.com>

Subject: Veteran's Street

Hi guys!!

Request from Councilmember Siltman:

What is the total cost for reclamation of Veteran's Street from Hwy 371 to CR145/Old371 and what is the cost for reclamation from 371 to the east edge of Pequot Tool parcel (just passed their 3rd driveway)?

Any info would be great, thank you!!!

Cassandra Delougherty

City Clerk-Treasurer

City of Jenkins

33861 Cottage Avenue

Jenkins, MN 56474

PH: (218) 568-4637

Website: www.cityofjenkins.com

Population 509



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

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



PLANNING AND ZONING ADMINISTRATOR'S REPORT JANUARY 2026

1. **Permits:** The following permits have been issued since the last meeting:

NONE

2. **Pending Applications & Inquiries:** The following applications & inquiries have been received by Clerk Delougherty and are currently being reviewed and discussed with applicants and Community Development Administrator from Sourcewell, Katie Kostohryz:

- a. Northland, Nathan Lange; A meeting has been set to discuss the current CUP and pending amendment application on January 13th, 2026 at 10am. Commissioner Goerges has offered to attend the meeting with Delougherty & Kostohryz.
- b. Zoning District Amendment from Highway Business (C-2) to Residential Storage (RS) and Commercial PUD; Delougherty and Kostohryz and are in preliminary discussions with potential applicant and surveyor regarding development of an additional residential storage zoning district and commercial planned unit development of residential storage buildings. Further information is planned to be provided at the February PC Meeting.
- c. Lot Consolidation and Lot Line Adjustment in the Urban Residential (R-2) Zoning District for future staged building of duplexes.
- d. Vehicle Dealer Zoning Compliance for State of MN in the Highway Business (C-2) Zoning District; Delougherty and Kostohryz are discussing request received from a property owner to sign Vehicle Dealer compliance certificate required by the State of MN for property owner to operate a UTV vehicle dealership. Delougherty informed applicant that a CUP is required for this type of use and provided application to potential applicant. If application is received this week, this will likely be scheduled for public hearing at the February PC Meeting.
- e. Zoning District Amendment from Rural Residential (RR) to Highway Business (C-2) and Commercial PUD; Delougherty and Kostohryz and are in preliminary

discussions with property owner and DNR regarding development of a campground and small retail store.

- f. Dwelling in transit inquiry for the Urban Residential (R-2) Zoning District.

3. Code Enforcement: Staff has sent the following correspondence for potential violations:

- a. Spoke with Rosewood St. property owner regarding exterior storage of multiple inoperable watercrafts/trailers/materials. Property owner is working to properly store materials, screen the property asap, and working with Delougherty and Kostohryz to understand City Code and apply for any required permits.
- b. Emailed with Nathan Lange, Northland-indicated above.