



## CITY COUNCIL MEETING AGENDA

TUESDAY, JANUARY 27TH, 2026 @ 6:00 PM

MAYOR:

ANDREW RUDLANG

CITY COUNCIL:

JERIMEY FLATEGRAFF

CITY ATTORNEY:

JOE LANGEL

(MAYOR PRO-TEM)

CITY CLERK-TREASURER:

CASSANDRA DELOUGHERTY

ROMAN SILTMAN

RYAN BARNETT

JORY CARLSON

CITY OF JENKINS  
33861 COTTAGE AVENUE  
JENKINS, MN 56474  
(218) 568-4637

JOIN ZOOM MEETING [HTTPS://ZOOM.US/JOIN](https://zoom.us/join)  
MEETING ID: 353 029 2895 PASSWORD: 56474  
DIAL BY LOCATION: (312) 626-6799 (US CHICAGO)  
[WWW.CITYOFJENKINS.COM](http://WWW.CITYOFJENKINS.COM)

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 JANUARY 12TH, 2026 MEETING
  - c. PRE-WRITTEN CHECK #'S 30415-30420; **\$4,985.29**
  - d. PROPOSED CHECK #'S 30421-30429 & EFTs; **\$13,030.14**

**TOTAL EXPENSES = \$18,015.43**

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. FUEL CARDS
  - b. AUDITING/ACCOUNTING RFP UPDATE
  - c. CWC HAZARD MITIGATION PLAN ACTION REPORT-PREPARED BY COUNCILMEMBER FLATEGRAFF
7. NEW BUSINESS
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
  - a. MAYOR'S REPORT-VERBAL
  - b. CLERK'S REPORT-VERBAL
9. MISCELLANEOUS/COMMUNICATION
  - a. PLANNING & ZONING ADMINISTRATOR'S REPORT-VERBAL
10. ADJOURNMENT

JANUARY 12TH, 2026  
JENKINS CITY COUNCIL  
**DRAFT**MEETING MINUTES

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

THE MEETING WAS CALLED TO ORDER AT 6PM WITH THE PLEDGE OF ALLEGIANCE.

**ROLL CALL**

MAYOR ANDREW RUDLANG, COUNCILMEMBERS ROMAN SILTMAN, RYAN BARNETT, JERIMEY FLATEGRAFF, AND JORY CARLSON WERE PRESENT AT THE MEETING. ALSO PRESENT WERE CLERK DELOUGHERTY AND CIVIL ENGINEER, THOMAS REINTS, FROM WIDSETH.

**AGENDA ADDITIONS/DELETIONS**

CITY CLERK CASSANDRA DELOUGHERTY NOTED SHE FORGOT TO INCLUDE THE AMENDMENT FOR SHIPPING CONTAINERS IN THE PACKET. SHE PROVIDED COPIES OF THE PROPOSED AMENDMENT FOR EVERYONE AND REQUESTED A PUBLIC HEARING BE SCHEDULED FOR THIS ITEM. COUNCIL AGREED THIS COULD BE ADDED AS ITEM 9B UNDER THE PLANNING & ZONING ADMINISTRATOR'S REPORT.

MAYOR RUDLANG INQUIRED IF THERE WERE ANY OTHER ADDITIONS OR CHANGES TO THE AGENDA AND NOTED HE HAD HIGHLIGHTED SEVERAL ITEMS IN THE CONSENT AGENDA THAT HE WANTED TO ASK QUESTIONS ABOUT, BUT THOSE COULD BE ADDRESSED DURING THE CONSENT AGENDA DISCUSSION RATHER THAN PULLING THEM OUT AS SEPARATE ITEMS.

**CONSENT AGENDA**

MAYOR RUDLANG POINTED OUT A FEW ITEMS OF INTEREST IN THE CONSENT AGENDA:

- HE REQUESTED A MATHEMATICAL CLARIFICATION ON PAGE 2 OF THE DECEMBER 8TH MINUTES, REGARDING BOND PAYMENTS INCREASING BY 95%, WHICH WAS CORRECT
- HE INQUIRED ABOUT THE STALE FUNDS ON THE CASH CONTROL STATEMENT THAT SHOWED ZERO BALANCES (CARES FUND, CHARITABLE GAMBLING FUND, 2023 STREET IMPROVEMENTS FUND). CLERK DELOUGHERTY EXPLAINED SOME FUNDS NEED TO REMAIN FOR REPORTING PURPOSES BUT COULD BE DEACTIVATED ON REPORTS IF COUNCIL PREFERRED.
- HE ASKED ABOUT THE ASSIGNED OPERATIONAL RESERVE AMOUNT AND WHETHER IT SHOULD BE ADJUSTED WITH THE NEW BUDGET. CLERK DELOUGHERTY CONFIRMED THE CURRENT AMOUNT WAS APPROPRIATE AS IT REPRESENTED HALF OF THE LEVY, WHICH IS THE TARGET.
- CORRECTIONS REQUIRED FOR THE SPELLING OF VOLUNTEER NAMES UNDER THE PARKS COMMITTEE AGENDA ITEM PORTION OF THE MINUTES.

***COUNCILMEMBER CARLSON MOVED TO APPROVE THE CONSENT AGENDA WITH THE CORRECTIONS FOR THE MISSPELLED NAMES. COUNCILMEMBER SILTMAN SECONDED. MOTION CARRIED UNANIMOUSLY.***

## **OPEN FORUM**

NO CITIZENS WERE PRESENT FOR OPEN FORUM.

## **UNFINISHED BUSINESS**

### **A. RFP FOR AUDIT/ACCOUNTING SERVICES**

CLERK DELOUGHERTY REPORTED SHE HAD MADE REVISIONS TO THE RFP BASED ON THE ATTORNEY'S INPUT. THE RFP WILL BE PUBLISHED IN THE NEWSPAPER ON WEDNESDAY. SHE NOTED THAT AUDIT COSTS APPEAR TO BE NEARLY DOUBLE WHAT THE CITY PAID LAST YEAR, BASED ON HER RESEARCH OF OTHER CITIES' EXPERIENCES. THE CITY HAS THE RIGHT TO REJECT ANY AND ALL BIDS.

COUNCILMEMBERS RECOMMENDED SEEKING ADDITIONAL HELP FROM THE CITY ATTORNEY TO IDENTIFY POTENTIAL FIRMS TO CONTACT DIRECTLY, AS WELL AS POSSIBLY PUBLISHING IN ADDITIONAL NEWSPAPERS TO INCREASE VISIBILITY OF THE RFP.

*THE COUNCIL CONFIRMED THEIR COMMITMENT TO CONDUCTING AN AUDIT FOR FISCAL YEAR 2025 DESPITE NOT BEING REQUIRED TO DO SO ANYMORE, ESPECIALLY WITH A NEW CLERK IN PLACE, BUT MAY RECONSIDER FREQUENCY IN FUTURE YEARS DEPENDING ON COSTS.*

### **B. SURPLUS MAINTENANCE EQUIPMENT SEALED BIDS**

CLERK DELOUGHERTY PRESENTED INFORMATION ABOUT THE SEALED BID PROCESS FOR SURPLUS EQUIPMENT. THE CITY ATTORNEY ADVISED THAT WHILE THEY CAN'T SET A MINIMUM BID AMOUNT DUE TO STATUTORY REQUIREMENTS FOR SEALED BIDS, THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS. THE NOTICE WILL BE PUBLISHED IN THE NEWSPAPER AND POSTED ON THE WEBSITE.

*THE COUNCIL SUPPORTED THE APPROACH TO SELLING THE SURPLUS EQUIPMENT THROUGH SEALED BIDS WITH THE FEBRUARY 24TH DEADLINE.*

## **NEW BUSINESS**

### **A. 2026 ANNUAL APPOINTMENTS**

#### **I. RESOLUTION 26-01-328 2026 STATUTORY REQUIREMENT**

CLERK DELOUGHERTY EXPLAINED THAT AT THE FIRST MEETING OF THE YEAR, THE COUNCIL MUST PERFORM CERTAIN STATUTORY FUNCTIONS INCLUDING DESIGNATING DEPOSITORYES, NEWSPAPERS, AND THE MAYOR PRO-TEM.

*COUNCILMEMBER CARLSON MOVED TO ADOPT RESOLUTION 26-01-328. COUNCILMEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.*

#### **II. RESOLUTION 26-01-329 2026 APPOINTMENTS**

CLERK DELOUGHERTY PRESENTED THE RESOLUTION FOR VARIOUS PROFESSIONAL SERVICE APPOINTMENTS, INCLUDING BANK SIGNATORIES, CITY ENGINEER, CITY ACCOUNTANT (LISTED AS

OPEN PENDING RFP PROCESS), PLANNING & ZONING RESOURCES, CITY ATTORNEY, AND INSURANCE AGENT.

***COUNCILMEMBER FLATEGRAFF MOVED TO ADOPT RESOLUTION 26-01-329.  
COUNCILMEMBER CARLSON SECONDED. MOTION CARRIED UNANIMOUSLY.***

### **III. 2026 ANNUAL COMMITTEE & BOARD APPOINTMENTS**

THE COUNCIL REVIEWED THE LIST OF COMMITTEES AND BOARD APPOINTMENTS, CONFIRMING MOST WOULD REMAIN THE SAME WITH A FEW CLARIFICATIONS:

FOR PLANNING & ZONING, SIMON STRICKER PROVIDED A LETTER OF INTEREST, AND ROMAN SILTMAN AND JOBY GOERGES ALSO EXPRESSED INTEREST IN REMAINING ON THE COMMISSION.

THE COUNCIL DISCUSSED THE PARKS & RECREATION COMMITTEE, NOTING THAT SOME MEMBERS HAD NOT BEEN ATTENDING REGULARLY (DON, MARNA, AND THE VFW REPRESENTATIVE).

THE COUNCIL HAD A LENGTHY DISCUSSION ABOUT COMMITTEE REQUIREMENTS, WITH THE CLERK CONFIRMING THAT FOR OFFICIAL COMMITTEES THERE NEED TO BE MINUTES, SET MEETINGS, AND PUBLIC NOTICES WHEN MEETINGS ARE SCHEDULED OR LOCATIONS CHANGED. THE COUNCIL DISCUSSED POTENTIALLY MEETING QUARTERLY RATHER THAN MONTHLY FOR SOME COMMITTEES TO EASE SCHEDULING PRESSURES.

THE COUNCIL ALSO DISCUSSED ADDING ALTERNATES TO SOME COMMITTEES, WITH THE CLERK AGREEING TO INVESTIGATE IF THAT WOULD BE PERMISSIBLE.

THE COUNCIL CONFIRMED GREG KOSSAN WOULD CONTINUE AS SEPTIC INSPECTOR AND DISCUSSED THE STATUTORY ROLE OF MAYOR AS NOXIOUS WEED INSPECTOR.

***COUNCILMEMBER FLATEGRAFF MOVED TO APPROVE THE 2026 ANNUAL COMMITTEE & BOARD APPOINTMENTS AS DISCUSSED. COUNCILMEMBER CARLSON SECONDED. MOTION CARRIED UNANIMOUSLY.***

### **B. CROW WING COUNTY HAZARD MITIGATION PLAN (HMP)**

CLERK DELOUGHERTY EXPLAINED THAT EACH JURISDICTION MUST ADOPT THE COUNTY'S UPDATED HAZARD MITIGATION PLAN BY RESOLUTION NOW THAT THE PLAN HAS BEEN APPROVED BY FEMA. THIS 246-PAGE DOCUMENT IS UPDATED FROM THE 2017 VERSION AND IS REQUIRED FOR FEDERAL FUNDING OPPORTUNITIES. THE COUNTY WOULD LIKE IT APPROVED BY THE END OF JANUARY.

CLERK DELOUGHERTY PARTICIPATED IN THE PLANNING PROCESS AND PROVIDED THE STATEMENT OF INTEGRATION OF THE PAST PLAN AND MITIGATION ACTION CHART SHOWING THE CITY'S PROGRESS AND COMMITMENTS.

***COUNCILMEMBER FLATEGRAFF MOVED TO ADOPT RESOLUTION 26-01-330 ADOPTING THE CROW WING COUNTY HMP. COUNCILMEMBER CARLSON SECONDED. MOTION CARRIED UNANIMOUSLY.***

### **C. 2025 ENGINEERING RECAP**

THE COUNCIL DISCUSSED THE VETERANS STREET IMPROVEMENT PROJECT, REVIEWING COST ESTIMATES FROM WIDSETH ENGINEERING. THE COUNCIL DELIBERATED WHETHER TO DO THE ENTIRE STREET OR JUST THE WESTERN HALF FROM HIGHWAY 371 TO PEQUOT TOOL.

COUNCILMEMBER SILTMAN ADVOCATED FOR STARTING WORK ON THE ROAD EVEN IF IT MEANT ONLY DOING HALF THIS YEAR, AS THE ROAD IS DETERIORATING BADLY. COUNCILMEMBER FLATEGRAFF NOTED HE WOULD PREFER TO BOND FOR THE WHOLE PROJECT BUT UNDERSTOOD THE FINANCIAL CONSTRAINTS. COUNCILMEMBERS DISCUSSED THE CITY'S ROAD FUND RESERVES OF APPROXIMATELY \$394,000, AND HOW USING HALF FOR THIS PROJECT WOULD STILL LEAVE RESERVES FOR UNEXPECTED NEEDS.

THOMAS FROM WIDSETH EXPLAINED THAT TO GET THE PROJECT DONE THIS YEAR, THEY WOULD NEED TO START SOON WITH SURVEY WORK AND PLANNING, NOTING IT WOULD LIKELY BE A FALL PROJECT. HE ALSO MENTIONED THAT WHILE IDEAL TO DO THE ENTIRE ROAD AT ONCE DUE TO MOBILIZATION COSTS, DOING IT IN SECTIONS WOULD WORK IF THAT FITS THE CITY'S BUDGET.

*THE COUNCIL REACHED CONSENSUS TO MOVE FORWARD WITH THE WESTERN HALF OF VETERANS STREET IN 2026, DIRECTING STAFF TO WORK WITH WIDSETH TO BEGIN THE PROCESS.*

## **REPORTS OF OFFICERS, COMMITTEES, STAFF**

### **A. MAYOR'S REPORT**

MAYOR RUDLANG ANNOUNCED HE DOES NOT PLAN TO RUN FOR MAYOR AGAIN AFTER THIS TERM ENDS IN 2026. HE ENCOURAGED COUNCIL MEMBERS TO CONSIDER THE POSITION FOR THE FUTURE. HE NOTED HE WILL CONTINUE SERVING ON THE PAUL BUNYAN SCENIC BYWAY BOARD THROUGH THE END OF 2026.

### **B. CLERK'S REPORT**

CLERK DELOUGHERTY REQUESTED APPROVAL TO ATTEND THE ANNUAL CLERK CONFERENCE IN MARCH, WHICH WOULD REQUIRE CANCELING THE SECOND COUNCIL MEETING THAT MONTH.

*COUNCILMEMBER CARLSON MOVED TO APPROVE CLERK DELOUGHERTY'S ATTENDANCE AT THE ANNUAL CONFERENCE. COUNCILMEMBER SILTMAN SECONDED. MOTION CARRIED UNANIMOUSLY.*

CLERK DELOUGHERTY PROVIDED UPDATES ON SEVERAL ITEMS:

- THE 1<sup>ST</sup> ANNUAL VFW FISHING CONTEST INFORMATION IS AVAILABLE ON THE WEBSITE
- COMMUNITY IMPACT AND MATCH GRANT PROJECTS ARE PROGRESSING WITH THE SHOP DOOR INSTALLED AND INSULATION TO BE ADDED SOON
- SHE DISCUSSED OPTIONS FOR PROVIDING FUEL PURCHASING CAPABILITIES FOR PUBLIC WORKS EMPLOYEES, INCLUDING POTENTIALLY GETTING WEX FUEL CARDS FOR EACH VEHICLE
- BLUE WATER RETREAT (SOBER LIVING FACILITY) IS NOW UNDER NEW MANAGEMENT WITH IMPROVED OVERSIGHT
- SHE REQUESTED CLARIFICATION, CITING CONFUSION ABOUT A POTENTIAL "TRAINS AND TOTERS" PANEL THAT PAUL BUNYAN SCENIC BYWAY'S LYNN HAD MENTIONED, NOTING THERE WAS NO DOCUMENTATION INDICATING COUNCIL APPROVAL FOR THIS PROJECT

## **MISCELLANEOUS/COMMUNICATION**

### **A. PLANNING & ZONING ADMINISTRATOR'S REPORT**

THE PLANNING & ZONING REPORT HIGHLIGHTED SEVERAL PENDING APPLICATIONS AND INQUIRIES, INCLUDING NATHAN LANGE'S CUP AMENDMENT, A ZONING DISTRICT AMENDMENT, LOT CONSOLIDATION, VEHICLE DEALER ZONING COMPLIANCE, AND A POTENTIAL CAMPGROUND DEVELOPMENT.

### **B. ORDINANCE AMENDMENT O-26-47**

CLERK DELOUGHERTY REQUESTED COUNCIL DIRECTION ON SETTING A PUBLIC HEARING FOR A PROPOSED SHIPPING CONTAINER ORDINANCE AMENDMENT THAT THE PLANNING COMMISSION HAD WORKED ON FOR ALMOST TWO YEARS.

*COUNCILMEMBER SILTMAN MOVED TO SET A PUBLIC HEARING FOR THE SHIPPING CONTAINER ORDINANCE AMENDMENT. COUNCILMEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.*

### **ADJOURNMENT**

*COUNCILMEMBER SILTMAN MOVED TO ADJOURN AT 8:33PM. COUNCILMEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.*

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

ANDREW J. RUDLANG, MAYOR

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

# AGENDA ITEM 4c

## Disbursements Register

1/22/2026

### City of Jenkins

**Fund Name:** All Funds

**Date Range:** 01/13/2026 To 01/22/2026

**Vendor**

**Check #**

**Void**

**Total**

<b>Date</b>	<b>Description</b>	<b>Account Name</b>	<b>F-A-Q-P</b>	<b>Total</b>
01/13/2026	Select Garage Door Co.	Garage Door Remotes	N	100-41940-223- General Government Buildings and Plant
	<b>Total For Check</b> 30415			\$ 225.00
01/13/2026	Select Garage Door Co.	2nd half of payment for insulated overhead shop door-community impact grant funds	N	100-41940-223-903 General Government Buildings and Plant
	<b>Total For Check</b> 30416			\$ 2,075.00
	<b>Total For Check</b> 30416			<b>\$ 2,075.00</b>
01/13/2026	Payroll Period Ending 01/10/2026	12/28/25-1/10/26 Pay Period	N	100-41425-101- Clerk
	<b>Total For Check</b> 30417			\$ 1,680.81
01/13/2026	Payroll Period Ending 01/10/2026	12/28/25-1/10/26 Pay Period	N	100-43102-103- Public Works/Maintenance
	<b>Total For Check</b> 30418			\$ 691.33
01/13/2026	Payroll Period Ending 01/10/2026	12/28/25-1/10/26 Pay Period	N	100-43102-103- Public Works/Maintenance
	<b>Total For Check</b> 30419			\$ 691.33
01/13/2026	Payroll Period Ending 01/10/2026	12/28/25-1/10/26 Pay Period	N	100-43102-103- Public Works/Maintenance
	<b>Total For Check</b> 30420			\$ 108.79
	<b>Total For Selected Checks</b>			<b>\$ 108.79</b>
				<b>\$ 4,985.29</b>

Date Range : 12/22/2025 To 1/22/2026

<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>
01/13/2026	City of Pequot Lakes	Invoice No: 2534 January 2025 Police Contract	2898	\$3,605.00	100-41110-404-	Council/Town Board	30421 \$3,605.00
01/15/2026	American Legal Publishing	Invoice No. 48490 Internet Renewal Period 2/13/26-2/13/27	2899	\$450.00	100-41420-353-	Recording and Reporting	30422 \$450.00
01/15/2026	MN Power	Street Lights 12/5/25-1/5/26 & B&G Lights 12/2/25-1/2/26	2900	\$1,024.98	100-43160-381- 100-41940-381-	Street Lighting General Government Buildings and Plant	30423 \$627.07 \$397.91
01/21/2026	TDS	Phone and internet	2901	\$181.10	100-41940-321-	General Government Buildings and Plant	30424 \$181.10
01/21/2026	Crow Wing Power	12/8/25 to 1/8/2026 electric service	2902	\$24.00	100-43160-381-	Street Lighting	30425 \$24.00
01/21/2026	Little Falls Machine	Inv375559&375563 Intnl PlowTruck underbelly blade & front plow cutting edges & fasteners.	2903	\$5,019.28			30426 \$5,019.28
01/21/2026	Sourcewell	Planning & Zoning Services	2904	\$440.00	100-43126-221-	Road and Bridge Equipment	
01/21/2026	On Systems Inc.	Dec Inv#12458 Managed services and web hosting	2905	\$279.50	100-41910-311-	Planning and Zoning	30427 \$440.00
01/21/2026	Pine River DMV	Registration Renewal 2007 International 70S and 2014 Ford SR W	2906	\$42.50	100-41425-209-	Clerk	30428 \$279.50
					100-43126-433-	Road and Bridge Equipment	30429 \$42.50

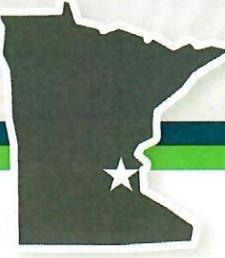
Date Range : 12/22/2025 To 1/22/2026

<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>
01/13/2026	PERA	12/28- 1/10/26 pay period	EFT000833515	\$478.98	100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	EFT
01/13/2026	State of IA	CSE 12/28 - 1/10/26 pay period	EFT2701251	\$60.00	100-41425-175-	Clerk	EFT
01/15/2026	Elan Financial Services	fuel, B&G/S&O supps shovel, salt, toolcat emergency light, adobe, pressure washer nozzle	EFTCCFE3E1B0D	\$914.02	100-41425-433- 100-41940-215-	Clerk General Government Buildings and Plant	\$26.45 \$214.64
01/21/2026	Xcel Energy	Natural gas service	EFTe652f	\$510.78	100-43102-221- 100-43125-212- 100-41420-352-	General Government Buildings and Plant	EFT
<b>Total For Selected Claims</b>				<b>\$13,030.14</b>			
							<b>Date</b>

**Total For Selected Claims****\$13,030.14**

# STATE OF MINNESOTA FLEET CARD PROGRAM

AGENDA ITEM  
6a



CONTRACT NO. 192699

## BETTER SAVINGS

- Earn monthly rebates based on gallons purchased
- Use electronic billing to reduce administrative costs
- No enrollment, setup, or card fees

## BETTER SECURITY

- Enforce your spending policy with purchase limits you control
- Driver PINs at the pump help prevent misuse

## BETTER ACCOUNTING

- Track spending online — see details like driver, odometer reading, and more for every purchase
- Download monthly reports
- Tax exemption reporting for qualified fleets

## A BETTER EXPERIENCE



## APPLY TODAY

State of Minnesota Fleet Card Contract No. 192699

**FAX** the enclosed addendum to 1-866-527-8873

\*Actual savings may vary.

WEXG\_590800\_DM03/22

FOR MORE INFORMATION

**CALL** 1-866-527-8870 | **VISIT** [www.wexinc.com/Minnesota](http://www.wexinc.com/Minnesota) | **EMAIL** [governmentmailbox@wexinc.com](mailto:governmentmailbox@wexinc.com)

**ADDENDUM TO THE FLEET CARD SERVICES PROGRAM AGREEMENT UNDER NASPO BETWEEN  
WEX BANK AND THE STATE OF MINNESOTA (the "STATE")**

**CREDIT INFORMATION**

Purchasing Entity has requested a credit account pursuant to the Minnesota Participating Addendum Contract No. 192699 for Fleet Card Services under NASPO Master Contract 00819 ("Agreement") entered into between WEX Bank ("WEX") and the State of Minnesota, Office of State Procurement (the "State") and thereby creating the program ("Program") by which to enroll participants ("Purchasing Entity"). By enrolling in this Program, the Purchasing Entity named below agrees that in the event their account is not paid as agreed, WEX may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information.

Purchasing Entity Name	Phone #	Fax#		
Physical Address (Do not include PO Box)				
Mailing Address (if different from physical address)				
Purchasing Entity's Taxpayer ID # (TIN, FEIN or SSN)				
In Business Since (yyyy)	Year of Incorporation (yyyy)	Number of Vehicles	Avg Monthly Fuel Expenditures \$	Avg Monthly Service Expenditures \$

**ACCOUNT SETUP INFORMATION**

Write Purchasing Entity name as it should appear on cards. Limit of 20 characters & spaces. Unless specified, no Purchasing Entity name will appear on cards.

□□□□□□□□□□□□□□□□□□□□□□□□
--------------------------

Billing Contact Name

Billing Address

Designate the Purchasing Entity Fleet Contact authorized to receive all charge cards, reports, and other such information WEX provides from time to time and to take actions with respect to your account and account access. This is also the person designated by the Purchasing Entity to provide all fleet vehicles, driver and other information WEX may request.

Purchasing Entity Authorized Fleet Contact Name	Title	Phone #	Fax #
---	-------	---------	-------

Email address (required to take advantage of product type card controls)

**Card Controls:** To help WEX estimate the Purchasing Entity's credit needs, indicate the types of cards they anticipate using.

If the Purchasing Entity provides a valid email address above, they can select from these product type options:

<input type="checkbox"/> All Products	<input type="checkbox"/> Fuel & Service	<input type="checkbox"/> Fuel & Fluids with Roadside Assistance	<input type="checkbox"/> Fuel with Roadside Assistance	<input type="checkbox"/> Mix of card types
<input type="checkbox"/> Check here if business is exempt from motor fuels tax				

**TERMS**

**DEFINITIONS:**

"Agreement" means: the Minnesota Participating Addendum Contract No. 192699 for Fleet Card Services under NASPO Master Contract 00819 effective June 23, 2021 (the "Agreement") between the State of Minnesota and WEX Bank.

"Purchasing Entity" shall mean the Purchasing Entity as defined in the Agreement permitted to purchase services under the Agreement, as specified in the Credit Information above. All other capitalized terms used in this Addendum without definition have the meanings set forth in the Agreement.

**AGREEMENTS OF WEX BANK AND PURCHASING ENTITY:**

1. This Addendum is to allow the Purchasing Entity to participate under the Agreement between WEX BANK and the State. It does not modify, amend or change the Agreement in any way. The parties agree to comply with the terms and conditions of the Minnesota Participating Addendum Contract No. 192699 for Fleet Card Services under NASPO Master Contract 00819, which is referenced and made a part of this transaction.
2. Purchasing Entity represents that it is authorized or allowed by the laws of its home state to enter into this Addendum and to participate under the Agreement.
3. Purchasing Entity hereby requests the services of WEX BANK described in the Agreement and agrees to perform all duties of a Purchasing Entity under the Agreement, including, without limitation, payment of all charges on its account(s) within the time periods provided under the Agreement, payment of any fees provided in the Agreement, and cooperation with respect to providing all necessary information for the administration of the Agreement. Purchasing Entity agrees to be bound by the terms and conditions of the Agreement, including, without limitation, rules for authorized and unauthorized use of cards, disputes of charges, reporting lost and stolen cards, and all other rules and provisions relating to use of Purchasing Entity's account.
4. Purchasing Entity acknowledges that its failure to make timely payment in accordance with the terms of the Agreement and/or the Addendum may result in suspension or cancellation of the account(s). The undersigned represents and warrants that he/she is duly authorized to execute this Addendum on behalf of the Purchasing Entity and this Addendum is the valid and binding obligation of the Purchasing Entity, enforceable in accordance with its terms.

**INFORMATION SHARING DISCLOSURE:** Information regarding Purchasing Entity's transactions may be provided to accepting merchants or their service providers to facilitate discounts or other promotional campaigns of interest to them.

**COMPLIANCE WITH FEDERAL LAW:** WEX Bank complies with federal law which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. Issuer may ask for name, address, date of birth, and other applicable information to identify the Company and/or Account Users.

**DISCLAIMER: THIS IS AN APPLICATION FOR SERVICES AND SHALL NOT BE BINDING UPON WEX BANK UNTIL FINAL CREDIT APPROVAL HAS BEEN GRANTED BY WEX BANK.**

**CONTRACTING AGENCY AUTHORIZED SIGNATURE REQUIRED**

Any person signing on behalf of the Purchasing Entity has been duly authorized by all necessary action of Purchasing Entity's governing body, and that the undersigned is authorized to make this application on behalf of the Purchasing Entity.

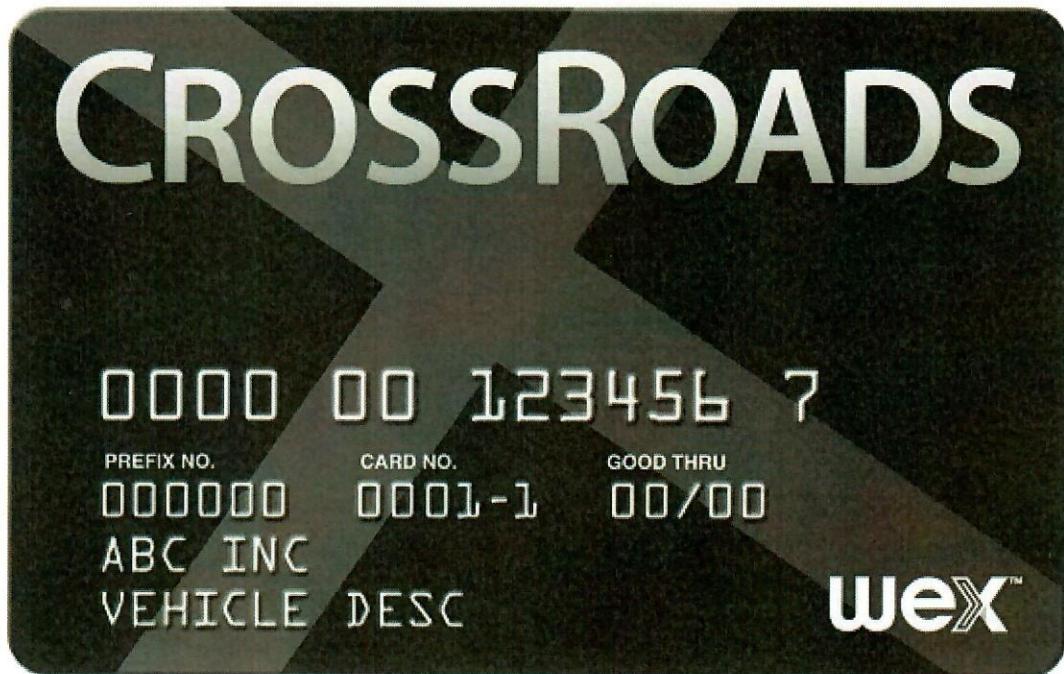
Signature : \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete and sign addendum. Email to: [governmentmailbox@wexinc.com](mailto:governmentmailbox@wexinc.com) OR Fax to 1-866-527-8873.**

FOR OFFICE USE ONLY	Oppty Number	Sales Code	Plastic Type	Coupon Code	Account Number
				M56332	

[Products](#)[Fuel cards and fleet](#)[Select your fleet card](#)[WEX Fleet Cross Roads Card](#)

## **WEX Fleet Cross Roads Card**

[Contact us](#)

Get all the great WEX Fleet Card benefits with the Cross Roads fuel card—our broad fueling network, competitive pricing, integrated reporting, and product controls—plus acceptance at truck stops like Pilot Flying J, Love's, TA, and many other independent locations.

Robust network of retail fuel stations and truck stops

Membership to fuel discount network

Streamlined reporting system

Built-in spending controls

24/7 customer service

## Features



### Fuel anywhere

The Cross Roads fuel card is accepted at 95% of U.S. gas stations, plus truck stops like Pilot Flying J, Love's, TA, and many independents.



### WEX EDGE savings network

Enjoy a fuel discount network averaging 15 cents per gallon at more than 3,400 travel center or truck stop locations across the U.S.—plus nationwide savings on office suppliers, wireless plans, tires and more.



## Automatic accounting & reports

Track your entire fuel spend—regardless of vehicle type—in one bill, using a single reporting system. With the WEX Fleet Cross Roads fuel card you even get a daily savings report in your inbox, documenting the day's per-gallon discount by merchant.



## Security & control

Driver IDs are entered for every fuel card transaction, to tell you who spends what, where and when—and help prevent unauthorized use. You can also set the purchase limits that work best for your business, and put guardrails on spending based on product type, dollar amount, time of day, and more.



## Service & support

Our customer service team is there for you 24/7, ready to answer your calls quickly and keep you moving. Great service is key to a great fuel card—and with WEX you'll have the best in the business.

[Login >](#)

[Get started](#)

 WEX Worldwide >

 Support

**wex**<sup>TM</sup>



[Apply now](#)

The WEX Fleet Card is the fastest way for a growing business to drive real savings, with automatic fuel expense tracking, employee spending controls, purchase alerts, and exclusive discounts in the [WEX EDGE savings network](#) all in one fuel card. Apply today and you could **save \$1,500 in average annual fuel savings.**<sup>§</sup>

Save up to 15¢ per gallon through our nationwide savings network, plus up to 3¢ per gallon everywhere else.\*

Get FREE overnight shipping with your first card order

Accepted at 95% of U.S. fuel stations

Automatic accounting

Detailed, custom reports

Advanced spending controls

Online and mobile account access

Purchase alerts

Exclusive discounts on fuel, tires, hotels, wireless, and more.

## Features



### Fuel anywhere

With the WEX Fleet Card, you never have to plan routes around where to fuel, or drive miles out of your way to get to the right gas station. WEX fuel cards are accepted at every major U.S. fuel station—and over 45,000 service locations, too. Our **WEX Connect app** makes sure drivers can find the cheapest nearby fuel.



## Security & control

With the WEX Fleet Card, you know where every dollar goes. Driver IDs are entered for every transaction, to tell you who spends what, where and when—and help prevent unauthorized use of your fuel card.

You also have the flexibility to set the purchase controls on the card that work best for your business, putting guardrails on employee spending based on product type, dollar amount, time of day, and more.



## Accounting & reports

Let us do the busy work, so you can focus on business. Details like Driver ID, fuel grade, sales tax, and more are captured for every fuel card purchase—so you can stop chasing down fuel receipts. View spending in real-time or in one-click reports:

- Purchase activity reports
- Exception, transaction summary, and transaction deal reports
- Financial summary, site summary, and exception summary reports
- Tax exemption reports (for qualified fleets)



## Mobile account access

Only WEX provides an easy, reliable mobile control center for your WEX Fleet Card account. Hit the road with confidence—with the **Fleet SmartHub app**, your fuel card account is always a tap away.

- Look up driver IDs
- View and filter transactions

- Check your fuel card credit limit
- Cancel lost or stolen cards
- Spot potential misuse



## WEX EDGE savings network

The **WEX EDGE savings network** offers exclusive discounts on the things that keep small business moving—like fuel, tires, hotels, wireless, and more. WEX customers get the buying power of a major corporation, in a way that's easy to use, easy to track, and easy to save.



## Service & support

Our customer service team is there for you 24/7, ready to answer your calls quickly and help you get the most value from your fuel card program. Great service is key to a great fuel card—and with WEX you have the best in the business.



## Step up to premium GPS tracking

**WEX Telematics**, available for WEX fuel card customers, uses GPS tracking and powerful reporting to help you achieve next-level operational efficiency and fuel savings.

- Confirm the time vehicles spend at a job site
- Know where vehicles are in real-time
- Improve driver safety and performance
- Identify speeding, excessive idling or after-hours use as it happens
- Lower your operational and fueling costs

# Jenkins Hazard Mitigation Action Packet

AGENDA ITEM  
6c

## Council Reference & Grant-Ready Materials

### 1. Top Grant-Ready Projects for Jenkins

- **City Hall Emergency Shelter Backup Generator:** Jenkins City Hall serves as the designated emergency shelter but has limited space and no backup power. Installing a permanent generator with an automatic transfer switch ensures shelter operations, emergency communications, and continuity of government during power outages caused by winter storms, windstorms, or tornadoes.
- **Warning Siren Reliability / Coverage Improvements:** Jenkins relies on a single warning siren. Improvements or redundancy would enhance public warning capability during tornadoes and severe storms.
- **Emergency Alerts & Public Notification Expansion:** Expand enrollment and outreach for emergency text alerts and seasonal resident communication to improve early warning and coordination during all hazard events.

### 2. Grant Justification – City Hall Backup Generator

Jenkins City Hall functions as the community's designated emergency shelter and coordination point during severe weather; however, the Crow Wing County 2025 Hazard Mitigation Plan identifies Jenkins as a small city with limited staff and financial capacity and documents that City Hall has very limited shelter space and no backup power supply or generator, creating a critical vulnerability during winter storms, windstorms/tornadoes, and extended power outages. Installation of a permanently mounted backup generator with an automatic transfer switch will ensure continuity of shelter operations, emergency communications, and local coordination, reducing risk to residents—particularly elderly and mobility-limited populations—while lowering future emergency response and recovery costs. This project directly addresses a documented mitigation gap in a FEMA-approved hazard mitigation plan and represents a cost-effective investment in community resilience.

### 3. Talking Points for Council and Residents

- **Council:** The Hazard Mitigation Plan keeps Jenkins eligible for state and federal mitigation funding.
- **Council:** The most significant documented risk is emergency shelter reliability due to lack of backup power.
- **Residents:** Emergency preparedness projects focus on safety during storms and power outages, not politics.
- **Residents:** Emergency alerts and warning systems help residents respond faster and stay informed.

### 4. Jenkins Compared to Nearby Cities

Jenkins is characterized by limited staff, limited financial capacity, and a single emergency shelter facility without backup power. Compared to Pequot Lakes, which has more critical infrastructure but already benefits from a City Hall generator, and Nisswa, which faces higher seasonal population exposure, Jenkins' primary risk is operational capacity during outages. Small, targeted investments in shelter power, warning systems, and communications provide outsized resilience benefits for Jenkins.

## § 150.032 CENTRAL BUSINESS DISTRICT (C-1).

AGENDA ITEM  
9a

### (A) *Purpose and intent.*

(1) This district is intended for retail stores, professional offices, financial institutions, and general offices which are mutually compatible and can benefit from and contribute to a compact shopping area serving the city and the surrounding area. It is also intended to be a setting conducive to and safe for a high level of pedestrian traffic.

(2) Off-street parking is generally not required for businesses located in pedestrian-oriented areas, however, if the property abuts Hwy. 371, parking shall be required.

(3) Businesses requiring a conditional use permit will also be required to provide off-street parking.

### (B) *Lot, use, and density.*

Front yard minimum	0 feet*
Landscaping	Landscaping shall be provided in areas not covered by buildings, sidewalks, or parking areas on at least 25% of the developed land area
Lot area minimum	20,000 square feet plus required space for off-street parking and loading where applicable (see § 150.108)
Lot width minimum feet	25 feet
Maximum building height	45 feet
Maximum lot coverage (impervious surface)	50%
Rear yard minimum/alley	0 feet***
Side yard minimum	0 feet**

#### *Note to table:*

\* In the C-1 District, awnings, marquees, canopies, balconies, deck and roof extensions shall be allowed to extend beyond the 0' front setback, over the sidewalk (public right-of-way) upon meeting the requirements of this section (see §§ 150.050 through 150.055; 150.074; 151.01 through 151.21)

\*\* Where a Commercial District property abuts a Residential District, there shall be a side yard setback of 20 feet

\*\*\* Where a Commercial District property abuts a Residential District, there shall be a rear yard setback of 20 feet

(Ord. passed 4-10-2017)

## § 150.033 HIGHWAY BUSINESS DISTRICT.

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

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

(C) *Lot, use, and density requirements.*

Front yard minimum	30 feet
Landscaping	Landscaping is required in the front and side yards at least 25 feet in width and on a minimum of 25% of the developed lot
Lot area minimum	One acre
Lot width minimum feet	100 feet
Maximum building height	45 feet
Maximum lot coverage (impervious surface)	40%
Rear yard minimum/alley	20 feet**
Side yard minimum	20 feet*

**Notes to table:**

\* Where a Commercial District property abuts a Residential District, there shall be a side yard setback of 30 feet

\*\* Where a Commercial District property abuts a Residential District, there shall be a rear yard setback of 30 feet

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

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

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

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

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

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

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

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

(6) *Screening.* All sites shall be heavily landscaped to provide 100% screening to adjacent residential parcels and over 50% screening from the road or any non-residential parcel. Percentages

shall be determined by amount of structure that can be seen during leaf-on conditions. A landscaping and screening plan must be submitted and approved by the Planning Commission with each conditional use permit.

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

(8) *Fire lanes.* Fire lanes shall remain unobstructed at all times.

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

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

(A) *Purpose and intent.* This district is established to provide suitable locations for commercial storage and wholesaling uses, light manufacturing, and related activities which can maintain high standards in appearance and limit external nuisance effects such as noise, odors, smoke, and vibration.

(B) *Lot, use, and density requirements.*

Building height maximum	45 feet****
Front yard minimum	30 feet*
Landscaping	Landscaping is required in front yards and around the perimeter of the building not less than 20 feet in width
Lot area minimum	One acre (43,560 square feet)
Lot width minimum feet	100 feet
Maximum lot coverage (impervious surface)	50%
Rear yard minimum	30 feet***
Side yard minimum	20 feet**

**Notes to table:**

\* Where the industrial property abuts a residential district, there shall be a front yard of not less than 50 feet.

\*\* Where the industrial property abuts a residential district, the side yard setback shall be not less than 50 feet and shall contain a solid fence or vegetative screening.

\*\*\* Where the industrial property abuts a residential district, the rear yard setback shall be not less than 50 feet and shall contain a solid fence or vegetative screening.

\*\*\*\* Cooling towers, elevator penthouses, domes which do not contain usable space, water towers, and smoke stacks or other similar structures not intended for human occupancy may be of any height which does not conflict with airport regulations.

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