

AMENDED per CC consensus



CITY COUNCIL MEETING AGENDA

TUESDAY, FEBRUARY 24TH, 2026 @ 6:00 PM

MAYOR:

ANDREW RUDLANG

CITY ATTORNEY:

JOE LANGEL

CITY CLERK-TREASURER:

CASSANDRA DELOUGHERTY

CITY COUNCIL:

JERIMEY FLATEGRAFF

(MAYOR PRO-TEM)

ROMAN SILTMAN

RYAN BARNETT

JORY CARLSON

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

**JOIN ZOOM MEETING [HTTPS://ZOOM.US/JOIN](https://zoom.us/join)
MEETING ID: 353 029 2895 PASSWORD: 56474
DIAL BY LOCATION: (312) 626-6799 (US CHICAGO)
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 FEBRUARY 9TH, 2026 MEETING
 - C. VOIDED CHECK #'S 30432-30434 (PRINTED DBL-SIDED)
 - D. PREWRITTEN PAYROLL CHECK #'S 30442-30454 -~~\$4,506.27~~ -**30456 = \$7,042.23**
 - E. PROPOSED CHECK #'S ~~30455-30457~~ **30457-30461** AND EFTS; ~~\$9,206.97~~ = **\$10,149.14**
 - F. **TOTAL EXPENSES= \$13,713.24 = \$17,191.37**

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. NEW BUSINESS

- A. AUDITING/ACCOUNTING RFPs **ADDITION 6D. SOURCEWELL INTERN REIMBURSEMENT**
- B. SURPLUS EQUIPMENT SEALED BID REVIEW
- C. PEQUOT LAKES FIRE DISTRICT **ADDITION 6E. PROPOSED ORD AMNDMT O-26-49 LAND USE MATRIX-LOWER-POTENCY HEMP EDIBLE RETAILER**
 - i. CONTRACT
 - ii. INVOICE

7. UNFINISHED BUSINESS

- A. 2026 VETERANS STREET IMPROVEMENT PROJECT
 - i. WIDSETH PROPOSAL FOR DESIGN AND CONSTRUCTION PHASE SERVICES
- B. EMERGENCY WARNING SIREN UPDATE
 - i. SIREN NOTIFICATION AREA MAPS
- C. PB TRAIL CONNECT FOLLOW-UP
- D. SAFE STREETS & ROADS FOR ALL (SS4A) FUNDING
- E. PUBLIC WORKS FUEL CARDS

8. REPORTS OF OFFICERS, COMMITTEES, STAFF

- A. MAYOR'S REPORT
- B. CLERK'S REPORT

9. MISCELLANEOUS/COMMUNICATION

ADDITION 9A-STAFF CLOTHING ALLOWANCE

10. ADJOURNMENT

FEBRUARY 9TH, 2026
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

MAYOR RUDLANG CALLED THE MEETING TO ORDER AND LED THE PLEDGE OF ALLEGIANCE.

ROLL CALL

ROLL CALL WAS CONDUCTED WITH MAYOR RUDLANG, AND COUNCIL MEMBER'S SILTMAN, BARNETT, AND CARLSON PRESENT. COUNCIL MEMBER FLATEGRAFF WAS NOT PRESENT AT THE OPENING OF THE MEETING BUT JOINED DURING OPEN FORUM.

AGENDA ADDITIONS/DELETIONS

THE COUNCIL AGREED TO ADD TWO MAPS PROVIDED BY CLERK DELOUGHERTY RELATED TO AN OPEN FORUM PRESENTATION. THE COUNCIL ALSO AGREED TO SWAP THE ORDER OF AGENDA ITEMS 6 AND 7, MOVING NEW BUSINESS AHEAD OF THE PROPOSED ORDINANCE AMENDMENT TO ACCOMMODATE COUNTY HIGHWAY DEPARTMENT STAFF IN ATTENDANCE.

CONSENT AGENDA

A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA.

*COUNCILMEMBER CARLSON MOVED TO APPROVE THE CONSENT AGENDA.
COUNCILMEMBER SILTMAN SECONDED. MOTION CARRIED UNANIMOUSLY.*

OPEN FORUM

MIKE O'CONNELL FROM THE L.A.K.E. FOUNDATION PRESENTED INFORMATION ABOUT A REGIONAL TRAIL CONNECTION INITIATIVE ALONG COUNTY ROAD 16 FROM JENKINS THROUGH IDEAL TOWNSHIP TO CROSSLAKE. THE PROJECT AIMS TO IMPROVE SAFETY AND CONNECTIVITY BY UTILIZING ROAD RIGHT-OF-WAY FOR AN OFF-ROAD TRAIL SYSTEM. MR. O'CONNELL INDICATED THAT RESOLUTIONS OF SUPPORT FROM MULTIPLE MUNICIPALITIES, INCLUDING JENKINS, WOULD STRENGTHEN FUTURE GRANT APPLICATIONS. THE CITY OF CROSSLAKE AND IDEAL TOWNSHIP HAVE ALREADY PASSED RESOLUTIONS. NO ACTION WAS REQUESTED AT THIS MEETING; O'CONNELL WILL RETURN WITH MORE INFORMATION AND A TEMPLATE RESOLUTION IN THE FUTURE.

NEW BUSINESS

CSAH 16 COUNTY PROJECT NO. SP 018-616-020

STEVE STROSCHIN, ENGINEERING MANAGER OF THE CROW WING COUNTY HIGHWAY DEPARTMENT PRESENTED DETAILS OF A PLANNED MILL AND OVERLAY PROJECT ON COUNTY STATE AID HIGHWAY 16, RUNNING FROM THE HIGHWAY 371 MEDIAN NEAR COUNTY ROAD 145 TO NORTH PEORIA ROAD. THE PROJECT INVOLVES RECLAIMING THE ROAD SURFACE, REBUILDING STRUCTURE, AND PLACING APPROXIMATELY 4.5 INCHES OF NEW PAVEMENT. A BYPASS AND TURN LANE WILL BE INSTALLED AT SOUTH UPPER HAY LAKE ROAD, AND THE INTERSECTION AT NORTH PEORIA ROAD

WILL BE RECONFIGURED FOR SAFETY. THE ROAD MAY BE GRAVEL FOR UP TO THREE WEEKS DURING CONSTRUCTION, THOUGH TYPICALLY PAVING FOLLOWS GRINDING WITHIN ONE WEEK. THE COUNTY HAD REACHED OUT TO JENKINS BUSINESSES REGARDING TURN LANE NEEDS; NO REQUESTS WERE MADE AT THIS TIME, THOUGH FUTURE COORDINATION REMAINS POSSIBLE. THE PROJECT IS EXPECTED TO BID NEXT WEEK WITH CONSTRUCTION LIKELY IN EARLY SUMMER TO MINIMIZE TOURIST SEASON IMPACTS.

MOTION BY COUNCIL MEMBER FLATEGRAFF, SECONDED BY COUNCIL MEMBER CARLSON, TO APPROVE RESOLUTION 26-02-331 GRANTING MUNICIPAL CONSENT FOR THE CSAH 16 PROJECT. MOTION CARRIED UNANIMOUSLY.

PROPOSED ORDINANCE AMENDMENT O-26-47

CLERK DELOUGHERTY PRESENTED THE PROPOSED ORDINANCE AMENDMENT DEFINING AND REGULATING STORAGE CONTAINERS. THE PLANNING COMMISSION HAS SPENT APPROXIMATELY TWO YEARS RESEARCHING AND DEVELOPING PERFORMANCE STANDARDS, REVIEWING PRACTICES IN OTHER CITIES. THE AMENDMENT ADDRESSES DEFINITIONS, PERMITTED LOCATIONS, AND DESIGN STANDARDS INCLUDING REQUIREMENTS FOR STRUCTURAL SOUNDNESS, COMPATIBLE PAINT COLORS, AND PROHIBITION OF VISIBLE DETERIORATION. STORAGE CONTAINERS ARE PROHIBITED IN R-1 AND R-2 (HIGH-DENSITY RESIDENTIAL) DISTRICTS BUT ALLOWED IN OTHER ZONING DISTRICTS SUBJECT TO PERFORMANCE STANDARDS. TEMPORARY CONSTRUCTION STORAGE CONTAINERS ARE PERMITTED DURING ACTIVE CONSTRUCTION PROJECTS WITH VALID PERMITS. COUNCIL DISCUSSED THE BALANCE BETWEEN PROPERTY RIGHTS AND MAINTAINING COMMUNITY AESTHETICS, ULTIMATELY AGREEING THE ORDINANCE ADDRESSES THE MAJORITY OF ANTICIPATED SITUATIONS WHILE ALLOWING FLEXIBILITY FOR SPECIAL CIRCUMSTANCES THROUGH CONDITIONAL USE PERMITS.

MOTION BY COUNCIL MEMBER CARLSON, SECONDED BY COUNCIL MEMBER BARNETT, TO APPROVE DRAFT AMENDMENT O-26-47. MOTION CARRIED UNANIMOUSLY.

MOTION BY COUNCIL MEMBER CARLSON, SECONDED BY COUNCIL MEMBER BARNETT, TO APPROVE THE SUMMARY PUBLICATION OF ORDINANCE O-26-47. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. FUEL CARDS

CLERK DELOUGHERTY REPORTED ON HER RESEARCH INTO FUEL CARD OPTIONS. SHE RECEIVED MIXED INFORMATION ABOUT FEES, INCLUDING CONCERNING PER-SWIPE CHARGES AT CERTAIN TRUCK STOPS FOR SOME WEX CARD CONFIGURATIONS. SHE REACHED OUT TO SOURCEWELL REGARDING THEIR COOPERATIVE PURCHASING CONTRACT FOR WEX CARDS AND SPOKE WITH STAFF FROM THE CITY OF LAKESHORE, WHO USE AND RECOMMEND CIRCLE K/WEX CARDS. COUNCIL MEMBER CARLSON NOTED THAT THE CITY OF BREEZY POINT USES SOURCEWELL WEX CARDS SUCCESSFULLY AND SUGGESTED CONTACTING

FINANCE DIRECTOR JEANETTE FOR DETAILS. THE BREEZY POINT CARDS DO NOT ALLOW REWARDS PROGRAMS, WHICH ENSURES COMPLIANCE WITH GOVERNMENTAL PURCHASING REQUIREMENTS. COUNCIL DIRECTED CLERK DELOUGHERTY TO CONTACT BREEZY POINT FOR SPECIFICS, AND IF THE ARRANGEMENT PROVES COMPLIANT AND COST-EFFECTIVE, TO PROCEED WITH IMPLEMENTATION AS PREVIOUSLY AUTHORIZED.

B. AUDITING/ACCOUNTING RFP UPDATE

CLERK DELOUGHERTY REPORTED THAT THE CITY HAS RECEIVED ONE PROPOSAL FOR AUDITING AND ACCOUNTING SERVICES TO DATE. SHE NOTED THAT MANY PUBLIC ACCOUNTING FIRMS ARE NO LONGER ACCEPTING MUNICIPAL AUDITING CLIENTS. SHE WILL COMPILE ALL INFORMATION FOR COUNCIL REVIEW AT THE NEXT MEETING.

C. CWC HAZARD MITIGATION PLAN UPDATE

CLERK DELOUGHERTY PROVIDED AN UPDATE ON EMERGENCY SIREN RESEARCH. SHE SPOKE WITH EMERGENCY MANAGEMENT COMMISSIONER AND WAS REFERRED TO CLAYTON BART AND CROW WING COUNTY STAFF. SHE ALSO CONTACTED A REPRESENTATIVE FROM FEDERAL WARNING SYSTEMS, THE COMPANY THAT INSTALLED OTHER SIRENS IN THE AREA. THE COMPANY WILL BE IN BRAINERD THIS SPRING FOR MAINTENANCE ON EXISTING SIRENS AND CAN PROVIDE A QUOTE FOR JENKINS. CLERK DELOUGHERTY WILL REQUEST A MAP SHOWING EXISTING SIREN COVERAGE TO DETERMINE IF THERE ARE GAPS IN THE NORTHERN PART OF THE CITY. SHE IS EXPLORING SOURCEWELL GRANT OPPORTUNITIES AND CONSIDERING PARTNERSHIPS WITH JENKINS TOWNSHIP AND TIMOTHY TOWNSHIP TO SHARE COSTS. THE COUNTY IS DEVELOPING A MAINTENANCE PLAN FOR SIRENS SIMILAR TO THE CITY'S EXISTING FIRE HYDRANT MAINTENANCE AGREEMENT. COUNCIL SUPPORTED CONTINUED PURSUIT OF THIS PROJECT AND POTENTIAL INTER-MUNICIPAL COLLABORATION.

REPORTS OF OFFICERS, COMMITTEES, STAFF

A. MAYOR'S REPORT

MAYOR RUDLANG CLARIFIED A STATEMENT FROM THE DECEMBER MEETING THAT APPEARED IN THE NEWSPAPER REGARDING THE CITY'S GENERAL OBLIGATION IMPROVEMENT BOND PAYMENTS. THE BOND PAYMENT SCHEDULE HAS ALWAYS BEEN FIXED AND KNOWN FROM THE TIME OF ISSUANCE. THE FIRST PAYMENT IN 2024 WAS UNIQUELY LOWER BECAUSE THE BOND WAS NOT IN PLACE FOR A FULL YEAR, RESULTING IN A PARTIAL PAYMENT. THE 2025 PAYMENT REPRESENTS THE FULL ANNUAL AMOUNT AS ORIGINALLY SCHEDULED AND APPROVED, NOT AN UNEXPECTED INCREASE. THE BUDGET WAS ADJUSTED ACCORDINGLY, AND THIS WAS DISCUSSED AT PREVIOUS COUNCIL MEETINGS.

B. CLERK'S REPORT

CLERK DELOUGHERTY REPORTED THE FOLLOWING:

- SUCCESSFULLY FILED ALL REQUIRED TAX FORMS BY THE JANUARY 31 DEADLINE (EXTENDED TO FEBRUARY 2 DUE TO THE WEEKEND). SHE ENCOUNTERED CREDENTIAL ISSUES WITH THE IRS SYSTEM FOR 1099-NEC FORMS AND USED AN IRS-AUTHORIZED E-FILER AT A COST OF \$89.35 TO ENSURE COMPLIANCE. RECIPIENTS MAY RECEIVE DUPLICATE 1099 FORMS—ONE FROM THE E-FILING COMPANY AND ONE MAILED DIRECTLY BY THE CITY WITH A GUARANTEED POSTMARK. THE W-2 FORMS WERE FILED DIRECTLY AFTER RECEIVING PROPER IRS CREDENTIALS. ALL TAX FILING WILL BE STREAMLINED IN FUTURE YEARS.

-THE OFFICE WILL BE CLOSED MONDAY, FEBRUARY 16 FOR PRESIDENTS' DAY. CLERK DELOUGHERTY WILL ALSO BE OUT PART OF WEDNESDAY, FEBRUARY 18 AND THURSDAY, FEBRUARY 19 FOR PERSONAL MEDICAL APPOINTMENTS WITH HER HUSBAND.

-PRESENTED THE 2025 SUMMARY BUDGET REPORT THROUGH JANUARY. SHE IDENTIFIED A DISCREPANCY IN PROPERTY TAX REVENUE THAT MAY RELATE TO DELINQUENT TAX COLLECTIONS AND WILL CONTACT THE COUNTY FOR CLARIFICATION. OVERALL BUDGET PERFORMANCE IS TRACKING AS EXPECTED, THOUGH 2025 INCLUDED SUBSTANTIAL CAPITAL OUTLAY FOR CITY HALL REMODELING AND COUNCIL CHAMBER EQUIPMENT.

-THE PLANNING COMMISSION WILL CONSIDER A ZONING DISTRICT MAP AMENDMENT AT ITS NEXT MEETING. CLERK DELOUGHERTY IS WORKING WITH STAFF TO PREPARE MATERIALS FOR THE PUBLIC HEARING.

- REPORTED ON A RECENT PROJECT SCOPING MEETING WITH DAVE AND THOMAS FROM WIDSETH REGARDING THE VETERANS STREET IMPROVEMENTS PROJECT. THE MEETING INCLUDED DISCUSSION OF MAINTAINING 12-FOOT TRAVEL LANES WITH 6-FOOT BITUMINOUS SHOULDERS TO ACCOMMODATE POTENTIAL FUTURE TRAIL CONNECTIONS. THE ENGINEERS WILL CONDUCT ADDITIONAL INVESTIGATION TO DETERMINE IF OLD SIDEWALK INFRASTRUCTURE EXISTS BENEATH THE CURRENT SURFACE, WHICH COULD AFFECT PROJECT COSTS. A 30% PROJECT SCOPE IS EXPECTED BY THE END OF NEXT WEEK, WITH A PUBLIC INFORMATIONAL MEETING PLANNED FOR MARCH. CONSTRUCTION TIMING IS ANTICIPATED AFTER JULY 4TH IF THE PROJECT IS APPROVED AND FUNDING IS CONFIRMED.

MISCELLANEOUS/COMMUNICATION

THE PARKS COMMITTEE REQUESTED AUTHORIZATION FOR CLERK DELOUGHERTY TO RESEARCH AND APPLY FOR AARP COMMUNITY CHALLENGE GRANT OPPORTUNITIES TO FUND TRAIL IMPROVEMENTS OR ACCESSIBILITY ENHANCEMENTS IN CITY PARKS. THE GRANTS SUPPORT PROJECTS THAT CAN BE COMPLETED WITHIN THE CALENDAR YEAR AND FOCUS ON INCREASING MOBILITY AND ACCESSIBILITY FOR THE 50+ COMMUNITY.

MOTION BY COUNCIL MEMBER SILTMAN, SECONDED BY MAYOR RUDLANG, TO AUTHORIZE THE CLERK TO PURSUE AARP GRANT OPPORTUNITIES FOR PARK IMPROVEMENTS. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION BY COUNCIL MEMBER FLATEGRAFF, SECONDED BY COUNCIL MEMBER CARLSON, TO ADJOURN 7:09PM. MOTION CARRIED UNANIMOUSLY.

APPROVED THIS ____ DAY OF _____, 2026.

ANDREW J. RUDLANG, MAYOR

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

AGENDA ITEM 4C

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

CITY OF JENKINS
GENERAL FUND
33861 Cottage Avenue
Jenkins, MN 56474

FIRST NATIONAL BANK
WALKER, MN 56484
75-975/912

30432

2/10/2026

***60.00

PAY TO
THE
ORDER
OF

Ratwik, Roszak & Maloney, P.A.

\$

Sixty Dollars And No Cents

DOLLARS

Ratwik, Roszak & Maloney, P.A.
444 Cedar Street, Suite 2100
Saint Paul, MN 55101

Memo:



Details on back

CITY OF JENKINS

30432

Ratwik, Roszak & Maloney, P.A.
Statement Number 81626-bid process for surplus equipment
email correspondence
100-41610-304 \$60.00

2/10/2026

\$60.00

VOID

VOID

CITY OF JENKINS

30432

2/10/2026

\$60.00

Ratwik, Roszak & Maloney, P.A.
Statement Number 81626-bid process for surplus equipment
email correspondence
100-41610-304 \$60.00

VOID

VOID

The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city and that no part of it has heretofore been paid.

CHECK BANK FOR MOBILE/REMOTE DEPOSIT
DO NOT WRITE STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

2/10/2026
3,055.50
Signature of Claimant

FOR HERE FOR

VALIDATOR

Three Thousand Fifty-Five Dollars And Fifty Cents

Widseth Smith Nolting & Assoc., Inc

Widseth Smith Nolting & Assoc., Inc

Listed below are the security features available with this product and/or excess features:

Security Features:

- Security Void Pattern
- Micro-Pinning - MP
- Check Security Watermark
- Check Security Screen
- Heat Sensitive Ink
- Coin Reactive Ink

Results of Check:

- Repetitive Void Pattern
- Small type in check surrounding the check copied or scanned.
- Absence of the words back of this check. Hi
- Absence of the words back of this check. Hi
- Red images will fade with thumb & finger or break
- Key will appear random with coin.

color

1

1

1

© Padlock design is a certification mark of Check Payme

Widseth Smith Nolting & Assoc., Inc
Inv.242992 Zoning Map Updates \$2983-Inv242998 Preparing
the 2025 WCA Reporting Form \$72.50
100-41910-303 \$72.50

2/10/2026 \$3,055.50

100-41910-303-901 \$2,983.00

2/10/2026 \$3,055.50
100-41910-303-901 \$2,983.00

Widseth Smith Nolting & Assoc., Inc
Inv.242992 Zoning Map Updates \$2983-Inv242998 Preparing
the 2025 WCA Reporting Form \$72.50
100-41910-303 \$72.50

CITY OF JENKINS
GENERAL FUND
33861 Cottage Avenue
Jenkins, MN 56474

FIRST NATIONAL BANK
WALKER, MN 56484
75-975/912

30433

2/10/2026

PAY TO
THE
ORDER
OF

City of Pequot Lakes

*3,605.00

\$

Three Thousand Six Hundred Five Dollars And No Cents

DOLLARS

City of Pequot Lakes
4638 Main Street
Pequot Lakes, MN 56472

Memo:



city Features included Details on back

CITY OF JENKINS

30433

City of Pequot Lakes
Invoice No: 2544 February 2026 Police Contract
100-41110-404 \$3,605.00

2/10/2026

\$3,605.00

VOID

VOID

CITY OF JENKINS

30433

2/10/2026 \$3,605.00

City of Pequot Lakes
Invoice No: 2544 February 2026 Police Contract
100-41110-404 \$3,605.00

VOID

VOID

The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid.

Signature of Claimant

HERE FOR VALIDATION

CHECK BY FOR MOBILE/REMOTE DEPOSIT
DO NOT WRITE STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

VALIDATION

2/10/2026

\$25.00

Twenty-Five Dollars And No Cent

Minnesota Secretary of State-Busine

Minnesota Secretary of State-Busine

100-41420-433

color

Minnesota Secretary of State-Busine

2/10/2026

\$25.00

Mark Renewal File Number 891663200034 "Gateway to the Whitefish Chain" renewal fee

100-41420-433 \$25.00

Minnesota Secretary of State-Busine

Mark Renewal File Number 891663200034 "Gateway to the Whitefish Chain" renewal fee

100-41420-433 \$25.00

2/10/2026

\$25.00



Security Void Pattern

Micro-Printing "MN"

Check Security Watermark

Check Security Screen

Heat Sensitive Ink

Coin Reactive Ink

Repetitive Void Pattern

Small type in randomized surrounding area

Absence of the words "back of this check. Hold back of this check."

Absence of the words "Red Image will fade with thumb & finger or breath. Key will appear underneath with coin."

Red Image will fade with thumb & finger or breath

Key will appear underneath with coin

color

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

CITY OF JENKINS

GENERAL FUND
33861 Cottage Avenue
Jenkins, MN 56474

FIRST NATIONAL BANK
WALKER, MN 56484
75-975/912

30434

2/10/2026

***45.35

PAY TO
THE
ORDER
OF

Pequot Lakes Sanitation

\$

Forty-Five Dollars And Thirty-Five Cents

DOLLARS

Pequot Lakes Sanitation
P.O. Box 639
Pequot Lakes, MN 56472

Memo:



THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY FEATURES

INK

Details on back
Security Features included

CITY OF JENKINS

30434

Pequot Lakes Sanitation
Garbage service
100-41940-384

\$45.35

2/10/2026

\$45.35

CITY OF JENKINS

30434

2/10/2026

\$45.35

Pequot Lakes Sanitation
Garbage service
100-41940-384

\$45.35

The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid.

Signature of Claimant

CHECK BOX FOR MOBILE/REMOTE DEPOSIT
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE
VALIDATION

2/10/2026
\$30.00

Thirty Dollars And No Cent

010104

AT & T Mobility

Listed below are the security features provided which must *all* be present and/or exceed in strength

Security Features:

- Security Void Pattern
- Micro-Pinning™ MP
- Check Security Watermark
- Heat Sensitive Ink
- Coin Reactive Ink

Results of Features:

- Repetitive Void Pattern
- Small type in center of surrounding area
- Absence of the words "AT & T Mobility" on back of this check. Hold back of this check.
- Absence of the words "AT & T Mobility" on back of this check. Hold back of this check.
- Red image will fade with thumb & finger or scratch. Key will appear underneath with coin.

Padlock design is a certification mark of Check Payment

AT & T Mobility
Roger Cell Phone
100-43102-321 \$30.00

2/10/2026 \$30.00

2/10/2026 \$30.00

AT & T Mobility
Roger Cell Phone
100-43102-321 \$30.00

Disbursements Register

City of Jenkins

2/24/2026

Fund Name: All Funds

Date Range: 02/10/2026 To 02/24/2026

<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>
02/10/2026	Payroll Period Ending 02/10/2026	30442	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30442				\$ 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30443	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 180.87
		Total For Check	30443				\$ 180.87
02/10/2026	Payroll Period Ending 02/10/2026	30444	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Clerk	100-41425-101-	\$ 1,678.14
		Total For Check	30444				\$ 1,678.14
02/10/2026	Payroll Period Ending 02/10/2026	30445	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Payroll Administration	100-41501-131-	\$ 520.78
		Total For Check	30445				\$ 520.78
02/10/2026	Payroll Period Ending 02/10/2026	30446	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30446				\$ 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30447	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 523.15
		Total For Check	30447				\$ 523.15
02/10/2026	Payroll Period Ending 02/10/2026	30448	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Payroll Administration	100-41501-131-	\$ 187.46
		Total For Check	30448				\$ 187.46
02/10/2026	Payroll Period Ending 02/10/2026	30449	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 277.05
		Total For Check	30449				\$ 277.05
02/10/2026	Payroll Period Ending 02/10/2026	30450	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 224.85
		Total For Check	30450				\$ 224.85
02/10/2026	Payroll Period Ending 02/10/2026	30451	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-131-	\$ 24.46
		Total For Check	30451				\$ 24.46
02/10/2026	Payroll Period Ending 02/10/2026	30452	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30452				\$ 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30453	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 183.86
		Total For Check	30453				\$ 183.86
02/10/2026	Payroll Period Ending 02/10/2026	30454	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-131-	\$ 13.04
		Total For Check	30454				\$ 13.04
02/24/2026	Payroll Period Ending 02/21/2026	30455	2/8-/2/21-26 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
		Total For Check	30455				\$ 1,678.14
02/24/2026	Payroll Period Ending 02/21/2026	30456	2/8-/2/21-26 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 857.82
		Total For Check	30456				\$ 857.82
Total For Selected Checks							\$ 7,042.23

Disbursements Register

AGENDA ITEM 4D

2/20/2026

City of Jenkins

Fund Name: All Funds
 Date Range: 02/10/2026 To 02/20/2026

<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>
02/10/2026	Payroll Period Ending 02/10/2026	30442	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30442							\$ 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30443	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 180.87
Total For Check 30443							\$ 180.87
02/10/2026	Payroll Period Ending 02/10/2026	30444	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Clerk	100-41425-101-	\$ 1,678.14
Total For Check 30444							\$ 1,678.14
02/10/2026	Payroll Period Ending 02/10/2026	30445	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Payroll Administration	100-41501-131-	\$ 520.78
Total For Check 30445							\$ 520.78
02/10/2026	Payroll Period Ending 02/10/2026	30446	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30446							\$ 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30447	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 523.15
Total For Check 30447							\$ 523.15
02/10/2026	Payroll Period Ending 02/10/2026	30448	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Payroll Administration	100-41501-131-	\$ 187.46
Total For Check 30448							\$ 187.46
02/10/2026	Payroll Period Ending 02/10/2026	30449	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check 30449							\$ 277.05
02/10/2026	Payroll Period Ending 02/10/2026	30450	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 224.85
Total For Check 30450							\$ 224.85

Disbursements Register

City of Jenkins

2/20/2026

Fund Name: All Funds

Date Range: 02/10/2026 To 02/20/2026

<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>
02/10/2026	Payroll Period Ending 02/10/2026	30451	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-131-	\$ 24.46
	Total For Check	30451					\$ 24.46
02/10/2026	Payroll Period Ending 02/10/2026	30452	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30452					\$ 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30453	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 183.86
	Total For Check	30453					\$ 183.86
02/10/2026	Payroll Period Ending 02/10/2026	30454	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-131-	\$ 13.04
	Total For Check	30454					\$ 13.04
Total For Selected Checks							\$ 4,506.27

**AGENDA ITEM : 4E-
ADDITION
(CHK #S 30459-30461
+ PERA & IA EFTs)**

Date Range : 1/24/2026 To 2/24/2026

<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>
02/10/2026	MN Power	Street Lights 1/5/26-2/5/26	2914	\$599.94	100-43160-381-	Street Lighting	30457 \$599.94
02/10/2026	Metro Sales	Inv 3009055 Contract base 8/14-11/13 (42.75) Usage chrg (82.61) Rental chrg (333.90)	2915	\$459.26	100-41425-209-	Clerk	30458 \$459.26
02/23/2026	Ratwik, Roszak & Maloney, P.A.	01/26 Legal Services Review RFP & email; edit RFP, review email & respond to OML inquiry	2916	\$168.00	100-41610-304-	City/Town Attorney	30459 \$168.00
02/23/2026	TDS	Phone and internet	2917	\$178.35	100-41940-321-	General Government Buildings and Plant	30460 \$178.35
02/23/2026	Crow Wing Power	1/8/25 to 2/8/2026 electric service	2918	\$24.00	100-43160-381-	Street Lighting	30461 \$24.00
02/10/2026	PERA	1/25- 2/7/26 pay period	EFT0008372 89	\$446.65	100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	EFT \$157.66 \$49.71 \$239.28
02/24/2026	PERA	2/8-2/21/26 pay period	EFT0008392 48	\$511.82	100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	EFT \$157.66 \$79.97 \$274.19
02/10/2026	State of IA	CSE 1/25 - 2/07/26 pay period	EFT2712780	\$60.00	100-41425-175-	Clerk	EFT \$60.00
02/24/2026	State of IA	CSE 2/8 - 2/21/26 pay period	EFT2718713	\$60.00	100-41425-175-	Clerk	EFT \$60.00

Date Range : 1/24/2026 To 2/24/2026

<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>
02/18/2026	Internal Revenue Service	January 2026 Q1 941 obligation	EFT64560026	\$1,775.40			
					100-41501-122-	Payroll Administration	\$877.78
					100-41501-135-	Payroll Administration	\$205.29
					100-41501-170-	Payroll Administration	\$692.33
02/20/2026	Xcel Energy	Natural gas service	EFT80128	\$590.72			
					100-41940-383-	General Government Buildings and Plant	\$590.72
02/19/2026	Elan Financial Services	dues & subs, notice pub., fuel, repair, Impact Grant-Insul, tax reporting,	EFTC56350C8D0*	\$5,275.00			
					100-41425-433-	Clerk	\$489.00
					100-41940-223-	General Government Buildings and Plant	\$3,417.21
					100-43102-221-	Public Works/Maintenance	\$352.17
					100-43125-212-	Ice and Snow Removal	\$193.49
					100-41420-352-	Recording and Reporting	\$252.98
					100-41425-440-	Clerk	\$395.00
					100-41425-322-	Clerk	\$78.00
					100-41420-301-	Recording and Reporting	\$97.15
Total For Selected Claims				\$10,149.14			\$10,149.14

EFT

EFT

EFT

Date

Date Range : 1/20/2026 To 2/20/2026

<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>
02/10/2026	MN Power	Street Lights 1/5/26-2/5/26	2914	\$599.94	100-43160-381-	Street Lighting	30455 \$599.94
02/10/2026	Metro Sales	Inv 3009055 Contract base 8/14-11/13 (42.75) Usage chrg (82.61) Rental chrg (333.90)	2915	\$459.26	100-41425-209-	Clerk	30456 \$459.26
02/10/2026	PERA	1/25- 2/7/26 pay period	EFT0008372 89	\$446.65	100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	EFT \$157.66 \$49.71 \$239.28
02/10/2026	State of IA	CSE 1/25 - 2/07/26 pay period	EFT2712780	\$60.00	100-41425-175-	Clerk	EFT \$60.00
02/18/2026	Internal Revenue Service	January 2026 Q1 941 obligation	EFT6456002 6	\$1,775.40	100-41501-122- 100-41501-135- 100-41501-170-	Payroll Administration Payroll Administration Payroll Administration	EFT \$877.78 \$205.29 \$692.33
02/20/2026	Xcel Energy	Natural gas service	EFT80128	\$590.72	100-41940-383-	General Government Buildings and Plant	30457 \$590.72
02/19/2026	Elan Financial Services	dues & subs, notice pub., fuel, repair, Impact Grant-Insul, tax reporting,	EFTC56350C 8D0*	\$5,275.00	100-41425-433- 100-41940-223- 100-43102-221- 100-43125-212- 100-41420-352- 100-41425-440- 100-41425-322- 100-41420-301-	Clerk General Government Buildings and Plant Public Works/Maintenance Ice and Snow Removal Recording and Reporting Clerk Clerk Recording and Reporting	EFT \$489.00 \$3,417.21 \$352.17 \$193.49 \$252.98 \$395.00 \$78.00 \$97.15

Date Range : 1/20/2026 To 2/20/2026

<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>
Total For Selected Claims				\$9,206.97			\$9,206.97

Date



AGENDA ITEM # 6A

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 19th, 2026
Subject: Auditing/Accounting RFPs

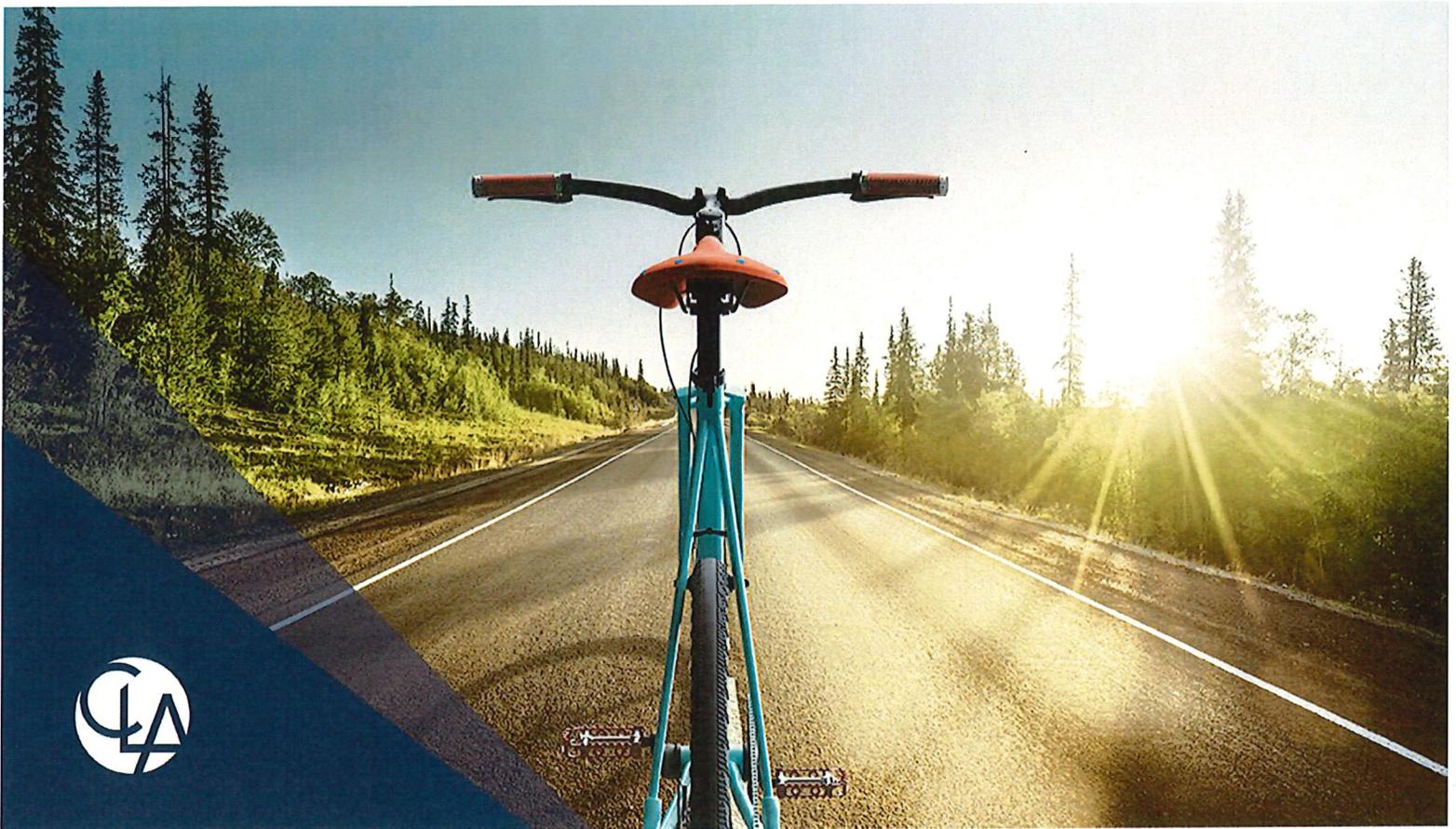
Report: At the time of preparing this report, the City is in receipt of one (1) formal proposal for auditing services. Clerk Delougherty has received three (3) inquiries.

Mr. Doug Host, CliftonLarsonAllen, LLP, requested a copy of the 2024 audit and it was provided to him. He later reached out by telephone for further information, which was provided to him, Attached, please find CLA, LLP's proposal. As indicated on page 7 of the proposal, the estimate for their services is \$19,950 (\$19,000 audit+\$950 Technology & Support Fee) Please note: This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If additional procedures or accounting assistance is required, those services will be billed at our standard hourly rates less a 20% discount.

Mary Miller, PWXpress, Jacksonville, Florida requested via email the full RFP and it was provided to her. Upon researching PWXpress, Based on search results, I found that based PWXpress is a frequent requester of bid documents, plans, and specifications for various public works projects. They are listed as a plan holder or recipient of documents for projects involving infrastructure, construction, and specialized services. No further information was requested by Ms. Miller, and no proposal was submitted for your consideration.

Justin Nilson, Abdo Solutions, requested a copy of the 2024 audit and it was provided to him. He then sent follow-up questions, which were answered. He later reached out by telephone for further information, He indicated that he would consider providing a proposal but disclosed that their fees are considerably higher than what small cities are used to paying. I encouraged him to prepare a proposal for Council's consideration.

Requested Action: Please review and discuss the attached proposal from CliftonLarsonAllen, LLP for auditing services prepared by Mr. Host for the City of Jenkins and approve, deny, or table the proposal. If tabling, please provide further direction.



Date: February 4, 2026

Information to provide auditing services to:

City of Jenkins, Minnesota

Prepared by:

Douglas P. Host, CPA, Engagement Principal

doug.host@claconnect.com

Direct 218-825-2948 | Mobile 218-831-0662

[CLAconnect.com](https://claconnect.com)

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://claglobal.com/disclaimer).
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.





CliftonLarsonAllen LLP
CLAconnect.com

February 4, 2026

Cassandra Delougherty
City Clerk-Treasurer
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474

Dear Cassandra:

Thank you for discussing your audit needs. We would welcome the opportunity to provide these services to the City of Jenkins (City)

We are confident that our extensive experience serving similar entities and our extensive Minnesota government experience, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your auditing needs. The following differentiators are offered for the City's consideration:

- **Industry-specialized insight and resources** – As one of the nation's leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist The City with their auditing needs. In addition to your experienced local engagement teams, The City will have access to one of the country's largest and most knowledgeable pools of regulated industry resources.
- **OMB Uniform Guidance (UG) experience** – CLA performs single audits for hundreds of organizations annually, ranking top in the nation for the number of single audits performed by any CPA firm. The single audit requires a specific set of skills to properly perform the procedures. As such, we have developed a group of professionals who specialize in providing single audit services.
- **Annual Comprehensive Financial Report and GASB experience** – At CLA, we have over 20 individuals who are technical reviewers in the GFOA's Certificate of Excellence in Financial Reporting program. In addition, as a top 10 CPA firm, we have a large group of professionals who focus completely on serving the governmental entity sector.
- **Communication and proactive leadership** – The City will benefit from a high level of hands-on service from our team's senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at The City and take an active role in addressing them.
- **A focus on providing consistent, dependable service** – We differ from other national firms in that our corporate practice focuses on the needs of non-SEC clients, thus allowing us to avoid the workload compression typically experienced by firms that must meet public companies' SEC filing deadlines. CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, The City will enjoy the service of members of our state and local government services team who understand the issues and environment critical to governmental entities, including unique tax reporting issues.



I have included some additional information below that will provide more information about CLA.

Firm Overview

Understanding Your Industry

State and local government experience

You can benefit from a close personal connection with a team of professionals devoted to governments. Our goal is to become familiar with all aspects of your operations — not just the information needed for the year-end audit so that we can offer proactive approaches in the areas that matter most to you:

- Finding new ways to operate more effectively and efficiently
- Responding to regulatory pressures and complexities
- Maintaining quality services in the face of changing budgetary priorities
- Providing transparent, accurate, and meaningful financial information to stakeholders, decision-makers, and your constituents



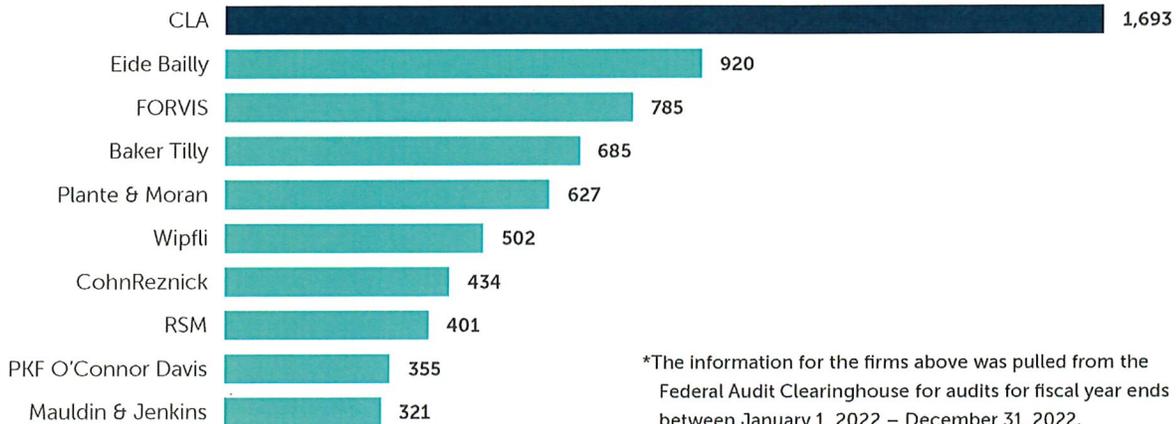
Single audit experience

CLA performs the largest number of single audits in the United States

We audited nearly \$257 billion dollars in federal funds in 2022. The chart below illustrates CLA's experience in serving organizations that receive federal funds and demonstrates our firm's dedication to serving the government and nonprofit industry.



NUMBER OF SINGLE AUDITS PERFORMED*



*The information for the firms above was pulled from the Federal Audit Clearinghouse for audits for fiscal year ends between January 1, 2022 – December 31, 2022.

Single Audit Resource Center (SARC) award

CLA received the [Single Audit Resource Center \(SARC\) Award](#) for Excellence in Knowledge, Value, and Overall Client Satisfaction. SARC's award recognizes audit firms that provide an outstanding service to their clients based on feedback received from an independent survey.

The survey queried more than 10,000 nonprofit and government entities about the knowledge of their auditors, the value of their service, and overall satisfaction with their 2023 fiscal year-end audit. The SARC award demonstrates CLA's dedication to serving the government and nonprofit industry and maintaining the most stringent regulatory requirements in those sectors.

Deep industry connections

CLA actively supports industry education as a thought leader and industry speaker. We focus on supporting the educational needs of the industry through nationally sponsored trade events. Our team of professionals is sought after, both as educators and as experienced speakers who are invited to speak and teach at major professional events by leading trade associations, including those shown here.



We are also actively involved in and/or are members of the following professional organizations:

- American Institute of Certified Public Accountants (AICPA)
- AICPA's State and Local Government Expert Panel
- AICPA's Government Audit Quality Center (GAQC)
- Government Finance Officers Association (GFOA)
- Special Review Committee for the GFOA's Certificate of Achievement for Excellence in Financial Reporting (Certificate) Program
- Association of Government Accountants



Our involvement in these professional organizations, combined with various technical services we subscribe to, allows us to be at the forefront of change in the constantly changing government environment. We take our responsibility for staying current with new accounting pronouncements, auditing standards, other professional standards and laws and regulations seriously.

Insight to strengthen your organization

When you're ready to go beyond the numbers to find value-added strategies, we offer resources to help you respond to challenges and opportunities including:

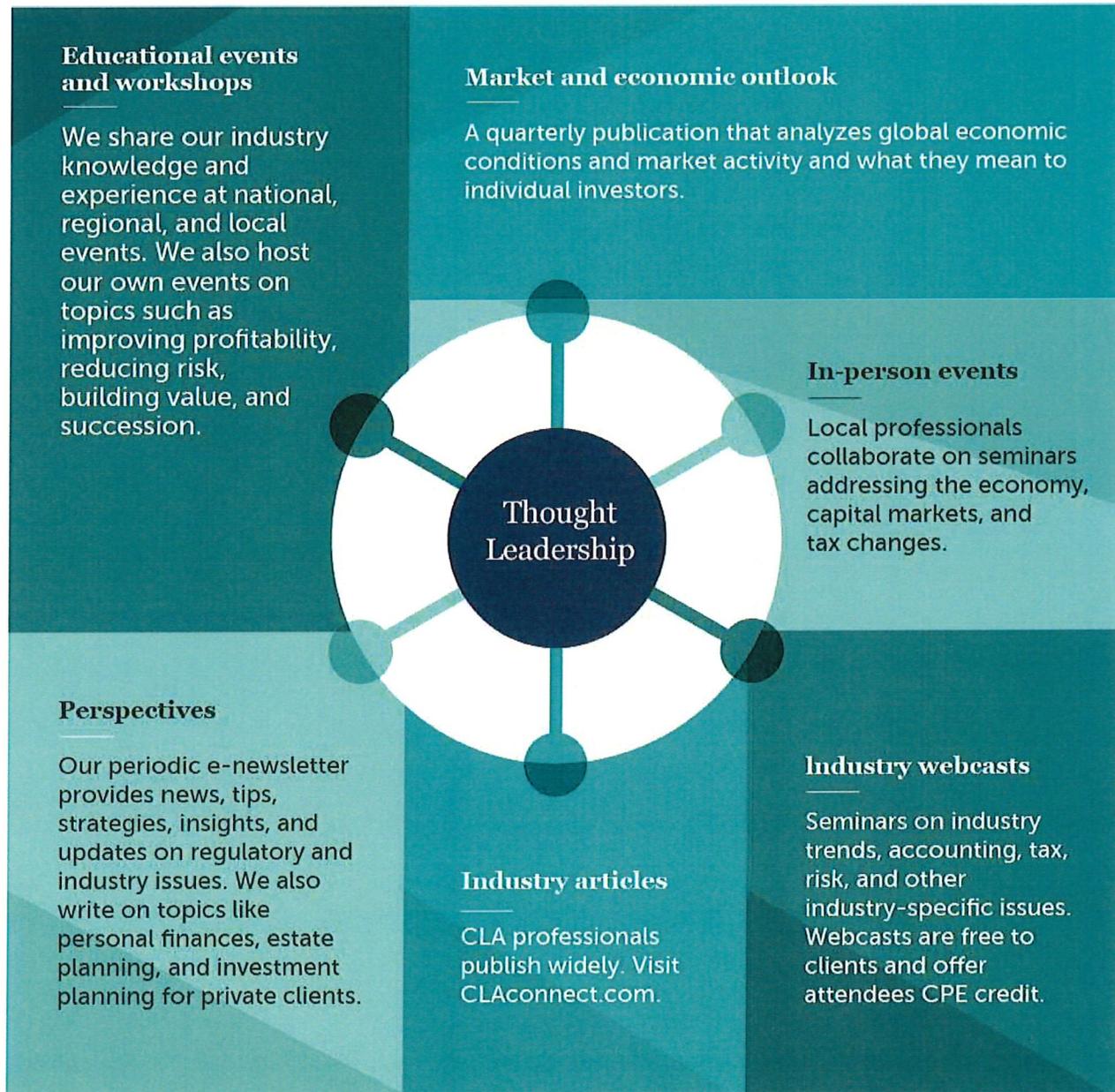
- [National webinars](#) — Access complimentary professional development opportunities for your team.
- [Articles and white papers](#) — Stay current on industry information as issues arise.

Curious: *We care, we listen, we get to know you.*



Thought leadership

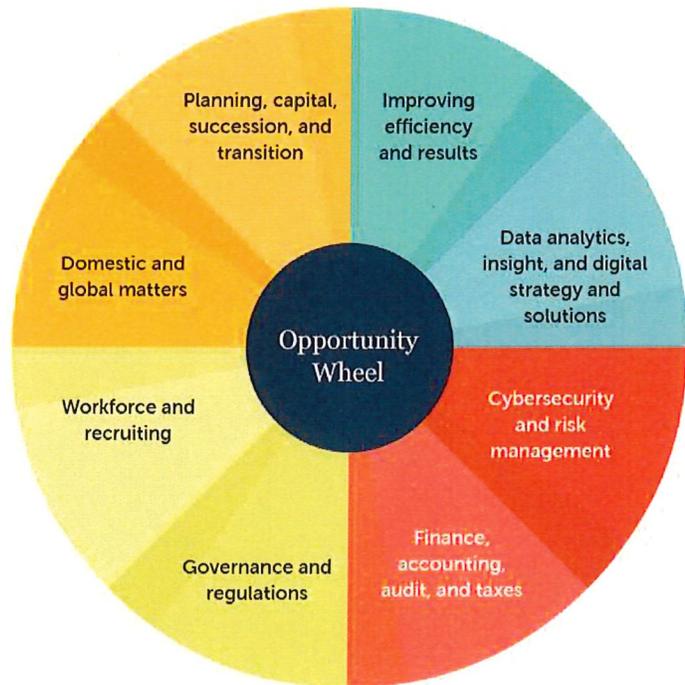
CLA goes beyond the numbers and offers value-added strategies. Rest assured, you will hear from us throughout the year. We send periodic email publications and host webcasts to keep clients and friends of the firm informed of relevant industry updates. Below are just a few of the resources we offer. You can register for our webcasts and find our extensive resource library on our website, [CLAconnect.com](https://www.claconnect.com).



Support at every turn

With [dedicated services specific to state and local governments](#), you have access to guidance on all aspects of your operations.

- [Audit](#), review, and compilation of financial statements
- Compliance audits (HUD, OMB Single Audits)
- [Cybersecurity](#)
- [Enterprise risk management](#)
- [Forensic accounting, auditing, and fraud investigation](#)
- Fraud risk management
- [Grant compliance](#)
- Implementation assistance for complex Governmental Accounting Standards Board (GASB) statements
- [Internal audit](#)
- [Accounting and Financial Reporting \(include GFOA requirements\)](#)
- [Outsourced business operations](#)
- [Purchase card \(p-card\) monitoring and analytics](#)
- [Risk assessments](#)
- Strategic, financial, and operational consulting
- [Telecom management services](#)



Audit Fees

Our estimate of professional fees for the audit is \$19,950 (\$19,000 for the audit and \$950 for the technology and support fee). This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If additional procedures or accounting assistance is required, those services will be billed at our standard hourly rates less a 20% discount. We will provide detail explanations and support for any additional charges.

We would love to work with the City of Jenkins, and we have the qualifications to deliver quality, timely work for the services you desire.

Please contact me if I can provide additional information on our firm or the services you desire.

Sincerely,

CliftonLarsonAllen LLP

Douglas P. Host, CPA
Engagement Principal
218-825-2948
doug.host@claconnect.com





AMENDED

AGENDA ITEM # 6B

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 20th, 2026
Subject: Surplus Equipment for Sale by Sealed Bid

Report: At the time of preparing this report, the City is in receipt of one (1) formal proposal for **auditing services sealed bids**. Clerk Delougherty has received two (2) inquiries, but no bids have been placed on either piece of equipment.

Delougherty was approached via email and telephone by an interested party who is from the area, but lives and works elsewhere. The interested party is unable to come to Jenkins during the week to view the equipment, so he asked if it would be possible to view the machines on the weekend.

In an effort to ensure that every potential bidder has the opportunity to view the equipment, Clerk Delougherty and Public Works Olmscheid will coordinate availability to accommodate.

Requested Action: At this time, please open any bids that have been received, review, discuss, and determine any bids are considered acceptable, or if Council will be exercising their right of refusing any and all bids for either piece of equipment.



AGENDA ITEM # *bc*

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 19th, 2026
Subject: Pequot Lakes Fire District

Report: The City is in receipt of the attached invoice and contract provided by the Pequot Lakes Fire District. I reached out to Trevor Lang, of the Pequot Lakes Fire District once again to confirm that he is willing to be our Fire Board Representative.

As reported during the 2026 preliminary budget discussions, I reached out to Jeanette Rust prior to year end to determine if the contract and relief contribution would be changing from 2025 costs and was informed that costs would not go up this year.

I am pleased to report that the total invoice amount for the fire contract & fire relief contribution for the period of May 1st, 2026, to April 30th, 2027 decreased by \$1,055.99.

Requested Action: Please review and discuss the attached invoice and contract for services provided to the City of Jenkins and approve, deny, or table the invoice and contract. If tabling, please provide further direction.

CONTRACT FOR FIRE SERVICES

This Contract (the "Contract") is made and entered into this 1st day of May 2026 by and between the Pequot Lakes Fire District, Crow Wing County, Minnesota, ("Fire District"), and the City of Jenkins, Crow Wing County, Minnesota, ("City"); (collectively the "Parties").

In consideration of the mutual promises and agreements hereinafter set forth the Parties do hereby agree as follows:

1. **Fire Service.** City agrees to purchase from Fire District, and Fire District agrees to provide City fire protection, suppression, prevention, technical rescue and non-transport emergency medical services (the "fire services").

The fire services are further explained, or limited, as follows:

- a. The Parties understand that the fire department officer in charge of the Fire District at the time of a call or in charge of the scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire district under the circumstances of a given situation.
- b. In responding to fire calls within the service territory described herein, the Fire District officer in charge of the Fire District at the time shall dispatch only such personnel and equipment as in their opinion can be safely spared. In case an emergency arises within the Fire District Service Area while equipment and personnel of the Fire District are engaged in fighting a fire within the City, the Fire Chief, or other officer in charge of the Fire District may, at their discretion, recall to the Service Area such equipment and personnel as they may consider necessary to meet the emergency in their sole judgment and discretion.
- c. The Parties understand and agree the Fire District, will endeavor to reasonably provide fire services given the circumstances, but the Fire District makes no guarantees that the fire services it provides in a given situation will meet any particular criteria or standard. The Fire District and its officers, employees and volunteers shall not be liable to the City or any other person for any injury, loss or damage of any kind whatsoever resulting from the Fire District or its officers, agents, or employees of negligence or failure to furnish any fire services or assistance under this Contract or for recalling assistance.
- d. Road and weather conditions must be such that the fire run can be made with reasonable safety to the firefighters and equipment of the Fire District. In the event that the Fire Chief or other officer in charge of the Fire District at the time makes a decision that the fire run cannot be made with reasonable safety to firefighters and equipment, such decision shall be final. Failure to provide fire services because of poor weather conditions or other conditions, including but not limited to road conditions, beyond the control of the Fire District, shall not be

deemed a breach of this Contract. The judgment of the fire department officer in charge of the scene shall be final in all such matters.

- e. Subject to the foregoing, two or more fire calls received from the city officers or from property owners within the service territory described herein shall be answered in the order of receipt, unless the Fire Chief or other officer in charge of the Fire District at that time otherwise directs.

2. **Payments.** In consideration for the fire services extended by the Fire District to **City** under this Contract, **City** shall compensate the Fire District as follows:

- a. **Annual Payment – Lump Sum.** During the term of this Contract, **City** agrees to make payment to the Fire District in the amount of \$10,755.48 for the 2026-2027 service year (the “Payment Amount”). Such Payment Amount shall be made on or before May 1, 2026.

The annual contract amount provided above shall be determined by combining 25% of the board approved annual fire district operating budget and the board determined contracted areas share of the capital plan divided between contracted areas based on the previous year’s taxable building market value.

- b. **Insurance Proceeds.** The city will pay the Fire District all proceeds it receives from the State of Minnesota Fire Aid Insurance payments.
- c. **Contribution to Fireman’s Relief Association.** In addition to the other payments listed in this Contract, **City** will pay \$1,471.83 annually to the Fireman’s Relief Association so long as this Contract remains in effect.
- d. **Levy.** **City** agrees to levy or otherwise provide funds each year of this Contract in an amount sufficient to pay the Payment amount and such other payments are required by this Contract.

3. **Service Territory.** The Fire District shall provide fire services within the corporate limits of **the City**. The identified service area shall constitute **City Service Territory** (the “service territory”) for the purposes of this Contract. The above service territory designated herein is shown on the map attached hereto and incorporated herein by reference as Appendix A.

- a. **Notice.** A one-year notice will be given for any changes, deletions, or additions in the service territory being covered under this Contract.

4. **Term.** The initial one-year term of this Contract shall commence on May 1, 2026, and terminate on April 30, 2027, unless terminated as provided herein. Written notice of termination must be provided by either Party to the other at least one year prior to expiration of the contract term.

5. **Ownership.** The Fire District owns the equipment associated with the fire district and fire services and the amounts paid by **City** do not give rise to any ownership interest in, or responsibility toward, those items.
6. **The Fire Districts' Responsibilities.** In addition to any other obligations described herein, Fire District shall:
 - a. Authorize and direct the Pequot Lakes Fire District to provide the fire services described herein to **City's** Service Territory.
 - b. Maintain sufficient staffing to meet the reasonably foreseeable fire service needs of the Fire District and **City**. The Fire District will pay for all personnel and administrative costs, insurance, and training costs. The Fire District retains control of Fire District operations and personnel. Levels of staffing and the numbers of firefighters dispatched to a call shall be determined at the sole discretion of the Fire Districts' Fire command.
7. **City Responsibilities.** In addition to any other obligations described herein, **City** shall:
 - a. Promptly pay Fire District the Payment Amount and other charges as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the Contract is terminated early.
 - b. Promptly disclose to Fire District any information **City** can reasonably anticipate will directly affect its ability to perform its obligations under this Contract.

It is understood and agreed **City** shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed **City** has no responsibility, beyond paying the agreed upon Payment Amount and other charges identified above, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

8. **Insurance Requirements.** Fire District shall maintain commercial general liability insurance for its fire services and shall include **City** as an additional insured for the term of this Contract and any extensions thereof. The Fire District shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. The Fire District shall also maintain automobile and property insurance coverages. The Fire District shall provide **the City with** proof of such insurance coverages and the additional insured endorsement naming the **City** upon request. The Fire District shall also maintain workers' compensation coverage as required by law.

9. **Indemnification.** Fire District agrees to defend and indemnify **City** against any claims brought or actions filed against **City** or any officer, employee, or volunteer of **City** for injury to, death of, or damage to the property of any third person or persons, arising from Fire Districts performance under this Contract for fire services. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either Party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
10. **Voluntary and Knowing Action.** The Parties, by executing this Contract, state that they have carefully read this Contract and understand fully the contents thereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
11. **Authorization.** Fire District and City warrant they have the appropriate statutory authority to undertake the obligations of this Contract, that the persons signing this Contract are authorized signatories for the entities represented, and that no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each Party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
12. **Notices.** The Parties' representatives for notification for all purposes are:

PEQUOT LAKES:
Mike Schwankl, Fire Chief
8319 CR 11
Breezy Point, MN 56472

Phone: 218-568-8201
Email: chief@pequotlakesfiredistrict.com

City of Jenkins:
Trevor Lang
2953 Laura Rose Circle
Jenkins MN 56474

Phone: 507 227 5330
Email:

13. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this Contract are valid unless reduced to writing, signed by both Fire District and **City** and attached hereto.
14. **Subcontracting & Assignment.** Fire District shall not subcontract or assign any portion of this Contract to another without prior written permission from **City**. Services provided to **City** pursuant to a mutual aid agreement Fire District has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of

City so long as Fire District remains primarily responsible for providing fire services to **City's** Service Territory.

15. **Termination.** This Contract may be terminated at anytime during its term by mutual agreement of the Parties. Either Party may also terminate this Contract by personally serving a one-year written notice of termination on the other Party. This Contract shall terminate one-year from the date of personal service of the written termination notice, unless the Party serving the notice withdraws the notice in writing before it is effective.

Notwithstanding the foregoing, if **City** fails to make the payment by December 31st for the fire services established herein, Fire District may terminate this Contract 60 days from the date of personal service of written termination notice. As an alternative to termination for non-payment as provided above, services provided by Fire District under this Contract may be suspended by Fire District, in its discretion, upon 30 days written notice to **City**, in the event that **City** does not, by the respective payment dates, make the applicable payments. Service may be suspended by the Fire District beginning May 1 or thereafter and such suspension may continue until the required payment is made by **the City**. Fire District shall have up to five days following receipt of the required payments and the end of a suspension period to resume service under this Contract.

16. **Service Contract.** This Contract is a service contract. The Parties do not intend to undertake or create, and nothing herein shall be construed as creating a joint powers agreement, joint venture, or joint enterprise between the Parties.
17. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the Parties agree that the Parties, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of each Party and involve transactions relating to this Contract.
18. **Force Majeure.** The Parties shall each be excused from performance under this Contract while and to the extent that neither of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either Party is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the Party affected by force majeure shall give written notice with explanation to the other Party immediately.
19. **Third Parties.** Nothing in this Contract shall be construed to create any special relationship between residents of **City** or any individual and Fire District, its agents and employees giving rise to a special duty on the part of, or a cause of action against Fire District, its agents and employees.

20. **Minnesota Law Governs.** This Contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this Contract shall be venued in the State of Minnesota.
21. **Severability.** The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract.
22. **Data Practices.** The Parties acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.
23. **No Waiver.** Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving Party.
24. **Entire Agreement.** These terms and conditions constitute the entire agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.
25. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the agreement or any provision hereof.
26. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any Party and any undischarged obligations of the parties arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.
27. **Counterparts.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the date indicated above.

Pequot Lakes Fire District:

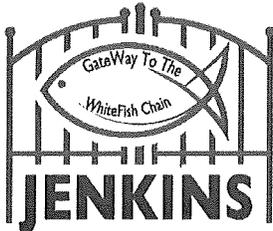
By: _____ Date: _____
Todd Roggenkamp, its District Vice Chair

By:  _____ Date: 1/12/26
Tyler Gardner, Its District Chair

City of Jenkins:

By: _____ Date: _____
Title:

By: _____ Date: _____
Title:



ADDITION APPROVED

ADDITION AGENDA ITEM: 6D

AGENDA ITEM #

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 23rd, 2026
Subject: Sourcewell Intern Reimbursement Funding Opportunity

Report: The Administration Department continues to experience increased operational demands related to statutory financial reporting, planning and zoning administration, council packet preparation, grant management, regulatory compliance, and public records responsibilities. Current staffing levels require prioritization of mandated duties, resulting in delayed completion of secondary but important administrative initiatives.

The Sourcewell Paid Internship Reimbursement Program provides an opportunity for the City to obtain 640hrs of administrative support to assist in alleviating routine administrative workload demands and complete a structured digitization and records modernization project while minimizing local financial impact.

PROJECT SCOPE: The Administrative Intern would assist with the following: Data entry and document organization, policy and ordinance research support, agenda packet assembly assistance, internal tracking system updates, scanning, indexing, and organizing paper records, establishing consistent electronic file naming and folder structures, Improving digital accessibility and retrieval efficiency. Completion of this initiative will enhance operational efficiency, improve records retention compliance, strengthen disaster recovery readiness, and support long-term transparency.

FISCAL IMPACT:

Sourcewell Reimbursement

\$15.00 per hour Up to 640 hours Maximum reimbursement: \$9,600

The City would be responsible only for employer-paid costs, including:

Employer FICA (Social Security and Medicare), Workers' Compensation Insurance, Unemployment Insurance, Applicable employer-paid payroll taxes, Estimated employer burden: approximately 10–15% of wages. Estimated City cost range: **\$960–\$1,440**

OR The City may elect to enhance the hourly wage by contributing an additional amount, for example- \$5.00 per hour, resulting in a total wage of \$20.00 per hour.

City wage contribution: 640 hours × \$5.00 = \$3,200 Employer-paid taxes and insurance would apply to the full wage amount. Estimated employer burden (10–15% of \$12,800 total wages): \$1,280 – \$1,920. Estimated Total City Cost of Approximately **\$4,480 – \$5,120**

This option may assist with recruitment competitiveness while still maintaining a manageable fiscal impact.

Requested Action: Motion to approve Resolution 26-02-3___ authorizing staff to apply for the Sourcewell Paid Internship Reimbursement Program for a 2026 Administrative Intern and authorize staff to proceed with implementation, including direction on wage contribution option selection, contingent upon funding approval.

CITY OF JENKINS
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 26-02-_____

A RESOLUTION SUPPORTING THE APPLICATION FOR A SOURCEWELL PAID INTERNSHIP PROGRAM FOR A 2026 ADMINISTRATIVE INTERN

WHEREAS, SOURCEWELL OFFERS A PAID INTERNSHIP REIMBURSEMENT PROGRAM TO PROVIDE REAL-WORLD WORK EXPERIENCE, SUPPORT WORKFORCE DEVELOPMENT, AND ASSIST LOCAL GOVERNMENTS WITH SEASONAL STAFFING NEEDS; AND

WHEREAS, THE CITY OF JENKINS ANTICIPATES ADDITIONAL ADMINISTRATIVE SUPPORT NEEDS IN 2026 WITHIN THE ADMINISTRATION DEPARTMENT, INCLUDING RECORDS MANAGEMENT AND DIGITIZATION, PROJECT TRACKING, DATA ENTRY, POLICY RESEARCH, PUBLIC COMMUNICATION SUPPORT, AND ASSISTANCE WITH SPECIAL PROJECTS; AND

WHEREAS, PARTICIPATION IN THE SOURCEWELL PAID INTERNSHIP PROGRAM WOULD ALLOW THE CITY TO PROVIDE MEANINGFUL PUBLIC-SECTOR EXPERIENCE TO A STUDENT WHILE IMPROVING ORGANIZATIONAL EFFICIENCY AND SERVICE DELIVERY; AND

WHEREAS, THE CITY COUNCIL WISHES TO SUPPORT THE ADMINISTRATION DEPARTMENT IN RECRUITING AND HIRING A SOURCEWELL-PAID ADMINISTRATIVE INTERN TO ASSIST WITH THESE IMPORTANT MUNICIPAL FUNCTIONS.

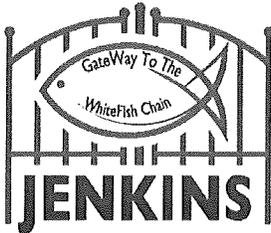
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, THAT IT:

1. APPROVES APPLYING FOR THE SOURCEWELL PAID INTERNSHIP REIMBURSEMENT PROGRAM FOR A 2026 ADMINISTRATIVE INTERN; AND
2. SUPPORTS THE HIRING OF AN ADMINISTRATIVE INTERN TO ASSIST THE ADMINISTRATION DEPARTMENT; AND
3. AUTHORIZES CITY STAFF TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE INTERNSHIP PROGRAM. CONTINGENT UPON APPROVAL OF FUNDING THROUGH SOURCEWELL.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF JENKINS, THIS _____ DAY OF _____ 20_____.

ANDREW RUDLANG, MAYOR

ATTEST: _____
CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER



AGENDA ITEM

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
 Date: February 23rd, 2026
 Subject: Proposed Amendment to City Code Chapter §150.038 *Land Use Matrix*

Report: On February 17, 2026, the Minnesota Office of Cannabis Management (OCM) notified the City that a Lower-Potency Hemp Edible Retailer (LPHE Retailer) license was issued within Jenkins city limits. Under Minnesota Statutes §342.22: LPHE retailers must obtain local retail registration from the municipality (unless delivery-only). Municipalities may not limit the number of LPHE retail registrations. LPHE retailers are legally **distinct** from Cannabis Retail Businesses.

Current City Code Chapter 113 – Cannabis Regulations defines and regulates Lower-Potency Hemp Edible Retailers. Separately defines Cannabis Retail Businesses and statutory definition of Cannabis Retail Businesses excludes LPHE retailers. Chapter §150.038 – Land Use Matrix does not contain a specific line item for Lower-Potency Hemp Edible Retailers. Because LPHE retailers are excluded from the statutory definition of Cannabis Retail Businesses, they are not clearly covered under the existing “Cannabis Retail” land use category in §150.038. Without a specific listing in the Land Use Matrix zoning authority may be unclear.

This amendment would ensure consistency with Minnesota Statutes Chapter 342, align zoning with Chapter 113 definitions, provide legal clarity and defensibility, and establish clear administrative standards for local retail registration for LPHE retailers. To maintain consistency, the zoning designation should mirror Council’s intent and align with existing cannabis-related retail classifications.

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

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

Per MN Statute 342.11(13) fees for a lower-potency hemp edible retailer are as follows:

(i) an application fee of \$250 or, if the lower-potency hemp retailer operates more than one retail location, \$250 per retail location; (ii) an initial license fee of \$250 or, if the lower-potency hemp retailer operates more than one retail location, \$250 per retail location; and (iii) a renewal license fee of \$250 or, if the lower-potency hemp retailer operates more than one retail location, \$250 per retail location.

Requested Action: Please authorize staff to prepare and submit notice for a Public Hearing at the April 6th, 2026 Planning Commission Meeting to consider a recommendation of amending City Code Chapter §150.038 – Land Use Matrix to add: “Lower-Potency Hemp Edible Retailer” as a separate land use classification and amend the fee schedule to align with the requirements of Minn. Stat. 342.11.

**ORDINANCE NO. O-26-49
CITY OF JENKINS
CROW WING COUNTY, MINNESOTA
AMENDING TITLE XV, "LAND USAGE,"
CHAPTER 150, "LAND USE AND SUBDIVISIONS,"
SUBSECTION 150.038 "LAND USE MATRIX"
OF THE JENKINS CITY CODE OF ORDINANCES**

THE CITY COUNCIL OF THE CITY OF JENKINS DOES ORDAIN THAT:

SECTION 1 The Jenkins City Code of Ordinances, Title XV –Land Usage, Chapter 150 – Land Use and Subdivisions, Section 150.038 Land Use Matrix is hereby amended to insert alphabetically into the existing table the following uses, as follows:

<i>Use</i>	<i>AG</i>	<i>RR</i>	<i>R-1</i>	<i>R-2</i>	<i>RS</i>	<i>P</i>	<i>C-1</i>	<i>C-2</i>	<i>I-1</i>
Low-Potency Hemp Edible Retailer									

Notes to table:

A - Allowed without a permit P - Permit required C - Conditional use
I - Interim E - Excluded AC - Accessory use

SECTION 2. The City of Jenkins Fee Schedule in effect as of the date hereof and adopted by ordinance be amended to include Low-Potency Hemp Edible Retail Registration and Renewal Fees, attached hereto and incorporated herein by reference as exhibit A.

SECTION 3. This ordinance shall take effect following its passage and publication.

Passed by the City Council of the City of Jenkins, Minnesota, this ____ day of _____, 20__.

Andrew J. Rudlang, Mayor

Attested:

Cassandra M. Delougherty, City Clerk-Treasurer

EXHIBIT A

FEES

Low-Potency Hemp Edible Retailer Initial Registration fee..... \$125.00

Low-Potency Hemp Edible Retailer Renewal Fee..... \$125.00



AGENDA ITEM # 7A

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 19th, 2026
Subject: 2026 Veterans Street Improvement Project

Report: Minutes were provided to Council in the February 9th agenda packet for the Veterans Street Improvement Project Scope Meeting that took place virtually on January 29th with Councilmember's Flategraff and Siltman, Clerk Delougherty, and City Engineers Dave Reese and Thomas Rients.

Widseth has provided the attached Proposal for Design and Construction Phase Services for your consideration. Financial obligations for project engineering services are summarized below.

Design/Bidding Phase: Hourly not-to-exceed fee for professional services as outlined in the proposal is \$26,500.

Construction Phase: Hourly estimated fee for professional services as outlined in the proposal is \$27,000.

Geotechnical Investigation, Pavement Coring and Materials Testing: These services are facilitated by Widseth, but a third-party materials testing and coring company will supply a proposal directly to the City. Estimated cost for material testing services is \$12,000.

Public Informational Meeting One meeting is planned for March and is included, but any additional Public Informational Meetings requested by the City will be charged at \$1,500 per meeting.

Please note, the following items are **not** included in the proposal, but can be provided upon request:

- Wetland delineation
- Easement acquisition
- In-depth utility relocation coordination
- Geotechnical analysis

This estimate can be affected by the contractor's schedule, means and methods of construction, sequencing of the work, weather, and unforeseen that can, and do, arise during construction.

Requested Action: Please review and discuss the attached proposal and approve, deny, or table the proposal. If tabling, please provide further direction.

February 18, 2026

Cassandra Delougherty – City Clerk-Treasurer
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: Proposal for Design and Construction Phase Services for 2026 Veterans Street Improvements

Honorable Mayor and City Council Members:

Thank you for the opportunity to provide this proposal for the design of the 2026 Veterans Street Improvements Project. After providing the Right of Way Platting Services and Feasibility Report in 2024, we recommend the following items be approved for survey, plans and specifications for construction, and bidding administration. WIDSETH is pleased to submit the following proposal for services outlined below.

2026 Veterans Street Improvements

WIDSETH will provide the following professional services for the listed fee:

Professional Services

- Topographic Survey – Conduct a topographic survey of the project locations, as well as obtain property boundary information for properties in the project area to include in the plans.
- Engineering Services – Provide the following construction documents along with specifications for bidding:
 - **DESIGN/BIDDING PHASE**
 - Standard Details – Sheets including general project information, notes, and detail references.
 - Existing Conditions & Removals – A plan identifying necessary removals to complete the improvements, and other site features gathered from the survey.
 - Erosion Control Plan – This plan will include a site layout of BMP's (Best Management Practices, i.e. silt fence, bio-roll, etc.) and BMP details.
 - Plan and Profile – A plan identifying the proposed improvements, including notes, existing and proposed elevations and existing and proposed site features.
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Turf Establishment Plan – A plan identifying areas requiring turf establishment due to disturbed area from proposed improvements.
 - We will prepare the bidding and contract documents, solicit bids on the city's behalf, prepare a Bid Tabulation and a recommendation on award of contract to the city council.

Our hourly not-to-exceed fee for the professional services outlined above is **\$26,500**.

- **CONSTRUCTION PHASE**
- We will prepare staking files and complete construction staking for the contractor. This will be limited to one set of offset stakes to subgrade. Additional staking will be considered additional services.
- We will observe the construction at critical intervals for subgrade, base, and bituminous construction, striping, and erosion control/restoration.
- We will review quantities during construction for preparation of partial payment estimates and process them with the contractor and city.
- We will provide updates on construction progress to the city.
- We will hold construction meetings as needed during construction. We anticipate this will be no more than four (4) meetings.
- We will observe the construction for conformance with the approved plans and specifications.
- We will work with the testing consultant on material tests, frequency and location, and review the results with the contractor and city.
- Coordination of construction with utility representatives will be facilitated by Widseth, however, we are not able to control schedules if relocations are needed. We will review plans with utility representatives prior to bidding.

Our hourly estimated fee for the professional services outlined above is **\$27,000**. This estimate can be affected by the contractor's schedule, means and methods of construction, sequencing of the work, weather, and unforeseen that can, and do, arise during construction. If we anticipate exceeding this estimate, we will advise the city council before proceeding beyond this budget.

Additional Services

- Public Meetings – Upon request from City Staff, a Public Informational Meeting will be held in March of 2026.

For any additional public informational meetings to be held, our fee is \$1,500 per meeting.

- Record (As-Built) Drawings – Typically, we do not prepare record drawings for solely road reconstruction projects unless there are underground utilities involved. If the city wants this service, we will complete it at our hourly fee schedule rates.
- Geotechnical Investigation, Pavement Coring and Materials Testing – WIDSETH will facilitate soil borings, and bituminous and concrete materials testing to be completed during the construction phase. The fee for this service through a material testing company is estimated at **\$12,000**. This estimated fee is not included in our proposal. The third-party materials testing and coring company will supply a proposal directly to the city, and WIDSETH will facilitate.

Items not included in this proposal, but can be provided upon request include:

- Wetland delineation
- Easement acquisition
- In-depth utility relocation coordination
- Geotechnical analysis

WIDSETH proposes to perform the services described above on an hourly basis in accordance with the attached fee schedule. We thank you for giving us the opportunity to submit this proposal and look forward to collaborating with you on this project. Please contact us if you have any questions regarding this proposed. We will consider receipt of a signed copy of this Agreement to be our Notice to Proceed.

Sincerely,

WIDSETH SMITH NOLTING AND ASSOCIATES INC.



Thomas Rients, P.E.



David Reese, P.E. VP

Enclosures: WIDSETH 2026 Fee Schedule
WIDSETH General Provisions of Professional Services Agreement

Fees shall be billed monthly in accordance with our fee schedule that is in effect when the work is performed with payment due within 30 days of billing. Attached is our 2026 fee schedule. A finance charge is computed at a periodic rate of 1% per month (annual percentage rate of 12%) on past due balance.

Professional Services

\$26,500 Hourly Not-to-Exceed for Design Phase Services

\$27,000 Hourly Estimated for Construction Phase Services

Accepted by **City of Jenkins**

Cassandra Delougherty
City Clerk- Treasurer

Andrew Rudlang
Mayor

Date Approved



REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 19th, 2026
Subject: Emergency Warning Siren Update

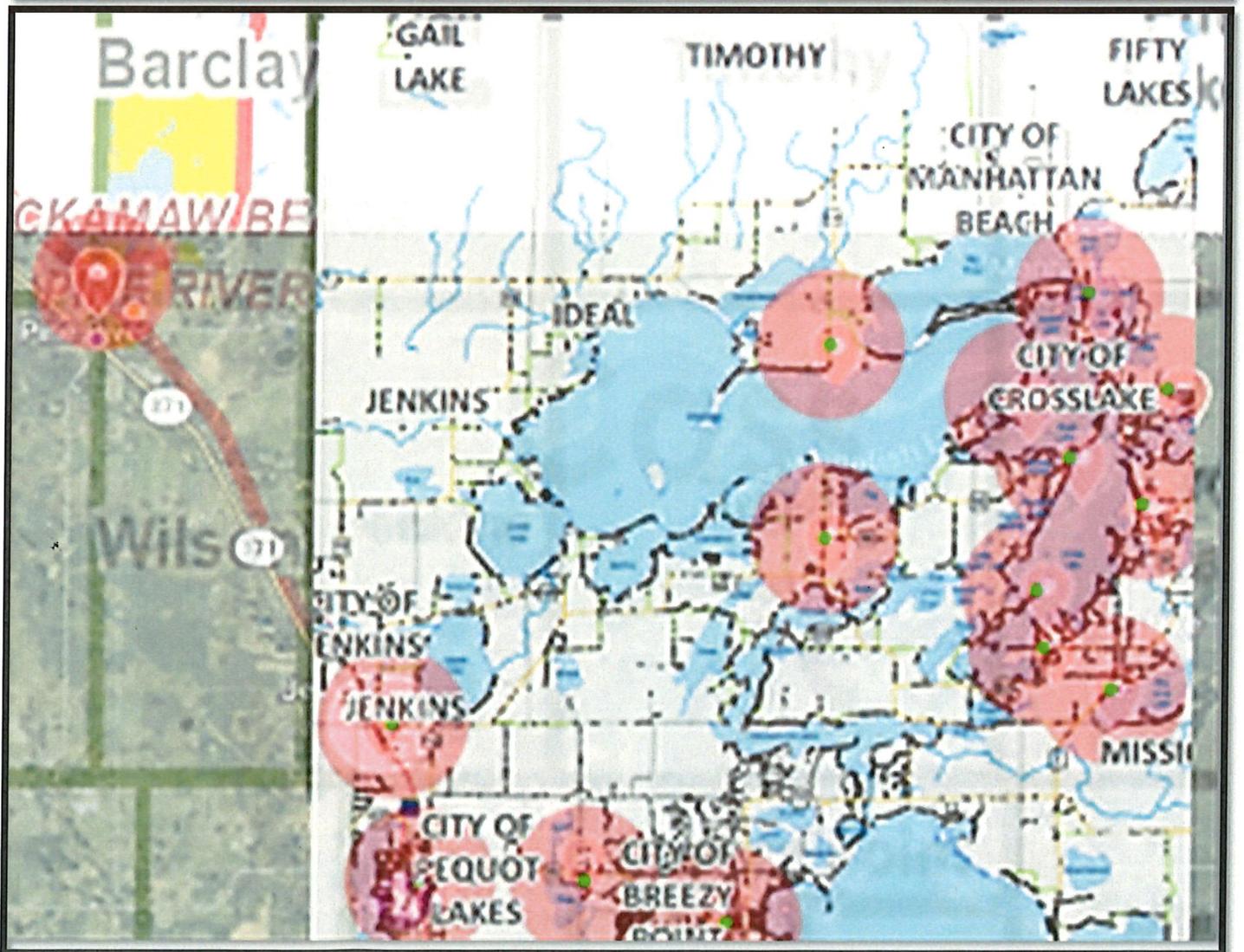
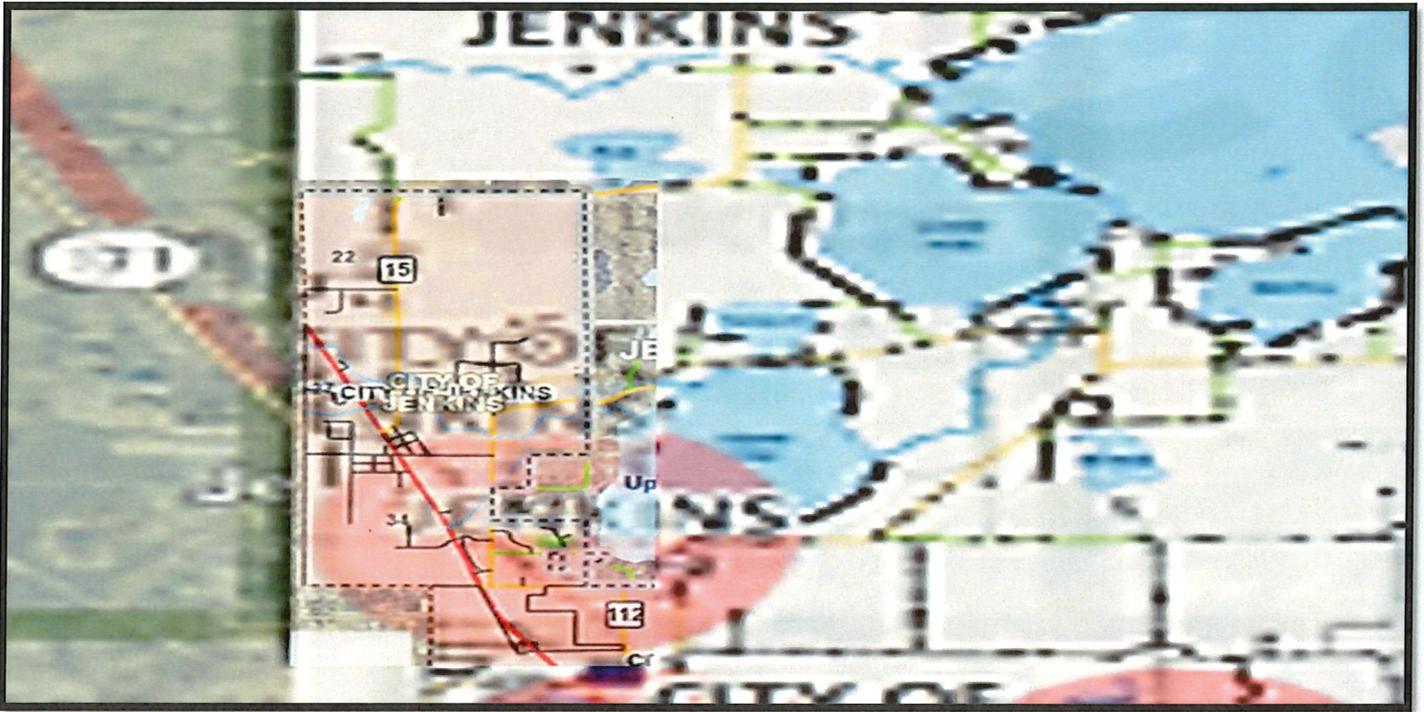
Report: I have been in communication with Dan Gossman from Federal Warning Systems, per the recommendation of Crow Wing County's Clayton Barg. Mr. Gossman will be sending a quote for the cost of installing an additional siren. Most grant opportunities require that a quote or bid has been obtained to apply for funding, so this is a great first step in understanding costs associated with this investment in the City's emergency preparedness. Understanding the cost can also help in determining next steps for requesting discussion with abutting municipalities regarding possible shared cost agreements and a potential joint grant application approach.

In discussing location with Mr. Gossman, he informed me that there is a program that will indicate the population reach that a new siren would have. He asked that the Council determine the desired location of a new siren, and once GPS coordinates of the proposed location are shared with him, he can run the location through the program.

Attached you will find two maps; the top map shows emergency warning siren notification areas specific to the residents of the City of Jenkins and abutting municipalities, while the bottom map provides an expanded view of warning siren notification areas in the region.

Requested Action: Please review the attached map and discuss potential locations and municipal partnerships for a second siren. Once a proposed location and benefiting municipalities are determined, Delougherty will provide Mr. Gossman with the GPS coordinates and make preliminary inquiries with municipalities to gauge interest in applying for joint funding and cost-sharing.

EMERGENCY WARNING SIREN NOTIFICATION AREA MAPS





AGENDA ITEM # 7c

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 20th, 2026
Subject: Paul Bunyan Trail Connect CSAH 16 to Crosslake

Report: Mike O'Connell of the LAKE Trails Initiative presented a brief summary of a proposed plan for a trail connect from the Paul Bunyan Trail across Truck Highway 371 along CSAH 16 through Ideal Township, all the way to Crosslake.

Attached you will find an email received by Clerk Delougherty and other area Clerks/Administrators today, February 20th.

Mr. O'Connell also provided a letter of support that he received from MN DNR Brainerd Area Parks and Trails Supervisor Keri Hull, as well as a joint letter of support from Pequot Lakes, Brainerd Lakes, & Crosslake Chambers of Commerce.

As stated in his letter, Mr. O'Connell is requesting resolutions of support at a minimum by the end of June of this year for potential progress in the summer of 2027.

Requested Action: Please review the attached letters, discuss, and determine if Council has a desire to draft a letter of support, are willing to enter into a Joint Powers Agreement, or would consider adopting a resolution regarding participation.

From: Mike O'Connell <[REDACTED]>

Sent: Friday, February 20, 2026 12:38 PM

To whom it may concern,

Attached is a letter of support to add to your file as we continue to pursue The LAKE Trails Initiative expanding local resident safety, connectivity, and tourism for all in The Brainerd Lakes Area. This letter of support was provided by the DNR Supervisor Keri Hull, who is the governing body of The Paul Bunyan Trail.

I have attended City of Jenkins Council Meeting this month and have their support to pursue said trail system joining Ideal Township and City of Crosslake's support, next I will be attending Jenkins Twp. Council Meeting in March to present and ask for their commitment to join the surrounding communities mission. *I have included Jenkins Twp. Supervisor Steve Cox in this email to allow him to include the attachments in the March Agenda.

Based on this crucial support and the supported partnership of our communities of City of Crosslake, Ideal Twp., and the City of Jenkins we should look into the next steps towards the official request/resolutions of Crow Wing County to provide approval for use of R.O.W. along County Road 16 from the Paul Bunyan Trail/Old 371 easterly 12.4+- Miles to the County Road 66 intersection in Crosslake. This would be a long term vision with multiple segments broken down over years with feasibility and grant funding to match each timing of opportunity reducing local governing and tax expense creating the pathway with a Joint Power Agreement between everyone. If we all can have resolutions created, approved and provided to Crow Wing County by the end of June it would be ideal for timing of progress being made yet in the summer of 2027 laying out future phased planning.

*Additional Letter Attached of Support is from the Brainerd, Pequot Lakes & Crosslake Chamber of Commerce offices. In April I will be attending The Paul Bunyan Scenic Byway Board to request a formal letter of support as they have previously provided verbal support upon The LAKE Trails Initiative presentation. These organizational letters will be beneficial towards scoring on future Grant Funding that The LAKE Foundation and Municipalities will pursue to offset the local costs.

Thank you all ~

All the Best...Onward!

O'C



Minnesota Department of Natural Resources
Parks and Trails Division
1601 Minnesota Drive
Brainerd, MN 56401

February 19, 2026

The L.A.K.E. Foundation
c/o The LAKE Trails Initiative
35808 County Rd 66
Crosslake MN 56442

RE: Jenkins to Crosslake Regional Trail Support

The Department of Natural Resources Parks and Trails Division supports the connection to the Paul Bunyan Trail of a regional trail from Jenkins to Crosslake, MN. When completed, this regional trail will connect the communities of Pequot Lakes, Jenkins, Jenkins Twp., Ideal Twp, and Crosslake throughout Crow Wing County. This regional trail will also access the Paul Bunyan State Trail which is connected to many other communities and counties throughout greater MN.

The Brainerd Lakes area is known for resorts, restaurants, camping and lakes. Upon completion, this trail will complement and connect people with those opportunities. This separated trail would not only provide a safer means for transportation and recreation, it would attract more users, which would have a significant economic impact to the surrounding communities.

Please accept this letter as support for the The L.A.K.E. Foundation and their efforts to provide and promote healthier lifestyles and economic benefits while providing a safe and sustainable outdoor recreational experience to residents and visitors to the Jenkins/Ideal Corners/Crosslake corridor.

Sincerely,

A handwritten signature in blue ink that reads 'Keri Hull'.

Keri Hull
Brainerd Area Parks and Trails Supervisor



August 8, 2024

To Whom it May Concern,

On behalf of the Brainerd Lakes, Crosslake and Pequot Lakes Chambers of Commerce, please consider this letter as our strong support for the LAKE Foundation's efforts to develop regional biking and walking trails in the Crosslake area.

According to the University of Minnesota Tourism Center, biking itself accounts for more than \$800 million in annual economic activity statewide. When interacting with our chambers, visitors and residents frequently express a strong interest in additional trails, particularly within the communities surrounding the Whitefish Chain of Lakes.

In addition to its economic value, we agree with the LAKE Foundation that the trail will also help promote a healthy lifestyle by offering a safe and accessible leisure activity. Its inclusive design, accommodating individuals of all abilities, is commendable and ensures that the trail will be enjoyed by a wide range of users.

The proposed connection of the LAKE Foundation Trail to other trails, lakes, and parks throughout the community of Crosslake is a strategic and inclusive approach. This interconnectedness will enhance the overall trail experience and contribute to the vitality of the community.

We are particularly impressed by the project's vision to extend beyond Crosslake and connect to the Paul Bunyan Trail. This expansion will significantly increase the trail's impact by attracting visitors from a broader geographic area, thereby strengthening the region's tourism industry.

We support the LAKE Foundation's volunteer leadership efforts as well as their approach to ensure funding sources are diverse. When completed, these trails will be a tremendous asset to Crosslake and the surrounding communities.

Sincerely,

Matt Kilian, President
Brainerd Lakes Chamber of Commerce

Cindy Myogeto, Director
Crosslake Chamber of Commerce

Nichole Heinen, Director
Pequot Lakes Chamber of Commerce



AGENDA ITEM # 7D

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 20th, 2026
Subject: Safe Streets and Roads For All (SS4A) Grant

Report: Commissioner Lubke reached out to Delougherty upon receiving an inquiry from Crow Wing County Engineer Tim Bray about the SS4A grant opportunities available that the City of Crosslake launched a couple of years ago. There were some questions on whether we were participating in the study phase and if we had any desire to play a more active role moving forward.

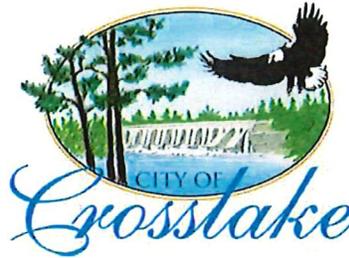
Upon research I learned that the City of Jenkins approved a Resolution on May 28th, 2024 agreeing to make the City of Jenkins co-applicants to the City of Crosslake's application for a SS4A planning grant through the USDOT to develop a Safety Action Plan with a particular focus on vulnerable users. The City of Jenkins also agreed to be an active participant in the development of the plan.

I then reached out to the person who I understand is at the helm of the project, Mr. T.J. Graumann, Director of Parks, Recreation & Library for the City of Crosslake. I informed him that I was unaware of the active role we had agreed to take in the planning, requested he provide me with any upcoming meeting dates, and encouraged him to let me know how the City of Jenkins can be an active participant.

More info will be provided as it becomes available.

Requested Action: Please review the attached letters and discuss.

13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org
City Hall: 218-692-2688
Parks and Recreation: 218-692-4271



Dear Community Leader,

The Brainerd Lakes Area is seeing steady growth in tourism, drawing hundreds of thousands of visitors each year to enjoy its lakes, trails, resorts, and small-town charm. As interest in biking and walking between destinations grows, so does the need for safer, more connected travel options. Many routes involve high-speed roads not designed for non-motorized use, creating safety challenges for both residents and visitors. In response, the Lakes Area Kids Enrichment (LAKE) Foundation—together with Widseth—has launched a planning effort to improve safety and connectivity across the region. With support from the Crosslake City Council, the team successfully secured \$200,000 in federal funding through the Safe Streets and Roads for All (SS4A) program to create the Brainerd Lakes Area Vulnerable Users Plan, which will guide safety investments for the next 20 years and beyond.

Below is the narrative included in the successful grant application:

“The Brainerd Lakes Area of central Minnesota is a vibrant tourist destination. While the base population in the identified areas is around 25,000 (2020 Census), this number swells to over 200,000 during the warmer months of May through September. Many visitors seek outdoor recreation and prefer to connect between lakes, resorts, and amenities using non-motorized travel. This creates a blend of transportation modes. While desirable, it also increases the likelihood of severe or fatal crashes—especially along high-speed corridors not designed for such mixed use. Local governments across the Brainerd Lakes Area share a common goal: to create a safe, welcoming environment that encourages walking, biking, and other non-motorized travel. Achieving this requires technical expertise in traffic safety and a data-driven, Safe System Approach. The resulting plan will prioritize future improvements and guide safety investments over the next 20 years and beyond.”

This plan will be developed in parallel with the Crow Wing County-wide SS4A Safety Action Plan, as well as Cass County’s SS4A planning effort being led by MnDOT. The coordination among these plans will support stronger community engagement and more equitable outcomes across the region.

Thank you for your interest and support in helping us reach this important milestone. We now invite you to a kick-off meeting to learn more about the planning process and discuss how your community can help shape this regional effort:

Meeting Date: Monday, September 29 | Time: 10:00 a.m. | Location: Crosslake City Hall

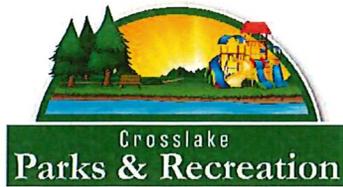
Participation in this effort comes at no cost to your city or township. What we need most is your invaluable local knowledge and insight into where people live, work, and travel; where they encounter safety concerns; and what types of improvements could make active transportation more feasible and enjoyable in your community.

Your presence at the kick-off meeting signifies your community’s inclusion in the Brainerd Lakes Area Vulnerable Users Plan. We encourage your attendance to ensure your city or township’s priorities are reflected in the plan. Please let me know at your earliest convenience if you intend on joining the meeting.

We look forward to your involvement in this important initiative.

A handwritten signature in black ink, appearing to read "TJ Graumann".

TJ Graumann
Director of Parks, Recreation & Library
tgraumann@cityofcrosslake.org



City of Crosslake
Parks and Recreation Department
14126 Daggett Pine Rd
Crosslake, MN 56442

(218) 692 - 4271
City Hall (218) 692 - 2688

Good afternoon,

As part of the SS4A grant-funded Brainerd Lakes Area Vulnerable Users Plan, each partner community is asked to formally adopt the attached resolution confirming participation as a Co-Applicant.

Please review the resolution and present it to your governing body for consideration. Once adopted, return a signed copy to me at your earliest convenience.

This resolution reaffirms your commitment to collaborate in the development of a regional safety plan that will position our communities to pursue future SS4A implementation funding for priority transportation safety projects.

Participation in this effort comes at no cost to your city or township. What we need most is your invaluable local knowledge and insight into where people live, work, and travel; where they encounter safety concerns; and what types of improvements could make active transportation more feasible and enjoyable in your community.

If you have any questions or need assistance, please feel free to reach out.

Thank you for your partnership in this important regional effort.

Sincerely,

TJ Graumann
Director of Parks, Recreation & Library
tgraumann@cityofcrosslake.gov
(218) 692 - 5270



AGENDA ITEM # _____

REPORT TO CITY COUNCIL

Prepared by: Krista Okerman
Date: May 23rd, 2024
Subject: Safe Streets and Roads for All Grant

Report: Attached please find information regarding MnDOT's Safe Streets and Roads for All Grant program. The City of Crosslake is applying for a Safe Streets and Roads for All grant to complete a Vulnerable User Plan to study pedestrian safety in the area. Dave Reese's colleagues are working on the planning grant application and presented the opportunity to him for the City of Jenkins to become a co-applicant. Crosslake would be the fiscal agent and has a budget for the match requirement. Jenkins' involvement would be as a participant in meetings during development of the plan. The purpose of the plan would be to improve pedestrian safety in the city with a possibility of development of trails connecting the cities and townships in the Geographic area identified on the map attached. The other Cities/Townships in the identified area have been or will be presented this same opportunity.

If Council is interested, a resolution is needed which I have attached for your review and consideration. With the deadline happening prior to this meeting, I tentatively stated our interest in being a co-applicant.

Budget Impact: \$0.00 (Staff time to attend meetings.)

Council Action Requested: Motion to approve Resolution #24-05-287 Regarding SS4A Grant.

**CITY OF JENKINS
RESOLUTION 24-05-287**

RESOLUTION REGARDING SS4A PLANNING GRANT

WHEREAS, the City of Jenkins is responsible to provide for streets and other transportation facilities such as trails and sidewalks to connect people, goods, and services in a safe and equitable manner; and

WHEREAS, the USDOT has established a program prioritizing traffic safety including vulnerable users referred to as Safe Streets and Roads for All (SS4A); and

WHEREAS, the SS4A program allows for Co-Applicants; and

WHEREAS, the City of Crosslake has agreed to lead a SS4A planning effort if funded by the USDOT including townships and towns in the resort area of northern Crow Wing County, MN and eastern Cass County, MN;

NOW, THEREFORE BE IT RESOLVED that the City of Jenkins agrees to be a Co-Applicant to the City of Crosslake's application for a SS4A planning grant through the USDOT to develop a Safety Action Plan with a particular focus on vulnerable users. The City of Jenkins also agrees to be an active participant in the development of the plan.

Adopted this 28th day of May 2024.



Andrew J. Rudlang, Mayor



Krista A. Okerman, City Clerk-Treasurer

MOTION: Flategraff

SECOND: Siltman

AYE: Flategraff, Siltman, Haff, Barnett and Rudlang

NAY: None



AGENDA ITEM # 7E

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: February 19th, 2026
Subject: Fuel Cards

Report: Information regarding the Sourcewell cooperative purchasing contract for WEX fuel card program along with the associated agreement and application have been obtained, reviewed, completed, and submitted for review and approval. Upon application submission, I received the following autoreply:

Thank you for reaching out regarding the WEX Fuel Card Program.

Please note that we will be out of the starting Monday, February 16, and will return on Monday, February 23.

If you have an existing account, please call Customer Service at 1-800-492-0669.

If you do not have an existing account and it is an urgent matter, please email tanya.watson@wexinc.com.

We look forward to speaking with you upon our return.

Government Sales Executive Team
WEX Inc
866-527-8870

Requested Action: None. Update for informational purposes only.