



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

## CITY COUNCIL MEETING AGENDA

MONDAY, FEBRUARY 9TH, 2026 @ 6:00 PM

MAYOR:

ANDREW RUDLANG

CITY ATTORNEY:

JOE LANGEL

CITY COUNCIL:

JERIMEY FLATEGRAFF

(MAYOR PRO-TEM)

ROMAN SILTMAN

RYAN BARNETT

JORY CARLSON

CITY CLERK-TREASURER:  
CASSANDRA DELOUGHERTY

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

NOTE: PRINTED MATERIALS RELATING TO AGENDA ITEMS ARE AVAILABLE FOR PUBLIC INSPECTION IN A THREE-RING BINDER ON TABLE BY COUNCIL CHAMBER ENTRANCE.

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA ADDITIONS/DELETIONS
4. CONSENT AGENDA
  - a. AGENDA
  - b. MINUTES OF THE JANUARY 27TH, 2026 MEETING
  - c. JANUARY 2026 FINANCIAL RECONCILIATION
  - d. PROPOSED CHECK #'s 30430-30436; **\$7,095.83**

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. PROPOSED ORDINANCE AMENDMENT O-26-47
  - a. PC DRAFT MINUTES OF PUBLIC FEB 2<sup>ND</sup>, 2026 HEARING
  - b. DRAFT AMENDMENT O-26-47
  - c. SUMMARY PUBLICATION O-26-47
7. NEW BUSINESS
  - a. CSAH 16 COUNTY PROJECT No. SP 018-616-020
    - i. PROJECT PLANS
    - ii. PROPOSED RES. 26-02-331 MUNICIPAL CONSENT
8. UNFINISHED BUSINESS
  - a. FUEL CARDS
  - b. AUDITING/ACCOUNTING RFP UPDATE
  - c. CWC HAZARD MITIGATION PLAN UPDATE
9. REPORTS OF OFFICERS, COMMITTEES, STAFF
  - a. MAYOR'S REPORT
  - b. CLERK'S REPORT
10. MISCELLANEOUS/COMMUNICATION
11. ADJOURNMENT

**JANUARY 27<sup>TH</sup>, 2026**  
**JENKINS CITY COUNCIL**  
MEETING MINUTES

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

THE MEETING BEGAN WITH THE PLEDGE OF ALLEGIANCE.

**ROLL CALL**

ROLL CALL WAS CONDUCTED WITH ALL COUNCIL MEMBERS PRESENT.

**AGENDA ADDITIONS/DELETIONS**

THERE WERE NO ADDITIONS OR DELETIONS TO THE AGENDA.

**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**

NONE

**UNFINISHED BUSINESS**

**FUEL CARDS**

CLERK DELOUGHERTY PRESENTED INFORMATION ON WEX FUEL CARDS, EXPLAINING THEY HAVE DIFFERENT OPTIONS WITH NO ENROLLMENT FEES OR INQUIRY FEES. SHE NOTED THAT CITIES CANNOT USE CARDS THAT OFFER POINTS OR CASH BACK. SHE HOPED THERE MIGHT BE BETTER OPTIONS FOR CITY GOVERNMENTS IN THE FUTURE WHERE REBATES COULD BE RECEIVED, SIMILAR TO WHAT THEY GET THROUGH SOURCEWELL FOR PURCHASES.

COUNCILMEMBER CARLSON SUGGESTED HAVING ONE CARD FOR THE PICKUP TRUCK, ONE FOR THE PLOW TRUCK, AND POTENTIALLY ONE FOR THE TOOL CAT. COUNCILMEMBER SILTMAN AGREED THAT AT LEAST THE DUMP TRUCK AND PLOW TRUCK SHOULD HAVE CARDS.

THERE WAS DISCUSSION ABOUT HOW TO KEEP TRACK OF CARDS AND PREVENT THEM FROM BEING LOST. COUNCILMEMBERS SUGGESTED USING HOLDERS IN EACH VEHICLE MARKED CLEARLY WITH NUMBERS AND ASSIGNING UNIQUE PIN NUMBERS TO EACH EMPLOYEE FOR TRACKING PURPOSES.

THE COUNCIL ALSO DISCUSSED WHETHER TO HAVE AN OFF-ROAD DIESEL CARD FOR EQUIPMENT LIKE LAWN MOWERS, THOUGH SOME QUESTIONED IF OFF-ROAD DIESEL WAS READILY AVAILABLE LOCALLY.

COUNCILMEMBER FLATEGRAFF MENTIONED THAT THE ESTIMATED COST WOULD BE APPROXIMATELY \$2-4 PER CARD PER MONTH. WHILE THIS WOULD AMOUNT TO AROUND \$144 PER YEAR FOR THREE

CARDS, THE COUNCIL AGREED THIS WAS REASONABLE AS A COST OF BUSINESS, AS IT WOULD SAVE STAFF TIME TRYING TO TRACK DOWN RECEIPTS AND CARDS.

***COUNCILMEMBER FLATEGRAFF MOVED FOR THREE WEX CARDS AS LONG AS THE FEES ARE BETWEEN \$2 TO \$4 DOLLARS A MONTH PER CARD, AND THEN HAVE IT SET UP WHERE EACH EMPLOYEE HAS A PIN NUMBER THAT'S UNIQUE TO THEM. COUNCILMEMBER CARLSON SECONDED. MOTION CARRIED UNANIMOUSLY.***

#### AUDITING/ACCOUNTING RFP UPDATE

CLERK DELOUGHERTY REPORTED SHE HAD RECEIVED A FEW RESPONSES TO THE RFP FOR AUDITING SERVICES. SHE NOTED THAT AFTER RESEARCHING STATE STATUTES, SHE FOUND THAT UNLIKE OTHER SERVICES, THE CITY IS NOT REQUIRED TO USE RFPs FOR AUDITING AND ACCOUNTING SERVICES - THE COUNCIL CAN HIRE AND FIRE ATTORNEYS AND AUDITORS AT THEIR DISCRETION.

DELOUGHERTY SHARED THAT SHE SPOKE WITH A REPRESENTATIVE FROM A FIRM WHO ASKED IF THEY HAD TO COMPLETE THE ENTIRE RFP WITH ALL THE DOCUMENTATION REQUESTED. THE REPRESENTATIVE MENTIONED THEY WERE UNLIKELY TO BE THE LOW BIDDER AND QUESTIONED WHETHER IT WAS WORTH SPENDING HOURS ON THE PROPOSAL.

DELOUGHERTY EXPLAINED SHE WOULD CONTINUE SEEKING POTENTIAL AUDITORS AT THE UPCOMING TREASURER'S NETWORK QUARTERLY MEETING IN STAPLES. SHE POINTED OUT THAT SINCE THE RFP IS ALREADY PUBLISHED, THEY SHOULD SEE IT THROUGH, BUT MAY NEED TO EXPLORE MORE INFORMAL OPTIONS IF THEY DON'T RECEIVE ADEQUATE RESPONSES.

THE COUNCIL DISCUSSED TIMELINE CONCERNs, AS ONE POTENTIAL AUDITOR MENTIONED THEY MIGHT NOT BE ABLE TO BEGIN WORK UNTIL LATE SUMMER OR FALL. THE COUNCIL AGREED THAT WHILE THEY DON'T HAVE A STRICT DEADLINE THIS YEAR, THEY WOULD PREFER TO HAVE THE AUDIT COMPLETED EARLIER RATHER THAN LATER.

#### CWC HAZARD MITIGATION PLAN ACTION REPORT

COUNCILMEMBER FLATEGRAFF PRESENTED HIS ANALYSIS OF THE CROW WING COUNTY HAZARD MITIGATION PLAN. HE IDENTIFIED SEVERAL WEAK POINTS IN THE CITY'S EMERGENCY PREPAREDNESS:

1. CITY HALL BACKUP GENERATOR - CITY HALL SERVES AS THE EMERGENCY SHELTER BUT HAS NO BACKUP POWER.
2. NO DESIGNATED BACKUP FACILITY IF SOMETHING HAPPENS TO CITY HALL.
3. WARNING SIREN COVERAGE - THE CITY ONLY HAS ONE SIREN, WHICH MAY NOT BE HEARD THROUGHOUT THE ENTIRE CITY.
4. EMERGENCY ALERT AND NOTIFICATION CAPABILITIES NEED EXPANSION.

REGARDING THE GENERATOR, FLATEGRAFF PROVIDED A VERBAL ESTIMATE HE RECEIVED OF APPROXIMATELY \$12,000 FOR A GENERATOR THAT COULD POWER THE ENTIRE BUILDING. THE COUNCIL DISCUSSED WHETHER TO GET A NATURAL GAS OR DIESEL GENERATOR, WITH SOME NOTING THAT NATURAL GAS MIGHT BE CLEANER AND EASIER BUT WOULD BE USELESS IF GAS LINES WERE COMPROMISED DURING AN EMERGENCY.

FLATEGRAFF SUGGESTED THEY MIGHT ALSO WANT TO WIRE THE BALL FIELD AND PARK FOR GENERATOR CAPABILITY TO ENSURE WATER ACCESS DURING EMERGENCIES, AT AN ESTIMATED COST OF \$500 FOR A TRANSFER SWITCH.

THE COUNCIL ALSO DISCUSSED THE POSSIBILITY OF PARTNERING WITH WILSON TOWNSHIP ON A SECOND WARNING SIREN THAT WOULD SERVE RESIDENTS ON THE NORTH END OF TOWN. ADDITIONALLY, THEY TALKED ABOUT BETTER UTILIZING THEIR TEXT ALERT SYSTEM FOR EMERGENCY NOTIFICATIONS.

FOR LONGER-TERM PLANNING, THE COUNCIL BRIEFLY CONSIDERED THE POSSIBILITY OF A DEDICATED STORM SHELTER WITH BATHROOMS AT THE PARK, THOUGH THEY ACKNOWLEDGED THIS WOULD BE MUCH MORE EXPENSIVE (POTENTIALLY \$100,000 OR MORE) AND WOULD REQUIRE A MOUND SEPTIC SYSTEM.

THE COUNCIL AGREED THAT HAVING THESE PROJECTS IDENTIFIED AND DOCUMENTED IN THE MITIGATION PLAN MAY BETTER POSITION THEM TO APPLY FOR GRANTS AND OTHER FUNDING OPPORTUNITIES WHEN THEY BECOME AVAILABLE.

## **NEW BUSINESS**

THERE WERE NO ITEMS UNDER NEW BUSINESS.

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

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

NO REPORT WAS PROVIDED.

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

CLERK DELOUGHERTY UPDATED THE COUNCIL ON SEVERAL ITEMS:

1. TAX DOCUMENT SUBMISSIONS - SHE HAS COMPLETED NEARLY ALL REQUIREMENTS WITH BILLS AND W2S, BUT IS HAVING TROUBLE WITH CREDENTIAL VALIDATION FOR IRS AND SOCIAL SECURITY ADMINISTRATION FILINGS. SHE REQUESTED NEW VALIDATION CODES ON JANUARY 20TH AND IS WAITING FOR THEM TO ARRIVE.
2. PROPERTY INQUIRY - A GROUP IS LOOKING INTO PURCHASING THE A-PINE AND INQUIRED ABOUT BUYING ADJACENT PROPERTY NEAR COUNTY ROAD 16. DELOUGHERTY EXPLAINED THAT THIS IS RIGHT-OF-WAY LAND AND NOT CITY PROPERTY, SO THE CITY CANNOT SELL IT. SHE DIRECTED THEM TO THE APPROPRIATE STATE AUTHORITIES.
3. AMERICINN LIQUOR LICENSE - REBECCA FROM AMERICINN CALLED TO INFORM THAT THEY WILL NOT BE RENEWING THEIR LIQUOR LICENSE AS THEY DID NOT SELL ENOUGH LAST YEAR TO MAKE IT WORTHWHILE.
4. NORTHLAND CUP- DELOUGHERTY, KOSTOHRYZ, AND COMMISSIONER GOERGES MET WITH NATHAN FROM NORTHLAND ABOUT HIS CONDITIONAL USE PERMIT (CUP), WHICH INCLUDED SCREENING REQUIREMENTS. UPON FURTHER REVIEW, THERE APPEARS TO BE A CONTRADICTION IN THE HIGHWAY BUSINESS DISTRICT ZONING REQUIREMENTS, WHICH STATE THAT BUSINESSES "CAN BENEFIT FROM ACCESS AND VISIBILITY FROM THE TH 371 CORRIDOR" BUT ALSO REQUIRES "OVER 50% SCREENING FROM THE ROAD."

THE COUNCIL DISCUSSED NATHAN'S FRUSTRATION ABOUT THE SCREENING REQUIREMENT ON HIS CUP. HE HAD ORIGINALLY PLANNED TO HAVE BULK MATERIALS LIKE BLACK DIRT, BUT NOW MAINLY HAS PALLETS OF STONE AND OTHER LANDSCAPING MATERIALS THAT HE FEELS SHOULD BE VISIBLE FROM THE HIGHWAY. THE COUNCIL EXPRESSED UNDERSTANDING OF HIS POSITION, NOTING THE CONTRADICTION IN THE ORDINANCE.

***COUNCILMEMBER CARLSON MOVED TO SEND IT BACK TO PLANNING & ZONING FOR A FURTHER DISCUSSION. COUNCILMEMBER BARNETT SECONDED. MOTION CARRIED UNANIMOUSLY.***

CLERK DELOUGHERTY ALSO MENTIONED:

1. THE McALLISTER RECONFIGURATION NEEDS PROPER REZONING THROUGH A PUBLIC HEARING PROCESS.
2. A RESIDENTIAL STORAGE POTENTIAL REZONE PROJECT HAS BEEN PUT ON HOLD AS THE LISTING WAS REMOVED AND THE OWNER IS STILL WORKING WITH SURVEYORS.
3. A UTV VEHICLE DEALER ON CHARLES AVENUE NEEDS A STORMWATER PLAN FOR HIS COMMERCIAL OTHER CUP.

CLERK DELOUGHERTY REQUESTED A PUBLIC HEARING BE SCHEDULED FOR CITY-INITIATED REZONES FOR THE MARCH PLANNING COMMISSION MEETING.

***COUNCILMEMBER SILTMAN MOVED TO SET A PUBLIC HEARING FOR THE CITY-INITIATED REZONES AND MAP AMENDMENT. COUNCILMEMBER FLATEGRAFF SECONDED. MOTION CARRIED UNANIMOUSLY.***

## **MISCELLANEOUS/COMMUNICATION**

### **PLANNING & ZONING ADMINISTRATOR'S REPORT-VERBAL**

THIS WAS COVERED IN THE CLERK'S REPORT.

## **ADJOURNMENT**

***COUNCILMEMBER FLATEGRAFF MOVED TO ADJOURN AT 7:29PM. COUNCILMEMBER CARLSON SECONDED. MOTION CARRIED UNANIMOUSLY.***

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
ANDREW J. RUDLANG, MAYOR

\_\_\_\_\_  
CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

For the Period : 1/1/2026 To 1/31/2026

January 2026

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$424,853.71	\$9,914.69	\$30,083.11	\$404,685.29	\$0.00	\$13,874.28	\$418,559.57
CARES/ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Development Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Charitable Gambling Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$183,669.13	\$980.58	\$37,396.00	\$147,253.71	\$0.00	\$37,396.00	\$184,649.71
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$242,191.15	\$52.98	\$0.00	\$242,244.13	\$0.00	\$0.00	\$242,244.13
2023 Street Improvements Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$850,713.99</b>	<b>✓ \$10,948.25</b>	<b>✓ \$67,479.11</b>	<b>✓ \$794,183.13</b>	<b>\$0.00</b>	<b>✓ \$51,270.28</b>	<b>\$845,453.41</b>

Date

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/06/2026	Elijah O'Dell	040004	Admin Lot Division	(01/06/2026) -	N	Zoning and Subdivision Fees	100-34103-	\$ <u>✓</u> 125.00 \$ <u>✓</u> 125.00
01/12/2026	Crow Wing County	040005	fines	(01/12/2026) -	N	Court Fines	100-35101-	\$ <u>✓</u> 226.64 \$ <u>✓</u> 226.64
01/21/2026	Northland Off Sale Liquors, LLC	040006	2026-2027 Liquor License Renewal OFSS Off-sale (\$100) Sunday Sales (\$50) chk#2421	(01/21/2026) -	N	Alcoholic Beverages	100-32110-	\$ <u>✓</u> 150.00 \$ <u>✓</u> 150.00
01/23/2026	Crow Wing County	040008	Real Estate & Personal Prop 8168.60, penalty & int. 78.88, Go Imp Bond RE & PP 519.79	(01/23/2026) -	N	Current Ad Valorem Taxes	100-31010-	\$ 8,168.60
						Penalties and Interest on Ad valorem Taxes	100-31910-	\$ 78.88
						Current Ad Valorem Taxes	301-31010-	\$ 519.79 \$ <u>✓</u> 8,767.27
01/26/2026	City of Lake Shore	040007	reimbursement for garage door remotes purchased by Pub Works from Select Garage Door Co on	(01/26/2026) -	N	Refunds and reimbursements	100-36240-	\$ <u>✓</u> 90.00 \$ <u>✓</u> 90.00
01/31/2026	First National Bank	040009	chkg int-21.20 sngs 52.98	(01/31/2026) -	N	Interest Earning	100-36210-	\$ 21.20
						Interest Earning	404-36210-	\$ 52.98 \$ <u>✓</u> 74.18
01/31/2026	PMA-4PM	040010	GO Imp-460.79 MM- 341.32 Res-713.05	(01/31/2026) -	N	Interest Earning	100-36210-	\$ 341.32
						Interest Earning	301-36210-	\$ 713.05 \$ <u>✓</u> 460.79 \$ <u>✓</u> 1,515.16
<b>Total for Selected Receipts</b>								<u>\$ ✓ 10,948.25</u>

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

<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>
01/13/2026	Minnesota Mayor's Association	30408	Membership Dues	N	Council/Town Board	100-41110-433-	\$ 30.00
	<b>Total For Check</b>	<b>30408</b>					<u>\$ 30.00</u>
01/13/2026	League of Minnesota Cities	30409	Invoice #441338 Membership Dues-population 517	N	Council/Town Board	100-41110-433-	\$ 855.00
	<b>Total For Check</b>	<b>30409</b>					<u>\$ 855.00</u>
01/13/2026	On Systems Inc.	30410	Inv#12536 Managed services and web hosting	N	Clerk	100-41425-209-	\$ 279.66
	<b>Total For Check</b>	<b>30410</b>					<u>\$ 279.66</u>
01/13/2026	AT & T Mobility	30411	Roger Cell Phone	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
	<b>Total For Check</b>	<b>30411</b>					<u>\$ 30.00</u>
01/13/2026	Widseth Smith Nolting & Assoc., Inc	30412	Inv.242551-Preparing the 2025 WCA Reporting Form	N	Highways and Streets	100-43101-303-	\$ 140.00
	<b>Total For Check</b>	<b>30412</b>					<u>\$ 140.00</u>
01/13/2026	First Independent Bank	30413	\$358,000 GO Improvement Note, Series 2023A	N	Bond Principal	301-47110-601-	\$ 31,000.00
	<b>Total For Check</b>	<b>30413</b>			Interest - Bonds	301-47210-611-	<u>\$ 6,396.00</u>
							<u><u>\$ 37,396.00</u></u>
01/13/2026	Pequot Lakes Sanitation	30414	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 45.35
	<b>Total For Check</b>	<b>30414</b>					<u>\$ 45.35</u>
01/13/2026	Select Garage Door Co.	30415	Garage Door Remotes	N	General Government Buildings and Plant	100-41940-223-	\$ 225.00
	<b>Total For Check</b>	<b>30415</b>					<u><u>\$ 225.00</u></u>
01/13/2026	Select Garage Door Co.	30416	2nd half of payment for insulated overhead shop door-community impact grant funds	N	General Government Buildings and Plant	100-41940-223-903	\$ 2,075.00
	<b>Total For Check</b>	<b>30416</b>					<u><u>\$ 2,075.00</u></u>
01/13/2026	Payroll Period Ending 01/10/2026	30417	12/28/25-1/10/26 Pay Period	N	Clerk	100-41425-101-	\$ 1,680.81
	<b>Total For Check</b>	<b>30417</b>					<u><u>\$ 1,680.81</u></u>

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/13/2026	Payroll Period Ending 01/10/2026	30418	12/28/25-1/10/26 Pay Period	N	Public Works/Maintenance	100-43102-103-	\$ 691.33
	<b>Total For Check</b>	<b>30418</b>					<b>\$ 691.33</b>
01/13/2026	Payroll Period Ending 01/10/2026	30419	12/28/25-1/10/26 Pay Period	N	Public Works/Maintenance	100-43102-103-	\$ 108.79
	<b>Total For Check</b>	<b>30419</b>					<b>\$ 108.79</b>
01/13/2026	Payroll Period Ending 01/10/2026	30420	12/28/25-1/10/26 Pay Period	N	Public Works/Maintenance	100-43102-103-	\$ 204.36
	<b>Total For Check</b>	<b>30420</b>					<b>\$ 204.36</b>
01/13/2026	PERA	EFT0832219	12/14- 12/27/25 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT0832219			Payroll Administration	100-41501-121-	\$ 271.09
		EFT0832219			Public Works/Maintenance	100-43102-115-	\$ 77.28
	<b>Total For Check</b>	<b>EFT0832219</b>					<b>\$ 506.03</b>
01/13/2026	Dept. of Employment and Econ Dev	EFT14293886	Unemployment Insurance Quarter 4 2025	N	Payroll Administration	100-41501-141-	\$ 2,126.00
	<b>Total For Check</b>	<b>EFT14293886</b>					<b>\$ 2,126.00</b>
01/13/2026	MN Revenue	EFT16261310	4th Quarter State Withholding 2025	N	Payroll Administration	100-41501-172-	\$ 1,249.59
	<b>Total For Check</b>	<b>EFT16261310</b>					<b>\$ 1,307.55</b>
01/13/2026	State of IA	EFT2697610	CSE 12/14 - 12/27/25 pay period	N	Clerk	100-41425-175-	\$ 60.00
	<b>Total For Check</b>	<b>EFT2697610</b>					<b>\$ 60.00</b>
01/13/2026	Internal Revenue Service	EFT81575461	Dec 2025 Q4 941 obligation	N	Payroll Administration	100-41501-122-	\$ 2,142.16
		EFT81575461				100-41501-135-	\$ 501.00
		EFT81575461				100-41501-170-	\$ 1,227.44
	<b>Total For Check</b>	<b>EFT81575461</b>					<b>\$ 3,870.60</b>
01/27/2026	Payroll Period Ending 01/24/2026	30430	1/11-1/24/26 Payroll	N	Clerk	100-41425-101-	\$ 1,678.14
	<b>Total For Check</b>	<b>30430</b>					<b>\$ 1,678.14</b>
01/27/2026	Payroll Period Ending 01/24/2026	30431	1/11-1/24/26 Payroll	N	Public Works/Maintenance	100-43102-103-	\$ 615.13
	<b>Total For Check</b>	<b>30431</b>					<b>\$ 615.13</b>
01/28/2026	City of Pequot Lakes	30421	Invoice No: 2534 January 2025 Police Contract	N	Council/Town Board	100-41110-404-	\$ 3,605.00
	<b>Total For Check</b>	<b>30421</b>					<b>\$ 3,605.00</b>

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/28/2026	American Legal Publishing	30422	Invoice No. 48490 Internet Renewal Period 2/13/26-2/13/27	N	Recording and Reporting	100-41420-353-	\$ 450.00
		<b>Total For Check</b>	<b>30422</b>				<i>\$ 15</i> <b>450.00</b>
01/28/2026	MN Power	30423	Street Lights 12/5/25-1/5/26 & B&G Lights 12/2/25-1/2/26	N	General Government Buildings and Plant	100-41940-381-	\$ 397.91
		30423			Street Lighting	100-43160-381-	<i>\$ 15</i> <b>627.07</b>
		<b>Total For Check</b>	<b>30423</b>				<i>\$ 15</i> <b>1,024.98</b>
01/28/2026	TDS	30424	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 181.10
		<b>Total For Check</b>	<b>30424</b>				<i>\$ 15</i> <b>181.10</b>
01/28/2026	Crow Wing Power	30425	12/8/25 to 1/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
		<b>Total For Check</b>	<b>30425</b>				<i>\$ 15</i> <b>24.00</b>
01/28/2026	Little Falls Machine	30426	Inv375559&375563 Intntl PlowTruck underbelly blade & front plow cutting edges & fasteners.	N	Road and Bridge Equipment	100-43126-221-	\$ 5,019.28
		<b>Total For Check</b>	<b>30426</b>				<i>\$ 15</i> <b>5,019.28</b>
01/28/2026	Sourcewell	30427	Planning & Zoning Services	N	Planning and Zoning	100-41910-311-	\$ 440.00
		<b>Total For Check</b>	<b>30427</b>				<i>\$ 15</i> <b>440.00</b>
01/28/2026	On Systems Inc.	30428	Dec Inv#12458 Managed services and web hosting	N	Clerk	100-41425-209-	\$ 279.50
		<b>Total For Check</b>	<b>30428</b>				<i>\$ 15</i> <b>279.50</b>
01/28/2026	Pine River DMV	30429	Registration Renewal 2007 International 70S and 2014 Ford SR W	N	Road and Bridge Equipment	100-43126-433-	\$ 42.50
		<b>Total For Check</b>	<b>30429</b>				<i>\$ 15</i> <b>42.50</b>
01/28/2026	PERA	EFT00083351	1/11- 1/24/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00083351			Payroll Administration	100-41501-121-	\$ 256.60
		EFT00083351			Public Works/Maintenance	100-43102-115-	\$ 64.72
		<b>Total For Check</b>	<b>EFT00083351</b>				<i>\$ 15</i> <b>478.98</b>
01/28/2026	State of IA	EFT2701251	CSE 1/11- 1/24/26 pay period	N	Clerk	100-41425-175-	\$ 60.00

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	EFT2701251				\$ 60.00
01/28/2026	Elan Financial Services	EFTCCFE3A1B	fuel, B&G/S&O supps shovel, salt, toolcat emergency light, adobe, pressure washer nozzle	N	Recording and Reporting	100-41420-352-	\$ 165.67
		EFTCCFE3A1B			Clerk	100-41425-433-	\$ 26.45
		EFTCCFE3A1B			General Government Buildings and Plant	100-41940-215-	\$ 214.64
		EFTCCFE3A1B			Public Works/Maintenance	100-43102-221-	\$ 184.62
		EFTCCFE3A1B			Ice and Snow Removal	100-43125-212-	\$ 322.64
		Total For Check	EFTCCFE3A1B				\$ 914.02
01/28/2026	Xcel Energy	Efte652f	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 510.78
		Total For Check	Efte652f				\$ 510.78
01/31/2026	PERA	EFT00083553	1/11- 1/24/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00083553			Payroll Administration	100-41501-121-	\$ 248.69
		EFT00083553			Public Works/Maintenance	100-43102-115-	\$ 57.87
		Total For Check	EFT00083553				\$ 464.22
01/31/2026	State of IA	EFT2708481	CSE 1/11 - 1/24/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2708481				\$ 60.00
	Total For Selected Checks						\$ 67,479.11

For the month ending:

January 31, 2026

Bank account	Account #	Balance	O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.	
<b>First National Bank</b>								
Checking (NOW)	XXX769	252,185.30	51,270.28		200,915.02	30396	\$277.05	
Savings	XXXX989	107,485.96			107,485.96	30413	\$37,396.00	
4-year CD	XXXXX423	0.00	0.00	0.00	0.00	30415	\$225.00	
<b>4 M Fund</b>								
Bond	XXX201	147,728.26			147,728.26	30421	\$3,605.00	
Money Market	XXX101	109,443.90			109,443.90	30422	\$450.00	
Money Market - Street Reserves	XX102	228,609.99			228,609.99	30423	\$1,024.98	
CD #XXXX612-1 (Mat. 3/17/25)		0.00			0.00	30424	\$181.10	
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	0.00			0.00	30425	\$24.00	
CD #XXXX270-1 (Mat. 5/28/25)	XXX102				0.00	30426	\$5,019.28	
<b>4M Fund TOTAL</b>		<b>485,782.15</b>				30427	\$440.00	
					<b>Totals</b>	<b>794,183.13</b>	\$279.50	
					<b>Cash per CTAS</b>	<b>794,183.13</b>	30429	\$42.50
<b>Assigned Operational (6 months)</b>		285,144.12						
<b>Operational Reserve</b>		0.00						
<b>Committed Funds</b>		377,751.37						
<b>Debt Service</b>		131,287.64						
<b>Fund Balance Total</b>		<b>794,183.13</b>						

Committed Funds Breakdown

Future Streets	345,031.90	(4M fund)		
		includes 4/25		
Parks and Rec	6,086.74	donations		
Gambling Proceeds	0.00			
Heavy Equipment	26,632.73			
<b>TOTAL</b>	<b>377,751.37</b>			<b>\$51,270.28</b>

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

Date Range : 1/5/2026 To 2/5/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/30/2026	Widseth Smith Nolting & Assoc., Inc	Inv.242992 Zoning Map Updates \$2983-Inv242998 Preparing the 2025 WCA Reporting Form \$72.50	2907	\$3,055.50	100-41910-303- 100-41910-303-901	Planning and Zoning Planning and Zoning	30430 \$72.50 \$2,983.00
01/30/2026	Ratwik, Roszak & Maloney, P.A.	Statement Number 81626-bid process for surplus equipment email correspondence	2908	\$60.00	100-41610-304-	City/Town Attorney	30431 \$60.00
02/02/2026	Minnesota Secretary of State-Busine	Mark Renewal File Number 891663200034 "Gateway to the Whitefish Chain" renewal fee	2909	\$25.00	100-41420-433-	Recording and Reporting	30432 \$25.00
02/02/2026	City of Pequot Lakes	Invoice No: 2544 February 2026 Police Contract	2910	\$3,605.00	100-41110-404-	Council/Town Board	30433 \$3,605.00
02/02/2026	AT & T Mobility	Roger Cell Phone	2911	\$30.00	100-43102-321-	Public Works/Maintenance	30434 \$30.00
02/05/2026	Pequot Lakes Sanitation	Garbage service	2912	\$45.35	100-41940-384-	General Government Buildings and Plant	30435 \$45.35
02/05/2026	On Systems Inc.	Feb Inv#12620 Managed services and web hosting	2913	\$274.98	100-41425-209-	Clerk	30436 \$274.98

Date Range : 1/5/2026 To 2/5/2026

<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		\$7,095.83			\$7,095.83

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Date



AGENDA ITEM #

6

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: February 4<sup>th</sup>, 2026  
Subject: Proposed Ordinance Amendment O-26-47

**Report:** The Planning Commission has discussed amendments to the Jenkins City Code of Ordinances regarding further defining “storage containers” and amending performance standards regarding nuisance, parking, and storage in multiple previous meetings, and a public hearing was held on February 2<sup>nd</sup>, 2026 with no public comment. Four members of the Commission were present at the hearing, unanimously recommending the attached proposed amendment.

**Requested Action:** Please review the attached draft meeting minutes for the public hearing, proposed ordinance amendment, and summary publication. The Council may approve, deny, or table the amendment recommendation. If the Council chooses to table the amendment, staff would like further direction.

**FEBRUARY 2<sup>ND</sup>, 2026**  
**JENKINS PLANNING COMMISSION**  
MEETING MINUTES

**CALL TO ORDER**

THE MEETING WAS CALLED TO ORDER AND THE PLEDGE OF ALLEGIANCE WAS RECITED.

**ROLL CALL**

PLANNING COMMISSION CHAIRMAN STRICKER, COMMISSIONERS SILTMAN, PROCIUK, AND DERKSEN WERE PRESENT. COMMISSIONER GOERGES WAS NOT PRESENT.

**APPROVAL**

THE COMMISSION REVIEWED THE AGENDA AND THE MINUTES FROM THE LAST MEETING.

*MOTION TO APPROVE THE AGENDA AND MINUTES WAS MADE BY COMMISSIONER SILTMAN AND SECONDED BY COMMISSIONER PROCIUK. MOTION PASSED UNANIMOUSLY.*

**PUBLIC HEARING**

O-26-47 "NUISANCE PARKING & STORAGE" CHAPTER 150.005 DEFINITIONS, 150.038 LAND USE MATRIX, AND 150.103 STORAGE

THE COMMISSION REVIEWED ORDINANCE AMENDMENT O-26-47 WHICH HAD BEEN PREVIOUSLY DISCUSSED IN PAST MEETINGS. STAFF NOTED THAT THE ORDINANCE AMENDMENT REFLECTED ALL THE CHANGES THAT HAD BEEN DISCUSSED DURING PREVIOUS MEETINGS.

**THE HEARING WAS OPENED FOR PUBLIC COMMENT AT 6:06PM. NO PUBLIC COMMENT**

**THE HEARING WAS CLOSED AT 6:06PM.**

CHAIRMAN STRICKER REVIEWED THE DOCUMENT AND FOUND ONLY ONE MINOR WORDING ISSUE IN SECTION 3 (PREVIOUSLY SECTION 4) REGARDING CONSTRUCTION STORAGE TRAILERS, WHERE THE LANGUAGE APPEARED TO HAVE A GRAMMATICAL ERROR WITH THE PHRASE "USED FOR ON-SITE DURING" WHICH SHOULD READ "USED ON-SITE DURING." NO OTHER DISCREPANCIES WERE FOUND.

THE COMMISSION CONFIRMED THAT THE ORDINANCE AMENDMENT MATCHED THEIR PREVIOUS DISCUSSIONS AND AGREED IT WAS READY TO MOVE FORWARD.

*MOTION TO APPROVE RECOMMENDATION OF ORDINANCE AMENDMENT O-26-47 TO COUNCIL WAS MADE BY COMMISSIONER PROCIUK AND SECONDED BY COMMISSIONER SILTMAN. THE MOTION PASSED UNANIMOUSLY.*

DELOUGHERTY NOTED THAT AFTER 22+ MONTHS OF WORK, THE ORDINANCE AMENDMENT WAS FINALLY COMPLETE. THE COMMISSION EXPRESSED SATISFACTION WITH THE COMPLETION OF THIS LONG-TERM PROJECT.

## **NEW BUSINESS**

### **PROPOSED AMENDMENT FOR SCREENING REQUIREMENTS IN THE HIGHWAY BUSINESS (C-2) ZONING DISTRICT**

DELOUGHERTY PRESENTED INFORMATION ABOUT A POTENTIAL ISSUE WITH THE CURRENT SCREENING REQUIREMENTS IN THE HIGHWAY BUSINESS (C-2) ZONING DISTRICT. THE CURRENT ORDINANCE CONTAINS CONTRADICTORY ELEMENTS - THE PURPOSE OF THE DISTRICT IS TO PROVIDE VISUAL EXPOSURE ALONG HIGHWAYS, YET IT REQUIRES 100% SCREENING FOR PROPERTIES ABUTTING RESIDENTIAL AREAS AND 50% SCREENING FROM ANY ROADWAY OR OTHER DISTRICT. THESE SCREENING REQUIREMENTS ARE NOT SPECIFIED IN OTHER DISTRICTS SUCH AS CENTRAL BUSINESS OR INDUSTRIAL.

DELOUGHERTY NOTED THAT THIS ISSUE WAS ALREADY MENTIONED TO THE CITY COUNCIL, WHO RECOMMENDED THE PLANNING COMMISSION REVIEW THESE REQUIREMENTS. THE SCREENING REQUIREMENT IS PARTICULARLY RESTRICTIVE AND APPEARS TO CONTRADICT THE INTENDED PURPOSE OF THE HIGHWAY BUSINESS DISTRICT.

THE COMMISSION DISCUSSED HOW TO APPROACH THIS POTENTIAL AMENDMENT. CHAIRMAN STRICKER SUGGESTED FOLLOWING THEIR USUAL PROTOCOL BY RESEARCHING HOW OTHER CITIES HANDLE SIMILAR REQUIREMENTS TO ESTABLISH SOME PARAMETERS BEFORE MAKING CHANGES. HOWEVER, HE ACKNOWLEDGED THE NEED TO ADDRESS THIS ISSUE SOON AS IT AFFECTS A CURRENT CONDITIONAL USE PERMIT APPLICATION FROM NATHAN LANGE OF NORTHLAND.

COMMISSIONER PROCIUK AND SILTMAN AGREED THAT THE CURRENT REQUIREMENTS DON'T ALIGN WITH THE INTENT OF THE HIGHWAY BUSINESS DISTRICT AND NEED TO BE CHANGED TO BE CONSISTENT WITH OTHER ORDINANCES. THE COMMISSION AGREED THAT IT MADE LITTLE SENSE TO REQUIRE EXTENSIVE SCREENING IN A DISTRICT DESIGNED FOR HIGHWAY VISIBILITY.

THE COMMISSION DECIDED TO PURSUE AN ORDINANCE AMENDMENT TO ADDRESS THE SCREENING REQUIREMENTS WHILE ENSURING PROPER CONSIDERATION OF THE ORIGINAL INTENT BEHIND THE REQUIREMENTS. DELOUGHERTY WILL RESEARCH AND PREPARE FINDINGS FOR THE NEXT PLANNING COMMISSION MEETING.

## **UNFINISHED BUSINESS**

### **CUP AMENDMENT REVIEW-NORTHLAND**

MR. NATHAN LANGE OF NORTHLAND ATTENDED THE MEETING REGARDING HIS CUP AMENDMENT APPLICATION. STAFF EXPLAINED THAT WHEN REVIEWING HIS APPLICATION, A REQUIREMENT FOR A SURVEY WAS IDENTIFIED. MR. LANGE WAS REQUESTING THAT THE SURVEY REQUIREMENT BE WAIVED AS IT HAD BEEN WAIVED FOR HIS ORIGINAL CUP APPLICATION, AND THIS WAS MERELY AN AMENDMENT TO THE EXISTING PERMIT.

MR. LANGE EXPLAINED THAT THERE WERE SOME ITEMS THAT NEEDED CORRECTION IN HIS CURRENT CUP, SUCH AS THE LACK OF RENTAL SPACE BEING LISTED, WHICH WAS DISCUSSED AND APPROVED IN THE ORIGINAL MEETINGS BUT NOT INCLUDED IN THE FINAL CUP LANGUAGE. ADDITIONALLY, HE MENTIONED ISSUES WITH THE SCREENING REQUIREMENT FOR LANDSCAPE MATERIALS, PARTICULARLY ALONG HIGHWAY 371, WHICH WOULDN'T MAKE SENSE FOR HIS BUSINESS VISIBILITY.

DELOUGHERTY CONFIRMED THAT WAIVING SURVEY REQUIREMENTS IS DONE ON A CASE-BY-CASE BASIS AND IS WITHIN THE PLANNING COMMISSION'S AUTHORITY. GIVEN THAT THIS WAS AN AMENDMENT TO AN EXISTING CUP THAT HAD PREVIOUSLY HAD THE SURVEY REQUIREMENT WAIVED, DELOUGHERTY INDICATED THERE WAS PRECEDENT FOR GRANTING THIS REQUEST.

*MOTION TO WAIVE THE SURVEY REQUIREMENT FOR THE AMENDED CUP WAS MADE BY COMMISSIONER PROCIUK AND SECONDED BY COMMISSIONER SILTMAN. THE MOTION PASSED WITH AYES FROM CHAIRMAN STRICKER AND COMMISSIONERS SILTMAN AND PROCIUK. COMMISSIONER DERKSEN ABSTAINED DUE TO HIS LEASING OF SPACE WITHIN THE NORTHLAND BUILDING, ELIMINATING POTENTIAL CONFLICT OF INTEREST.*

### **MISCELLANEOUS/COMMUNICATION**

DELOUGHERTY INFORMED THE COMMISSION THAT SEVERAL PUBLIC HEARINGS WERE PLANNED FOR THE MARCH MEETING, INCLUDING A FOLLOW-UP HEARING FOR THE CUP AMENDMENT FOR NORTHLAND. SHE REQUESTED THAT COMMISSIONERS NOTIFY HER AS SOON AS POSSIBLE IF THEY WOULD BE UNABLE TO ATTEND THE MARCH MEETING.

DELOUGHERTY ALSO MENTIONED THAT KATIE KOSTOHRYZ WOULD BE MEETING WITH MR. LANGE AT HIS PROPERTY TO REVIEW THE DETAILS FOR THE CUP AMENDMENT.

### **ADJOURNMENT**

MOTION TO ADJOURN WAS MADE BY COMMISSIONER SILTMAN AND SECONDED BY COMMISSIONER PROCIUK. MOTION PASSED UNANIMOUSLY.

RESPECTFULLY SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

---

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER  
ZONING ADMINISTRATOR

**ORDINANCE NO. O-26-47**  
**CITY OF JENKINS**  
**COUNTY OF CROW WING, STATE OF MINNESOTA**

**AN ORDINANCE AMENDING TITLE IX 'GENERAL REGULATIONS', CHAPTER 91  
 'HEALTH & SAFETY: NUISANCES'  
 SUBSECTION 91.19 'NUISANCE PARKING AND STORAGE'  
 AND TITLE XV 'LAND USAGE', CHAPTER 150 'LAND USE AND SUBDIVISIONS'  
 SUBSECTIONS 150.005 'DEFINITIONS', 150.038 'LAND USE MATRIX', AND 150.103  
 'STORAGE' OF THE JENKINS CODE OF ORDINANCES**

**The City Council of the City of Jenkins does ordain as follows:**

**Purpose and Intent:** The purpose and intent of this ordinance is to amend the Jenkins Code of Ordinances, Title IX: GENERAL REGULATIONS, Chapter 91: HEALTH AND SAFETY: NUISANCES AND Title XV: LAND USAGE, Chapter 150: LAND USE AND SUBDIVISIONS Subsections 150.005: DEFINITIONS and 150.038: LAND USE MATRIX to define and regulate the use of "STORAGE CONTAINERS."

**Section 1.** Section 91.19 titled "NUISANCE PARKING AND STORAGE" is amended to read:

(A) *Declaration of nuisance.* The outside parking and storage on residentially-zoned property of large numbers of vehicles, materials, supplies, or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it obstructs views on streets and private property; creates cluttered and otherwise unsightly areas; prevents the full use of residential streets for residential parking; introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited; decreases adjoining landowners' and occupants' enjoyment of their property and neighborhood; and otherwise adversely affects property values and neighborhood patterns.

(B) *Unlawful parking and storage.*

~~(1) A person must not place, store, or allow the placement or storage of ice fishing houses, skateboard ramps, playhouses, or other similar non-permanent structures outside continuously for longer than 24 hours in the front yard area of residential property unless more than 100 feet back from the front property line.~~

~~(1)-(2) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery, or similar materials, including all materials used in connection with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.~~

~~(2)-(3) A person must not cause, undertake, permit, or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements.~~

~~-(a) No more than four vehicles per lawful dwelling unit may be parked or stored anywhere outside on residential property, except as otherwise permitted or required by the city because of nonresidential characteristics of the property. This maximum number does not include vehicles of occasional guests who do not reside on the property.~~

~~(a)(b) Vehicles that are parked or stored outside in the front-yard area must be on a paved or graveled parking surface or driveway area.~~

~~(b)(e) Vehicles, watercraft, and other articles stored outside on residential property must be owned by a person who resides on that property. Students who are away at school for periods of time but still claim the property as their legal residence will be considered residents on the property.~~

(3) (4) Storage Containers. The use of storage containers, as defined in Title XV, Chapter 150, Subsection 150.005: Definitions, on any Residential lot for more than 180 days in any one year is prohibited in the Single-Family Residential (R-1), Urban Residential (R-2) and Residential Storage (RS) zoning districts. This prohibition shall not apply to construction storage trailers used onsite during a construction project provided all required permits are obtained for the project, the project remains in compliance, and the trailer is removed from the lot upon completion of the project.

**Section 2.** Title XV, Chapter 150, Subsection 150.005 titled “DEFINITIONS” is amended to include

***STORAGE CONTAINER: A portable, reusable, weather-resistant structure designed and constructed for the purpose of storing materials, goods, or equipment. Storage containers include, but are not limited to, intermodal shipping containers, Storage containers, and portable on-demand storage units (PODS). These units are typically constructed of metal or heavy-duty plastic and are not designed for human occupancy, permanent attachment to the ground, or use as a dwelling or habitable structure.***

**Section 3.** Title XV, Chapter 150, Subsection 150.038 titled “Land Use Matrix” is amended to include:

<u>Use</u>	<u>AG</u>	<u>RR</u>	<u>R-1</u>	<u>R-2</u>	<u>RS</u>	<u>P</u>	<u>C-1</u>	<u>C-2</u>	<u>I-1</u>
<u>Storage Container</u>	<u>P</u>	<u>P</u>	<u>E</u>	<u>E</u>	<u>E</u>	<u>E</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>

**Section 4.** Title XV, Chapter 150, Subsection 150.103 titled “STORAGE” is amended to include:

(C) Storage Container.1

(1) Storage containers shall not be stacked on one another.

(2) Refuse and debris shall not be stored in, against on or under the Storage container.

(3) Storage containers may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district.

(4) Storage containers shall not block, obstruct or reduce in any manner any required exits, windows, vent shafts, parking spaces and/or access driveways.

(5) Storage containers shall be placed on a hard surface, such as asphalt, concrete or gravel pad and be located a minimum of 15 feet from the edge of the street.

(6) Storage containers shall not be placed in any front yard.

(7) Storage containers shall be placed so as not to be visible from adjacent public rights-of-way or public parks and shall be screened by fencing or landscaping when located on any lot within 500 feet of any residential zoning district.

(8) Storage containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure on the lot or aesthetically appropriate to the intended use and in compliance with signage regulations.

(9) (a) The Storage container shall be structurally sound, stable and in good repair. Any Storage container that becomes unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property.

(b) The city shall provide notice to the owner of the property where the Storage container is located of any condition in violation of this section.

(c) After notice to the property owner, any Storage container stored or kept in a manner deemed a dangerous condition and a public nuisance as determined by the city may be immediately removed by the city. Any cost or expense associated with the removal shall be the responsibility of the property owner where the Storage container is located.

(D) Current violations; time to comply.

(1) Storage containers located on residential property prior to the effective date of this chapter are considered illegal.

(2) All property owners within the city shall have 12 months from the effective date of this chapter to bring the properties, which currently contain Storage containers or accessory storage structures that are in violation of the terms of this chapter, into full compliance with the provisions of this chapter.

**Section 5. Repeal:** This ordinance shall repeal all ordinances inconsistent herewith.

**Section 6. Effective Date:** This ordinance amendment shall be in full force and effect from and after passage and publication according to state law.

\_\_\_\_\_  
Andrew Rudlang, Mayor

ATTEST: \_\_\_\_\_  
Cassandra M. Delougherty, City Clerk-Treasurer

**Summary Ordinance for Publication  
ORDINANCE NO. O-26-47**

**AN ORDINANCE AMENDING TITLE IX GENERAL REGULATIONS, CHAPTER 91  
HEALTH & SAFETY: NUISANCES SUBSECTION 91.19 NUISANCE PARKING AND  
STORAGE AND TITLE XV LAND USAGE, CHAPTER 150 LAND USE AND SUBDIVISIONS  
SUBSECTIONS 150.005: DEFINITIONS, 150.038: LAND USE MATRIX, AND 150.103  
STORAGE OF THE JENKINS CODE OF ORDINANCES**

The City Council of the City of Jenkins, Minnesota has approved this summary publication of Ordinance #O-26-47, which amends the Jenkins Code of Ordinances, Title IX: GENERAL REGULATIONS, Chapter 91: HEALTH AND SAFETY: NUISANCES AND Title XV: LAND USAGE, Chapter 150: LAND USE AND SUBDIVISIONS Subsections 150.005: DEFINITIONS, 150.038: LAND USE MATRIX, and 150.103 "STORAGE" to define and regulate the use of "STORAGE CONTAINERS", while protecting the property rights of the citizens of the City of Jenkins.

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Cassandra M. Delougherty  
City Clerk-Treasurer  
City of Jenkins



AGENDA ITEM #

7a

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: February 4<sup>th</sup>, 2026  
Subject: CSAH 16 County Project No. SP-018-616-020

**Report:** Present this evening is Crow Wing County Highway Department Engineering Manager, Steve Stroschein, to answer any questions the Council may have regarding the full depth reclamation, bituminous surfacing, and aggregate shoulders project on CSAH-16 between Peoria Rd and CR-145 planned for this year.

Mr. Stroschein has provided the attached plans for your review. The County is requesting the City of Jenkins consider a resolution of municipal consent, authorizing CWC to perform work inside the City Limits.

**Requested Action:** Please review the attached Construction Plans and proposed Resolution 26-02-331 Approving County Project Within Municipal Corporate Limits and share any questions or concerns with Mr. Stroschein. The Council may approve, deny, or table the resolution. If the Council chooses to table the resolution, staff would like further direction.



### ESTIMATED QUANTITIES

TAB SHEET	QTY NOTE	NUMBER	DESCRIPTION	UNIT	CSAH 16 REGULAR	CSAH 16 MUNICIPAL	TOTAL QUANTITY
		2021.501	MOBILIZATION	LUMP SUM	0.42	0.58	1
		2061.609	MATERIAL DELIVERY MANAGEMENT SYSTEM	TON	8290	11211	19501
10		2104.502	REMOVE CASTING	EACH	1		1
10		2104.502	REMOVE SIGN	EACH	1		1
10		2104.502	SALVAGE SIGN	EACH	1	1	2
1	1	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT		12	12
2	2	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	168	61	229
7	7	2104.503	REMOVE PIPE CULVERTS	LIN FT		88	88
11	11	2104.503	REMOVE CURB AND GUTTER	LIN FT	154		154
1	1	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD		41	41
3	3	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	78		78
10		2104.602	SALVAGE SIGN SPECIAL	EACH		2	2
5	4	2106.507	EXCAVATION - COMMON (P)	CU YD	24	290	314
5	4	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD		524	524
5	4	2106.507	COMMON EMBANKMENT (CV) (P)	CU YD	20	141	161
	2112.519	SUBGRADE PREPARATION	RDST	79	112	191	
	2112.619	SHOULDER PREPARATION	RDST	156	222	378	
5	5	2118.509	AGGREGATE SURFACING CLASS 1	TON	50	95	145
5	13	2118.609	AGGREGATE SURFACING SPECIAL	TON	522	814	1336
5		2211.509	AGGREGATE BASE CLASS 5	TON	7	479	486
14		2215.504	FULL DEPTH RECLAMATION	SQ YD	26073	32840	58913
5		2221.509	SHOULDER BASE AGGREGATE CLASS 5	TON	1845	2782	4627
		2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	36861	50217	87078
8		2232.603	MILLED SINUSOIDAL RUMBLE STRIPS	LIN FT	7375	10725	18100
		2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1479	1988	3467
		2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK	GALLON	622	881	1503
5	15	2360.609	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) SPECIAL	TON	4489	6224	10713
5	15	2360.609	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) SPECIAL	TON	3801	4987	8788
7		2501.502	15" CS PIPE APRON	EACH		5	5
7		2501.503	15" CS PIPE CULVERT	LIN FT		96	96
7		2501.603	CLEAN PIPE CULVERT	LIN FT	86		86
12		2506.502	CASTING ASSEMBLY	EACH	1		1
		2531.503	CONCRETE CURB AND GUTTER DESIGN B424	LIN FT	191		191
1		2531.504	6" CONCRETE DRIVEWAY PAVMENT	SQ YD		44	44
6		2540.602	ADJUST MAIL BOX SUPPORT	EACH	30	19	49
6	6	2540.602	MAIL BOX SUPPORT	EACH	1	1	2
		2563.601	TRAFFIC CONTROL	LUMP SUM	0.42	0.58	1
10		2564.502	INSTALL SIGN	EACH	1	1	2
10		2564.518	SIGN	SQ FT	6.25	12.50	18.75
10		2564.602	INSTALL SIGN SPECIAL	EACH		2	2
5		2574.505	SOIL BED PREPARATION	ACRE	0.04	0.27	0.31
5		2574.508	FERTILIZER TYPE 1	POUND	8	54	62
5		2575.505	SEEDING	ACRE	0.04	0.27	0.31
5		2575.508	HYDRAULIC STABILIZED FIBER MATRIX	POUND	120	810	930
5		2575.608	SEED SANDY INSLOPE	POUND	5	35	40
9	7,10	2580.503	INTERIM PAVEMENT MARKING	LIN FT	14643	11473	26116
9	8,10	2582.503	4" SOLID LINE PAINT	LIN FT	6921	4801	11722
9	10	2582.503	6" SOLID LINE PAINT	LIN FT	16210	22753	38963
9	10	2582.503	4" BROKEN LINE PAINT	LIN FT	990	2351	3341
9	9,10	2582.503	8" DOTTED LINE PAINT	LIN FT	133	90	223

### QUANTITY NOTES

1. PROVIDED FOR CONCRETE ENTRANCE AT STA 28+65 LT
2. PROVIDED FOR SAWING BITUMINOUS PAVEMENT PROJECT ENDS, STA 48+57 LT (SOUTH UPPER HAY DRIVE), STA 188+63 LT (PEORIA RD), AND DRIVEWAY AT STA: 190+00 LT.
3. INCLUDES 78 SQ YDS FOR REMOVE DRIVEWAY PAVEMENT AT STA: 188+68 LT - 189+93 LT.
4. "(P)" - DENOTES PLAN QUANTITY.
5. PROVIDED FOR PLACEMENT IN GRAVEL ENTRANCES.
6. SEE SHEET PAGE 6 FOR MAIL BOX DETAILS.
7. 4 FOOT SKIP WITH 46 FOOT GAP FOR PASSING ZONES
8. 10 FOOT SKIP WITH 40 FOOT GAP.
9. 5 FOOT SKIP WITH 20 FOOT GAP.
10. EXACT LOCATIONS TO BE ESTABLISHED IN THE FIELD.
11. SAWING OF CONCRETE IS INCIDENTAL, EXACT LIMITS TO BE APPROVED BY THE ENGINEER IN THE FIELD
12. B3 CASTING AT STA 189+18 LT. B3 CASTING ASSEMBLY CONSISTS OF 802A (4129G) FRAME CASTING, 823 (4160D) CURB BOX AND 814A (4152C) GRATE CASTING.
13. RECYCLED ASPHALT FOR SHOULDERING
14. PROVIDED FOR RECLAMING 50,400 SQ YD OF 24" (W) MAINLINE FROM STA: 2+00 - 191+00, 4,295 SQ YD FOR RIGHT TURN LANES, 3814 SQ YD FOR BYPASS LANES, 252 SQ YD FOR APPROACH AT STA 48+57 LT FOR SOUTH UPPER HAY DRIVE, AND 152 SQ YD FOR APPROACH AT STA: 188+63 LT FOR PEORIA ROAD (NORTH).
15. BITUMINOUS MIXTURE SHALL BE WARM MIX ASPHALT. SEE SPECIAL PROVISIONS FOR DETAILS.

### BASIS FOR PLAN QUANTITY

#### 2118 AGGREGATE SURFACING CLASS 1

COMPACTED DENSITY 135 LBS/CUFT  
10.00 TONS PER ENTRANCE

#### 2118 AGGREGATE SURFACING SPECIAL

COMPACTED DENSITY 135 LBS/CUFT  
3.33 TONS/STA/SIDE - 3' WIDTH - 2.5" DEPTH  
5.00 TONS/STA/SIDE - 3' WIDTH - 4.5" DEPTH - NEW  
RTL AND BYPASS

#### 2211 AGGREGATE BASE CLASS 5

COMPACTED DENSITY 140 LBS/CUFT  
15.27 TONS/STA/SIDE - 8' WIDTH - 2.5" DEPTH -  
SHOULDER BASE AGGREGATE

#### 2357 BITUMINOUS TACK COAT - CSS 1H

0.05 GALLONS/SQ YD NEW HMA SURFACE  
0.08 GALLONS/SQ YD AGED HMA SURFACE  
0.18 GALLONS/SQ YD SHOULDER TACK (2' WIDE)

#### 2360 TYPE SP 9.5 WEARING COURSE MIXTURE

COMPACTED DENSITY 115 LBS/SQ YD/INCH  
51.11 TONS PER STA - 40' WIDTH - 2" DEPTH  
15.00 TONS PER PUBLIC APPROACH  
10.00 TONS PER ENTRANCE

#### 2360 TYPE SP 12.5 WEARING COURSE MIXTURE

COMPACTED DENSITY 115 LBS/SQ YD/INCH  
38.40 TONS PER STA - 24' WIDTH - 2.5" DEPTH

#### 2575 TURF ESTABLISHMENT

SEED MIX (SANDY INSLOPE) - 130 LBS/ACRE  
FERTILIZER TYPE 2 - 200 LBS/ACRE  
HYDRAULIC STABILIZED FIBER MATRIX - 3000 LBS/ACRE

#### APPROACHES

JUNIPER DRIVE	PIERSON DRIVE
CR 112	PINE CONE ROAD
BALSAM TRAIL	WEST ISLAND LAKE DRIVE
WEST SHADY BEACH LANE	PEORIA ROAD
EAST SHADY BEACH LANE	NORTHWOOD DRIVE
OSPREY CIRCLE	CR 145
SOUTH UPPER HAY DRIVE	PEORIA ROAD (SOUTH)
WILD ACRES ROAD	PEORIA ROAD (NORTH)

### ESTIMATED QUANTITIES

DESIGN ENGINEER I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Steve Stroschein  
SIGNATURE: STEVE STROSCHEIN

DATE:

1/15/2026

LICENSE NUMBER:

49195

1/15/2026

REVISION

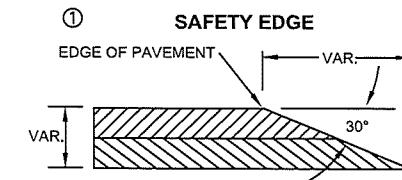
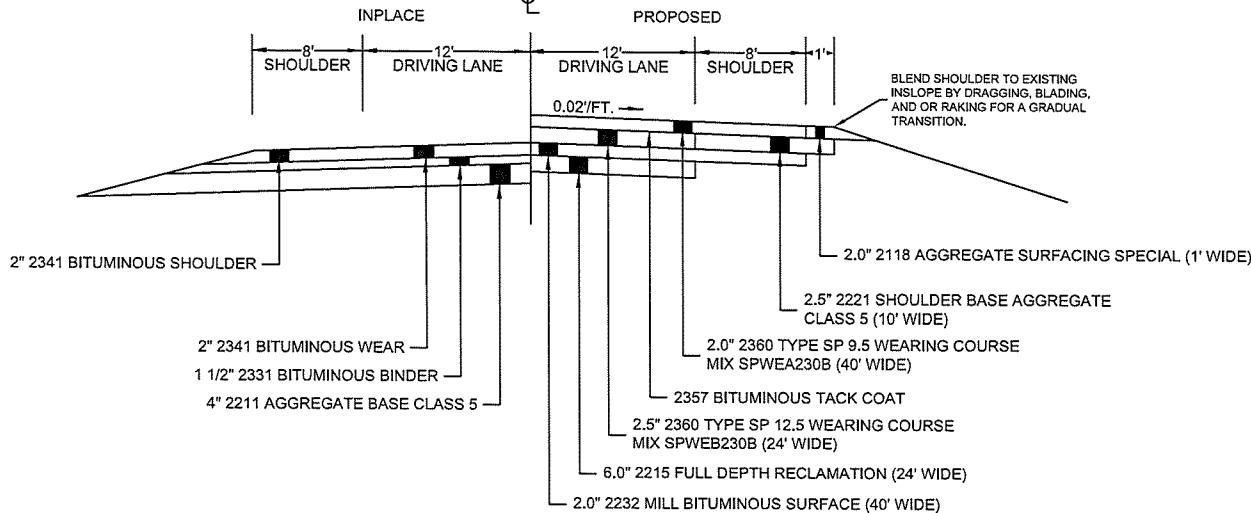
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STATE AID PROJECT 018-616-020 (CSAH 16)

## TYPICAL SURFACING SECTION CSAH 16

STA 2+00 TO STA 191+00



### CONSTRUCTION NOTES

#### PAVING NOTES

1. THIS PROJECT CONTAINS 6 EXISTING RIGHT TURN LANES, 1 NEW RIGHT TURN LANE, 4 EXISTING BYPASS LANES, 1 NEW BYPASS LANE, 9 BITUMINOUS APPROACHES, 38 BITUMINOUS ENTRANCES, AND 13 GRAVEL ENTRANCES.
2. COMPACTION OF BITUMINOUS SURFACING SHALL BE BY THE MAXIMUM DENSITY METHOD.
3. RECLAIM BITUMINOUS PAVEMENT AT 24' WIDTH IN MAINLINE, RECLAIM BITUMINOUS PAVEMENT AT FULL WIDTH FOR TURN LANES AND BYPASS LANES.
4. MAINLINE MUST BE COVERED WITH FIRST LIFT OF BITUMINOUS PAVEMENT WITHIN 21 DAYS OF BEING RECLAIMED. IF CONTRACTOR FAILS TO MEET THIS DEADLINE, LIQUIDATED DAMAGES SHALL INCUR. SEE PROPOSAL FOR DETAILS.
5. CONTRACTOR SHALL USE AN EDGE MILL TO NOTCH ALL ENTRANCES AND APPROACHES TO TIE INTO NEW BITUMINOUS SURFACING. THIS WORK IS CONSIDERED INCIDENTAL.

#### GRADING NOTES

1. COMPACTION OF AGGREGATE BASE SHALL BE BY THE QUALITY COMPACTION METHOD.
2. SUBGRADE PREPARATION PROVIDED FOR SHAPING AFTER FULL DEPTH RECLAMATION.
3. SHOULDER PREPARATION PROVIDED FOR SHAPING OF 8' BITUMINOUS SHOULDER AND 2' RECYCLED ASPHALT SHOULDER AFTER MILLING.
4. COMMON EMBANKMENT INCLUDES BOTH TOPSOIL AND SLOPE FILL MATERIAL BEYOND THE ROAD CORE.
5. SELECT GRANULAR EMBANKMENT PROVIDED TO BACK FILL IN ROAD CORE.

#### MAILBOX AND OTHER NOTES

1. MAILBOX SUPPORTS SHALL CONFORM TO THE MAILBOX DETAIL ON PAGE 6. ADJUST MAILBOX SUPPORTS TO MEET THE HORIZONTAL AND VERTICAL OFFSET, AS SET FORTH IN THE MAILBOX DETAIL WITH THE COMPLETION OF THE FINAL PAVING AND SHOULDERING.
2. MAILBOX SUPPORTS NOT ALLOWED TO REMAIN IN PLACE SHALL BE REMOVED AND PLACED BEHIND THE RIGHT OF WAY NEAR THE PROPERTY OWNERS ENTRANCE. THIS WORK IS CONSIDERED INCIDENTAL.
3. DEBRIS AND OTHER UNSUITABLE MATERIAL SHALL BE REMOVED FROM THE PROJECT LIMITS AND DISPOSED OF IN ACCORDANCE WITH MNDOT SPECIFICATION 2104.

#### TRAFFIC NOTES

1. ALL EMERGENCY 911 SIGNS, ROAD NAME SIGN, AND STOP SIGNS SHALL REMAIN PRESENT AND VISIBLE THROUGHOUT THE PROJECT. SHOULD THE NEED ARISE TO MOVE THESE SIGNS, IT IS THE CONTRACTOR'S RESPONSIBILITY TO SUPPLY A SUITABLE TEMPORARY MOUNTING BASE UNTIL THE SIGN CAN BE PERMANENTLY PLACED. THIS IS CONSIDERED INCIDENTAL.
2. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE ROADWAY UNDER TRAFFIC AND SHALL PROVIDE A DRIVABLE SURFACE ACCEPTABLE TO THE ENGINEER AT ALL TIMES.
3. NO DETOUR IS PLANNED. TRAFFIC DELAYS SHALL BE KEPT TO A MINIMUM TO THE SATISFACTION OF THE ENGINEER.

#### CONCRETE NOTES

1. WHEN CLEANING AND WASHING OUT CONCRETE TRUCKS A PORTABLE SEDIMENT CONTAINMENT SYSTEM SHALL BE USED.

### TYPICAL SECTIONS

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. SIGNATURE: ROBERT HALL

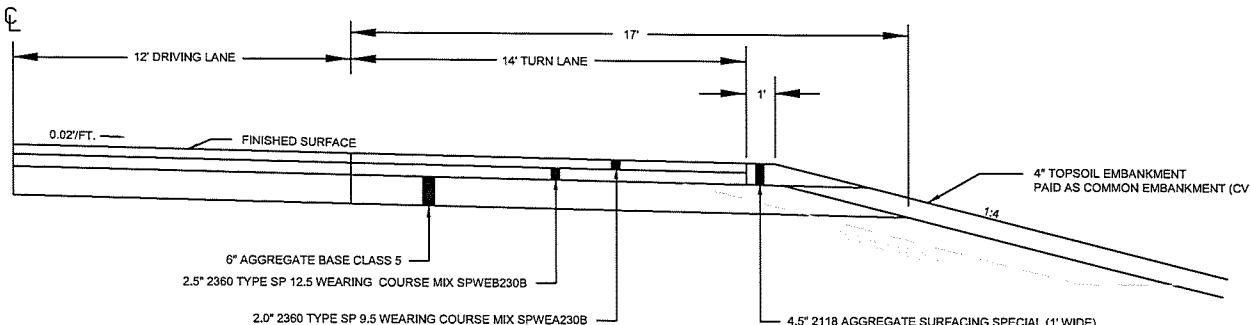
*Robert Hall*

DATE: 11/19/2023  
LICENSE NUMBER: 28888 | DATE:  



STATE AID PROJECT 018-616-020 (CSAH 16)

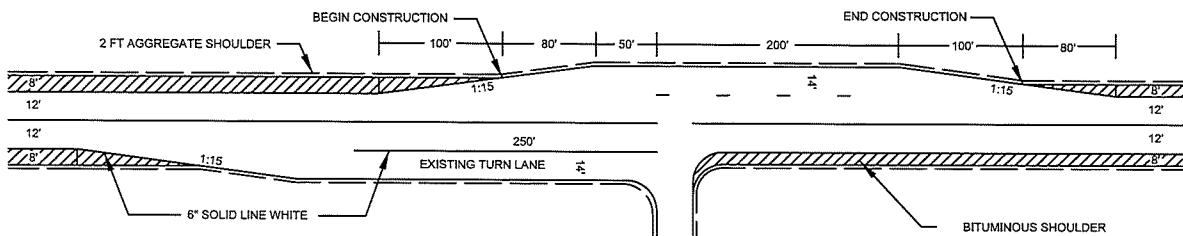
### TURN/BYPASS LANE CONSTRUCTION



PROJECT UTILITIES	
CHARTER COMMUNICATIONS	(800) 811-7981
CROW WING COOP	(218) 821-7672
CENTURYLINK - CTLQL	(800) 778-9140
EMILY COOP TELEPHONE	(218) 821-7262
MNDOT	(651) 366-5750
MINNESOTA POWER	(800) 778-9140
TDS TELECOM	(218) 821-7672
XCEL ENERGY	(800) 848-7558

THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE WITH THE UTILITY COMPANIES. CALL GOPHER STATE ONE CALL AT 1-800-252-1166 AT LEAST 48 HOURS PRIOR TO EXCAVATION OR CONSTRUCTION.

### BYPASS LANE AND RIGHT TURN LANE AT SOUTH UPPER HAY DRIVE INTERSECTION



LOCATION	LANE TYPE	BEGIN TAPER		FULL WIDTH	
		STA	OFFSET	STA	OFFSET
CR 112	EB	EXISTING RIGHT TURN	21+67	12' RT	23+77 24' RT
CR 112	WB	EXISTING BYPASS	24+17 30+87	12' LT 12' LT	26+27 24' LT 28+77 24' LT
SOUTH UPPER HAY DR	EB	PROPOSED BYPASS	44+56 51+26	12' RT 12' RT	46+66 24' RT 49+16 24' RT
SOUTH UPPER HAY DR	WB	PROPOSED RIGHT TURN	53+76	12' LT	51+66 24' LT
WILD ACRES RD	EB	EXISTING RIGHT TURN	66+65	12' RT	69+74 24' RT
WILD ACRES RD	WB	EXISTING BYPASS	70+14 76+84	12' LT 12' LT	71+44 24' LT 74+74 24' LT
WEST ISLAND LAKE DR	EB	EXISTING RIGHT TURN	126+72	12' RT	128+89 24' RT
PEORIA RD	EB	EXISTING RIGHT TURN	132+58	12' RT	133+12 24' RT
WEST ISLAND LAKE DR & PEORIA RD	WB	EXISTING BYPASS	129+29 139+65	12' LT 12' LT	130+50 24' LT 137+55 24' LT
CR 145	EB	EXISTING BYPASS	159+05 165+75	12' RT 12' RT	161+15 24' RT 163+65 24' RT
CR 145	WB	EXISTING RIGHT TURN	168+26	12' LT	166+15 24' LT
PEORIA RD	EB	EXISTING RIGHT TURN	183+43	12' RT	185+53 24' RT

PLATE NUMBER	DESCRIPTION
3040 F	CORRUGATED METAL PIPE CULVERT (STANDARD 2-2/3" X 1/2" CORRUGATION)
3123 J	METAL APRON FOR C.S. PIPE
3221 D	CORRUGATED STEEL PIPE COUPLING BAND
4026 B	CONCRETE ENCASED CONCRETE ADJUSTING RINGS
4129 G	CATCH BASIN FRAME CASTING (802A)
4152 C	GRATE CASTING FOR CATCH BASIN (814A)
4160 D	CURB BOX CASTING FOR CATCH BASIN (823A)
7100 H	CONCRETE CURB AND GUTTER (DESIGN B OR V)
8000 K	TEMPORARY CHANNELIZERS
9000 E	APPROACHES AND ENTRANCES

### CONSTRUCTION DETAILS

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. *Robert Hall*  
SIGNATURE: ROBERT HALL

DATE: 11/19/2025  
LICENSE NUMBER: 26565  
DATE: *11/19/2025*  
REVISION: *1*

STATE AID PROJECT 018-616-020 (CSAH 16)

### AGGREGATE AND BITUMINOUS TABULATION

LOCATION	AGGREGATE SURFACING CLASS 1 (TON)		AGGREGATE SURFACING SPECIAL (TON)		AGGREGATE BASE CLASS 5 (TON)		SHOULDER BASE CLASS 5	TYPE SP 12.5 WEARING COURSE MIX (2,B) (TON)				TYPE SP 9.5 WEARING COURSE MIX (2,B) (TON)				
	APPROACHES	ENTRANCES	SHOULDERING	ENTRANCES	TURN LANES	BYPASS LANES	SHOULDER BASE	MAINLINE	TURN LANES	BYPASS LANES	APPROACHES	MAINLINE & SHOULDER	ENTRANCES	TURN LANES	BYPASS LANES	APPROACHES
SAP 018-616-020	15	130	1265	7	229	250	4627	7258	753	714	63	9660	380	215	192	266
<b>TOTAL</b>	<b>145</b>		<b>1265</b>		<b>486</b>		<b>4627</b>			<b>8788</b>					<b>10713</b>	

### EROSION CONTROL TABULATION

LOCATION	SOIL BED PREP. / SEEDING	FERTILIZER TYPE 1	HYDRAULIC	SEED MIX (SANDY INSLOPE)
			200#/ ACRE	
	ACRE	POUND	POUND	POUND
STA: 28+53 RT AND STA: 28+75 RT	0.01	2	30	1
STA: 45+56 RT - STA: 50+22 RT	0.12	24	360	16
STA: 48+70 LT - STA: 52+72 LT	0.14	28	420	18
STA: 188+76 LT - 190+43 LT	0.03	6	90	4
STA: 188+87 RT - 190+35 RT	0.01	2	30	1
<b>TOTAL</b>	<b>0.31</b>	<b>62</b>	<b>930</b>	<b>40</b>

### PROJECT UTILITIES

CHARTER COMMUNICATIONS	(800) 811-7981
CROW WING COOP	(218) 821-7672
CENTURYLINK - CTLQL	(800) 778-9140
EMILY COOP TELEPHONE	(218) 821-7262
MNDOT	(651) 366-5750
MINNESOTA POWER	(800) 778-9140
TDS TELECOM	(218) 821-7672
XCEL ENERGY	(800) 848-7558

THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE WITH THE UTILITY COMPANIES. CALL GOPHER STATE ONE CALL AT 1-800-252-1168 AT LEAST 48 HOURS PRIOR TO EXCAVATION OR CONSTRUCTION.

### GRADING QUANTITIES

STATION	EXCAVATION - COMMON	SELECT GRANULAR EMBANKMENT	COMMON EMBANKMENT	DESCRIPTION
	CU YD	CU YD	CU YD	
STA: 28+53 RT AND STA: 28+75 RT	5		5	NEW CONCRETE DRIVEWAY
STA: 45+56 RT - STA: 50+22 RT	163	277	63	NEW BYPASS LANE
STA: 48+70 LT - STA: 52+72 LT	122	247	73	NEW RIGHT TURN LANE
STA: 188+87 RT - STA: 190+35 RT	5		5	SE RADIUS AT PEORIA ROAD
STA: 188+76 LT - 190+43 LT	19		15	BEHIND NEW CURB
<b>TOTAL</b>	<b>314</b>	<b>524</b>	<b>161</b>	

### CONSTRUCTION DETAILS

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. *Robert Hall* SIGNATURE: ROBERT HALL

11/19/2025

DATE:

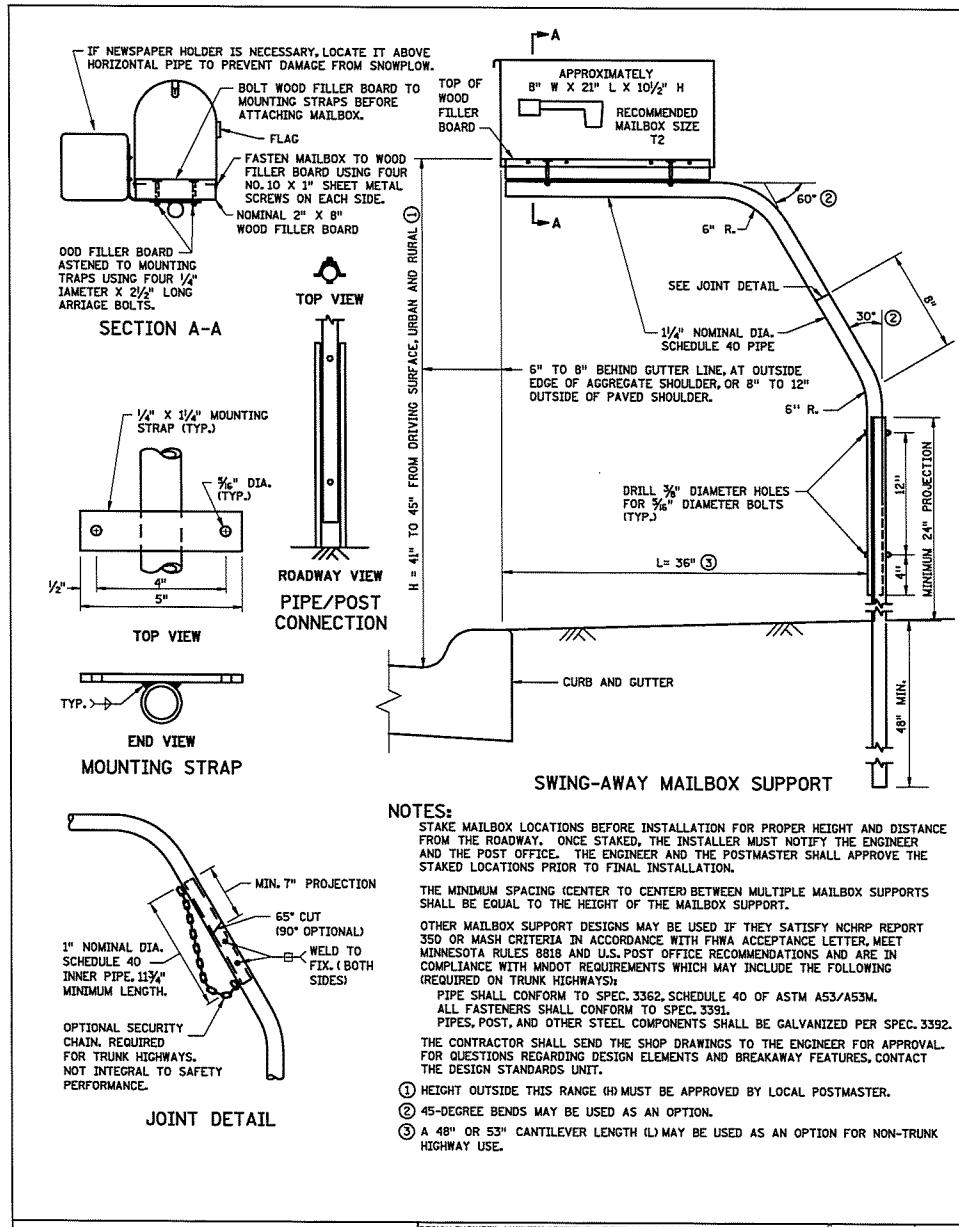
LICENSE NUMBER: 260985

DATE:

REVISION



STATE AID PROJECT 018-616-020 (CSAH 16)



MAIL BOX SUPPORT REPLACEMENT	
STATION	MAIL BOX SUPPORT (EACH)
15+36 LT	1
104+57 RT	1
<b>TOTAL</b>	<b>2</b>

#### NOTES

1. ADDITIONAL MAILBOX SUPPORTS MAY BE ADDED AS NEEDED AT TIME OF CONSTRUCTION.
2. ADJUST ALL HEIGHTS ON OTHERS AS NEEDED.

#### CONSTRUCTION DETAILS

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY  
DEBORAH HALL, P.E. UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. SIGNATURE: ROBERT HALL

DATE: 11/19/2025  
LICENSING NUMBER: 25695  
REVISION: 1

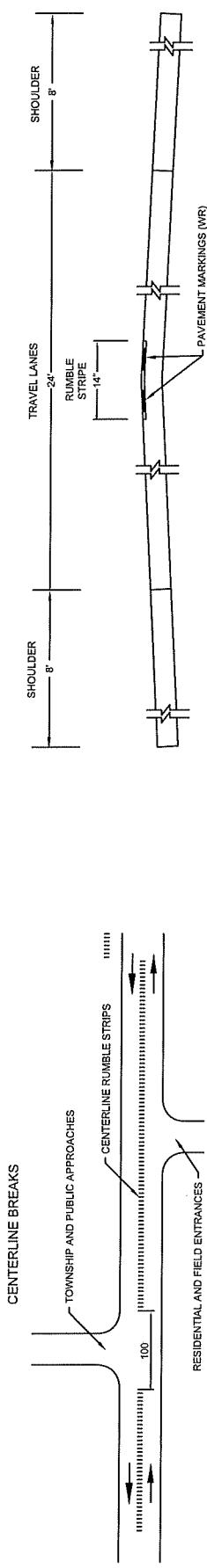
STATE AID PROJECT 018-616-020 (CSAH 16)

APPROACH CULVERT TABULATION												
LOCATION	UP STATION (EOA)	UP OFFSET FROM CL	DOWN STATION (EOA)	DOWN OFFSET FROM CL	DESIGN INVERT ELEVATION UP (EOA)	DESIGN INVERT ELEVATION DOWN (EOA)	% GRADE	EOA TO EOA	REMOVE PIPE CULVERT S	15" CS PIPE CULVER T	15" CS PIPE APRON	
								FEET	FEET	LIN FEET	EACH	
ENTRANCE	47+25 RT	40	46+81 RT	40	1258.90	1258.75	0.34%	44	44	40	2	
ENTRANCE	48+43 RT	40	47+99 RT	40	1259.25	1259.00	0.57%	44	44	40	2	
APPROACH TOTAL										88	80	4

CULVERT CLEANING AND TABULATION					
STATION	CULVERT	DEPTH TO FLOWLINE	FLOWS TO	EOA TO EOA	CLEAN PIPE CULVERT
					LIN FT
189+00 LT TO 188+33 LT	12" CMP	2.0'	NW	86	86
TOTAL					86

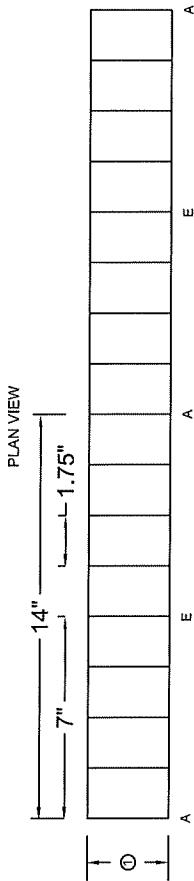
CULVERT EXTENSION		
LOCATION	15" CS PIPE CULVERT	15" CS PIPE APRON
	LIN FT	EACH
UPPER SOUTH HAY DR STA: 48+76 LT	16	1
<b>TOTALS</b>	<b>16</b>	<b>1</b>

## SINUSOIDAL RUMBLE STRIP DETAILS

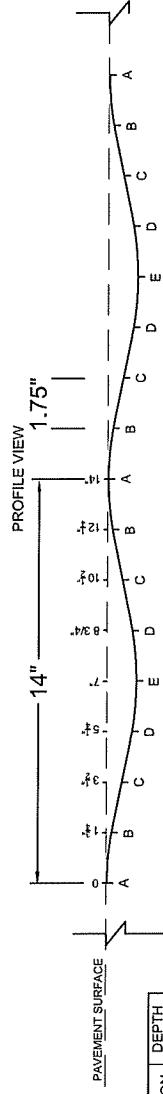


### MILLED SINUSOIDAL RUMBLE STRIPS - CL

LOCATION	LENGTH
2+00 TO 26+41	2441
27+41 TO 48+03	2062
49+03 TO 72+30	2327
73+30 TO 131+51	5821
132+51 TO 135+13	262
136+13 TO 147+32	1119
148+32 TO 162+49	1417
163+49 TO 188+13	2464
189+13 TO 191+00	187
<b>TOTAL</b>	<b>18100</b>



① SHOULDER RUMBLE STRIP WIDTH SHALL BE 12' WIDE. CENTERLINE RUMBLE STRIP WIDTH SHALL BE 14' WIDE



LOCATION	DEPTH INCHES
A	1/16"
B	5/32"
C	9/32"
D	7/16"
E	1/2"

1. DEPTH TOLERANCE IS +/- 1/16" ALONG THE SINUSOIDAL WAVE.

CONSTRUCTION DETAILS

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED  
PROFESSIONAL ENGINEER ENGRAVED UNDER THE LAWS OF THE STATE OF MINNESOTA.

8 / 12

STATE AID PROJECT 018-816-020 (CSAH 16)

STATE AID PROJECT 018-816-020 (CSAH 16)

8 / 12

**NO PASSING  
ZONE TABLE**

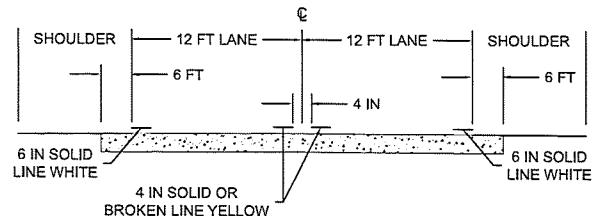
**NO PASSING ZONES**

<b>EAST BOUND</b>		<b>WEST BOUND</b>	
<b>BEGIN</b>	<b>END</b>	<b>BEGIN</b>	<b>END</b>
1+50	2+31	9+74	1+50
54+88	72+41	32+74	26+88
152+13	191+50	81+85	66+31
		191+50	161+66

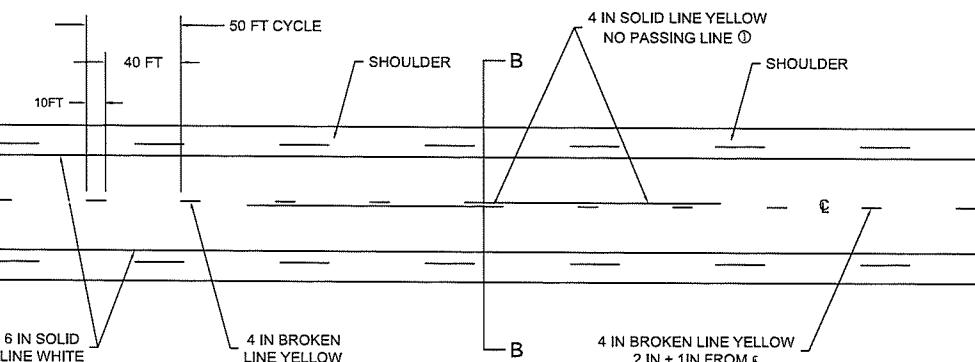
**INTERIM PAVEMENT  
MARKING TABLE**

<b>LOCATION</b>			<b>BROKEN LINE YELLOW (LF)</b>	<b>SOLID LINE YELLOW (LF)</b>
<b>BEGIN</b>	<b>END</b>	<b>APPLICATIONS</b>		
2+00	191+00	1ST	1336	11722
2+00	191+00	2ND	1336	11722
<b>TOTAL LF</b>			<b>26116</b>	

**TWO-LANE, TWO-WAY ROADWAY**



**SECTION B-B  
(36 FT ROADWAY)**



NOTE: DO NOT PLACE LONGITUDINAL PAVEMENT  
MARKING LINES ON THE ROADWAY JOINTS

**PERMANENT PAVEMENT MARKING TABLES**

<b>ROAD</b>	<b>INTERIM PAVEMENT MARKING (PER APPLICATION)</b>		<b>4" SOLID LINE PAINT</b>	<b>6" SOLID LINE PAINT</b>	<b>4" BROKEN LINE PAINT</b>	<b>8" DOTTED LINE PAINT</b>
	<b>SOLID YELLOW</b>	<b>BROKEN YELLOW</b>	<b>YELLOW</b>	<b>WHITE</b>	<b>YELLOW</b>	<b>WHITE</b>
	<b>LIN FT</b>	<b>LIN FT</b>	<b>LIN FT</b>	<b>LIN FT</b>	<b>LIN FT</b>	<b>LIN FT</b>
CSAH 16 (STA: 2+00 - 191+00)	11722	1336	11722	38963	3341	223
<b>TOTALS</b>	<b>11722</b>	<b>1336</b>	<b>11722</b>	<b>38963</b>	<b>3341</b>	<b>223</b>

**TRAFFIC CONTROL**

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. *Robert Hall*  
SIGNATURE: ROBERT HALL

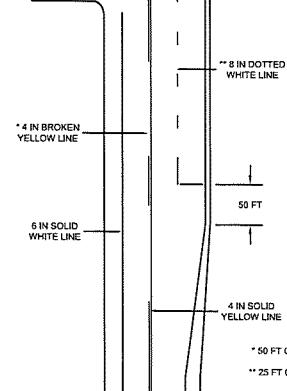
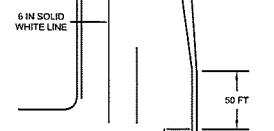
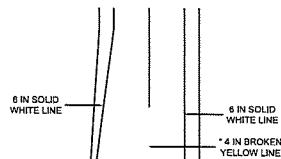
DATE: 11/19/2025  
LICENSURE NUMBER: 26689  
DATE:   
REVISION:



STATE AID PROJECT 018-616-020 (CSAH 16)

**TYPICAL PAVEMENT MARKING  
FOR BYPASS & TURN LANES**

**TYPICAL MESSAGE PLACEMENT  
FOR BYPASS & TURN LANES**



**SIGN REMOVAL OR SALVAGE & INSTALL TABLE**

STATIONING	PANEL CODE	LEGEND	WIDTH (IN)	HEIGHT (IN)	REMOVE SIGN (EACH)	SALVAGE SIGN (EACH)	SALVAGE SIGN SPECIAL (EACH)	INSTAL L SIGN (EACH)	INSTAL SIGN SPECIAL (EACH)
48+31 LT	R1-1	STOP (SOUTH UPPER HAY ROAD)	30	30		1		1	
48+77 LT	D3-1	STREET SIGN (SOUTH UPPER HAY ROAD)					1		1
183+89 RT	R4-XA	BYPASS AND TURN LANE (PEORIA ROAD)	30	30	1				
188+81 RT	R1-1	STOP SIGN/STREET SIGN COMBINED (PEORIA ROAD)	30	30		1	1	1	1
<b>TOTAL</b>						<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

**SIGN (FURNISH & INSTALL) TABLE**

STATIONING	PANEL CODE	LEGEND	WIDTH (IN)	HEIGHT (IN)	SIGN (SQ FT)
44+56 RT	R4-X8	BYPASS LANE (SOUTH UPPER HAY ROAD)	30	30	6.25
53+76 LT	R3-7R	RIGHT LANE MUST TURN RIGHT (SOUTH UPPER HAY ROAD)	30	30	6.25
183+42 RT	R3-7R	RIGHT LANE MUST TURN RIGHT (PEORIA ROAD)	30	30	6.25
<b>TOTAL</b>					<b>18.75</b>

TRAFFIC CONTROL

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Steve Stroschein

SIGNATURE: STEVE STROSCHEIN

DATE: 1/15/20

LICENSE NUMBER: 481965

DATE:

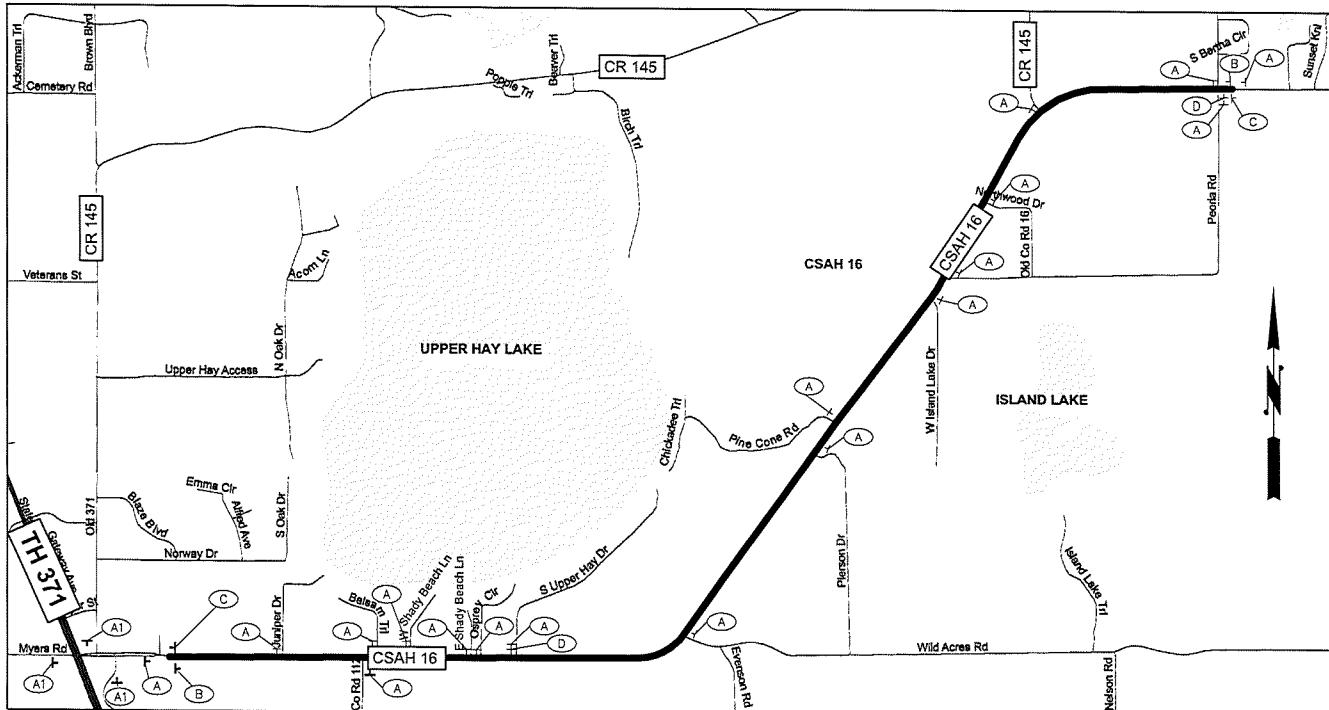
REVISION



STATE AID PROJECT 018-616-020 (CSAH 16)

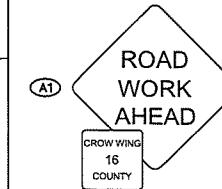
10  
12

## TRAFFIC CONTROL SIGNING



## MAP LABELS

3 EACH  
W20-1 (48" x 48") / MA-X1 (24" x 24")  
PLACE AT FOLLOWING LOCATIONS  
- MYERS ROAD WEST OF TH 371  
- PAUL BUNYAN TRAIL DR SOUTH  
- OLD HWY 371 NORTH OF CSAH 16



18 EACH  
W20-1 (48" x 48")  
PLACE AT FOLLOWING LOCATIONS  
- CSAH 16 WEST OF BEGIN  
- PROJECT  
- JUNIPER DRIVE  
- CR 112  
- BALSAM TRAIL  
- WEST SHADY BEACH LANE  
- EAST SHADY BEACH LANE  
- OSPREY CIRCLE  
- SOUTH UPPER HAY DRIVE  
- WILD ACRES ROAD  
- PIERSON DRIVE  
- PINE CIRCLE ROAD  
- WEST ISLAND LAKE DRIVE  
- PEORIA ROAD  
- NORTHWOOD DRIVE  
- CR 145  
- PEORIA ROAD (SOUTH)  
- PEORIA ROAD (NORTH)  
- CSAH 16 EAST OF END OF  
PROJECT



ROAD WORK  
NEXT 4 MILES

2 EACH  
G20-1 (60" x 24")  
PLACE AT FOLLOWING LOCATIONS  
- CSAH 16 EAST OF BEGIN  
- PROJECT  
- CSAH 16 WEST OF END OF  
PROJECT



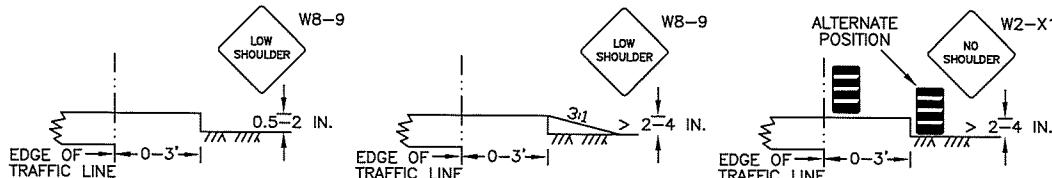
2 EACH  
G20-2 (36" x 18")  
PLACE AT FOLLOWING LOCATIONS  
- CSAH 16 EAST OF BEGIN  
- PROJECT  
- CSAH 16 WEST OF END OF  
PROJECT



R1-1 (30" x 30")  
IF PERMANENT STOPS SIGNS REMOVED A  
TEMPORARY SIGN MUST BE INSTALLED  
- SOUTH UPPER HAY DRIVE  
- PEORIA ROAD (SOUTH SIDE OF  
INTERSECTION)



## LONGITUDINAL DROP-OFFS



## TRAFFIC CONTROL

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. SIGNATURE: ROBERT HALL

11/19/2025

11/19/2025

11/19/2025

11/19/2025

11/19/2025

11/19/2025

11/19/2025

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11/19/2025

11/19/2025

STATE AID PROJECT 018-616-020 (CSAH 16)

## TRAFFIC CONTROL NOTES

ALL TRAFFIC CONTROL DEVICES ON THIS PROJECT SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MN MUTCD), INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PAYMENT FOR TRAFFIC CONTROL IS INTENDED TO COVER ALL SUCH SIGNS AND DEVICES AS SHOWN ON THE TRAFFIC CONTROL PLAN AND THE REFERENCED FIELD MANUAL LAYOUTS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, INSTALLING, MAINTAINING AND REMOVING ALL SIGNS AND DEVICES REQUIRED TO PROVIDE TRAFFIC CONTROL ON THIS PROJECT.

LOOSE GRAVEL AND / OR BUMP SIGNS SHALL BE USED WHEN PAVEMENT IS REMOVED AND LEFT UNPAVED OVER NIGHT AT THE DIRECTION OF THE ENGINEER.

ALL SIGNS SHALL BE IN ACCORDANCE WITH THE STANDARDS DESCRIBED IN THE MN MUTCD.

ALL WORK ZONE SIGNS AND BARRICADES SHALL BE EQUIPPED WITH WIDE ANGLE PRISMATIC (DIAMOND GRADE) REFLECTIVE SHEETING. WORK ZONE WARNING SIGNS SHALL BE ORANGE WITH A BLACK LEGEND.

ALL BARRICADE PANELS SHALL HAVE REFLECTIVE SHEETING ON BOTH SIDES.

ALL TRAFFIC CONTROL DEVICES SHALL BE LIKE NEW AND HAVE RETROREFLECTIVE SHEETING.

ALL SIGNS LARGER THAN 24" x 24" REQUIRE TWO POSTS. POSTS SHALL BE PLUMB WITH THE SIGNS, INSTALLED LEVEL, AND AT THE PROPER MOUNTING HEIGHT IN ACCORDANCE WITH THE STANDARDS DESCRIBED IN THE MN MUTCD.

THE FOLLOWING LAYOUTS FROM THE SAID FIELD MANUAL AND MN MUTCD SHALL BE REQUIRED BASED ON THE CONTRACTOR'S WORK SCHEDULE:

### TWO LANE TWO WAY ROADS CLOSURE LAYOUTS

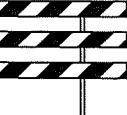
ADT's	MOBILE 15 MINUTES OR LESS	SHORT DURATION 1 HOUR OR LESS	SHORT TERM 12 HOURS OR LESS	INTERMEDIATE TERM 3 DAYS OR LESS
WORK VEHICLE PARKED ON SHOULDER	6		8	
WORK ON SHOULDER	9		8	
WORK OFF SHOULDER		8		
WORK OFF ROADWAY	10			
SIDEWALK OR PARKING LANE CLOSURE		8		
PARTIAL SHOULDER CLOSURE FOR TRAILER MOUNTED DEVICES		7		
LANE CLOSURES	12, 13*			
2 FLAGGER CONTROL		16*		
MOVING SPACES	17*			
NEAR INTERSECTION	20*, 21*			
NEAR RAILROAD CROSSING	22*			
PILOT CAR OPERATION	18*			
FLAGGING CROSSROADS AND BLIND CURVES	19*			
AUTOMATED FLAGGER ASSISTANCE DEVICE (AFAD)	24*			
PORTABLE SIGNAL CONTROL	25			
FLAGGING STATION ENHANCEMENTS	23			
WORK IN CENTER OF ROAD	28*			
LANE SHIFT	29			
TURN LANE CLOSURES	33, 34			
TEMPORARY ROAD CLOSURE (15 MINUTE INTERVALS)	31*			
TEMPORARY ROAD CLOSURE	32			
SIDEWALK CLOSURE	88, 89			
BIKE LANE CLOSURE	87			
GRAVEL ROAD MAINTENANCE	30			
CROSSROAD AND CONFIRMATION SIGNING	35			
Striping Operations - 2-Lane Roads	76, 77			

SEE LOW VOLUME ROADS SECTION FOR ADT's LESS THAN 400.

\* THIS LAYOUT MAY BE USED FOR NIGHTTIME OPERATIONS ONLY IF THE FLAGGING STATIONS ARE OCCUPIED AND ILLUMINATED WITH PORTABLE LIGHTS.

SEE FIGURE 5K-7 IN THE SAID FIELD MANUAL AND MUTCD FOR GUIDELINES AND CONSTRUCTION TECHNIQUES TO INCREASE TRAFFIC SAFETY NEAR LONGITUDINAL DROP-OFFS.

FIELD CONDITIONS MAY REQUIRE THE ADDITION AND/OR MODIFICATION OF TRAFFIC CONTROL PLAN LAYOUTS AS DETERMINED BY THE ENGINEER.

SIGN OR DEVICE	SIGN NO.	COLOR	SIZE	QUANTITY
	R1-1	WHITE ON RED	30" x 30"	2
	G20-1	BLACK ON ORANGE	60" x 24"	2
	G20-2	BLACK ON ORANGE	36" x 18"	2
	W20-1	BLACK ON ORANGE	48" x 48"	18
	TYPE A FLASHER	AMBER		18
	DRUM	ORANGE AND WHITE	3'-0"	
	TYPE III BARRICADE	ORANGE ON WHITE	8'-0"	

SHOULDER SHALL BE CLOSED WITH APPROPRIATE WARNING SIGNS AND CHANNELIZING DEVICES AT A MAXIMUM 100' SPACING.

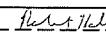
POSTED SPEED LIMIT PRIOR TO WORK STARTING (MPH)	ADVANCE WARNING SIGN SPACING (A) FEET	DECISION SIGHT DISTANCE (D) FEET	TAPER LENGTH (12 FT LANE) (L) FEET	BUFFER SPACE (B) FEET
0 - 30	G = 25 FT	100	550	200
35 - 40		325	700	325
45 - 50	G = 50 FT	600	900	600
55		750	1200	500

- THE QUANTITIES LISTED TO THE LEFT ARE ESTIMATED AND SHALL BE INCLUDED IN THE LUMP SUM BID FOR TRAFFIC CONTROL.

- SEE TRAFFIC CONTROL LAYOUT SHEET (11).

- STOP SIGNS LISTED ABOVE ARE FOR USE DURING CONSTRUCTION (NOT FOR FINAL SIGNAGE).

## TRAFFIC CONTROL

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. 

SIGNATURE: ROBERT HALL

DATE:

11/19/2025

LICENSE NUMBER:

28808

DATE:

REVISION:



STATE AID PROJECT 018-616-020 (CSAH 16)

12

12

**RESOLUTION APPROVING COUNTY PROJECT  
WITHIN MUNICIPAL CORPORATE LIMITS**

**RESOLUTION #26-02-331**

**CITY OF JENKINS  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**WHEREAS**, plans for Project No. SP 018-616-020 showing proposed Bituminous Resurfacing on County State Aid Highway (CSAH) 16 within the limits of the City of Jenkins as a County Project have been prepared and presented to the City of Jenkins.

**NOW THEREFORE BE IT RESOLVED** That said plans be in all things approved.

Dated this 9<sup>th</sup> day of February, 2026.

---

Andrew J. Rudlang, Mayor

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Jenkins at a meeting therefor held in the City of Jenkins, Minnesota, on the 9<sup>th</sup> day of February, 2026, as disclosed by the records of said City in my possession.

(Seal)

---

Cassandra M. Delougherty, City Clerk



## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty

Date: February 5<sup>th</sup>, 2026

Subject: Unfinished Business

**Report:** This report is to provide updates to current unfinished business requiring no action from Council.

- A. Fuel Cards:** I have received feedback from a number of different cities regarding hidden fees and annual charges that some fleet cardholder agreements hide in the fine print. WEX fleet cards are available through a Sourcewell Cooperative-Purchasing Agreement. I have sent an inquiry to the Accounts Manager listed on the Sourcewell contract, as well as to another account manager that works with the City of Lake Shore.
- B. Auditing/Accounting RFP Update:** To date, the City is in receipt of one proposal for auditing/accounting services. Although I was unable to attend the Clerk-Treasurer's Network meeting last month, I have reached out to a few cities and asked for any recommendations they may have. Much of the feedback received was the reporting city's auditor isn't accepting new clients, or has significantly increased their rates, or has zero availability. I've documented any firms that colleagues have expressed to possibly be accepting clients, even at an increased fee, and will be trying to connect with accountants over the next few weeks.
- C. CWC Hazard Mitigation Plan Update:** Per Councilmember Flategraff's request, I reached out to Commissioner Jon Lubke regarding the Emergency Siren and potential funding opportunities available for sirens and other hazard mitigation measures. Commissioner Lubke referred me to Clayton Barg, CWC Emergency Management. I reached out to Mr. Barg this week and he copied Mr. Gossman with Federal Warning Systems on our correspondence mentioning that he may be able to provide some recommendations, as well. Mr. Barg also copied Amy Piekarski of Sourcewell, indicating that they have some funding opportunities. I will report further information as it becomes available.  
I am planning to attend a webinar about emergency text notification options and how they can be integrated to utilize existing emergency management resources prior to the next Council meeting and will report my findings.

**Requested Action:** None required, unless it is the will of Council.



AGENDA ITEM #

9b

## REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: February 4<sup>th</sup>, 2026  
Subject: Clerk's Report

### Report:

**Year-End Reports & Tax Filing:** I am happy to report that all required year-end reports and tax statements have been submitted and/or mailed by the deadlines required by law. Due to proper credentials not being received prior to submission deadlines, 1099's were e-filed through a third-party processor authorized by the IRS. IRS and SSA rules have changed regarding paper filing, requiring that 10 or more information statements (both W2s and 1099's collectively) must be e-filed. The total cost of e-filing the 10 1099-NECs was \$89.35.

**Upcoming Holiday & Time Off:** The office will be closed next Monday, February 16<sup>th</sup> in observance of President's Day. The office will also be closed on Thursday, February 19<sup>th</sup>, so the next agenda packet should be available on either Wednesday, February 18<sup>th</sup>, or Friday, February 20<sup>th</sup>.

**2026 Summary Budget Report:** Attached is the Summary Budget Report for 2025 Budget, 2025 Actual and 2026 Budget. Please keep in mind that the City received a large amount of grant funds to help finance capital outlay in multiple departments, as well as funding to offset, if not completely cover the cost of the zoning district map amendment, which is scheduled for a public hearing at the next Planning Commission meeting on March 2<sup>nd</sup>, 2026.

**Veteran's Street Improvements:** Councilmember's Flategraff and Siltman met with Clerk Delougherty on Thursday, January 29<sup>th</sup> for a virtual Project Scope meeting with City Engineers Dave Reese and Thomas Rients and to discuss Veteran's Street Improvements. Widseth is working to put everything together for a Public Informational Meeting in March. Attached are the minutes from the Project Scope meeting.

**CITY OF JENKINS**  
**2026 BUDGET SUMMARY REPORT**

The purpose of this report is to provide summary 2026 budget information concerning the City of Jenkins to interested citizens. This budget is not complete; the complete budget may be examined at the City of Jenkins Office of the City Clerk, 33861 Cottage Avenue, Jenkins, MN 56474, during regular office hours. This budget is published in accordance with Minnesota Statutes, Section 471.6965. The City Council approved this budget on December 8, 2025.

	<b>2025 Budget</b>	<b>2025 Actual</b>	<b>2026 Budget</b>
<b>Revenues</b>			
Property Taxes	\$375,465	\$380,156	\$417,624
Tax Increments	\$0	\$0	\$0
All Other Taxes (franchise, hotel/motel taxes, etc.)	\$0	\$0	\$0
Special Assessments	\$0	\$0	\$0
Licenses and Permits	\$7,450	\$11,893	\$7,650
Federal Grants	\$0	\$0	\$0
State General Purpose Aid(Market Value Credits, etc.)	\$28,868	\$28,868	\$23,378
State Categorical Aid (state aid for streets, etc.)	\$23,403	\$19,953	\$18,869
Grants from County and Other Local Governments	\$0	\$91,088	\$0
Charges for Services	\$2,500	\$2,900	\$2,500
Fines and Forfeits	\$3,000	\$4,007	\$3,000
Interest on Investments	\$3,000	\$12,902	\$7,000
Miscellaneous Revenues	\$4,300	\$1,202	\$2,300
<b>Total Revenues</b>	<b>\$447,986</b>	<b>\$552,969</b>	<b>\$482,321</b>
Proceeds from bonds and other long-term debt issued	\$0	\$0	\$0
Other Financing Sources	\$0	\$2,853	\$2,400
Transfers from Other Funds (incl. Enterprise Funds)	\$0	\$0	\$0
<b>Total Revenues and Other Sources</b>	<b>\$447,986</b>	<b>\$555,822</b>	<b>\$484,721</b>
<b>Expenditures</b>			
<b>Current Expenditures (exclude capital outlay)</b>			
General Government (board, administration, etc.)	\$214,058	\$221,983	\$225,010
Public Safety	\$58,260	\$52,938	\$55,487
Streets and Highways (excluding construction)	\$73,650	\$66,313	\$79,260
Sanitation	\$1,750	\$2,593	\$2,500
Human Services	\$0	\$0	\$0
Health	\$0	\$0	\$0
Culture and Recreation	\$8,200	\$10,903	\$6,500
Conservation of Natural Resources	\$1,600	\$1,843	\$2,000
Economic Development	\$0	\$0	\$0
Miscellaneous Current Expenditures	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$357,518</b>	<b>\$356,573</b>	<b>\$370,757</b>
Debt Service - Principal	\$23,465	\$30,000	\$43,982
Interest and Fiscal Charges	\$0	\$0	\$0
Streets and Highways Construction	\$0	\$0	\$0
Capital Outlay	\$0	\$133,938	\$0
Other Financing Uses	\$75,500	\$34,511	\$70,000
Transfers to Other Funds (include Enterprise Funds)	\$0	\$0	\$0
<b>Total Expenditures and other Financing Uses</b>	<b>\$456,483</b>	<b>\$555,022</b>	<b>\$484,739</b>
<b>Total Property Tax Levy- All Funds</b>	<b>\$375,465</b>	<b>\$380,156</b>	<b>\$417,624</b>

Posted this 4<sup>th</sup> day of February, 2026. Cassandra M. Delougherty, City Clerk-Treasurer

## MINUTES

**Meeting Date:** January 29, 2026  
**Attendees:** Cassandra Delougherty, Dave Reese, Thomas Rients, Roman Siltman, Jerimey Flategraff  
**Organizer:** Thomas Rients  
**Cc:** Cassandra Delougherty, Dave Reese, Roman Siltman, Jerimey Flategraff  
**Location:** Teams Meeting  
**Project Name:** Veterans Street Full Depth Reclamation  
**Project No.:**  
**Subject:** Project Scope

---

**Brainerd/Baxter**  
 7804 Industrial Park Road  
 Baxter MN 56425  
 218.829.5117  
 Baxter@Widseth.com  
 Widseth.com

## Agenda Topics:

## Veterans Street Project Scope:

- Full Depth Reclamation - Mill the existing pavement and add 3" of class 5 to the base.
- The current lane width is 12'. The option to stay with a lane width of 12' and provide a 6' gravel shoulder or increase the lane width to 14' and provide a 5' gravel shoulder was brought up.
  - The wider shoulder is for the truck turning movements for vehicles at Pequot Tool.
  - Decided to stay with the current 12' lane width and provide a 6' gravel shoulder.
  - This shoulder may be paved in the future for a trail if there isn't funding for it now.
- The cost estimate was based on the City of Jenkins Commercial Roadway Section, which has a pavement thickness of 3.5". The current pavement thickness is 5.0" – 5.7". Widseth will have to do a traffic count to determine a pavement thickness best suited for the amount and type of vehicle traffic.
- There is buried sidewalk/pavement 1' down on the north side of Veterans Street between 2<sup>nd</sup> and 3<sup>rd</sup> Ave, the exact locations and extent are unknown.
  - Plan on removing this during the project.
- Widseth will reach out to MnDOT to see if there is possible money for the city to use.

## Tentative Timeline:

- Provide proposal by February 19<sup>th</sup>
  - Included in proposal would be
    - Design Survey
    - Civil Design
    - Public Informational Meeting
    - Bidding
- Design survey followed by civil design in March.
- Hold public informational meeting at 30% plans in March.
- Out to bid in April.
- Start date sometime after the 4<sup>th</sup> of July.
- Provide 2<sup>nd</sup> proposal for construction staking and part-time observation.