



# CITY COUNCIL MEETING AGENDA

MONDAY, MARCH 9TH, 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](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 FEBRUARY 24<sup>TH</sup>, 2026 MEETING
  - C. FEBRUARY FINANCIAL RECONCILIATION
  - D. PROPOSED CHECK #'S & EFT'S; 30462-30468 AND EFTS; \$19, 043.31
5. OPEN FORUM

**THE FOLLOWING AGENDA ITEMS  
HAVE BEEN AMENDED:  
ITEM 4B- CORRECTED  
ITEM 7A- PC PH MINUTES ADDED  
ITEM 7D- ADDED LETTER OF SUPPORT  
ITEM 9A- ADDED ADMIN REPORT**

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
7. UNFINISHED BUSINESS
  - A. ORDINANCE AMENDMENT O-26-48 CITY-INITIATED REZONE & ZONING MAP AMENDMENT
    - i. PLANNING COMMISSION PUBLIC HEARING MINUTES, MARCH 2<sup>ND</sup>, 2026
    - ii. ORDINANCE O-26-48
    - iii. SUMMARY PUBLICATION FOR O-26-48
  - B. 2026 VETERANS STREET IMPROVEMENT PROJECT PROPOSAL QUESTIONS ANSWERED
  - C. EMERGENCY WARNING SIREN UPDATE
  - D. PB TRAIL CONNECT LETTER OF SUPPORT
  - E. THIRD-PARTY REIMBURSEMENT GRANT
  - F. INTERN REIMBURSEMENT GRANT
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
  - A. MAYOR'S REPORT
  - B. CLERK'S REPORT
9. MISCELLANEOUS/COMMUNICATION
  - A. ZONING ADMIN REPORT- W/LANDOWNER REQUEST TO WAIVE FEE
10. ADJOURNMENT

**FEBRUARY 24<sup>TH</sup>, 2026**  
**JENKINS CITY COUNCIL**

MEETING MINUTES

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

MAYOR ANDREW RUDLANG CALLED THE MEETING TO ORDER AT 6:00 PM.

**ROLL CALL**

PRESENT: MAYOR ANDREW RUDLANG, COUNCIL MEMBERS FLATEGRAFF, SILTMAN, AND CARLSON. COUNCIL MEMBER BARNETT WAS NOT PRESENT.

**AGENDA ADDITIONS/DELETIONS**

CLERK-TREASURER DELOUGHERTY REQUESTED SEVERAL ADDITIONS TO THE AGENDA. SHE NOTED THAT IT WAS PAYROLL DAY AND NEEDED TO ADD PAYROLL DISBURSEMENTS TO THE CONSENT AGENDA, BRINGING THE TOTAL TO \$7,042.23. ADDITIONAL CLAIMS TOTALING \$10,149.14 ALSO NEEDED TO BE INCLUDED, BRINGING THE OVERALL TOTAL TO \$17,191.37

COUNCILMEMBER SILTMAN REQUESTED THE ADDITION OF A TECH-RELATED QUESTION. COUNCIL MEMBER CARLSON INQUIRED ABOUT A LINE ITEM FOR EMPLOYEE CLOTHING, SPECIFICALLY FOR CASSANDRA, NOTING THAT BREEZY POINT'S CLERK HAD BROUGHT THIS TO HIS ATTENTION. MAYOR RUDLANG AGREED TO ADD THESE AS ITEMS 9A AND 9B UNDER MISCELLANEOUS.

THREE NEW ITEMS WERE ADDED TO THE AGENDA:

- ITEM 6D: SOURCEWELL INTERN REIMBURSEMENT
- ITEM 6E: PROPOSED ORDINANCE AMENDMENT O-26-49 LAND USE MATRIX - LOWER-POTENCY HEMP EDIBLE RETAILER
- ITEM 9A: STAFF CLOTHING ALLOWANCE-ADDITION REQUESTED BY COUNCILMEMBER CARLSON

**CONSENT AGENDA**

*MOTION BY COUNCIL MEMBER CARLSON TO APPROVE THE CONSENT AGENDA WITH THE ADDITIONS. SECOND BY COUNCIL MEMBER FLATEGRAFF. ALL IN FAVOR.*

**OPEN FORUM**

NO MEMBERS OF THE PUBLIC WERE PRESENT FOR OPEN FORUM.

**NEW BUSINESS**

**AUDITING/ACCOUNTING RFPs**

CLERK DELOUGHERTY REPORTED THAT THE CITY RECEIVED ONE FORMAL PROPOSAL FROM CLIFTON, LARSON, AND ALLEN FOR \$19,950. SHE NOTED THAT JUSTIN NILSON FROM ABDO SOLUTIONS DECLINED TO SUBMIT A PROPOSAL, CITING THAT THE CITY NO LONGER MEETS THE THRESHOLD REQUIRING ANNUAL AUDITS.

COUNCIL MEMBERS EXPRESSED CONCERN ABOUT THE HIGH COST. COUNCIL MEMBER FLATEGRAFF STATED HE DIDN'T WANT TO SPEND \$20,000 ON SOMETHING NOT REQUIRED UNLESS NECESSARY. COUNCIL MEMBER CARLSON AGREED, NOTING IT WAS A SIGNIFICANT PORTION OF THEIR BUDGET RESERVES.

DELOUGHERTY SUGGESTED EXPLORING A CONSULTING APPROACH INSTEAD OF A FULL AUDIT, WHICH COULD POTENTIALLY BE COVERED BY A \$15,000 SOURCEWELL THIRD-PARTY REIMBURSEMENT GRANT. SHE EXPLAINED THAT WHILE A FORMAL AUDIT WOULDN'T BE COVERED, ACCOUNTING SERVICES AND PROCESS REVIEWS COULD QUALIFY FOR REIMBURSEMENT.

***MOTION BY COUNCIL MEMBER FLATEGRAFF TO DENY THE RFP PROPOSAL AT THIS TIME. SECOND BY COUNCIL MEMBER CARLSON. ALL PRESENT VOTED IN FAVOR.***

***MOTION BY COUNCIL MEMBER FLATEGRAFF TO REACH OUT ABOUT CONSULTING ON FINANCIAL PRACTICES AND REVIEW OF PROCEDURES, AND TO PURSUE THIRD-PARTY REIMBURSEMENT. SECOND BY COUNCIL MEMBER SILTMAN. ALL IN FAVOR.***

#### SURPLUS EQUIPMENT SEALED BID REVIEW

TWO SEALED BIDS WERE OPENED DURING THE MEETING:

- MOWER: ROGER OLMSCHIED BID \$3,601; CRAIG THOMPSON BID \$2,500
- SKID STEER: SWENSON AGGREGATE AND CONSTRUCTION BID \$7,000; GREG WITT BID \$9,551

COUNCIL DISCUSSED THE BIDS, WITH COUNCIL MEMBER FLATEGRAFF NOTING HIS PREFERENCE TO ACCEPT ROGER OLMSCHIED'S MOWER BID SINCE THE COUNCIL HOPED TO GET AROUND \$3,500. FOR THE SKID STEER, THERE WAS DISCUSSION ABOUT WHETHER THE DIFFERENCE IN THE HIGHEST BID AND THE CURRENT VALUE ESTIMATED AT \$10,500 WAS WORTH KEEPING THE EQUIPMENT LONGER, BUT COUNCIL ULTIMATELY DECIDED TO ACCEPT THE HIGHER BID.

***MOTION BY COUNCIL MEMBER CARLSON TO ACCEPT ROGER HOLMES' MOWER BID OF \$3,601. SECOND BY COUNCIL MEMBER FLATEGRAFF. ALL IN FAVOR.***

***MOTION BY COUNCIL MEMBER CARLSON TO ACCEPT GREG'S SKID STEER BID OF \$9,515. SECOND BY COUNCIL MEMBER SILTMAN. ALL IN FAVOR.***

#### PEQUOT LAKES FIRE DISTRICT

CLERK DELOUGHERTY REPORTED THAT THE FIRE CONTRACT PRICE DECREASED BY \$1,055.99 FROM THE PREVIOUS YEAR. TREVOR LANG CONFIRMED HIS WILLINGNESS TO CONTINUE AS THE CITY'S FIRE BOARD REPRESENTATIVE.

***MOTION BY MAYOR CARLSON TO APPROVE THE 2026-27 FIRE CONTRACT AND INVOICE. SECOND BY COUNCIL MEMBER SILTMAN. ALL IN FAVOR.***

#### SOURCEWELL INTERN REIMBURSEMENT

DELOUGHERTY EXPLAINED THE SOURCEWELL PAID INTERNSHIP REIMBURSEMENT PROGRAM, WHICH OFFERS UP TO 640 HOURS AT \$15 PER HOUR (UP TO \$9,600 REIMBURSEMENT) FOR ADMINISTRATIVE SUPPORT. SHE NOTED THE CITY WOULD BE RESPONSIBLE FOR EMPLOYER-PAID COSTS BUT SUGGESTED OFFERING \$20 PER HOUR TO ATTRACT QUALITY CANDIDATES, WITH THE CITY CONTRIBUTING \$5 PER HOUR BEYOND THE REIMBURSEMENT.

COUNCIL MEMBERS WERE SUPPORTIVE, SEEING THIS AS AN INVESTMENT IN THE FUTURE AND A WAY TO PROVIDE ADMINISTRATIVE SUPPORT. THEY DISCUSSED WORK SCHEDULES OF 25-30 HOURS PER WEEK.

***MOTION BY COUNCIL MEMBER FLATEGRAFF TO APPROVE RESOLUTION 26-02-332 FOR THE SOURCEWELL PAID INTERNSHIP PROGRAM AT \$20 PER HOUR FOR 25-30 HOURS PER WEEK. SECONDED BY COUNCIL MEMBER CARLSON. ALL PRESENT VOTED AYE.***

### PROPOSED ORDINANCE AMENDMENT O-26-49 LAND USE MATRIX - LOWER-POTENCY HEMP EDIBLE RETAILER

DELOUGHERTY EXPLAINED THAT THE MINNESOTA OFFICE OF CANNABIS MANAGEMENT NOTIFIED THE CITY THAT A LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE WAS ISSUED WITHIN CITY LIMITS. THE CURRENT LAND USE MATRIX DOESN'T SPECIFICALLY ADDRESS THESE RETAILERS, WHICH ARE LEGALLY DISTINCT FROM CANNABIS RETAIL BUSINESSES.

THE AMENDMENT WOULD ADD "LOWER-POTENCY HEMP EDIBLE RETAILER" TO THE LAND USE MATRIX, CONSISTENT WITH EXISTING RETAIL CLASSIFICATIONS, AND ESTABLISH REGISTRATION FEES OF \$125 FOR BOTH INITIAL REGISTRATION AND RENEWAL (HALF THE MAXIMUM ALLOWED BY STATE STATUTE).

***MOTION BY MAYOR RUDLANG TO AUTHORIZE STAFF TO PREPARE AND SUBMIT NOTICE FOR A PUBLIC HEARING TO AMEND THE LAND USE MATRIX AND FEE SCHEDULE. SECOND BY COUNCIL MEMBER CARLSON. ALL PRESENT VOTED AYE.***

### UNFINISHED BUSINESS

#### 2026 VETERANS STREET IMPROVEMENT PROJECT

DELOUGHERTY PRESENTED WIDSETH'S PROPOSAL FOR DESIGN AND CONSTRUCTION PHASE SERVICES:

- DESIGN/BIDDING PHASE: \$26,500 (NOT TO EXCEED)
- CONSTRUCTION PHASE: \$27,000 (ESTIMATED)
- MATERIAL TESTING: APPROXIMATELY \$12,000
- TOTAL PROJECT FEES: APPROXIMATELY \$65,500

COUNCIL MEMBERS RAISED SEVERAL CONCERNS:

- DRAINAGE ISSUES NEEDED SPECIAL ATTENTION GIVEN PAST PROBLEMS
- STAKES SHOULD BE MAINTAINED BY CONTRACTORS AFTER INITIAL SURVEYING
- CONFIRMATION NEEDED THAT ALL EASEMENTS ARE COMPLETED (ALREADY PAID FOR)
- PREFERENCE FOR LOCAL MATERIAL SOURCING RATHER THAN HAULING FROM DISTANT LOCATIONS

COUNCIL DISCUSSED THE PROJECT'S IMPACT ON CITY RESERVES AND THE DECISION TO PRIORITIZE VETERANS STREET OVER SECOND STREET DUE TO FISCAL RESPONSIBILITY. THEY NOTED THIS WOULD POSITION THEM WELL FOR FUTURE ROAD PROJECTS.

THE DATE FOR A SPECIAL MEETING PUBLIC INFORMATIONAL MEETINGS WAS DISCUSSED. COUNCIL AGREED TO HOLD THE PUBLIC INFORMATIONAL MEETING ON WEDNESDAY, MARCH 18TH AT 6:00 PM.

***MOTION BY COUNCIL MEMBER CARLSON TO APPROVE THE WIDSETH PROPOSAL FOR DESIGN AND CONSTRUCTION PHASE SERVICES WITH THE NOTED CONCERNS TO BE COMMUNICATED. SECOND BY COUNCILMEMBER FLATEGRAFF. ALL IN FAVOR.***

***MOTION BY COUNCIL MEMBER FLATEGRAFF TO SCHEDULE A SPECIAL MEETING FOR THE PUBLIC INFORMATIONAL MEETING ON MARCH 18, 2026 AT 6:00 PM. SECOND BY COUNCIL MEMBER CARLSON. ALL IN FAVOR.***

#### EMERGENCY WARNING SIREN UPDATE

DELOUGHERTY PRESENTED MAPS SHOWING EMERGENCY WARNING SIREN COVERAGE IN THE REGION AND NOTED DISCUSSIONS WITH DAN GOSSMAN ABOUT INSTALLING AN ADDITIONAL SIREN. SHE EXPLAINED THAT SIRENS HAVE APPROXIMATELY A ONE-MILE RADIUS AND SHOWED POTENTIAL LOCATIONS FOR BETTER COVERAGE.

COUNCIL DISCUSSED POTENTIAL LOCATIONS INCLUDING AREAS NEAR HIGHWAY 15 AND THE POSSIBILITY OF PARTNERING WITH JENKINS TOWNSHIP OR WILSON TOWNSHIP FOR SHARED COSTS AND OPTIMAL PLACEMENT.

THE COST WAS NOTED TO BE LOWER THAN EXPECTED, AROUND \$30,000. DELOUGHERTY WAS DIRECTED TO GET GPS COORDINATES FOR SEVERAL POTENTIAL LOCATIONS AND EXPLORE PARTNERSHIPS WITH NEIGHBORING TOWNSHIPS.

#### PB TRAIL CONNECT FOLLOW-UP

DELOUGHERTY SHARED AN EMAIL FROM MICHAEL O'CONNELL ABOUT THE TRAIL CONNECT PROGRAM, NOTING THAT JENKINS IS A CO-APPLICANT (APPROVED BY RESOLUTION IN MAY 2024). THE NEXT STEPS INVOLVE WORKING WITH CROW WING COUNTY FOR RIGHT-OF-WAY APPROVAL ALONG COUNTY ROAD 16.

COUNCIL AGREED THAT DELOUGHERTY SHOULD DRAFT A LETTER OF SUPPORT FOR THE PROJECT, WHICH COULD POTENTIALLY INCLUDE A TYPE OF PEDESTRIAN BRIDGE OR OTHER CROSSING CONNECTING THE PAUL BUNYAN TRAIL TO THE BUSINESS DISTRICT.

#### SAFE STREETS & ROADS FOR ALL (SS4A) FUNDING

DELOUGHERTY REPORTED THAT COMMISSIONER LUBKE REACHED OUT ABOUT SS4A GRANT OPPORTUNITIES. SHE DISCOVERED THAT JENKINS HAD PREVIOUSLY APPROVED PARTICIPATION AS A CO-APPLICANT WITH CROSSLAKE IN MAY 2024 BUT HADN'T BEEN INCLUDED IN ONGOING COMMUNICATIONS.

SHE MADE CONTACT WITH THE PROJECT COORDINATOR AND WOULD PARTICIPATE IN FUTURE MEETINGS TO EXPLORE FUNDING OPPORTUNITIES FOR PEDESTRIAN SAFETY IMPROVEMENTS AND POTENTIAL TRAIL CONNECTIONS.

#### PUBLIC WORKS FUEL CARDS

DELOUGHERTY REPORTED THAT THE APPLICATION FOR SOURCEWELL FUEL CARDS WAS SUBMITTED, WITH CARDS ASSIGNED TO SPECIFIC VEHICLES AND PINs FOR INDIVIDUAL EMPLOYEES. AFTER DISCUSSION ABOUT PURCHASING RESTRICTIONS, COUNCIL DECIDED TO LIMIT CARDS TO FUEL ONLY RATHER THAN ALLOWING OTHER MAINTENANCE ITEMS TO PREVENT POTENTIAL MISUSE.

DELOUGHERTY AGREED TO CONTACT THE VENDOR TO MODIFY THE APPLICATION TO FUEL-ONLY PURCHASES.

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

### **MAYOR'S REPORT**

NO REPORT.

### **CLERK'S REPORT**

NO ADDITIONAL ITEMS BEYOND THOSE COVERED IN THE AGENDA.

## **MISCELLANEOUS/COMMUNICATION**

### **TECH DISCUSSION**

COUNCILMEMBER SILTMAN MENTIONED THAT SURPLUS COMPUTER EQUIPMENT (TWO LENOVO LAPTOPS AND A DELL TOWER) WORTH APPROXIMATELY \$800-1,000 COULD BE SOLD, WITH PROCEEDS POTENTIALLY FUNDING THE CLOTHING ALLOWANCE OR OTHER OVERLOOKED BUDGET ITEMS. COUNCIL NOTED THAT THE IT CONTRACTOR HAD TAKEN THE LAPTOPS WITHOUT HAVING A CLEAR UNDERSTANDING OF WHAT WAS BEING DONE AND DIRECTED DELOUGHERTY TO FOLLOW UP.

### **STAFF CLOTHING ALLOWANCE**

COUNCIL MEMBER CARLSON NOTED THAT OTHER CITIES PROVIDE CLOTHING ALLOWANCES FOR STAFF ATTENDING CONFERENCES AND REPRESENTING THE CITY. COUNCIL DISCUSSED THE BENEFITS OF HAVING PROFESSIONAL ATTIRE WITH CITY LOGOS FOR STAFF AND PUBLIC WORKS EQUIPMENT.

COUNCIL ALSO DISCUSSED ADDING CITY LOGOS TO PUBLIC WORKS VEHICLES AND EQUIPMENT FOR BETTER IDENTIFICATION.

***MOTION BY COUNCIL MEMBER FLATEGRAFF TO ESTABLISH A \$150 STAFF CLOTHING ALLOWANCE. SECOND BY COUNCIL MEMBER CARLSON. ALL IN FAVOR.***

ADDITIONAL DISCUSSION INCLUDED THE NEED FOR VEHICLE IDENTIFICATION DECALS AND A TREE DOWN IN THE CEMETERY THAT PUBLIC WORKS WOULD ADDRESS.

## **ADJOURNMENT**

***MOTION BY COUNCIL MEMBER FLATEGRAFF TO ADJOURN. SECOND BY COUNCIL MEMBER CARLSON. ALL PRESENT VOTED AYE.***

THE MEETING ADJOURNED AT 9:00 PM.

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

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ANDREW J. RUDLANG, MAYOR

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CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

February  
2020

AGENDA ITEM  
4C 3/4/2026

For the Period : 2/1/2026 To 2/28/2026

| <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                           | \$404,685.29             | \$16,228.61           | \$24,287.20            | \$396,626.70          | \$0.00                          | \$4,216.95                     | \$400,843.65                    |
| 2023A Improvement Program Fund Account | \$147,253.71             | \$415.95              | \$0.00                 | \$147,669.66          | \$0.00                          | \$0.00                         | \$147,669.66                    |
| Savings Account-Committed Funds        | \$242,244.13             | \$49.47               | \$0.00                 | \$242,293.60          | \$0.00                          | \$0.00                         | \$242,293.60                    |
| <b>Total</b>                           | <b>\$794,183.13</b>      | <b>\$16,694.03 ✓</b>  | <b>\$24,287.20 ✓</b>   | <b>\$786,589.96 ✓</b> | <b>\$0.00</b>                   | <b>\$4,216.95 ✓</b>            | <b>\$790,806.91</b>             |

CM DeLongheris

3/4/26

Date

Fund Name: All Funds

Date Range: 02/01/2026 To 02/28/2026

| <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>  |
|------------------------------------|------------------------------|------------------|--|-------------------|-------------|--|--|---|
| 02/11/2026                         | Crow Wing County-State of MN | 040011           | January 2026 fines   | (02/11/2026) -    | N           | Court Fines  | 100-35101-                             | \$ 309.98<br><u>\$ 309.98</u> ✓                             |
| 02/19/2026                         | Snarky Loon, LLC             | 040012           | Liquor License Renewal   | (02/19/2026) -    | N           | Alcoholic Beverages                                      | 100-32110-                             | \$ 900.00<br><u>\$ 900.00</u> ✓                             |
| 02/19/2026                         | Shiners LLP                  | 040013           | Liquor License Renewal   | (02/19/2026) -    | N           | Alcoholic Beverages                                      | 100-32110-                             | \$ 800.00<br><u>\$ 800.00</u> ✓                             |
| 02/19/2026                         | VFW Post 3839                | 040014           | Liquor License Renewal   | (02/19/2026) -    | N           | Alcoholic Beverages                                      | 100-32110-                             | \$ 800.00<br><u>\$ 800.00</u> ✓                             |
| 02/20/2026                         | Sourcewell                   | 040015           | ACH Consultant Reimbursement Zoning Map Update (Total cost \$2,983 Widseth Inv#242992) | (02/20/2026) -    | N           | Funding from Other Sources                               | 100-33640-901                          | \$ 2,900.00<br><u>\$ 2,900.00</u> ✓                         |
| 02/25/2026                         | Greg Witt                    | 040016           | surplus equipment Bobcat L763 Sealed Bid Winner  | (02/25/2026) -    | N           | MISCELLANEOUS REVENUES                                   | 100-36200-                             | \$ 9,551.00<br><u>\$ 9,551.00</u> ✓                         |
| 02/28/2026                         | PMA-4MP                      | 040017           | interest and dividends   | (02/28/2026) -    | N           | Interest Earning<br>Interest Earning<br>Interest Earning | 100-36210-<br>100-36210-<br>301-36210- | \$ 643.69<br>\$ 308.13<br>\$ 415.95<br><u>\$ 1,367.77</u> ✓ |
| 02/28/2026                         | First National Bank          | 040018           | checking and savings interest  | (02/28/2026) -    | N           | Interest Earning<br>Interest Earning                     | 100-36210-<br>404-36210-               | \$ 15.81<br>\$ 49.47<br><u>\$ 65.28</u> ✓                   |
| <b>Total for Selected Receipts</b> |                              |                  |  |                   |             |  |  | <u>\$ 16,694.03</u> ✓                                       |

Fund Name: All Funds

Date Range: 02/01/2026 To 02/28/2026

| <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  | On Systems Inc.                     | 30435                  | Feb Inv#12620 Managed services and web hosting   | N           | Clerk                                  | 100-41425-209-    | \$ 274.98            |
|             |                                     | <b>Total For Check</b> | <b>30435</b>   |             |  |                   | <b>\$ ✓ 274.98</b>   |
| 02/10/2026  | Widseth Smith Nolting & Assoc., Inc | 30436                  | Inv.242992 Zoning Map Updates \$2983-Inv242998 Preparing the 2025 WCA Reporting Form \$72.50 | N           | Planning and Zoning                    | 100-41910-303-    | \$ 83.00             |
|             |                                     | 30436                  |  |             |  | 100-41910-303-    | \$ 72.50             |
|             |                                     | 30436                  |  |             |  | 100-41910-303-901 | \$ 2,900.00          |
|             |                                     | <b>Total For Check</b> | <b>30436</b>   |             |  |                   | <b>\$ ✓ 3,055.50</b> |
| 02/10/2026  | Ratwik, Roszak & Maloney, P.A.      | 30437                  | Statement Number 81626-bid process for surplus equipment email correspondence                | N           | City/Town Attorney                     | 100-41610-304-    | \$ 60.00             |
|             |                                     | <b>Total For Check</b> | <b>30437</b>   |             |  |                   | <b>\$ ✓ 60.00</b>    |
| 02/10/2026  | Minnesota Secretary of State-Busine | 30438                  | Mark Renewal File Number 891663200034 "Gateway to the Whitefish Chain" renewal fee           | N           | Recording and Reporting                | 100-41420-433-    | \$ 25.00             |
|             |                                     | <b>Total For Check</b> | <b>30438</b>   |             |  |                   | <b>\$ ✓ 25.00</b>    |
| 02/10/2026  | City of Pequot Lakes                | 30439                  | Invoice No: 2544 February 2026 Police Contract   | N           | Council/Town Board                     | 100-41110-404-    | \$ 3,605.00          |
|             |                                     | <b>Total For Check</b> | <b>30439</b>   |             |  |                   | <b>\$ ✓ 3,605.00</b> |
| 02/10/2026  | AT & T Mobility                     | 30440                  | Roger Cell Phone   | N           | Public Works/Maintenance               | 100-43102-321-    | \$ 30.00             |
|             |                                     | <b>Total For Check</b> | <b>30440</b>   |             |  |                   | <b>\$ ✓ 30.00</b>    |
| 02/10/2026  | Pequot Lakes Sanitation             | 30441                  | Garbage service  | N           | General Government Buildings and Plant | 100-41940-384-    | \$ 45.35             |
|             |                                     | <b>Total For Check</b> | <b>30441</b>   |             |  |                   | <b>\$ ✓ 45.35</b>    |
| 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            |
|             |                                     | <b>Total For Check</b> | <b>30442</b>   |             |  |                   | <b>\$ 0/S 230.87</b> |
| 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            |

Fund Name: All Funds

Date Range: 02/01/2026 To 02/28/2026

| <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>       |
|------------------------|----------------------------------|----------------|--|-------------|--------------------------|----------------|--------------------|
| <b>Total For Check</b> |                                  | <b>30443</b>   |  |             |                          |                | <b>\$ 180.87</b>   |
| 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        |
| <b>Total For Check</b> |                                  | <b>30444</b>   |  |             |                          |                | <b>\$ 1,678.14</b> |
| 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          |
| <b>Total For Check</b> |                                  | <b>30445</b>   |  |             |                          |                | <b>\$ 520.78</b>   |
| 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          |
| <b>Total For Check</b> |                                  | <b>30446</b>   |  |             |                          |                | <b>\$ 230.87</b>   |
| 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          |
| <b>Total For Check</b> |                                  | <b>30447</b>   |  |             |                          |                | <b>\$ 523.15</b>   |
| 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          |
| <b>Total For Check</b> |                                  | <b>30448</b>   |  |             |                          |                | <b>\$ 187.46</b>   |
| 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          |
| <b>Total For Check</b> |                                  | <b>30449</b>   |  |             |                          |                | <b>\$ 277.05</b>   |
| 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          |
| <b>Total For Check</b> |                                  | <b>30450</b>   |  |             |                          |                | <b>\$ 224.85</b>   |
| 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           |
| <b>Total For Check</b> |                                  | <b>30451</b>   |  |             |                          |                | <b>\$ 24.46</b>    |
| 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          |
| <b>Total For Check</b> |                                  | <b>30452</b>   |  |             |                          |                | <b>\$ 230.87</b>   |
| 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          |
| <b>Total For Check</b> |                                  | <b>30453</b>   |  |             |                          |                | <b>\$ 183.86</b>   |

Fund Name: All Funds

Date Range: 02/01/2026 To 02/28/2026

| <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 | 30454          | 1/25-2/7/2026 pay period,<br>health stipend, & CC pay  | N           | Public Works/Maintenance                  | 100-43102-131- | \$ 13.04            |
| <b>Total For Check 30454</b>       |                                  |                |  |             |   |                | <b>\$ 13.04</b>     |
| 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         |
| <b>Total For Check 30455</b>       |                                  |                |  |             |   |                | <b>\$ 1,678.14</b>  |
| 02/24/2026                         | Payroll Period Ending 02/21/2026 | 30456          | 2/8/-2/21-26 pay period  | N           | Public Works/Maintenance                  | 100-43102-103- | \$ 0/ 857.82        |
| <b>Total For Check 30456</b>       |                                  |                |  |             |   |                | <b>\$ 1/ 857.82</b> |
| 02/25/2026                         | MN Power                         | 30457          | Street Lights 1/5/26-2/5/26  | N           | Street Lighting                           | 100-43160-381- | \$ 0/ 599.94        |
| <b>Total For Check 30457</b>       |                                  |                |  |             |   |                | <b>\$ 1/ 599.94</b> |
| 02/25/2026                         | Metro Sales                      | 30458          | Inv 3009055 Contract base<br>8/14-11/13 (42.75) Usage chrg<br>(82.61) Rental chrg (333.90)     | N           | Clerk                                     | 100-41425-209- | \$ 459.26           |
| <b>Total For Check 30458</b>       |                                  |                |  |             |   |                | <b>\$ 0/ 459.26</b> |
| 02/25/2026                         | Ratwik, Roszak & Maloney, P.A.   | 30459          | 01/26 Legal Services Review RFP<br>& email; edit RFP, review email<br>& respond to OML inquiry | N           | City/Town Attorney                        | 100-41610-304- | \$ 168.00           |
| <b>Total For Check 30459</b>       |                                  |                |  |             |   |                | <b>\$ 0/ 168.00</b> |
| 02/25/2026                         | TDS                              | 30460          | Phone and internet   | N           | General Government Buildings and<br>Plant | 100-41940-321- | \$ 178.35           |
| <b>Total For Check 30460</b>       |                                  |                |  |             |   |                | <b>\$ 0/ 178.35</b> |
| 02/25/2026                         | Crow Wing Power                  | 30461          | 1/8/25 to 2/8/2026 electric<br>service   | N           | Street Lighting                           | 100-43160-381- | \$ 24.00            |
| <b>Total For Check 30461</b>       |                                  |                |  |             |   |                | <b>\$ 0/ 24.00</b>  |
| 02/25/2026                         | PERA                             | EFT00083728    | 1/25- 2/7/26 pay period  | N           | Clerk                                     | 100-41425-115- | \$ 157.66           |
|                                    |                                  | EFT00083728    |  |             | Payroll Administration                    | 100-41501-121- | \$ 239.28           |
|                                    |                                  | EFT00083728    |  |             | Public Works/Maintenance                  | 100-43102-115- | \$ 49.71            |
| <b>Total For Check EFT00083728</b> |                                  |                |  |             |   |                | <b>\$ 446.65</b>    |
| 02/25/2026                         | PERA                             | EFT00083924    | 2/8-2/21/26 pay period   | N           | Clerk                                     | 100-41425-115- | \$ 157.66           |
|                                    |                                  | EFT00083924    |  |             | Payroll Administration                    | 100-41501-121- | \$ 274.19           |
|                                    |                                  | EFT00083924    |  |             | Public Works/Maintenance                  | 100-43102-115- | \$ 79.97            |
| <b>Total For Check EFT00083924</b> |                                  |                |  |             |   |                | <b>\$ 511.82</b>    |
| 02/25/2026                         | State of IA                      | EFT2712780     | CSE 1/25 - 2/07/26 pay period  | N           | Clerk                                     | 100-41425-175- | \$ 60.00            |

Fund Name: All Funds

Date Range: 02/01/2026 To 02/28/2026

| <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>          |
|----------------------------------|--------------------------|------------------------|--|-------------|--|----------------|-----------------------|
|                                  |                          | <b>Total For Check</b> | <b>EFT2712780</b>  |             |  |                | <b>\$ ✓ 60.00</b>     |
| 02/25/2026                       | State of IA              | EFT2718713             | CSE 2/8 - 2/21/26 pay period   | N           | Clerk                                  | 100-41425-175- | \$ 60.00              |
|                                  |                          | <b>Total For Check</b> | <b>EFT2718713</b>  |             |  |                | <b>\$ ✓ 60.00</b>     |
| 02/25/2026                       | Internal Revenue Service | EFT64560026            | January 2026 Q1 941 obligation   | N           | Payroll Administration                 | 100-41501-122- | \$ 877.78             |
|                                  |                          | EFT64560026            |  |             |  | 100-41501-135- | \$ 205.29             |
|                                  |                          | EFT64560026            |  |             |  | 100-41501-170- | \$ 692.33             |
|                                  |                          | <b>Total For Check</b> | <b>EFT64560026</b>   |             |  |                | <b>\$ ✓ 1,775.40</b>  |
| 02/25/2026                       | Xcel Energy              | EFT80128               | Natural gas service  | N           | General Government Buildings and Plant | 100-41940-383- | \$ 590.72             |
|                                  |                          | <b>Total For Check</b> | <b>EFT80128</b>  |             |  |                | <b>\$ ✓ 590.72</b>    |
| 02/25/2026                       | Elan Financial Services  | EFTC56350C8            | dues & subs, notice pub., fuel, repair, Impact Grant-Insul, tax reporting, | N           | Recording and Reporting                | 100-41420-301- | \$ 97.15              |
|                                  |                          | EFTC56350C8            |  |             |  | 100-41420-352- | \$ 252.98             |
|                                  |                          | EFTC56350C8            |  |             | Clerk                                  | 100-41425-322- | \$ 78.00              |
|                                  |                          | EFTC56350C8            |  |             |  | 100-41425-433- | \$ 489.00             |
|                                  |                          | EFTC56350C8            |  |             |  | 100-41425-440- | \$ 395.00             |
|                                  |                          | EFTC56350C8            |  |             | General Government Buildings and Plant | 100-41940-223- | \$ 3,417.21           |
|                                  |                          | EFTC56350C8            |  |             | Public Works/Maintenance               | 100-43102-221- | \$ 352.17             |
|                                  |                          | EFTC56350C8            |  |             | Ice and Snow Removal                   | 100-43125-212- | \$ 193.49             |
|                                  |                          | <b>Total For Check</b> | <b>EFTC56350C8</b>   |             |  |                | <b>\$ ✓ 5,275.00</b>  |
| <b>Total For Selected Checks</b> |                          |                        |  |             |  |                | <b>\$ ✓ 24,287.20</b> |



Date Range : 2/5/2026 To 3/5/2026

| <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>                          |
|----------------------------------|-------------------------------------|---|-----------------|--------------------|--|--|--|
| 03/03/2026                       | City of Pequot Lakes                | Invoice No: 2556 March 2026<br>Police Contract  | 2919            | \$3,605.00         | 100-41110-404-                                     | Council/Town Board   | 30462 \$3,605.00                       |
| 03/03/2026                       | Sourcewell                          | Planning & Zoning Services  | 2920            | \$577.50           | 100-41910-311-                                     | Planning and Zoning  | 30463 \$577.50                         |
| 03/04/2026                       | AT & T Mobility                     | Roger Cell Phone  | 2921            | \$30.00            | 100-43102-321-                                     | Public Works/Maintenance   | 30464 \$30.00                          |
| 03/04/2026                       | Widseth Smith Nolting & Assoc., Inc | Inv.243417 Pro#2026-10043<br>Coordination w/DNR on PB<br>trail connect when MNDOT<br>const commence | 2922            | \$85.00            | 100-41910-303-                                     | Planning and Zoning  | 30465 \$85.00                          |
| 03/05/2026                       | Pequot Lakes Sanitation             | Garbage service   | 2923            | \$62.90            | 100-41940-384-                                     | General Government<br>Buildings and Plant                                  | 30466 \$62.90                          |
| 03/05/2026                       | Pequot Lakes Fire                   | 5/1/2026-4/30/2027 Fire<br>Contract (\$10,755.48) & Fire<br>Relief Contribution (\$1,471.83)        | 2924            | \$12,227.31        | 100-42210-314-                                     | Fire Administration  | 30467 \$12,227.31                      |
| 03/05/2026                       | On Systems Inc.                     | March Inv#12706 Managed<br>services and web hosting   | 2925            | \$285.46           | 100-41425-209-                                     | Clerk  | 30468 \$285.46                         |
| 03/04/2026                       | Internal Revenue Service            | February 2026 Q1 941<br>obligation  | EFT2511952<br>0 | \$2,170.14         | 100-41501-122-<br>100-41501-135-<br>100-41501-170- | Payroll Administration<br>Payroll Administration<br>Payroll Administration | EFT \$1,165.81<br>\$272.65<br>\$731.68 |
| <b>Total For Selected Claims</b> |                                     |   |                 | <b>\$19,043.31</b> |  |  | <b>\$19,043.31</b>                     |



AGENDA ITEM # 7A

## REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: MARCH 4<sup>TH</sup>, 2026

SUBJECT: ORDINANCE AMENDMENT O-26-48 CITY-INITIATED REZONES

**REPORT:** THE PLANNING COMMISSION HELD A PUBLIC HEARING ON MARCH 2<sup>ND</sup>, 2026 SHORTLY AFTER THE HOUR OF 6PM AND HAS MADE A RECOMMENDATION TO APPROVE A CITY-INITIATED ZONING ORDINANCE AMENDMENT TO REZONE MULTIPLE PARCELS WITHIN THE CITY. THE PURPOSE OF THE CITY-INITIATED REZONING IS TO IMPLEMENT THE CITY'S COMPREHENSIVE PLAN, ADDRESS INCONSISTENCIES BETWEEN EXISTING ZONING AND LAND USE DESIGNATIONS, AND PROVIDE CLEARER AND MORE PREDICTABLE ZONING STANDARDS FOR AFFECTED PROPERTIES.

THE PROPOSED ZONING DISTRICTS SUPPORT THE CITY COUNCIL'S LONG-TERM LAND-USE VISION.

PROPERTY OWNER(S): MULTIPLE

APPLICANT(S): CITY OF JENKINS

PUBLICATION DATE: FEBRUARY 18<sup>TH</sup>, 2026

MAILED NOTICE: FEBRUARY 19<sup>TH</sup>, 2026

PLANNING COMMISSION HEARING: MARCH 2<sup>ND</sup>, 2026

### APPLICABLE ORDINANCES:

#### § 150.013 AMENDMENTS.

(A) GENERALLY. THE CITY COUNCIL MAY ADOPT AMENDMENTS BY FOUR-FIFTHS VOTE TO EITHER THE ZONING ORDINANCE, ZONING MAP, OR OVERLAY MAPS IN RELATION TO THE LAND USES WITHIN A DISTRICT OR THE BOUNDARIES OF THE DISTRICT(S). SUCH AMENDMENTS SHALL NOT BE ISSUED INDISCRIMINATELY, BUT SHALL ONLY BE USED AS A MEANS TO REFLECT CHANGES IN THE GOALS OF THE COMMUNITY OR CHANGES IN THE CONDITIONS OF THE CITY.

#### (B) PROCEDURE.

(1) AN AMENDMENT MAY BE INITIATED BY THE PLANNING COMMISSION OR BY ANY PROPERTY OWNER.

(2) THE ZONING ADMINISTRATOR SHALL REVIEW THE PROPOSED CHANGES AND MAKE A RECOMMENDATION TO THE PLANNING COMMISSION.

(3) THE PLANNING COMMISSION SHALL MAKE A REASONABLE ATTEMPT TO CAUSE ALL PROPERTY OWNERS WITHIN A MINIMUM OF 350 FEET OF PROPOSED ZONING DISTRICT CHANGE TO BE NOTIFIED BY REGULAR MAIL AND SHALL PUBLISH A HEARING NOTICE FOR EITHER A ZONING DISTRICT CHANGE OR ZONING ORDINANCE CHANGE IN THE LEGAL SECTION OF THE OFFICIAL NEWSPAPER AND SHALL PROVIDE NOTICE TO THE DNR AT LEAST TEN DAYS AHEAD OF THE PUBLIC HEARING. THE PLANNING COMMISSION SHALL HOLD THE HEARING AND MAKE A TIMELY RECOMMENDATION TO THE CITY COUNCIL. ADOPTION OF A NEW ZONING MAP SHALL REQUIRE PUBLISHED NOTICE ONLY. THE PLANNING COMMISSION SHALL CONSIDER THE CRITERIA FOR LAND USE CATEGORIES, § 150.025(G), IN ITS DECISION.

(4) THE CITY COUNCIL SHALL REVIEW THE RECOMMENDATIONS AND SHALL MAKE A TIMELY



DECISION. AN AMENDMENT REQUIRES A FOUR-FIFTHS VOTE TO BE ENACTED.

(5) THE CITY CLERK-TREASURER SHALL PUBLISH A SUMMARY OF THE TEXT OF THE CHANGE OR DESCRIPTION OF BOUNDARY CHANGE OR A NEW ZONING MAP, WHICHEVER IS APPROPRIATE, IN THE OFFICIAL NEWSPAPER WITHIN 30 DAYS AFTER ACTION BY THE COUNCIL.

**§ 150.025 GENERAL PROVISIONS.**

(A) THE CITY IS HEREBY DIVIDED INTO ZONING DISTRICTS, AS SHOWN ON THE OFFICIAL ZONING DISTRICT MAP, WHICH MAY BE SUBSEQUENTLY AMENDED BY THE PROCEDURES OF § 150.013.

(B) THE BOUNDARIES ARE GENERALLY ON THE CENTER OF THE STREETS, ON LOT LINES, ON SHORELINES, ON THE CENTER OF STREAMS OR RIVERS, AND FOLLOWING THE CONTOUR OF THE LAND.

(C) THE FOLLOWING DISTRICTS ARE HEREBY ESTABLISHED:

|                           |     |
|---------------------------|-----|
| AGRICULTURAL              | A   |
| CENTRAL BUSINESS          | C-1 |
| FLOODPLAIN OVERLAY        | FP  |
| HIGHWAY BUSINESS          | C-2 |
| LIGHT INDUSTRIAL          | I-1 |
| PUBLIC                    | P   |
| RESIDENTIAL STORAGE       | RS  |
| RURAL RESIDENTIAL         | RR  |
| SINGLE FAMILY RESIDENTIAL | R-1 |
| SHORELAND OVERLAY         | SO  |
| URBAN RESIDENTIAL         | R-2 |

(D) THE JURISDICTION OF THIS CHAPTER SHALL INCLUDE ALL LAND WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY.

(E) THE FOLLOWING PROVISIONS APPLY TO ALL ZONING DISTRICTS.

(1) EXCEPT WHERE SPECIFICALLY STATED, ALL ACCESSORY STRUCTURES OR USES REQUIRE THE PRIOR ESTABLISHMENT OF A PRINCIPAL STRUCTURE.

(2) UNLESS SPECIFICALLY ALLOWED, NO MORE THAN FOUR LEASES PER YEAR, PER DWELLING, ARE ALLOWED.

(F) CRITERIA FOR LAND USE CATEGORIES:

- (1) PRESERVATION OF NATURAL SENSITIVE AREAS;
- (2) PRESENT OWNERSHIP AND DEVELOPMENT;
- (3) SHORELAND SOIL TYPES AND THEIR ENGINEERING CAPABILITIES;
- (4) TOPOGRAPHIC CHARACTERISTICS;
- (5) VEGETATIVE COVER;
- (6) IN-WATER PHYSICAL CHARACTERISTICS;



AGENDA ITEM # 7A

- (7) RECREATIONAL USE OF SURFACE WATER;
- (8) ROAD AND SERVICE CENTER ACCESSIBILITY;
- (9) SOCIO-ECONOMIC DEVELOPMENT NEEDS OF THE PUBLIC;
- (10) AVAILABILITY OF PUBLIC SEWER AND WATER UTILITIES;
- (11) THE NECESSITY TO RESERVE AND RESTORE CERTAIN AREAS HAVING SIGNIFICANT HISTORICAL OR ECOLOGICAL VALUE;
- (12) CONFLICTS BETWEEN LAND USES AND IMPACTS OF COMMERCIAL USES OR HIGHER DENSITIES ON ADJACENT PROPERTIES;
- (13) ALTERNATIVES AVAILABLE FOR DESIRED LAND USE;
- (14) PREVENTION OF SPOT ZONING;
- (15) CONFORMANCE TO THE CITY COMPREHENSIVE PLAN; AND
- (16) CONFORMANCE TO THE CITY'S FUTURE LAND USE MAP AND ANY OTHER OFFICIAL MAPS OF THE CITY.

(G) REGARDLESS OF EXISTENCE OF PURPORTED COPIES OF THE OFFICIAL ZONING MAP, WHICH MAY FROM TIME TO TIME BE MADE OR PUBLISHED, THE OFFICIAL ZONING MAP, WHICH SHALL BE LOCATED IN THE OFFICE OF THE CITY CLERK-TREASURER, SHALL BE THE FINAL AUTHORITY AS THE CURRENT ZONING STATUS OF LAND AND WATER AREAS, BUILDINGS, AND OTHER STRUCTURES IN THE CITY.

(1) THE LOCATION AND BOUNDARIES OF THE DISTRICTS ESTABLISHED BY THIS CHAPTER ARE SET FORTH ON THE OFFICIAL ZONING MAP. DISTRICT BOUNDARY LINES AS INDICATED ON THE ZONING MAP FOLLOW LOT LINES, PROPERTY LINES, RIGHT-OF-WAY OR CENTER LINES OF STREETS OR ALLEYS, RIGHT-OF-WAY CENTER LINES OF STREETS OR ALLEYS PROJECTED, THE CITY LIMIT LINES, SHORELINES, ALL AS THEY EXIST UPON THE EFFECTIVE DATE OF THIS CHAPTER. IF SAID BOUNDARY LINES DO NOT FOLLOW ANY OF THE ABOVE, THE DISTRICT BOUNDARY LINES ARE ESTABLISHED AS DRAWN ON THE ZONING MAP.

(2) WHENEVER ANY STREET, ALLEY, OR OTHER PUBLIC WAY IS VACATED IN THE MANNER AUTHORIZED BY LAW, THE ZONING DISTRICT ADJOINING EACH SIDE OF SUCH STREET, ALLEY, OR PUBLIC WAY SHALL BE AUTOMATICALLY EXTENDED TO THE CENTER OF SUCH VACATION, AND ALL INCLUDED IN THE VACATION SHALL THEN AND HENCEFORTH BE SUBJECT TO ALL REGULATIONS OF THE EXTENDED DISTRICTS.

(3) APPEALS CONCERNING THE EXACT LOCATION OF A ZONING DISTRICT BOUNDARY LINE SHALL BE HEARD BY THE BOARD OF ADJUSTMENT.

STAFF FINDINGS - STAFF PROVIDED THE FOLLOWING FINDINGS FOR THE PLANNING COMMISSION'S CONSIDERATION:

1. THE CITY OF JENKINS IS PROPOSING A **CITY-INITIATED ZONING ORDINANCE AMENDMENT** TO REZONE MULTIPLE PARCELS WITHIN THE CITY, AS IDENTIFIED IN **EXHIBIT A (REZONING MAP)** AND **EXHIBIT C (PARCEL LIST)**.
2. THE PARCELS PROPOSED FOR REZONING INCLUDE THE **FOLLOWING PARCEL IDENTIFICATION NUMBERS: 26220556, 26340692, 26340687, 26340518, 26340700, AND 26340702.**
3. THE PROPOSED REZONING WOULD CHANGE THE ZONING CLASSIFICATIONS OF THE SUBJECT PARCELS AS SUMMARIZED IN **EXHIBIT C**, BASED ON EXISTING LAND USE PATTERNS



AGENDA ITEM # 7A

AND ZONING INCONSISTENCIES.

4. THE PURPOSE OF THE CITY-INITIATED REZONING IS TO **CORRECT OUTDATED ZONING CLASSIFICATIONS**, IMPROVE CONSISTENCY WITHIN THE CITY'S ZONING ORDINANCE AND ZONING MAP, AND PROVIDE CLEARER AND MORE PREDICTABLE ZONING STANDARDS FOR AFFECTED PROPERTIES.

5. THE PROPOSED ZONING DISTRICTS ARE INTENDED TO SUPPORT THE **CITY COUNCIL'S LONG-TERM LAND USE VISION** AND ARE CONSISTENT WITH THE GOALS AND POLICIES OF THE CITY'S **COMPREHENSIVE PLAN**.

6. THE PLANNING COMMISSION HAS CONSIDERED THE CRITERIA FOR LAND USE CATEGORIES OUTLINED IN **§ 150.025(F)** OF THE CITY CODE, INCLUDING EXISTING DEVELOPMENT PATTERNS, COMPATIBILITY WITH SURROUNDING LAND USES, AVAILABILITY OF PUBLIC SERVICES, PREVENTION OF LAND USE CONFLICTS, AND CONFORMANCE WITH OFFICIAL CITY MAPS.

7. THE PROPOSED REZONING APPLIES TO **MULTIPLE PARCELS** AND IS PART OF A COORDINATED, CITY-WIDE EFFORT; IT IS NOT INTENDED TO BENEFIT A SINGLE PROPERTY OWNER AND DOES **NOT CONSTITUTE SPOT ZONING**.

8. NOTICE OF THE PUBLIC HEARING WAS PROVIDED IN ACCORDANCE WITH **§ 150.013(B)(3)** OF THE CITY CODE AND **MINNESOTA STATUTES § 462.357**, INCLUDING PUBLISHED NOTICE AND MAILED NOTICE TO AFFECTED PROPERTY OWNERS.

9. THE PROPOSED REZONING **IS** COMPATIBLE WITH THE EXISTING LAND USES AND ZONING CLASSIFICATIONS OF SURROUNDING PROPERTIES.

10. THE PROPOSED REZONING **IS** CONSISTENT WITH THE INTENT OF THE PROPOSED ZONING DISTRICTS AS ESTABLISHED IN THE CITY'S ZONING ORDINANCE.

**REQUESTED ACTION:** PLEASE DISCUSS THE ABOVE REPORT AND ATTACHED PROPOSED ORDINANCE AMENDMENT. COUNCIL CAN APPROVE, DENY, OR TABLE THE PLANNING COMMISSION'S RECOMMENDATION FOR AMENDMENT. IF THE COUNCIL CHOOSES TO TABLE THE AMENDMENT, STAFF WOULD LIKE FURTHER DIRECTION.

- EXHIBIT A – PARCEL LIST (PID, CURRENT ZONING, PROPOSED ZONING)
- EXHIBIT B – NEIGHBORHOOD NOTICE, PROPERTY OWNER BUFFER ZONE ADDRESS LABELS
- EXHIBIT C-- EXISTING ZONING MAP – LETTERED PARCELS
- EXHIBIT D – PROPOSED ZONING MAP

Exhibit A

| LETTER – PID  | CURRENT ZONING | PROPOSED ZONING |
|---------------|----------------|-----------------|
| (A) #26220556 | RR/A           | A               |
| (B) #26340692 | RR/R1          | RR              |
| (C) #26340687 | RR/R1          | RR              |
| (D) #26340518 | A/R1           | R1              |
| (E) #26340700 | RR             | P               |
| (F) #26340702 | RR             | P               |

|                           |     |
|---------------------------|-----|
| Agricultural              | A   |
| Central Business          | C-1 |
| Floodplain Overlay        | FP  |
| Highway Business          | C-2 |
| Light Industrial          | I-1 |
| Public                    | P   |
| Residential Storage       | RS  |
| Rural Residential         | RR  |
| Single Family Residential | R-1 |
| Shoreland Overlay         | SO  |
| Urban Residential         | R-2 |



## NEIGHBORHOOD NOTICE OF PUBLIC HEARING

### City-Initiated Zoning Ordinance Amendment (Rezoning) Minn. Stat. § 462.357, subd. 3

Dear Property Owner or Occupant:

NOTICE IS HEREBY GIVEN that, pursuant to **Minnesota Statutes § 462.357, subdivision 3**, the **City of Jenkins Planning Commission** will hold a **public hearing** to consider a **city-initiated zoning ordinance amendment (rezoning)** affecting property located within the City of Jenkins.

### Public Hearing Information

- **Date:** Monday, March 2, 2026
- **Time:** 6:00 p.m., or as soon thereafter as the matter may be heard
- **Location:** Jenkins City Hall  
33861 Cottage Avenue  
Jenkins, Minnesota

### Description of the Proposed Ordinance Amendment

The proposed amendment would **change the zoning classification of certain properties** within the City of Jenkins as part of a city-initiated rezoning intended to **correct outdated zoning classifications and improve consistency within the City's zoning ordinance.**

The properties proposed for rezoning are identified by the following **Parcel Identification Numbers:**

| Parcel ID Number | Current Zoning Districts                    | Proposed Zoning Districts | Map Letter |
|------------------|---|---------------------------|------------|
| • 26220556       | Rural Residential/Agricultural              | Agricultural              | A          |
| • 26340692       | Rural Residential/Single Family Residential | Rural Residential         | B          |
| • 26340687       | Rural Residential/Single Family Residential | Rural Residential         | C          |
| • 26340518       | Agricultural/Single Family Residential      | Single Family Residential | D          |
| • 26340700       | Rural Residential                           | Public                    | E          |
| • 26340702       | Rural Residential                           | Public                    | F          |

The attached map, as well as additional materials describing the proposed rezoning are available for public inspection during regular business hours at Jenkins City Hall.

## Public Participation

All persons wishing to be heard may appear at the public hearing and present testimony **orally or in writing** regarding the proposed zoning ordinance amendment.

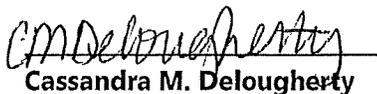
Written comments may be submitted prior to the hearing to:

**City Clerk-Treasurer Cassandra Delougherty**  
City of Jenkins  
33861 Cottage Avenue  
Jenkins MN 56474  
Email: [cassandra.delougherty@cityofjenkins.com](mailto:cassandra.delougherty@cityofjenkins.com)

## Recommendation and Final Action

Following the public hearing, the **Planning Commission will make a recommendation to the Jenkins City Council**. Final action on the proposed zoning ordinance amendment will be taken by the City Council at a subsequent public meeting.

Sincerely,



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

This notice is provided to comply with the public notice requirements of Minnesota Statutes § 462.357.

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

GLASER, ANTHONY & LEAH  
33734 SUMMER AVE  
PINE RIVER, MN 56474

GLASER, ANTHONY & LEAH  
33734 SUMMER AVE  
PINE RIVER, MN 56474

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

DICKEY, BRUCE & SANDRA & JAMES B  
33551 SUMMER AVE  
PINE RIVER, MN 56474

WOLKENHAUER PROPERTIES LLC  
C/O JASON WOLKENHAUER  
4688 MOREHOUSE DR PEQUOT LAKES MN 56472

WOLKENHAUER PROPERTIES LLC  
C/O JASON WOLKENHAUER  
4688 MOREHOUSE DR PEQUOT LAKES MN 56472

DICKEY, BRUCE & SANDRA & JAMES B  
33551 SUMMER AVE  
PINE RIVER, MN 56474

JENKINS, CITY OF  
33861 COTTAGE AVE  
JENKINS MN 56474

CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

HEINRICH, ORION &  
3179 PINE TREE ST  
JENKINS MN 56472

GRAY, ROBERT E  
34410 COUNTY RD 39  
PEQUOT LAKES, MN 56472

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

MCALLISTER, STEVEN B  
3171 PINE TREE ST  
JENKINS, MN 56474

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

KV AUTOMOTIVE LLC  
33775 CHARLES AVE  
JENKINS MN 56474

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

DIEDERICH PROPERTIES LLC  
853 28TH AVE SW  
BACKUS MN 56435

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

DIEDERICH PROPERTIES LLC  
853 28TH AVE SW  
BACKUS MN 56435

GLASER, ANTHONY & LEAH  
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PINE RIVER, MN 56474

DIEDERICH PROPERTIES LLC  
853 28TH AVE SW  
BACKUS MN 56435

GLASER, ANTHONY & LEAH  
33734 SUMMER AVE  
PINE RIVER, MN 56474

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

TURNER, MARK A  
8704 COLES WAY  
BRAINERD, MN 56401

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

BLUE WATER WELLS INC  
P O BOX 406  
PEQUOT LAKES, MN 56472

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

BERG, JEREMY & CARLSON, JESSICA  
3145 CENTRAL ST  
JENKINS MN 56474

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

KELSEY, MAY  
3110 PINE TREE ST  
JENKINS, MN 56474

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

KELSEY, MAY  
3110 PINE TREE ST  
JENKINS, MN 56474

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

KELSEY, MAY  
3110 PINE TREE ST  
JENKINS, MN 56474

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

BUCHITE, MARK & BUCHITE, IVANNA FAM TRST  
4781 12TH AVE SW  
PINE RIVER MN 56474

CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

BUCHITE, MARK & BUCHITE, IVANNA FAM TRST  
4781 12TH AVE SW  
PINE RIVER MN 56474

CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

BUCHITE, MARK A & IVANNA  
4781 12TH AVE SW  
PINE RIVER, MN 56474

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KRISTA OKERMAN CITY CLERK  
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3145 CENTRAL ST  
JENKINS MN 56474

CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

DALLMAN, DAVID D & JILL R  
3010 PINE TREE ST  
PINE RIVER, MN 56474

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KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

DALLMAN, DAVID D & JILL R  
3010 PINE TREE ST  
PINE RIVER, MN 56474

MCALLISTER, STEVEN B  
3171 PINE TREE ST  
JENKINS, MN 56474

WITTE, JEFFERY & JEAN  
20620 S SHALLOW LAKE RD  
WARBA MN 55793

MCALLISTER, STEVEN B  
3171 PINE TREE ST  
JENKINS, MN 56474

FROEMMING, FALLON K & BRENT C MOSE  
PO BOX 543  
PEQUOT LAKES, MN 56472

DICKEY, BRUCE & SANDRA & JAMES B  
33551 SUMMER AVE  
PINE RIVER, MN 56474

WOLKENHAUER PROPERTIES LLC  
C/O JASON WOLKENHAUER  
4688 MOREHOUSE DR PEQUOT LAKES MN 56472

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C/O JASON WOLKENHAUER  
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PINE RIVER, MN 56474

JENKINS, CITY OF  
33861 COTTAGE AVE  
JENKINS MN 56474

CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
33861 COTTAGE AVE JENKINS, MN 56456

STOCKMAN, BRADLEY H & NANCY S  
36496 LILY PAD POINT  
PINE RIVER, MN 56474

STOCKMAN, MOLLY S  
36496 LILY PAD PT  
PINE RIVER MN 56474

BRUNES, BARBARA A REV TRUST AGR  
35810 COUNTY RD 15  
PINE RIVER MN 56474

PEDERSEN, GLENN ALAN  
35456 COUNTY ROAD 15  
JENKINS MN 56474

BRUNES, BARBARA A REV TRUST AGR  
35810 COUNTY RD 15  
PINE RIVER MN 56474

SEELYE, KIMBERLY ANN & JERRY M  
35918 COUNTY ROAD 15  
PINE RIVER, MN 56474

SEELYE, KIMBERLY ANN & JERRY M  
35918 COUNTY ROAD 15  
PINE RIVER, MN 56474

BOHALL, ALLEN L & TINA  
PO BOX 26  
PEQUOT LAKES MN 56472

ROUBAL, SANDRA  
35960 COUNTY ROAD 15  
PINE RIVER MN 56474

WALTON, LEO & TAMMI  
35810 COUNTY ROAD 15  
PINE RIVER MN 56474

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

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PO BOX 899  
PEQUOT LAKES MN 56472

TURNER, MARK A  
8704 COLES WAY  
BRainerd, MN 56401

ENGELS, TODD M  
1407 64TH ST SW  
PEQUOT LAKES MN 56472

GOTCHYA PROPERTIES LLC  
6019 SUGARBUSH TRL  
BRainerd MN 56401

RENDRAG HOLDINGS LLC  
3964 MCGILL ST  
PEQUOT LAKES MN 56472

HOAGLAND, JEFFREY J &  
JENNIFER A CLEMONS HOAGLAND  
33482 SUMMER AVE PINE RIVER, MN 56474

COSTELLO, MATTHEW & RONDA  
5428 KNOX AVE  
BILLINGS MT 59106

HOAGLAND, JEFFREY J &  
JENNIFER A CLEMONS HOAGLAND  
33482 SUMMER AVE PINE RIVER, MN 56474

SNARKY LOON BREWING COMPANY LLC  
32335 NORTHWOODS LN  
PEQUOT LAKES MN 56472

DALBEC, BRUCE B TRUST (1/2 INT)  
40 CONGRESS ST  
MAPLE LAKE MN 55358

TIETZ, ROGER & LEISHA  
7948 GOLF ESTATES DR  
PEQUOT LAKES, MN 56472

SCM LLC  
33740 STATE HIGHWAY 371  
PEQUOT LAKES MN 56472

LOCKWOOD, DUSTIN  
6206 NORTH SLUETTER RD  
PEQUOT LAKES MN 56472

STATE OF MINNESOTA DNR-REAL ESTATE MGMT  
500 LAFAYETTE RD BOX 45  
SAINT PAUL MN 55155

QUEST LAND COMPANY LLC  
PO BOX 899  
PEQUOT LAKES MN 56472

DICKEY, BRUCE G & SANDRA K  
33551 SUMMER AVE  
PINE RIVER, MN 56474

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PINE RIVER, MN 56474

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33734 SUMMER AVE  
PINE RIVER, MN 56474

ANDERSON, RICHARD & MELODY  
33623 SUMMER AVENUE  
JENKINS, MN 56474

ROSDOBUTKO, JOHN JAMES &  
33455 SUMMER AVE S  
JENKINS MN 56474

DICKEY, BRUCE & SANDRA & JAMES B  
33551 SUMMER AVE  
PINE RIVER, MN 56474

HOAGLAND, JEFFREY J &  
JENNIFER A CLEMONS HOAGLAND  
33482 SUMMER AVE PINE RIVER, MN 56474

WOLKENHAUER PROPERTIES LLC  
C/O JASON WOLKENHAUER  
4688 MOREHOUSE DR PEQUOT LAKES MN 56472

WATT, WILLIAM W JR  
3183 LILAC ST W APT 5  
JENKINS MN 56474

WOLLE, JEFFERY E  
33590 SUMMER AVE  
PINE RIVER, MN 56474-2045

FERGUSON, JOEL A  
33556 SUMMER AVE  
PINE RIVER, MN 56474

DICKEY, BRUCE G & SANDRA K  
33551 SUMMER AVE  
PINE RIVER, MN 56474

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JENKINS MN 56474

WOLLE, JEFFERY E  
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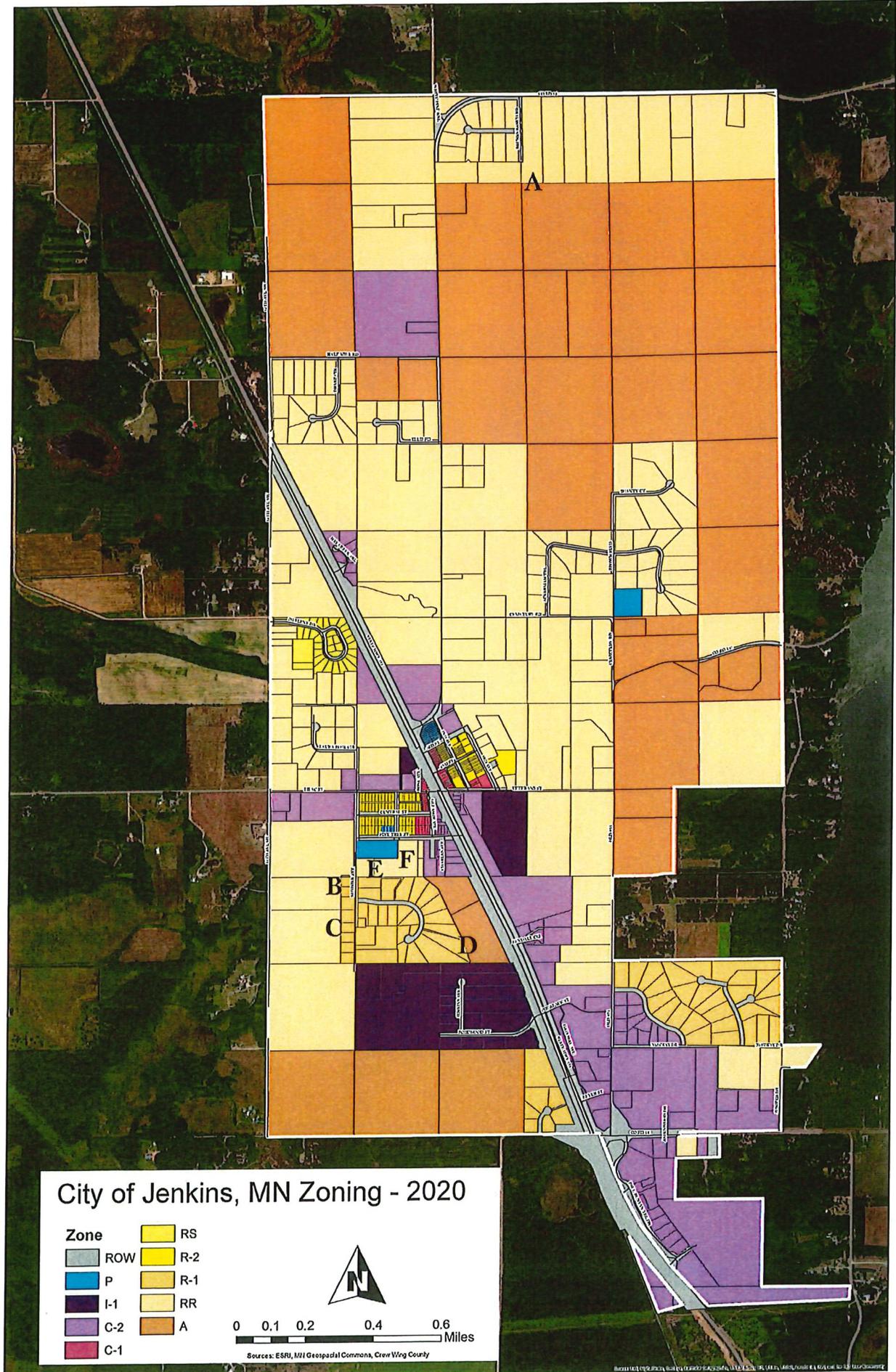
CITY OF JENKINS  
KRISTA OKERMAN CITY CLERK  
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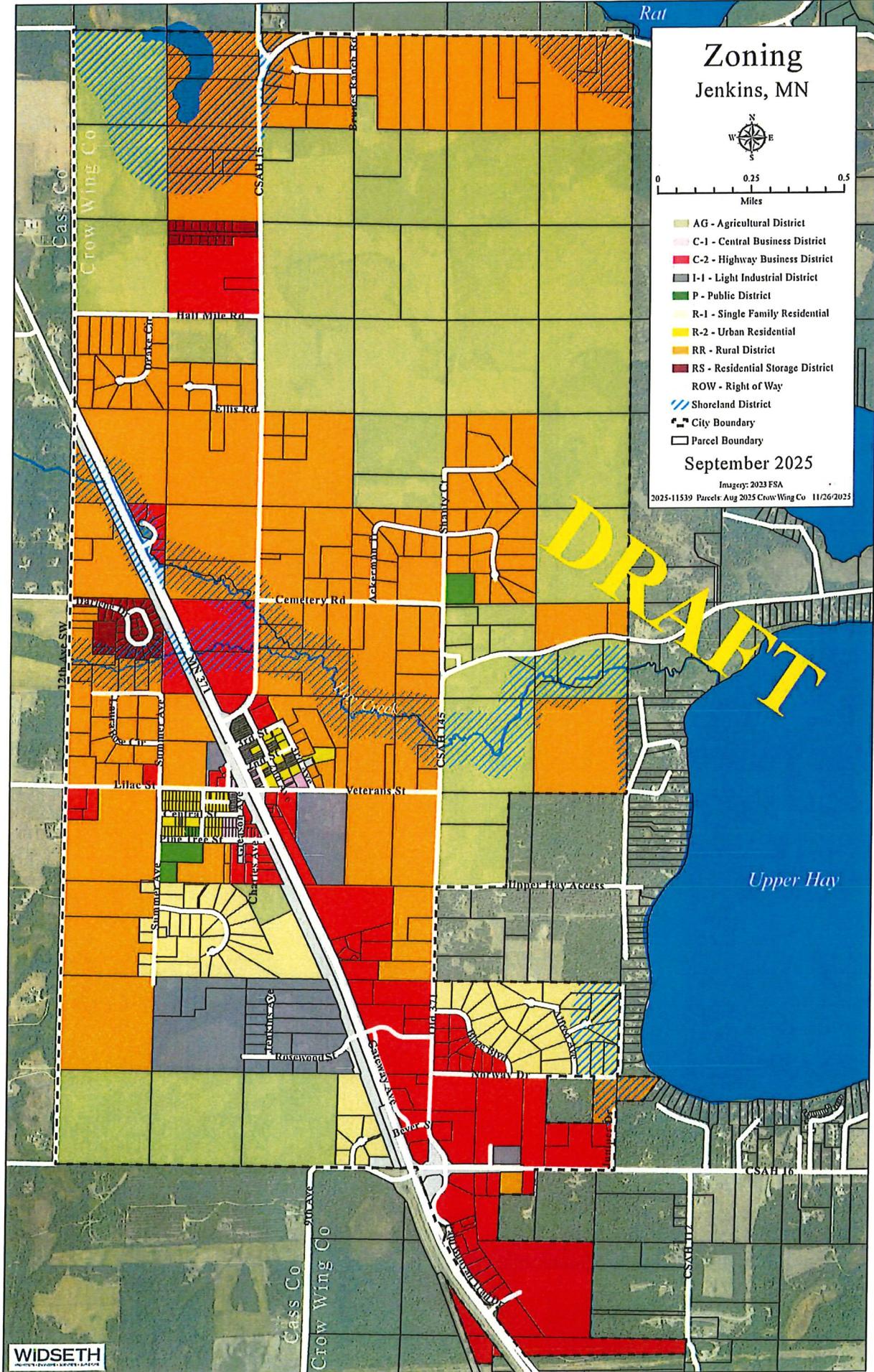
### City of Jenkins, MN Zoning - 2020

| Zone | Color        | Code |
|------|--------------|------|
| RS   | Yellow       | RS   |
| ROW  | Light Blue   | ROW  |
| P    | Blue         | P    |
| I-1  | Purple       | I-1  |
| C-2  | Dark Purple  | C-2  |
| C-1  | Red          | C-1  |
| R-2  | Light Yellow | R-2  |
| R-1  | Orange       | R-1  |
| RR   | Light Orange | RR   |
| A    | Orange       | A    |



0 0.1 0.2 0.4 0.6 Miles

Sources: ESRI, MI Geospatial Commons, Crow Wing County



MARCH 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 GOERGES, SILTMAN, PROCIUK, AND DERKSEN WERE PRESENT.

**APPROVAL**

THE COMMISSION REVIEWED THE AGENDA AND THE MINUTES FROM THE FEBRUARY 2<sup>ND</sup>, 2026 MEETING.

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

**PUBLIC HEARING**

**O-26-48 CITY-INITIATED REZONES**

CLERK DELOUGHERTY EXPLAINED THAT THE CITY-INITIATED REZONING ORDINANCE WAS DESIGNED TO UPDATE THE ZONING MAP TO REFLECT CHANGES THAT HAD ALREADY BEEN PREVIOUSLY APPROVED. THE REZONING CONSOLIDATES DISTRICTS INTO PARCELS THAT PREVIOUSLY LACKED PROPER ZONING DESIGNATIONS, ESSENTIALLY CLEANING UP MAPPING INCONSISTENCIES RATHER THAN INITIATING NEW CHANGES.

THE PUBLIC HEARING WAS OPENED FOR COMMENT AT 6:05PM. WITH NO PUBLIC COMMENTS RECEIVED, THE HEARING WAS CLOSED AT 6:05PM.

PLANNING COMMISSIONERS FOUND THE PROPOSAL REASONABLE AS IT MERELY FORMALIZED EXISTING CONDITIONS THAT HAD ALREADY BEEN APPROVED THROUGH PREVIOUS PROCESSES.

*MOTION: COMMISSIONER GOERGES MADE A MOTION TO RECOMMEND APPROVAL ORDINANCE O-26-48 FOR CITY-INITIATED REZONES. COMMISSIONER PROCIUK SECONDED. MOTION PASSED UNANIMOUSLY.*

**NEW BUSINESS**

**PROPOSED ORD. AMNDMT O-26-49 LAND USE MATRIX- LOWER-POTENCY HEMP EDIBLE RETAILER**

CLERK DELOUGHERTY EXPLAINED THAT THE MINNESOTA OFFICE OF CANNABIS MANAGEMENT HAD NOTIFIED THE CITY THAT A LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE WAS ISSUED WITHIN CITY LIMITS. THE CITY'S CURRENT LAND USE MATRIX FAILED TO SPECIFICALLY LIST THIS USE CATEGORY, CREATING A GAP IN ZONING COMPLIANCE REQUIREMENTS. THE AMENDMENT WOULD

**ORDINANCE NO. O-26-48**

**CITY OF JENKINS**

**CROW WING COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 150, LAND USE AND SUBDIVISIONS, ZONING DISTRICTS AND DISTRICT PROVISIONS OF THE JENKINS CITY CODE OF ORDINANCES AND THE OFFICIAL ZONING MAP OF THE CITY OF JENKINS**

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

THE ZONING MAP OF THE CITY OF JENKINS IS PART OF THE CITY'S ZONING ORDINANCE AND MAY BE AMENDED FROM TIME TO TIME BY ORDINANCE; AND

**WHEREAS**, THE CITY OF JENKINS HAS INITIATED A CHANGE TO THE ZONING MAP TO CORRECT OUTDATED ZONING CLASSIFICATIONS AND IMPROVE CONSISTENCY WITH THE CITY'S COMPREHENSIVE PLAN AND FUTURE LAND USE GOALS; AND

**WHEREAS**, THE JENKINS PLANNING COMMISSION HAS REVIEWED THE PROPOSED ZONING MAP CHANGES, HELD A PUBLIC HEARING ON MARCH 2, 2026, AND MADE A RECOMMENDATION TO THE CITY COUNCIL; AND

**WHEREAS**, THE CITY COUNCIL FINDS THE PROPOSED ZONING MAP AMENDMENT TO BE IN THE BEST INTEREST OF THE PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE;

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

**SECTION 1. ZONING MAP AMENDMENT**

THE OFFICIAL ZONING MAP OF THE CITY OF JENKINS IS AMENDED AS FOLLOWS:

| PARCEL ID | CURRENT ZONING | NEW ZONING |
|-----------|----------------|------------|
| 26220556  | RR / A         | A          |
| 26340692  | RR / R-1       | RR         |
| 26340687  | RR / R-1       | RR         |
| 26340518  | A / R-1        | R-1        |
| 26340700  | RR             | PUBLIC (P) |
| 26340702  | RR             | PUBLIC (P) |

**SECTION 2. EFFECTIVE DATE**

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON ITS PASSAGE AND PUBLICATION ACCORDING TO LAW.

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

**SUMMARY ORDINANCE FOR PUBLICATION  
ORDINANCE AMENDMENT O-26-48  
CITY OF JENKINS  
COUNTY OF CROW WING, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 150, LAND USE AND  
SUBDIVISIONS, ZONING DISTRICTS AND DISTRICT PROVISIONS OF THE  
JENKINS CITY CODE OF ORDINANCES AND THE OFFICIAL ZONING MAP  
OF THE CITY OF JENKINS**

ON MARCH 9TH, 2026 THE CITY COUNCIL OF THE CITY OF JENKINS ADOPTED ORDINANCE AMENDMENT O-26-48 AMENDING THE CITY OF JENKINS ZONING ORDINANCE AND OFFICIAL ZONING MAP.

THE ORDINANCE WAS ADOPTED TO CORRECT OUTDATED ZONING CLASSIFICATIONS AND IMPROVE CONSISTENCY WITH THE CITY'S COMPREHENSIVE PLAN. THE ORDINANCE REZONES THE FOLLOWING PROPERTIES:

| PARCEL ID | FORMER ZONING | NEW ZONING |
|-----------|---------------|------------|
| 26220556  | RR / A        | A          |
| 26340692  | RR / R-1      | RR         |
| 26340687  | RR / R-1      | RR         |
| 26340518  | A / R-1       | R-1        |
| 26340700  | RR            | PUBLIC (P) |
| 26340702  | RR            | PUBLIC (P) |

A PRINTED COPY OF THE FULL ORDINANCE IS AVAILABLE FOR INSPECTION AT JENKINS CITY HALL DURING REGULAR BUSINESS HOURS. THIS ORDINANCE TAKES EFFECT UPON PUBLICATION.

THIS ORDINANCE AMENDMENT WAS APPROVED BY APPROVAL OF THE ABOVE REZONE BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA ON MARCH 9TH, 2026.

THIS SUMMARY PUBLICATION WAS APPROVED THIS 9TH DAY OF MARCH, 2026 BY AT LEAST 4/5 VOTE.

ATTEST:

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

\_\_\_\_\_  
CASSANDRA M. DELOUGHERTY, CLERK



REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: March 4<sup>th</sup>, 2026  
Subject: 2026 Veterans Street Improvement Project-Questions Answered

**Report:** Below are the questions that Council requested be answered by Widseth, along with Widseth’s responses.

**1) EASEMENTS-**Can you confirm that all of the necessary required information and documentation has been completed regarding easements? They noticed that easement acquisition is not a provided service in the proposal but were fairly certain that all of this has been handled.

**ANSWER:** As long as we stay within the easements that were documented last summer there should be no need to obtain additional easements.

**2) DRAINAGE REPORT-**They would like you to provide a report addressing the concern surrounding drainage, and how the design will ensure that the flood potential is being mitigated.

**ANSWER:** We will put together a HydroCad report and Memo that will show that the proposed stormwater runoff conditions will be the same or better then the existing conditions.

**3) CONTRACTOR’S RESPONSIBILITY (STAKING)-**Given that aside from the initial staking, Wideth will charge the City for any restaking that needs to take place, the Council would like it to be clearly stated in any contractor and subcontractor agreements for this project that it is the *contractor’s responsibility to maintain the stakes and staking locations after completion of the initial staking.*

**ANSWER:** In the construction specs we will have it stated that all restaking will come at the cost to the contractor, this is very common for us to do on every project.

Also, I emailed Widseth to confirm estimated costs I received via email in Nov. 2025. See email in part and response below:

*“Back in November, I received a reply from Dave regarding cost estimates for Veterans Street-both the portion that we are planning to do now, as well as the cost to do all of Veterans from TH371 to CR145. In that email it states that:*

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

- *Veteran’s Street from Hwy 371 to CR145/Old371 - \$495,000*



AGENDA ITEM #

- *371 to the east edge of Pequot Tool - \$265,000*

*Can you please confirm, or clarify, whether this includes the not-to-exceed fee for the design/bidding phase, as well as the estimated construction phase fee in the proposal that you provided?"*

**ANSWER:**

*"The cost estimates that were given back in November included the design/bidding phase and the construction phase services in that \$265,000 number. Once the construction plans are done, we will put together an engineers estimate to see what might be expected for bids to come in at based off the plans."*

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



AGENDA ITEM # 7c

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: March 4<sup>th</sup>, 2026  
Subject: Emergency Warning Siren Update

**Report:** I have contacted Dan Gossman, providing 4 GPS locations for consideration, listed below:

- Near the intersection of 12<sup>th</sup> Ave and Hay Creek Rd
- Near the North end of Ultra Flyte
- Near the intersection of Cty Rd 15 and Half Mile Rd
- Near the Jenkins Township Hall

I reached out to Wilson and Jenkins Township Clerks and inquired regarding their interest in a partnership and joint applications for funding. I received a reply from a Jenkins Township Supervisor with a few questions that I answered. He stated that Jenkins Township might be interested, would have to be a board discussion.

**Requested Action:** None at this time. I will provide further information as it becomes available.



AGENDA ITEM #

7D

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: February 20<sup>th</sup>, 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 at the February 9<sup>th</sup> City Council Meeting.

In a letter that was shared with Council at the February 24<sup>th</sup> Council meeting, he has requested letters or resolutions of support by the end of June of this year for potential progress in the summer of 2027.

As directed by Council, I have drafted the attached letter of support.

**Requested Action:** Please review the attached letter of support and approve, deny, edit, or table the letter. If tabling, please provide staff with further direction.



AGENDA ITEM 7D

33861 Cottage Ave.  
Jenkins, MN 56474  
(218) 568-4637

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March 3rd, 2026

LAKE Foundation  
35808 County Road 66  
Crosslake, MN 56442

RE: City of Jenkins Support for the Jenkins-Crosslake Regional Trail Initiative

To Whom It May Concern,

On behalf of the City Council and residents of the City of Jenkins, this letter expresses our strong support for the LAKE Foundation's efforts to develop a regional trail connection between Jenkins and Crosslake.

The City of Jenkins recognizes the importance of regional trail infrastructure in promoting outdoor recreation, improving public health, and supporting local economic vitality. A safe and accessible trail connecting Jenkins to neighboring communities would provide residents and visitors with expanded opportunities for walking, biking, and enjoying the natural beauty of the Brainerd Lakes Area. TH371 splits the City of Jenkins. The Paul Bunyan Trail is located on the west side of TH371, but the city's restaurants, convenience stores, VFW, and Veteran's Memorial Park are located on the east side of TH371, causing a significant challenge to safely cross the highway without a trail connection.

In addition to its benefits listed above, the proposed trail would strengthen regional connectivity by linking communities to the broader network of trails throughout Crow Wing County and central Minnesota, including the Paul Bunyan State Trail. Projects such as this help foster collaboration among communities while enhancing the quality of life for residents of all ages.

The City of Jenkins appreciates the leadership demonstrated by the LAKE Foundation and its regional partners in advancing this initiative. We believe this project represents a valuable investment in the future of our region and look forward to the continued progress of this effort.

The Jenkins City Council supports continued planning and development of the Jenkins-Crosslake Regional Trail and encourages agencies and partners to work together to bring this important project to fruition.

Sincerely,

Attest:

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Andrew J. Rudlang  
Mayor

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Cassandra M. Delougherty  
City Clerk-Treasurer/Zoning Administrator

**Mayor:** Andrew Rudlang

**Council Members:** Jerimey Flategraff, Roman Siltman, Ryan Barnett, Jory Carlson

**City Clerk-Treasurer/Zoning Administrator:** Cassandra Delougherty



AGENDA ITEM #

7E

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: March 4<sup>th</sup>, 2026  
Subject: Third-Party Reimbursement Grant

**Report:** As authorized at the previous Council meeting, I have applied for third-party reimbursement through Sourcewell,. Unfortunately, until I receive a proposal indicating the services to be provided, Sourcewell is unable to approve my funding request, as auditing services are not an eligible expense, and I need documentation showing that formal auditing services are not being provided. I have reached out to a few colleagues requesting recommendations and their experience with different firms.

Emailed Mr. Doug Host, CliftonLarsonAllen, LLP, inquiring on process review and other consultant services. Awaiting a reply.

Emailed Justin Nilson, Abdo Solutions, inquiring on process review and other consultant services. Awaiting a reply.

**Requested Action:** None, for informational purposes only. I will provide further information as it becomes available.



AGENDA ITEM # 7F

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty  
Date: February 23<sup>rd</sup>, 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.

At the February 24<sup>th</sup> City Council meeting, Council authorized Delougherty to request funding through the Intern Reimbursement grant application process and approved Resolution 26-02-333 supporting the application submission.

The application has been submitted to Sourcewell for approval, and I am awaiting their response.

**Requested Action:** None. Informational. I will share further info as it becomes available.



## ZONING ADMINISTRATOR'S REPORT

1. **Permits:** The following land use permits have been issued since the last meeting:
  - a. Schoonover, Gopher Trail; Construction of Residential Storage Shed
  
2. **Pending Applications:** The following applications are pending:
  - a. Hanson, Half Mile Road: Side Yard Setback Variance of 10ft requested for construction of a 36ft x 40ft garage. Site plan review was conducted with no fee, pursuant Jenkins City Code of Ordinances Chapter 150.285(C) at the March 2<sup>nd</sup>, 2026 PC meeting. Public hearing set to take place at the April 6<sup>th</sup>, 2026 PC meeting, pending payment. **(See item 3a below)**
  - b. Ackerman, Charles Avenue: Side Yard Variance Requested for 9-10ft on both sides to construct a 100ft x 60ft 4-bay shop with a 26ft x 30ft office. Site plan review was conducted with no fee, pursuant Jenkins City Code Chapter 150.285(C) at the March 2<sup>nd</sup>, 2026 PC meeting. Public hearing set to take place at the April 6<sup>th</sup>, 2026 PC meeting, pending receipt of a completed application and fee payment.
  - c. Northland, Poulak Street: Amended CUP for Comm. Storage and detail shop/pressure washing; awaiting current SSTS sufficiency confirmation from septic designer, completed application, parking/landscaping plan, and application fee payment.
  
3. **Property Owner Requests for Council:**
  - a. Hanson, Half Mile Rd.; Requesting that Council waive the Variance application fee for the pending Side Yard Setback application.
  - b. Pequot Auto Repair, CSAH 16; Business owner sells a few vehicles here and there, but in order to purchase from vehicle auctions, he needs a certification of zoning compliance. Since the owner will not be selling high volumes of vehicles and the use is secondary to his primary business, is a CUP for 'commercial use, other' necessary in order to confirm compliance?
  
4. **Planning Commission Items in Review:**
  - a. Ord. Amendment O-26-49 Amending the Land Use Matrix to include Lower-Potency Hemp Edible Retail - Public Hearing scheduled for April 6<sup>th</sup>, 2026.
  - b. Screening requirements in the Highway Business (C-2) Zoning District.
  - c. Side Yard Setback Requirements in each Zoning District.