



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

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

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA ADDITIONS/DELETIONS
4. CONSENT AGENDA
 - A. AGENDA
 - B. MINUTES OF THE FEBRUARY 9TH, 2026 MEETING
 - C. FEBRUARY FINANCIAL RECONCILIATION
 - D. PROPOSED CHECK #'S & EFT'S; 30462-30468 AND EFTS; **\$19, 043.31**

5. OPEN FORUM

THIS IS A TIME TO ADDRESS THE CITY COUNCIL REGARDING ITEMS THAT ARE NOT ON THE AGENDA. PLEASE WAIT FOR THE MAYOR TO ACKNOWLEDGE YOU. STATE YOUR NAME, ADDRESS AND TOPIC YOU WISH TO DISCUSS FOR THE RECORD. NO RESPONSE OR ACTION WILL BE IMMEDIATELY TAKEN TO CITIZEN REQUEST OTHER THAN TO REFER THE MATTER TO CITY STAFF FOR FURTHER RESEARCH AND A WRITTEN REPORT BACK TO THE CITY COUNCIL.

PLEASE NOTE THAT PUBLIC COMMENT MAY BE LIMITED TO 3 MINUTES PER PERSON.

6. NEW BUSINESS
7. UNFINISHED BUSINESS
 - A. ORDINANCE AMENDMENT O-26-48 CITY-INITIATED REZONE & ZONING MAP AMENDMENT
 - i. ORDINANCE O-26-48
 - ii. SUMMARY PUBLICATION FOR O-26-48
 - B. 2026 VETERANS STREET IMPROVEMENT PROJECT
 - i. WIDSETH PROPOSAL FOR DESIGN AND CONSTRUCTION PHASE SERVICES-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-VERBAL W/LAND OWNER REQUEST TO WAIVE FEE
10. ADJOURNMENT

FEBRUARY 24TH, 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 ROGER SERVICED THE EQUIPMENT AND KNEW ITS HISTORY. FOR THE SKID STEER, THERE WAS DISCUSSION ABOUT WHETHER THE DIFFERENCE IN THE HIGHEST BID AND THE CURRENT VALUE 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 MEETING DEADLINE FOR PUBLIC INFORMATIONAL MEETINGS WAS MISSED, REQUIRING A SPECIAL MEETING. 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 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 PEDESTRIAN BRIDGE 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 CLEAR AUTHORIZATION 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.

ANDREW J. RUDLANG, MAYOR

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

February
2026

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
Total	\$794,183.13	\$16,694.03 ✓	\$24,287.20 ✓	\$786,589.96 ✓	\$0.00	\$4,216.95 ✓	\$790,806.91

CM Delongher

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 <u>\$ 309.98 ✓</u>
02/19/2026	Snarky Loon, LLC	040012	Liquor License Renewal	(02/19/2026) -	N	Alcoholic Beverages	100-32110-	\$ 900.00 <u>\$ 900.00 ✓</u>
02/19/2026	Shiners LLP	040013	Liquor License Renewal	(02/19/2026) -	N	Alcoholic Beverages	100-32110-	\$ 800.00 <u>\$ 800.00 ✓</u>
02/19/2026	VFW Post 3839	040014	Liquor License Renewal	(02/19/2026) -	N	Alcoholic Beverages	100-32110-	\$ 800.00 <u>\$ 800.00 ✓</u>
02/20/2026	Sourcewell	040015	ACH Consulant 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 <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 <u>\$ 9,551.00 ✓</u>
02/28/2026	PMA-4MP	040017	interest and dividends	(02/28/2026) -	N	Interest Earning Interest Earning Interest Earning	100-36210- 100-36210- 301-36210-	\$ 643.69 \$ 308.13 \$ 415.95 <u>\$ 1,367.77 ✓</u>
02/28/2026	First National Bank	040018	checking and savings interest	(02/28/2026) -	N	Interest Earning Interest Earning	100-36210- 404-36210-	\$ 15.81 \$ 49.47 <u>\$ 65.28 ✓</u>
Total for Selected Receipts								<u><u>\$ 16,694.03 ✓</u></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
		Total For Check	30435				\$ ✓ 274.98
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
		Total For Check	30436				\$ ✓ 3,055.50
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
		Total For Check	30437				\$ ✓ 60.00
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
		Total For Check	30438				\$ ✓ 25.00
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
		Total For Check	30439				\$ ✓ 3,605.00
02/10/2026	AT & T Mobility	30440	Roger Cell Phone	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		Total For Check	30440				\$ ✓ 30.00
02/10/2026	Pequot Lakes Sanitation	30441	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 45.35
		Total For Check	30441				\$ ✓ 45.35
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-	\$ <i>o/s</i> 230.87
		Total For Check	30442				\$ <i>o/s</i> 230.87
02/10/2026	Payroll Period Ending 02/10/2026	30443	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 180.87

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>
		Total For Check	30443				<u>\$ 180.87</u>
02/10/2026	Payroll Period Ending 02/10/2026	30444	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Clerk	100-41425-101-	\$ 1,678.14
		Total For Check	30444				<u>\$ 1,678.14</u>
02/10/2026	Payroll Period Ending 02/10/2026	30445	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Payroll Administration	100-41501-131-	\$ 520.78
		Total For Check	30445				<u>\$ 520.78</u>
02/10/2026	Payroll Period Ending 02/10/2026	30446	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30446				<u>\$ <i>o/s</i> 230.87</u>
02/10/2026	Payroll Period Ending 02/10/2026	30447	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 523.15
		Total For Check	30447				<u>\$ <i>o/s</i> 523.15</u>
02/10/2026	Payroll Period Ending 02/10/2026	30448	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Payroll Administration	100-41501-131-	\$ 187.46
		Total For Check	30448				<u>\$ <i>o/s</i> 187.46</u>
02/10/2026	Payroll Period Ending 02/10/2026	30449	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 277.05
		Total For Check	30449				<u>\$ <i>o/s</i> 277.05</u>
02/10/2026	Payroll Period Ending 02/10/2026	30450	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 224.85
		Total For Check	30450				<u>\$ <i>o/s</i> 224.85</u>
02/10/2026	Payroll Period Ending 02/10/2026	30451	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-131-	\$ 24.46
		Total For Check	30451				<u>\$ <i>o/s</i> 24.46</u>
02/10/2026	Payroll Period Ending 02/10/2026	30452	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check	30452				<u>\$ 230.87</u>
02/10/2026	Payroll Period Ending 02/10/2026	30453	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 183.86
		Total For Check	30453				<u>\$ 183.86</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	Payroll Period Ending 02/10/2026	30454	1/25-2/7/2026 pay period, health stipend, & CC pay	N	Public Works/Maintenance	100-43102-131-	\$ 13.04
Total For Check 30454							\$ 13.04
02/24/2026	Payroll Period Ending 02/21/2026	30455	2/8/-2/21-26 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
Total For Check 30455							\$ 1,678.14
02/24/2026	Payroll Period Ending 02/21/2026	30456	2/8/-2/21-26 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 0/ 857.82
Total For Check 30456							\$ 1/ 857.82
02/25/2026	MN Power	30457	Street Lights 1/5/26-2/5/26	N	Street Lighting	100-43160-381-	\$ 0/ 599.94
Total For Check 30457							\$ 1/ 599.94
02/25/2026	Metro Sales	30458	Inv 3009055 Contract base 8/14-11/13 (42.75) Usage chrg (82.61) Rental chrg (333.90)	N	Clerk	100-41425-209-	\$ 459.26
Total For Check 30458							\$ 0/ 459.26
02/25/2026	Ratwik, Roszak & Maloney, P.A.	30459	01/26 Legal Services Review RFP & email; edit RFP, review email & respond to OML inquiry	N	City/Town Attorney	100-41610-304-	\$ 168.00
Total For Check 30459							\$ 0/ 168.00
02/25/2026	TDS	30460	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.35
Total For Check 30460							\$ 0/ 178.35
02/25/2026	Crow Wing Power	30461	1/8/25 to 2/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 24.00
Total For Check 30461							\$ 0/ 24.00
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
Total For Check EFT00083728							\$ 446.65
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
Total For Check EFT00083924							\$ 511.82
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>
		Total For Check	EFT2712780				\$ 60.00
02/25/2026	State of IA	EFT2718713	CSE 2/8 - 2/21/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2718713				\$ 60.00
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
		Total For Check	EFT64560026				\$ 1,775.40
02/25/2026	Xcel Energy	EFT80128	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 590.72
		Total For Check	EFT80128				\$ 590.72
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
		Total For Check	EFTC56350C8				\$ 5,275.00
Total For Selected Checks							\$ 24,287.20

For the month ending:

February 28, 2026

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	196,121.56
Savings	XXXX989	107,535.43
4-year CD	XXXXX423	0.00
4 M Fund		
Bond	XXX201	148,144.21
Money Market	XXX101	109,752.03
Money Market - Street Reserves	XX102	229,253.68
CD #XXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		487,149.92
Assigned Operational (6 months)		277,550.95
Operational Reserve		0.00
Committed Funds		377,751.37
Debt Service		131,287.64
Fund Balance Total		786,589.96

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
			30359	\$230.87
4,216.95		191,904.61	30442	\$230.87
		107,535.43	30446	\$230.87
0.00	0.00	0.00	30447	\$523.15
		0.00	30448	\$187.46
		148,144.21	30449	\$277.05
		109,752.03	30450	\$224.85
		229,253.68	30451	\$24.46
		0.00	30456	\$857.82
		0.00	30457	\$599.94
		0.00	30458	\$459.26
		0.00	30459	\$168.00
	Totals	786,589.96	30460	\$178.35
	Cash per CTAS	786,589.96	30461	\$24.00
	Difference	0.00		

Committed Funds Breakdown

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

\$4,216.95 ✓

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

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 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 Coordination w/DNR on PB trail connect when MNDOT 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 Buildings and Plant	30466 \$62.90
03/05/2026	Pequot Lakes Fire	5/1/2026-4/30/2027 Fire Contract (\$10,755.48) & Fire 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 services and web hosting	2925	\$285.46	100-41425-209-	Clerk	30468 \$285.46
03/04/2026	Internal Revenue Service	February 2026 Q1 941 obligation	EFT2511952 0	\$2,170.14	100-41501-122- 100-41501-135- 100-41501-170-	Payroll Administration Payroll Administration Payroll Administration	EFT \$1,165.81 \$272.65 \$731.68
Total For Selected Claims				\$19,043.31			\$19,043.31



AGENDA ITEM #

7A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: MARCH 4TH, 2026

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

REPORT: THE PLANNING COMMISSION HELD A PUBLIC HEARING ON MARCH 2ND, 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 18TH, 2026

MAILED NOTICE: FEBRUARY 19TH, 2026

PLANNING COMMISSION HEARING: MARCH 2ND, 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



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.

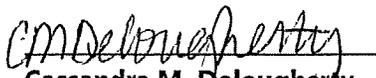
Written comments may be submitted prior to the hearing to:

City Clerk-Treasurer Cassandra Delougherty
City of Jenkins
33861 Cottage Avenue
Jenkins MN 56474
Email: cassandra.delougherty@cityofjenkins.com

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
33734 SUMMER AVE
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

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

BERG, JEREMY & CARLSON, JESSICA
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

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

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

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

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

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

TURNER, MARK A
8704 COLES WAY
BRAINERD, MN 56401

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

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

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

GOTCHYA PROPERTIES LLC
6019 SUGARBUSH TRL
BRAINERD MN 56401

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

RENDRAG HOLDINGS LLC
3964 MCGILL ST
PEQUOT LAKES MN 56472

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

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

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

COSTELLO, MATTHEW & RONDA
5428 KNOX AVE
BILLINGS MT 59106

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

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

QUEST LAND COMPANY LLC
PO BOX 899
PEQUOT LAKES MN 56472

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

QUEST LAND COMPANY LLC
PO BOX 899
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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PEQUOT LAKES MN 56472

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PINE RIVER, MN 56474

QUEST LAND COMPANY LLC
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DICKEY, BRUCE G & SANDRA K
33551 SUMMER AVE
PINE RIVER, MN 56474

GLASER, ANTHONY & LEAH
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

QUEST LAND COMPANY LLC
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PEQUOT LAKES MN 56472

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PINE RIVER, MN 56474

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PEQUOT LAKES MN 56472

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PINE RIVER, MN 56474

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

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

JENKINS, CITY OF
33861 COTTAGE AVE
JENKINS MN 56474

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

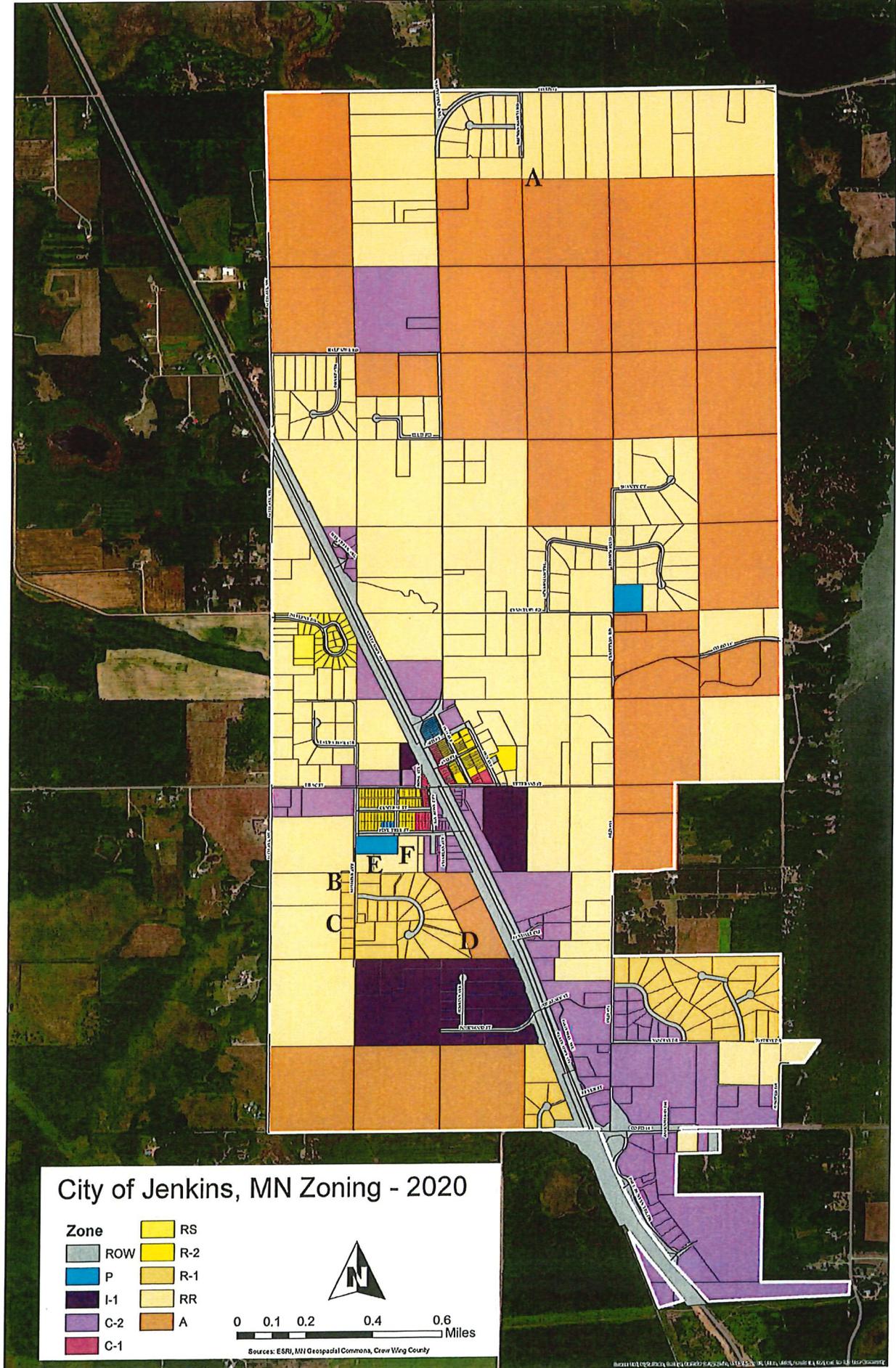
CITY OF JENKINS
KRISTA OKERMAN CITY CLERK
33861 COTTAGE AVE JENKINS, MN 56456

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

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

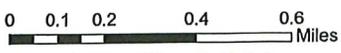
DICKEY, BRUCE G & SANDRA K
33551 SUMMER AVE
PINE RIVER, MN 56474

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

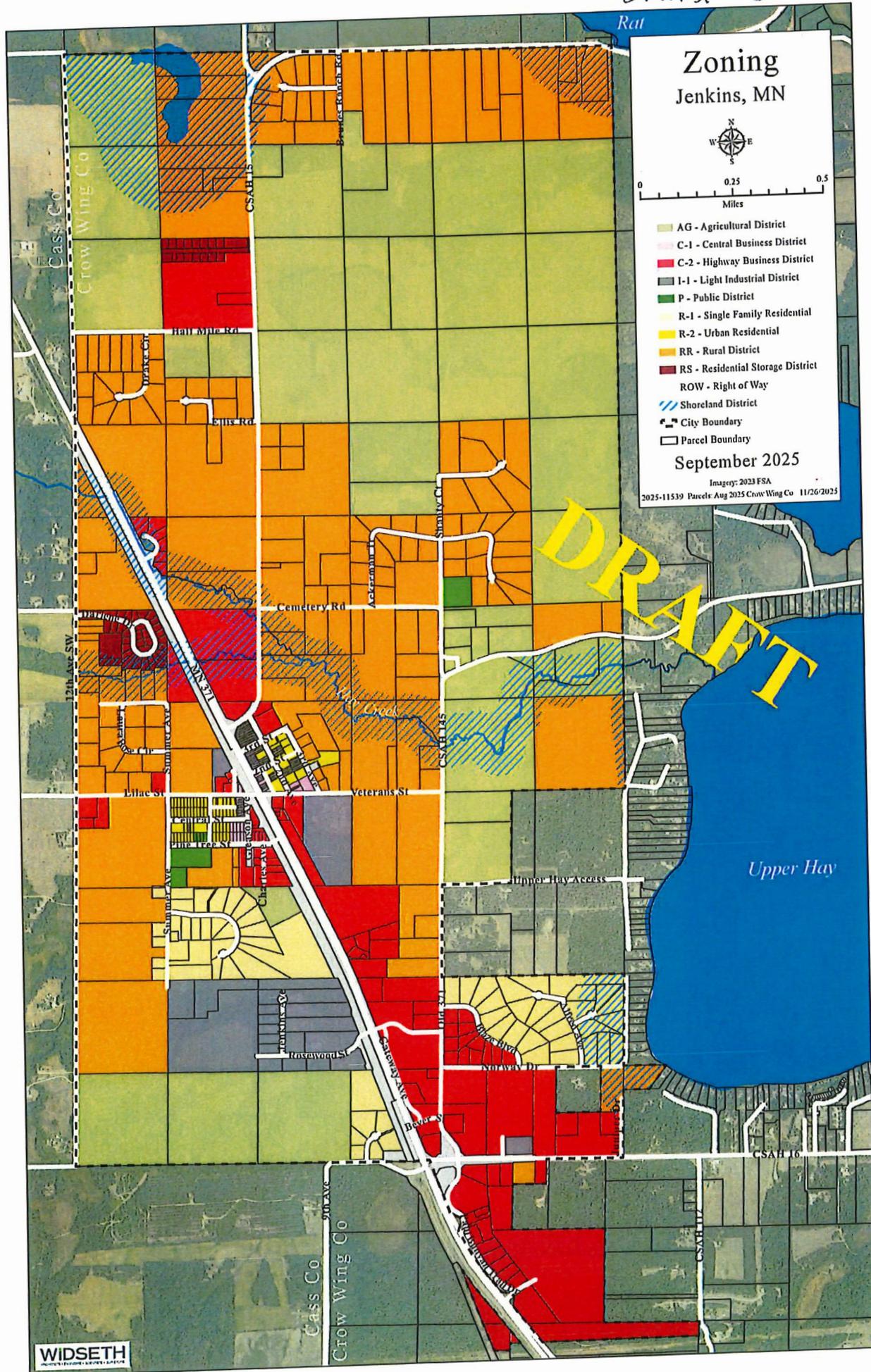


City of Jenkins, MN Zoning - 2020

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



Sources: ESRI, MN Geospatial Commons, Crow Wing County



DRAFT

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 4th, 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, Widseth 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 4th, 2026
Subject: Emergency Warning Siren Update

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

- Near the intersection of 12th 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 20th, 2026
Subject: Paul Bunyan Trail Connect CSAH 16 to Crosslake

Report: Mike O'Connell of the LAKE Trails Initiative presented a brief summary of a proposed plan for a trail connect from the Paul Bunyan Trail across Truck Highway 371 along CSAH 16 through Ideal Township, all the way to Crosslake at the February 9th City Council Meeting.

In a letter that was shared with Council at the February 24th 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 #

7E

REPORT TO CITY COUNCIL

Prepared by: Cassandra Delougherty
Date: March 4th, 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 23rd, 2026
Subject: Sourcewell Intern Reimbursement Funding Opportunity

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

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

At the February 24th 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.