



CITY COUNCIL MEETING AGENDA

MONDAY, MAY 11TH, 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) 568-2637

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 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 APRIL 13TH, 2026 MEETING
 - C. APRIL 2026 BANK RECONCILIATION
 - D. PREWRITTEN PAYROLL CHECK #'S 30522-30530 ; **\$4,329.98**
 - E. PROPOSED CHECK #'S & EFT'S; 30531-30535; **\$8,674.17** **TOTAL= \$13,004.15**

5. OPEN FORUM

THIS IS A TIME TO ADDRESS THE CITY COUNCIL REGARDING ITEMS THAT ARE NOT ON THE AGENDA. PLEASE WAIT FOR THE MAYOR TO ACKNOWLEDGE YOU. STATE YOUR NAME, ADDRESS AND TOPIC YOU WISH TO DISCUSS FOR THE RECORD. NO RESPONSE OR ACTION WILL BE IMMEDIATELY TAKEN TO CITIZEN REQUEST OTHER THAN TO REFER THE MATTER TO CITY STAFF FOR FURTHER RESEARCH AND A WRITTEN REPORT BACK TO THE CITY COUNCIL.
PLEASE NOTE THAT PUBLIC COMMENT MAY BE LIMITED TO 3 MINUTES PER PERSON.

6. UNFINISHED BUSINESS

- A. VETERAN'S STREET IMPROVEMENT BIDS
 - i. BID TABULATION
 - ii. ENGINEER'S RECOMMENDATION
- B. NORTHLAND COMPANIES CUP AMENDMENT
 - i. RESOLUTION 26-05-340
- C. PROPOSED ORDINANCE AMENDMENT O-26-50 HIGHWAY BUSINESS DISTRICT SCREENING REQUIREMENTS
 - i. ORD. AMNDMT O-26-50
- D. AUDITING/ACCOUNTING SERVICES
 - i. CLA AUP ENGAGEMENT PROPOSAL
 - ii. ABDO AUP ENGAGEMENT PROPOSAL
- E. ROADWAY CONCERNS
 - i. SCHRUPP EXCAVATING ESTIMATE

7. NEW BUSINESS

- A. PAUL BUNYAN SCENIC BYWAY LETTER

8. REPORTS OF OFFICERS, COMMITTEES, STAFF

- A. MAYOR'S REPORT
- B. CLERK'S REPORT
 - i. ON-SYSTEMS INC. FEE INCREASE
- C. ROADS REPORT
- D. PARK COMMITTEE REPORT
- E. ZONING ADMINISTRATOR'S REPORT

9. MISCELLANEOUS/COMMUNICATION

10. ADJOURNMENT

APRIL 28TH, 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, BARNETT, AND CARLSON.

AGENDA ADDITIONS/DELETIONS

CITY CLERK-TREASURER CASSANDRA DELOUGHERTY NOTED AN UPDATE TO THE CONSENT AGENDA REGARDING THE CLAIMS LIST, SPECIFICALLY A CORRECTION TO ITEM 4E. SHE ALSO NOTED THE ADDITION OF A THIRD-PARTY REIMBURSEMENT ELIGIBLE SERVICES PROPOSAL TO BE PLACED UNDER UNFINISHED BUSINESS. COUNCIL MEMBER SILTMAN NOTED ROAD AND WATER-RELATED ITEMS TO BE DISCUSSED UNDER MISCELLANEOUS/COMMUNICATIONS.

DELOUGHERTY CLARIFIED THE CORRECTED CLAIMS LIST FOR ITEM 4E: CHECK NUMBERS 30515 AND 30521, ALONG WITH EFTs, TOTALING \$14,184.80, BRINGING THE TOTAL WITH PREWRITTEN PAYROLL TO \$16,009.91. A MINOR SPELLING CORRECTION IN THE PRIOR MEETING'S MINUTES WAS ALSO NOTED.

MOTION BY COUNCIL MEMBER CARLSON TO APPROVE THE AGENDA WITH THE STATED ADDITIONS. SECONDED BY COUNCIL MEMBER BARNETT. ALL IN FAVOR.

CONSENT AGENDA

THE CONSENT AGENDA WAS APPROVED AS CORRECTED, INCLUDING THE UPDATED CLAIMS LIST FOR ITEM 4E.

MOTION BY COUNCIL MEMBER CARLSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BARNETT. ALL IN FAVOR.

OPEN FORUM

NONE

UNFINISHED BUSINESS

L.A.K.E. TRAILS INITIATIVE-RES. 26-04-338

DELOUGHERTY REPORTED THAT WHILE THE CITY HAD PREVIOUSLY APPROVED A LETTER OF SUPPORT FOR THE L.A.K.E. FOUNDATION'S REGIONAL TRAIL INITIATIVE ALONG THE COUNTY ROAD 16 CORRIDOR, PROJECT PARTNERS HAD SINCE REQUESTED THAT PARTICIPATING MUNICIPALITIES ADOPT FORMAL RESOLUTIONS OF SUPPORT. THESE RESOLUTIONS WOULD BE SUBMITTED TO CROW WING COUNTY IN ADVANCE OF THEIR MAY MEETING. COUNCIL CONFIRMED THAT THE RESOLUTION CARRIED NO FINANCIAL COMMITMENT OR OBLIGATION ON THE CITY'S PART, AND MEMBERS EXPRESSED CONTINUED ENTHUSIASM FOR THE INITIATIVE, PARTICULARLY IN ITS POTENTIAL TO PROVIDE SAFER ALTERNATIVES TO TRAVEL ALONG HIGHWAY 16 FOR PEDESTRIANS AND CYCLISTS.

MOTION TO APPROVE RESOLUTION 26-04-338 SUPPORTING THE L.A.K.E. FOUNDATION'S EFFORTS TO DEVELOP A REGIONAL TRAIL CONNECTION WAS MADE BY MAYOR RUDLANG AND SECONDED BY COUNCIL MEMBER CARLSON. MOTION CARRIED UNANIMOUSLY.

BRAINERD LAKES AREA WALKING & BIKING SAFETY PLAN

DELOUGHERTY REPORTED THAT THE CITY OF JENKINS HAD BEEN INVITED TO PARTICIPATE IN THE BRAINERD LAKES AREA WALKING AND BIKING SAFETY PLAN, A REGIONAL INITIATIVE FORMERLY KNOWN AS THE SAFE STREETS FOR ALL (SS4A) PROGRAM, NOW LED BY THE CITY OF CROSSLAKE IN COORDINATION WITH BOLTON & MENK. A KICKOFF MEETING IS BEING PLANNED FOR MAY, AND EACH PARTICIPATING MUNICIPALITY WAS ASKED TO IDENTIFY AT LEAST FIVE PRIORITY LOCATIONS, CORRIDORS, OR AREAS OF CONCERN FOR PEDESTRIAN AND BICYCLE SAFETY.

COUNCIL ENGAGED IN A SUBSTANTIVE DISCUSSION TO IDENTIFY AND PRIORITIZE JENKINS' TOP LOCATIONS. THE FOLLOWING FIVE AREAS WERE IDENTIFIED AND RANKED THROUGH COUNCIL CONSENSUS, WITH THE UNDERSTANDING THAT DELOUGHERTY WOULD FORMALIZE AND SUBMIT THE LIST:

1. **HIGHWAY 15 CROSSING** (ACCESS TO THE PARK AND CONNECTING TRAIL CORRIDORS — IDENTIFIED AS THE TOP PRIORITY)
2. **PINE TREE STREET / PAUL BUNYAN TRAIL** (CONNECTING TRAIL ACCESS AND THE NEW NORTH PARK PROPERTY)
3. **VETERANS DRIVE / LILAC STREET CORRIDOR** (PEDESTRIAN AND BICYCLE EXPOSURE ALONG THE FULL STRETCH)
4. **HIGHWAY 1-45 NORTH OF THE THREE-WAY INTERSECTION TO THE CITY LIMIT**
5. **LILAC STREET AND COUNTY ROAD 16 CROSSING** (VEHICLES TRAVELING AT SPEED, LIMITED PEDESTRIAN VISIBILITY)

COUNCIL NOTED THE OVERLAP BETWEEN SOME OF THESE LOCATIONS AND THE L.A.K.E. TRAILS INITIATIVE, AS WELL AS ANTICIPATED CHANGES RELATED TO FUTURE TRUNK HIGHWAY CORRIDOR ACCESS MANAGEMENT. DELOUGHERTY NOTED SHE WOULD FORWARD THE PRIORITIZED LIST TO THE PROJECT PARTNERS AND SHARE INFORMATION ABOUT THE UPCOMING KICKOFF MEETING WITH COUNCIL MEMBERS WHO MAY WISH TO ATTEND.

NO FORMAL MOTION WAS REQUIRED FOR THIS ITEM.

AUDITING/ACCOUNTING SERVICES

DELOUGHERTY REPORTED THAT SHE HAD RECEIVED A PROPOSAL FROM CLIFTON LARSEN ALLEN (CLA) FOR AN AGREED-UPON PROCEDURES ENGAGEMENT AT \$10,500, AND WAS STILL AWAITING A COMPARABLE PROPOSAL FROM ABDO. SHE ALSO REPORTED THAT SHE HAD SEPARATELY SUBMITTED A PROPOSAL FROM ABDO'S FINANCIAL SOLUTIONS TEAM TO SOURCEWELL UNDER THE THIRD-PARTY REIMBURSEMENT PROGRAM. THIS PROPOSAL COVERS A HIGH-LEVEL ACCOUNTING PROCESS REVIEW — INCLUDING EVALUATION OF INTERNAL CONTROLS, IDENTIFICATION OF PROCESS INEFFICIENCIES, AND DEVELOPMENT OF WRITTEN RECOMMENDATIONS — AT AN ESTIMATED COST OF APPROXIMATELY \$1,550, WHICH WOULD QUALIFY FOR SOURCEWELL REIMBURSEMENT.

DELOUGHERTY EXPLAINED THAT THE CITY IS ALLOWED A MAXIMUM OF \$15,000 IN SOURCEWELL THIRD-PARTY REIMBURSEMENTS ACROSS TWO APPLICATIONS IN A GIVEN CYCLE. ONE APPLICATION OF \$2,100 HAD ALREADY BEEN USED TO UPDATE CITY POLICIES, LEAVING APPROXIMATELY \$12,100 IN

POTENTIAL REMAINING REIMBURSEMENT. THE CURRENT APPLICATION HAD BEEN SUBMITTED, AND SOURCEWELL WAS EXPECTED TO CONFIRM ELIGIBILITY AND FUND AVAILABILITY BY THE END OF THE WEEK. ALL WORK MUST BE INVOICED, PAID, AND REIMBURSED PRIOR TO JUNE 15, 2026.

COUNCIL EXPRESSED SUPPORT FOR THE PROCESS REVIEW ENGAGEMENT AND DISCUSSED THE POTENTIAL VALUE OF ALSO PURSUING LONGER-TERM FINANCIAL PLANNING ASSISTANCE — SUCH AS RESERVE FUND POLICY REVIEWS AND MULTI-YEAR REVENUE PROJECTIONS — FROM ABDO IN A FUTURE FUNDING CYCLE. COUNCIL AGREED TO PROCEED WITH THE CURRENT APPLICATION AS SUBMITTED, WITH THE OPTION TO REVISIT EXPANDED SERVICES IN THE NEXT SOURCEWELL REIMBURSEMENT CYCLE BEGINNING AFTER JUNE 15.

COUNCIL AUTHORIZED DELOUGHERTY TO EXECUTE THE AGREEMENT UPON CONFIRMATION OF SOURCEWELL APPROVAL.

MOTION TO AUTHORIZE THE CITY CLERK-TREASURER TO SIGN AND PROCEED WITH THE ABDO FINANCIAL PROCESS REVIEW ENGAGEMENT PENDING SOURCEWELL REIMBURSEMENT APPROVAL WAS MADE BY COUNCIL MEMBER BARNETT AND SECONDED BY COUNCIL MEMBER CARLSON. MOTION CARRIED UNANIMOUSLY.

ADMINISTRATIVE INTERNSHIP-RES. 26-04-339

DELOUGHERTY REPORTED THAT THE PERSONNEL COMMITTEE - CONSISTING OF MAYOR RUDLANG, COUNCIL MEMBER BARNETT, AND HERSELF - HAD CONDUCTED TWO INTERVIEWS ON APRIL 24TH AND 25TH, ONE HELD VIRTUALLY AND ONE IN PERSON, BOTH RECORDED VIA ZOOM FOR COUNCIL REVIEW. FOUR APPLICATIONS WERE RECEIVED; TWO CANDIDATES WERE INTERVIEWED. THE COMMITTEE MET PRIOR TO THE EVENING'S MEETING TO DISCUSS THE CANDIDATES AND REACHED CONSENSUS ON A RECOMMENDATION.

THE COMMITTEE RECOMMENDED JOSIE RUST (CANDIDATE B) FOR THE ADMINISTRATIVE INTERN POSITION, NOTING BOTH CANDIDATES WERE QUALIFIED BUT THAT CANDIDATE B HAD A SLIGHT EDGE. SHE NOTED THAT ONE CANDIDATE WAS A POLITICAL SCIENCE/EXERCISE SCIENCE MAJOR AND THE OTHER A COMMUNICATIONS/POLITICAL JOURNALISM MAJOR. THE POSITION CARRIES A STARTING WAGE OF \$20.00 PER HOUR, WITH \$15.00 COVERED THROUGH A GRANT REIMBURSEMENT AND \$5.00 PER HOUR, ALONG WITH APPLICABLE EMPLOYMENT TAXES, COVERED BY THE CITY. A TENTATIVE START DATE OF APPROXIMATELY MAY 21ST WAS NOTED. COUNCIL EXPRESSED CONFIDENCE IN THE PERSONNEL COMMITTEE'S RECOMMENDATION AND NOTED THAT THE NATURE OF AN INTERNSHIP AFFORDED SOME FLEXIBILITY IF THE ARRANGEMENT DID NOT WORK OUT.

RESOLUTION 26-04-339 ALSO INCLUDED AUTHORIZATION TO EXTEND AN OFFER TO CANDIDATE A IN THE EVENT CANDIDATE B DECLINES THE POSITION.

MOTION TO APPROVE RESOLUTION 26-04-339 AUTHORIZING THE HIRING OF JOSIE RUST AS ADMINISTRATIVE INTERN, WITH AUTHORIZATION TO EXTEND AN OFFER TO THE ALTERNATE CANDIDATE IF THE PRIMARY CANDIDATE DECLINES, WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND SECONDED BY COUNCIL MEMBER CARLSON. MOTION CARRIED UNANIMOUSLY.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

NO REPORT.

CLERK'S REPORT

DELOUGHERTY NOTED SEVERAL UPCOMING SCHEDULE ITEMS, INCLUDING ATTENDANCE AT A SOURCEWELL MEETING THE FOLLOWING DAY, A REQUIRED ELECTION ADMINISTRATION TRAINING AT THE COUNTY SPANNING

TWO SESSIONS, AND PLANNED ABSENCE ON TWO SEPARATE DAYS DUE TO FAMILY MEDICAL MATTERS. SHE INDICATED SHE WOULD BE AVAILABLE REMOTELY DURING THOSE ABSENCES. ALL SCHEDULED ABSENCES WERE NOTED ON THE CALENDAR POSTED AT CITY HALL.

ROADS REPORT-CONCERNS UPDATE

DELOUGHERTY INTRODUCED THE ROADS DISCUSSION, REFERENCING THE STAFF REPORT ON LILAC STREET TRAIL AREA DAMAGE AND SHANTY COURT PAVEMENT EDGE ISSUES. COUNCIL MEMBER SILTMAN AND COUNCIL MEMBER CARLSON LED AN EXTENDED DISCUSSION COVERING SEVERAL ROAD CONCERNS.

SHANTY COURT – SHOULDER DETERIORATION

COUNCIL REVIEWED VISUAL DOCUMENTATION OF SHANTY COURT, WHERE GRAVEL SHOULDERS HAVE SIGNIFICANTLY ERODED — PARTICULARLY AT THE MAIN CORNER AND ALONG THE CUL-DE-SAC. COUNCIL EXPRESSED CONCERN THAT ONLY APPROXIMATELY TWO YEARS HAD ELAPSED SINCE THE ROAD WAS CONSTRUCTED AND THE SHOULDERS WERE INSTALLED. QUESTIONS WERE RAISED REGARDING WHETHER THE SHOULDER MATERIAL USED WAS OF ADEQUATE SPECIFICATION, AND WHETHER MATERIAL TESTING HAD BEEN PERFORMED AT THE TIME OF ORIGINAL CONSTRUCTION, GIVEN PRIOR ISSUES WITH SUBSTANDARD MATERIALS ON ANOTHER ROAD.

COUNCIL DIRECTED DELOUGHERTY TO CONTACT THE CITY'S ENGINEERING FIRM (WIDSETH/THOMAS) TO REQUEST COPIES OF ANY CORE SAMPLES OR MATERIAL TESTING RESULTS FROM SHANTY COURT'S CONSTRUCTION. COUNCIL ALSO DIRECTED DELOUGHERTY TO CONTACT PUBLIC WORKS OPERATOR ROGER TO COORDINATE IMMEDIATE SHOULDER REINFORCEMENT AT THE CRITICAL CORNER USING CLASS 5 AGGREGATE, WITH A TAR SEALANT APPLIED TO AID IN WATER SHEDDING AND MATERIAL RETENTION. THE CUL-DE-SAC WAS ALSO IDENTIFIED AS A PRIORITY. SHOULD ROGER DETERMINE THE SCOPE OF THE CORNER WORK EXCEEDS IN-HOUSE CAPACITY, STAFF WAS DIRECTED TO SOLICIT BIDS. FOR THE REMAINDER OF THE SHOULDER ALONG THE STRAIGHTAWAYS, COUNCIL AGREED TO AWAIT THE ENGINEERING INFORMATION BEFORE PROCEEDING WITH A FORMAL BID PROCESS.

LILAC STREET / GLEASON DRIVE – PAVEMENT DETERIORATION

COUNCIL DISCUSSED A SIGNIFICANT PAVEMENT FAILURE AT THE INTERSECTION OF LILAC AND GLEASON, WITH A DETERIORATED SECTION APPROXIMATELY FOUR FEET BY SIX FEET IN SIZE AND WATER POOLING IN THE AREA. DISCUSSION CENTERED ON WHETHER TO PATCH THE IMMEDIATE FAILURE OR PURSUE A MORE COMPREHENSIVE OVERLAY FROM THE DETERIORATED SECTION TO HIGHWAY 371. A PREVIOUS BID FOR THAT STRETCH WAS ESTIMATED AT APPROXIMATELY \$30,000. COUNCIL AGREED TO OBTAIN UPDATED BIDS FOR THE GLEASON/LILAC AREA REPAIR, NOTING THAT LIMITED DRAINAGE OPTIONS AND PROXIMITY TO THE DNR TRAIL CORRIDOR COMPLICATE A PERMANENT SOLUTION.

CHIP SEAL – POUALAK/BLAZE/GATEWAY

COUNCIL DISCUSSED WHETHER TO PROCEED WITH CHIP SEALING OF POUALAK, BLAZE, AND GATEWAY THIS YEAR. PUBLIC WORKS ROGER HAD ADVISED THAT, BASED ON STATE PRACTICE, CHIP SEALING SHOULD NOT BE APPLIED WHILE AGGREGATE ROCK IS STILL VISIBLE ON THE SURFACE, AS IT MAY NOT ADHERE PROPERLY AND COULD ACTUALLY ACCELERATE PAVEMENT DETERIORATION. GIVEN THAT BLAZE CARRIES MINIMAL TRAFFIC (SERVING ESSENTIALLY ONE OCCUPIED RESIDENCE) AND THAT THE EXISTING SURFACE APPEARS INTACT, COUNCIL REACHED A CONSENSUS TO DEFER CHIP SEALING ON ALL THREE STREETS UNTIL 2027, REDIRECTING THE MAINTENANCE BUDGET TOWARD SHOULDERING AND POT HOLE REPAIR. DELOUGHERTY WAS DIRECTED NOT TO CONTACT PEARSON BROTHERS FOR CHIP SEAL WORK IN 2026.

NORTH 12TH STREET / WILSON TOWNSHIP MAINTENANCE AGREEMENT

COUNCIL DISCUSSED ONGOING CONCERNS ABOUT THE QUALITY OF MAINTENANCE BEING PERFORMED ON NORTH 12TH STREET UNDER THE CURRENT AGREEMENT WITH WILSON TOWNSHIP, FOR WHICH THE CITY PAYS \$5,000 ANNUALLY. COUNCIL NOTED THAT A PROMISED ANNUAL MEETING WITH TOWNSHIP

REPRESENTATIVES HAS NOT OCCURRED IN SEVERAL YEARS, AND THAT COMMUNICATION REGARDING WHEN MAINTENANCE ACTIVITIES ARE PERFORMED HAS BEEN LACKING. COUNCIL DIRECTED DELOUGHERTY TO REACH OUT TO WILSON TOWNSHIP TO SCHEDULE A MEETING TO REVIEW THE MAINTENANCE AGREEMENT AND DISCUSS COMMUNICATION IMPROVEMENTS.

COTTAGE AVENUE / CITY HALL AREA

COUNCIL BRIEFLY DISCUSSED PAVEMENT DETERIORATION ON COTTAGE AVENUE NEAR THE FIRE HALL, WHERE AN AREA OF THE ROAD SURFACE HAS FAILED AND IS CURRENTLY EXPOSED SOIL. VARIOUS REPAIR OPTIONS WERE DISCUSSED, INCLUDING TEMPORARY PATCHING. NO FORMAL ACTION WAS TAKEN; THE ITEM WILL CONTINUE TO BE MONITORED.

NORTHDALE OIL GAS STATION / BEYER STREET PARKING AREA

COUNCIL DISCUSSED AN ONGOING ISSUE WITH THE INFORMAL PARKING AND STAGING AREA ON THE NORTH SIDE OF BEYER STREET NEAR THE NORTHDALE GAS STATION, WHERE HEAVY TRUCK TRAFFIC HAS CAUSED PROGRESSIVE EROSION OF THE GRAVEL SURFACE. DELOUGHERTY WAS DIRECTED TO REACH OUT TO NORTHDALE'S MANAGER, THERESA FOX, TO DISCUSS WHETHER THE BUSINESS WOULD BE WILLING TO REMOVE AN EXISTING LANDSCAPE ISLAND AND BRING THE AREA UP TO THE CITY'S COMMERCIAL ROAD STANDARDS, WHICH COULD HELP MITIGATE FURTHER DAMAGE TO THE ADJACENT SHOULDER. STAFF WAS ALSO DIRECTED TO CONSULT WITH PUBLIC WORKS REGARDING POTENTIAL FILL AND STABILIZATION OPTIONS FOR THE AREA.

PARKS REPORT

COUNCILMEMBER SILTMAN AND CLERK DELOUGHERTY REPORTED ON THE COMMUNITY BENEFIT GRANT SUBMISSION AND RECAPPED THEIR MEETING WITH STEVEN HANSON OF PRAF. IT WAS NOTED THAT THERE ARE A NUMBER OF OPTIONS AVAILABLE FOR THE CITY TO RAISE FUNDS, INCLUDING RAFFLES, CITY FESTIVALS, CONCESSION STAND RENTALS, AMONG OTHERS. IT WAS ALSO NOTED BY MR. HANSON THAT THE CITY IS THE ISSUING AUTHORITY FOR TEMPORARY LIQUOR LICENSES AND COULD CONSIDER ALCOHOL SALES AS A WAY TO HELP FUND THE PARKS. THE CITY SHOULD REACH OUT TO MR. HANSON PRIOR TO THE EXECUTION OF ANY FUNDRAISING IDEAS TO ENSURE COMPLIANCE IS MAINTAINED. SILTMAN MENTIONED EGG HUNT, STARS & STRIPES PARADE, AND TREE LIGHTING AS 2026 ACTIVITIES. HE MENTIONED HANDING OUT BOAT FLOATS AT THIS YEAR'S PARADE, INDICATING THE COMMITTEE DISCUSSED ADDING CITY BUSINESSES TO ONE SIDE OF THE BOAT FLOAT. RESEARCHING THIS OPTION.

ADJOURNMENT

MOTION BY COUNCIL MEMBER BARNETT TO ADJOURN AT 8:07PM. SECOND BY COUNCIL MEMBER CARLSON. ALL IN FAVOR.

APPROVED THIS _____ DAY OF _____, 2026.

ANDREW J. RUDLANG, MAYOR

ATTEST:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

APRIL 2026
BANK REC

For the Period : 4/1/2026 To 4/30/2026

<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	\$370,987.73	\$3,510.41	\$41,000.85	\$333,497.29	\$0.00	\$18,466.88	\$351,964.17
2023A Improvement Program Fund Account	\$148,125.05	\$4,421.34	\$0.00	\$152,546.39	\$0.00	\$0.00	\$152,546.39
Savings Account-Committed Funds	\$242,350.17	\$381.06	\$0.00	\$242,731.23	\$0.00	\$0.00	\$242,731.23
Total	\$761,462.95	✓\$8,312.81	\$41,000.85	✓\$728,774.91	\$0.00	✓\$18,466.88	\$747,241.79

Date

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>	
04/10/2026	Crow Wing County-State of MN	40027	finest	(04/10/2026) -	N	Court Fines	100-35101-	\$ 229.97	
								\$ 229.97	
04/10/2026	Sourcewell	40028	Community Boost Funds Welcome Sign Repair/Replacement	(04/10/2026) -	N	Funding from Other Sources	100-33640-902	\$ 1,982.95	
								\$ 1,982.95	
04/14/2026	Donation	40029	cash donations from Easter Egg Hunt	(04/14/2026) -	N	Contributions and Donations from Private Sources	404-36230-	\$ 78.00	
								\$ 78.00	
04/14/2026	Roman Siltman-City of Jenkins	40030	sale of used office equipment-desktop computer	(04/14/2026) -	N	MISCELLANEOUS REVENUES	404-36200-	\$ 250.00	
								\$ 250.00	
04/17/2026	Jeff & Annette Hanson	40031	Land Use Permit 26-850 44x30 detached (Res 26-04-334 10-ft side yard setback variance)	(04/17/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 198.00	
								\$ 198.00	
04/21/2026	Mike Eichten	40032	Land Use Permit 26-851 PID26270555 12x16 and 12x24 accessory buildings	(04/23/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 72.00	
								\$ 72.00	
04/21/2026	Edina Realty Title Escrow Acct	40033	2023 Street Improvement Assessment 34794 Brown Blvd PID26260507 Kline/Fering	(04/23/2026) -	N	Principal on Special Assessments	301-31951-	\$ 3,978.07	
								\$ 3,978.07	
04/30/2026	Firrst National Bank	40045	checking & savings interest chkg-\$13.06 sbgs-\$53.06	(04/30/2026) -	N	Interest Earning	100-36210-	\$ 13.06	
							Interest Earning	404-36210-	\$ 53.06
								\$ 66.12	

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
04/30/2026	PTMA	40046	interest & dividends MM-\$328.42, Res.-\$686.01, GO-\$443.27	(04/30/2026) -	N Interest Earning	100-36210-	\$ 328.42
					Interest Earning	100-36210-	\$ 686.01
					Interest Earning	301-36210-	\$ 443.27
Total for Selected Receipts							\$ 1,457.70
							\$ 8,312.81

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
04/07/2026	Cassandra M Delougherty	30487	MCFOA Conf. Nisswa MMUA, CWC Siren Mtg mileage + 3 meals	N	Clerk	100-41425-331-	\$ 379.21
Total For Check 30487							<u>\$ / 379.21</u>
04/07/2026	Payroll Period Ending 04/04/2026	30488	3/22-4/4/26 pay period, health stipend, CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30488							<u>\$ O/S 230.87</u>
04/07/2026	Payroll Period Ending 04/04/2026	30489	3/22-4/4/26 pay period, health stipend, CC pay	N	Council/Town Board	100-41110-106-	\$ 180.87
Total For Check 30489							<u>\$ O/S 180.87</u>
04/07/2026	Payroll Period Ending 04/04/2026	30490	3/22-4/4/26 pay period, health stipend, CC pay	N	Clerk	100-41425-101-	\$ 2,158.96
Total For Check 30490							<u>\$ / 2,158.96</u>
04/07/2026	Payroll Period Ending 04/04/2026	30491	3/22-4/4/26 pay period, health stipend, CC pay	N	Payroll Administration	100-41501-131-	\$ 716.38
Total For Check 30491							<u>\$ / 716.38</u>
04/07/2026	Payroll Period Ending 04/04/2026	30492	3/22-4/4/26 pay period, health stipend, CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30492							<u>\$ O/S 230.87</u>
04/07/2026	Payroll Period Ending 04/04/2026	30493	3/22-4/4/26 pay period, health stipend, CC pay	N	Payroll Administration	100-41501-131-	\$ 211.89
Total For Check 30493							<u>\$ O/S 211.89</u>
04/07/2026	Payroll Period Ending 04/04/2026	30494	3/22-4/4/26 pay period, health stipend, CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 594.87
Total For Check 30494							<u>\$ O/S 594.87</u>
04/07/2026	Payroll Period Ending 04/04/2026	30495	3/22-4/4/26 pay period, health stipend, CC pay	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check 30495							<u>\$ O/S 277.05</u>
04/07/2026	Payroll Period Ending 04/04/2026	30496	3/22-4/4/26 pay period, health stipend, CC pay	N	Council/Town Board	100-41110-106-	\$ 230.87

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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	30496				<u>\$ 230.87</u>
04/07/2026	Payroll Period Ending 04/04/2026	30497	3/22-4/4/26 pay period, health stipend, CC pay	N	Public Works/Maintenance	100-43102-103-	\$ 256.02
		Total For Check	30497				<u>\$ 256.02</u>
04/09/2026	PERA	EFT00084511	3/22-4/04/26 pay period	N	Clerk	100-41425-115-	\$ 207.18
		EFT00084511			Payroll Administration	100-41501-121-	\$ 303.70
		EFT00084511			Public Works/Maintenance	100-43102-115-	\$ 56.03
		Total For Check	EFT00084511				<u>\$ 566.91</u>
04/09/2026	Dept. of Employment and Econ Dev	EFT11736*	Paid Family and Medical Leave Quarter 1 2026	N	Payroll Administration	100-41501-141-	\$ 158.71
		Total For Check	EFT11736				<u>\$ 158.71</u>
04/09/2026	Dept. of Employment and Econ Dev	EFT11992*	PAID LEAVE ONLY ACCT Paid Family and Medical Leave Quarter 1 2026	N	Payroll Administration	100-41501-141-	\$ 159.32
		Total For Check	EFT11992				<u>\$ 159.32</u>
04/09/2026	Internal Revenue Service	EFT120966	March 2026 Q1 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,260.70
		EFT120966				100-41501-135-	\$ 294.83
		EFT120966				100-41501-170-	\$ 926.87
		Total For Check	EFT120966				<u>\$ 2,482.40</u>
04/09/2026	Dept. of Employment and Econ Dev	EFT14423108	Unemployment Insurance Quarter 1 2026	N	Payroll Administration	100-41501-141-	\$ 1,742.00
		Total For Check	EFT14423108				<u>\$ 1,742.00</u>
04/09/2026	State of IA	EFT2736873	CSE 3/22 - 4/04/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2736873				<u>\$ 60.00</u>
04/14/2026	Crow Wing County Land Services	30498	Property Taxes PID26340700 (\$171-1/2 payment) 26260535 (\$25) 26270634 (\$25) 26240588 (\$25)	N	Legislative Committees and Special Bodies	100-41120-433-	\$ 246.00
		Total For Check	30498				<u>\$ 246.00</u>
04/14/2026	Sourcewell	30499	INV00005855 Planning & Zoning Services	N	Planning and Zoning	100-41910-311-	\$ 360.00
		Total For Check	30499				<u>\$ 360.00</u>

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
04/14/2026	TDS	30500	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 181.10
Total For Check 30500							\$ / 181.10
04/14/2026	Crow Wing Power	30501	2/8/25 to 3/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 28.00
Total For Check 30501							\$ / 28.00
04/14/2026	Pequot Lakes Sanitation	30502	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 45.35
Total For Check 30502							\$ / 45.35
04/14/2026	AT & T Mobility	30503	Roger Cell Phone	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
Total For Check 30503							\$ / 30.00
04/14/2026	Widseth Smith Nolting & Assoc., Inc	30504*	Inv.243909 Pro#2026-10527 Veterans Street Improvements pro eng. serv. thru 3/13/26	N	Highways and Streets	100-43101-303-	\$ 6,271.25
Total For Check 30504							\$ / 6,271.25
04/14/2026	On Systems Inc.	30505	April Inv#12790 Managed services and web hosting	N	Clerk	100-41425-209-	\$ 285.78
Total For Check 30505							\$ / 285.78
04/14/2026	City of Pequot Lakes	30506	Invoice No: 2568 April 2026 Police Contract	N	Council/Town Board	100-41110-404-	\$ 3,605.00
Total For Check 30506							\$ / 3,605.00
04/14/2026	ThurLOW Hardware	30507	shop supplies (2 roach traps and armorall protectant)	N	General Government Buildings and Plant	100-41940-215-	\$ 48.24
Total For Check 30507							\$ / 48.24
04/14/2026	Roman Siltman	30508	Veteran's Park Egg Hunt supplies reimbursement	N	Park Areas	100-45202-810-	\$ 480.58
Total For Check 30508							\$ / 480.58
04/14/2026	Victor Lundeen Company	30509	VLC-CKELH CTAS Laser City Checks	N	Clerk	100-41425-208-	\$ 384.32
Total For Check 30509							\$ / 384.32

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
04/14/2026	MN Power	30510	Street Lights (\$606.26) Building and Grounds lights (\$293.69) 3/5/26-4/5/26	N	General Government Buildings and Plant	100-41940-381-	\$ 293.69
		30510			Street Lighting	100-43160-381-	\$ 606.26
		Total For Check 30510					\$ 899.95
04/14/2026	Crow Wing County Land Services	30511*	OrdAmndmntO-25-44Rezone, OrdAmndmtO-26-48Rezones, Res 26-04-334 Variance Res.26-04-335 CUP	N	Legislative Committees and Special Bodies	100-41120-351-	\$ 184.00
		Total For Check 30511					\$ 184.00
04/14/2026	MN Power	EFT9173614-	Street Lights (\$1283) Building and Grounds lights (\$09.85) 2/5/26-3/5/26	N	General Government Buildings and Plant	100-41940-381-	\$ 309.85
		EFT9173614-			Street Lighting	100-43160-381-	\$ 12.83
		Total For Check EFT9173614-					\$ 322.68
04/21/2026	Payroll Period Ending 04/21/2026	30512	4/5-4/18 pay period	N	Clerk	100-41425-101-	\$ 2,032.02
		Total For Check 30512					\$ 2,032.02
04/21/2026	Payroll Period Ending 04/21/2026	30514	4/5-4/18 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
		Total For Check 30514					\$ 774.48
04/28/2026	TDS	30515	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 181.03
		Total For Check 30515					\$ 181.03
04/28/2026	Tri-County Septic Inspection	30516	Design Review, Riley Teich 3153 Ellis & Petzoldt (L. Brown) 3586 Cemetery	N	New Sewer Services	100-43254-310-	\$ 35.00
		30516				100-43254-310-	\$ 35.00
		Total For Check 30516					\$ 70.00
04/28/2026	Crow Wing Power	30517	3/8/25 to 4/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 28.00
		Total For Check 30517					\$ 28.00
04/28/2026	Schrupp Excavating	30518	Inv 20260135 from 4/16/26 3.5 hours grader (@150/hr)	N	Highways and Streets	100-43101-405-	\$ 525.00
		Total For Check 30518					\$ 525.00

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
04/28/2026	Widseth Smith Nolting & Assoc., Inc	30519*	Inv.244814 Veterans Street Improvements pro eng. serv. thru 4/10/26 plus ads for bid	N	Highways and Streets	100-43101-303-	\$ 9,627.16
		Total For Check	30519				\$ <u>9,627.16</u>
04/28/2026	Sourcewell	30520*	INV00006019 Planning & Zoning Services	N	Planning and Zoning	100-41910-311-	\$ 300.00
		Total For Check	30520				\$ <u>300.00</u>
04/28/2026	Paul Bunyan Scenic Byway	30521	4/2026-4/2027 Panel Partner dues APine Panel	N	Council/Town Board	100-41110-433-	\$ 200.00
		Total For Check	30521				\$ <u>200.00</u>
04/28/2026	PERA	EFT00064702	4/5-4/18/26 pay period	N	Clerk	100-41425-115-	\$ 193.14
		EFT00064702			Payroll Administration	100-41501-121-	\$ 306.37
		EFT00064702			Public Works/Maintenance	100-43102-115-	\$ 72.38
		Total For Check	EFT00064702				\$ <u>571.89</u>
04/28/2026	MN Revenue	EFT20681441	1st Quarter State Withholding 2026	N	Payroll Administration	100-41501-172-	\$ 1,044.28
		Total For Check	EFT20681441				\$ <u>1,044.28</u>
04/28/2026	State of IA	EFT2741600	CSE 4/5 - 4/18/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
		Total For Check	EFT2741600				\$ <u>60.00</u>
04/28/2026	WEX Fleet-Fuel Cards	EFT37690424	public works fuel March 1-April 20, 2026	N	General Government Buildings and Plant	100-41940-212-	\$ 321.07
		Total For Check	EFT37690424				\$ <u>321.07</u>
04/28/2026	Xcel Energy	EFTb1b84	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 156.35
		Total For Check	EFTb1b84				\$ <u>156.35</u>
04/28/2026	Elan Financial Services	EFTC623F997	dues & subs, PHN, NPN, fuel, repair, Impact Grant-Insul, returns/refunds, delivery, conf.	N	Recording and Reporting	100-41420-352-	\$ 340.61
		EFTC623F997			Clerk	100-41425-201-	\$ 105.83
		EFTC623F997				100-41425-322-	\$ 78.00
		EFTC623F997				100-41425-433-	\$ (12.53)
		EFTC623F997				100-41425-433-	\$ 1,267.27
		EFTC623F997				100-41425-438-	\$ 146.18
		EFTC623F997				100-41425-440-	\$ 590.96

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
		EFTC623F997			General Government Buildings and Plant	100-41940-212-	\$ 369.95
		EFTC623F997				100-41940-223-903	\$ 175.88
		EFTC623F997				100-41940-223-903	\$ (2,103.35)
		EFTC623F997				100-41940-416-	\$ 141.32
		Total For Check	EFTC623F997				\$ 1,100.12
Total For Selected Checks							\$ 41,000.85

For the month ending:

April 30, 2026

Bank account

Account # Balance

First National Bank

Checking (NOW)	XXX769	149,491.56
Savings	XXXX989	107,645.06
4-year CD	XXXXX423	0.00
4 M Fund		
Bond	XXX201	149,042.87
Money Market	XXX101	110,417.87
Money Market - Street Reserves	XX102	230,644.43
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		490,105.17

O/S Checks O/S Deposits Ending Bal. Check # O/S check amt.

18,466.88		131,024.68	30442	\$230.87
		107,645.06	30446	\$230.87
0.00	0.00	0.00	30462	\$230.87
		0.00	30463	\$180.87
		149,042.87	30466	\$230.87
		110,417.87	30485	\$141.44
		230,644.43	30488	\$230.87
		0.00	30489	\$180.87
		0.00	30492	\$230.87
		0.00	30493	\$211.89
		0.00	30494	\$594.87
	Totals	728,774.91	30495	\$277.05
	Cash per CTAS	728,774.91	30506	\$3,605.00

Assigned Operational (6 months)	219,735.90
Operational Reserve	0.00
Committed Funds	377,751.37
Debt Service	131,287.64
Fund Balance Total	728,774.91

Difference	0.00	30511	\$184.00
		30514	\$774.48
		30515	\$181.03
		30516	\$70.00
		30517	\$28.00
		30518	\$525.00
		30519	\$9,627.16
		30520	\$300.00
		30521	\$200.00
			\$18,466.88

Committed Funds Breakdown

Future Streets	345,031.90	(4M fund)
Parks and Rec	6,086.74	includes 71.20 donations
Gambling Proceeds	0.00	
Heavy Equipment	26,632.73	
TOTAL	377,751.37	

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

Fund Name: All Funds
Date Range: 04/29/2026 To 05/07/2026

Table with columns: Date, Vendor, Check #, Description, Void, Account Name, F-A-O-P, Total. It lists 10 individual checks and their totals, followed by a grand total for selected checks of \$4,329.98.

Date Range : 4/28/2026 To 5/7/2026

<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>
05/04/2026	AT & T Mobility	Roger Cell Phone	2953	\$30.00	100-43102-321-	Public Works/Maintenance	30531 \$30.00
05/06/2026	Pequot Lakes Sanitation	Garbage service	2954	\$45.35	100-41940-384-	General Government Buildings and Plant	30532 \$45.35
05/06/2026	City of Pequot Lakes	Invoice No: 2584 May 2026 Police Contract	2955	\$3,605.00	100-41110-404-	Council/Town Board	30533 \$3,605.00
05/07/2026	On Systems Inc.	May Inv#12883 Managed services and web hosting	2956	\$291.26	100-41425-209-	Clerk	30534 \$291.26
05/07/2026	Tri-County Septic Inspection	Design Review, Chris O'Dell TBD Hay Creek Tr.	2957	\$35.00	100-43254-310-	New Sewer Services	30535 \$35.00
05/07/2026	PERA	4/19-5/2/26 pay period	EFT000849174	\$485.93	100-41425-115- 100-43102-115- 100-41501-121-	Clerk Public Works/Maintenance Payroll Administration	EFT \$153.23 \$72.38 \$260.32
05/07/2026	State of IA	CSE 4/19 - 5/2/26 pay period	EFT2747793	\$60.00	100-41425-175-	Clerk	EFT \$60.00
05/07/2026	Internal Revenue Service	April 2026 Q2 941 obligation	EFT45087293	\$3,821.00	100-41501-122- 100-41501-135- 100-41501-170-	Payroll Administration Payroll Administration Payroll Administration	EFT \$2,025.17 \$473.63 \$1,322.20
05/06/2026	MN Power	Street Lights (\$11.99) Building and Grounds lights (\$288.64)	EFT9226303-6308	\$300.63	100-43160-381- 100-41940-381-	Street Lighting General Government Buildings and Plant	EFT \$11.99 \$288.64

Date Range : 4/28/2026 To 5/7/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims				\$8,674.17			\$8,674.17

Date



AGENDA ITEM #

6A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: MARCH 4TH, 2026
SUBJECT: 2026 VETERANS STREET IMPROVEMENT PROJECT

REPORT: BID OPENING TOOK PLACE AT 10AM ON TUESDAY, MAY 5TH. WIDSETH HAS PROVIDED THEIR RECOMMENDATION, ATTACHED.

REQUESTED ACTION: PLEASE REVIEW AND DISCUSS THE ATTACHED, AND APPROVE, DENY, OR TABLE. IF TABLING, PLEASE PROVIDE FURTHER DIRECTION.

Brainerd/Baxter7804 Industrial Park Road
Baxter MN 56425

218.829.5117

Baxter@Widseth.com

Widseth.com

May 6, 2026

Ms. Cassandra Delougherty, City Clerk-Treasurer
Jenkins City Hall
33861 Cottage Avenue
Jenkins, MN 56474RE: 2026 Veterans Street Improvements
Jenkins, Minnesota
WSN No. 2026-10527

Dear Ms. Delougherty:

Pursuant to authority of the City Council and after proper legal advertisement, bids for the above-referenced project were obtained at 10:00 A.M., May 5, 2026, in the Jenkins City Hall.

The following bids were received:

<u>Bidder</u>	<u>Bid</u>
Anderson Brothers Construction Company of Brainerd, LLC	\$199,297.23
Northern Paving, Inc., of Bemidji, Minnesota	\$216,720.00
Ideal Construction, Steven F. Kobliska & Sons, LLC, Staples, Minnesota	\$230,995.30
Westin Property Development, of Pequot Lakes, Minnesota	\$252,000.00

The Engineering Estimate of the construction cost was \$268,417.50. Details of all bids are shown on the enclosed Bid Abstract. One mathematical error was found in Westin Property Development LLC's bid; however, this did not result in a change of low bidder. The bids were conforming to the plans, specifications, and advertisement.

We recommend the contract be awarded to Anderson Brothers Construction Company of Brainerd, LLC, the lowest responsible bidder, on the basis of the unit prices in its bid proposal.

We have retained all bid bonds and the original Bid Form of the lowest bidder. We will use the original Bid Form of Anderson Brothers Construction Company of Brainerd, LLC to prepare three Contract Documents (one for the City, one for Anderson Brothers Construction Company of Brainerd, LLC, and one for WIDSETH). We will return all Bid Bonds to the bidders, except for the lowest bidder once a fully executed Contract between the City and Anderson Brothers Construction Company of Brainerd, LLC has been obtained.

Sincerely,

Widseth Smith Nolting & Assoc., Inc.



Thomas Reints, P.E.

Enclosures

WIDSETH
7804 Industrial Park Road, Baxter, MN 56425
PHONE 218-829-5117

TABULATION OF BIDS
NAME: 2026 Veterans Street Improvements

CLIENT: City of Jenkins
PROJECT NO: 2026-10527

DATE: May 5, 2026
TIME: 10:00AM

ITEM NO.	SPEC NO	ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	ENGINEER'S ESTIMATE		Anderson Bros. Construction Co.	Northern Paving, Inc.	Ideal Construction, Steven F. Kobloska	Westin Property Development				
					UNIT PRICE	AMOUNT	11325 State Highway 210 Baxter, MN 56425	49361 US 71 Bemidji, MN 56601	26932 490th Street Staples, MN 56479	P.O. Box 330 Pequot Lakes, MN 56472				
1	2021.50	MOBILIZATION	1	LUMP SUM	\$20,000.00	\$20,000.00	\$16,500.00	\$16,500.00	\$17,125.00	\$22,195.20	\$22,195.20	\$16,980.00	\$16,980.00	
2	2101.50	CLEARING	3	EACH	\$850.00	\$2,550.00	\$125.00	\$375.00	\$500.00	\$200.00	\$600.00	\$175.00	\$525.00	
3	2101.50	GRUBBING	3	EACH	\$850.00	\$2,550.00	\$125.00	\$375.00	\$500.00	\$200.00	\$600.00	\$175.00	\$525.00	
4	2104.50	SALVAGE MAIL BOX SUPPORT	3	EACH	\$100.00	\$300.00	\$55.00	\$165.00	\$100.00	\$250.00	\$750.00	\$150.00	\$450.00	
5	2104.50	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	373	LIN FT	\$5.00	\$1,865.00	\$2.30	\$857.90	\$4.00	\$1,492.00	\$32.50	\$5.00	\$1,865.00	
6	2104.50	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	648	SQ YD	\$6.00	\$3,888.00	\$5.00	\$3,240.00	\$8.00	\$5,184.00	\$3.25	\$2,106.00	\$4.50	\$2,916.00
7	2104.50	REMOVE CONCRETE PAVEMENT	200	SQ YD	\$20.00	\$4,000.00	\$10.00	\$2,000.00	\$8.00	\$1,600.00	\$7.00	\$1,400.00	\$7.50	\$1,500.00
8	2104.50	SALVAGE SIGN	6	EACH	\$55.00	\$330.00	\$110.00	\$660.00	\$100.00	\$600.00	\$100.00	\$600.00	\$250.00	\$1,500.00
9	2104.60	SALVAGE SIGN SPECIAL	2	EACH	\$55.00	\$110.00	\$44.00	\$88.00	\$100.00	\$200.00	\$40.00	\$80.00	\$250.00	\$500.00
10	2106.51	EXCAVATION - COMMON	843	CU YD	\$25.00	\$21,075.00	\$16.50	\$13,909.50	\$20.00	\$16,860.00	\$150.00	\$21,075.00	\$16.00	\$13,488.00
11	2106.51	SELECT GRANULAR EMBANKMENT (CV)	86	CU YD	\$30.00	\$2,580.00	\$11.00	\$946.00	\$30.00	\$2,580.00	\$28.00	\$2,408.00	\$21.00	\$1,806.00
12	2112.62	RECLAIMED AGGREGATE BASE PREPARATION	12.45	ROAD STA	\$400.00	\$4,980.00	\$66.50	\$827.93	\$700.00	\$8,715.00	\$150.00	\$1,867.50	\$4,500.00	\$56,025.00
13	2118.51	AGGREGATE SURFACING (LV); CLASS 5	87	CU YD	\$110.00	\$9,570.00	\$36.00	\$3,132.00	\$60.00	\$5,220.00	\$25.00	\$2,175.00	\$28.00	\$2,436.00
14	2123.61	SKID LOADER	4	HOUR	\$150.00	\$600.00	\$135.00	\$540.00	\$150.00	\$600.00	\$180.00	\$720.00	\$105.00	\$420.00
15	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	6	HOUR	\$150.00	\$900.00	\$135.00	\$540.00	\$150.00	\$600.00	\$200.00	\$900.00	\$105.00	\$630.00
16	2123.51	COMMON LABORERS	5	HOUR	\$100.00	\$500.00	\$65.00	\$325.00	\$100.00	\$500.00	\$100.00	\$500.00	\$105.00	\$525.00
17	2211.51	AGGREGATE BASE (CV) CLASS 5	300	CU YD	\$43.00	\$12,900.00	\$50.00	\$15,000.00	\$30.00	\$9,000.00	\$33.00	\$9,900.00	\$34.00	\$10,200.00
18	2215.50	FULL DEPTH RECLAMATION	3656	SQ YD	\$3.50	\$12,796.00	\$2.20	\$8,043.20	\$2.00	\$7,312.00	\$1.80	\$6,580.80	\$2.00	\$7,312.00
19	2221.51	SHOULDER BASE AGGREGATE (LV) CLASS 5	192	CU YD	\$100.00	\$19,200.00	\$45.00	\$8,640.00	\$50.00	\$9,600.00	\$35.00	\$6,720.00	\$28.00	\$5,376.00
20	2301.60	COMMERCIAL BITUMINOUS DRIVEWAY REPLACEMENT	570	SQ YD	\$40.00	\$22,800.00	\$30.00	\$17,100.00	\$18.00	\$10,260.00	\$35.70	\$20,349.00	\$25.00	\$14,250.00
21	2302.60	RESIDENTIAL BITUMINOUS DRIVEWAY REPLACEMENT	48	SQ YD	\$30.00	\$1,440.00	\$40.00	\$1,920.00	\$18.00	\$864.00	\$40.00	\$1,920.00	\$135.00	\$6,480.00
22	2380.51	TYPE SP 9.5 WEARING COURSE MIXTURE (2:C)	407	TON	\$95.00	\$38,665.00	\$82.50	\$33,577.50	\$90.00	\$36,630.00	\$107.00	\$43,549.00	\$82.00	\$33,374.00
23	2380.51	TYPE SP 12.5 WEARING COURSE MIXTURE (2:C)	407	TON	\$95.00	\$38,665.00	\$81.50	\$33,170.50	\$90.00	\$36,630.00	\$105.00	\$42,735.00	\$82.00	\$33,374.00
24	2504.60	ADJUST SPRINKER SYSTEM	713	LIN FT	\$4.00	\$2,852.00	\$1.80	\$1,283.40	\$6.00	\$4,278.00	\$5.00	\$3,565.00	\$2.00	\$1,426.00
25	2540.60	INSTALL MAIL BOX SUPPORT	3	EACH	\$150.00	\$450.00	\$100.00	\$300.00	\$100.00	\$300.00	\$250.00	\$750.00	\$250.00	\$750.00
26	2563.60	TRAFFIC CONTROL	1	LUMP SUM	\$5,000.00	\$5,000.00	\$1,800.00	\$1,800.00	\$4,500.00	\$4,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00
27	2564.50	INSTALL SIGN	6	EACH	\$275.00	\$1,650.00	\$600.00	\$3,600.00	\$200.00	\$1,200.00	\$550.00	\$3,300.00	\$250.00	\$1,500.00
28	2564.60	INSTALL SIGN SPECIAL	2	EACH	\$275.00	\$550.00	\$350.00	\$700.00	\$1,500.00	\$3,000.00	\$320.00	\$640.00	\$125.00	\$250.00
29	2573.50	STABILIZED CONSTRUCTION EXIT	2	LUMP SUM	\$2,000.00	\$4,000.00	\$750.00	\$1,500.00	\$1,000.00	\$2,000.00	\$500.00	\$1,000.00	\$1,800.00	\$3,600.00
30	2573.50	SILT FENCE; TYPE MS	767	LIN FT	\$3.50	\$2,684.50	\$4.40	\$3,374.80	\$4.00	\$3,068.00	\$4.00	\$3,068.00	\$5.00	\$3,835.00
31	2573.50	SEDIMENT CONTROL LOG TYPE COMPOST	790	LIN FT	\$3.00	\$2,370.00	\$4.40	\$3,476.00	\$4.00	\$3,160.00	\$4.00	\$3,160.00	\$5.50	\$4,345.00
32	2574.51	SCREENED TOPSOIL BORROW	354	CU YD	\$45.00	\$15,930.00	\$35.00	\$12,390.00	\$25.00	\$8,850.00	\$40.00	\$14,160.00	\$38.00	\$13,452.00
33	2574.51	FERTILIZER TYPE 3	132	POUND	\$1.25	\$165.00	\$1.00	\$132.00	\$1.00	\$132.00	\$1.00	\$132.00	\$1.50	\$198.00
34	2575.51	SEEDING	0.66	ACRE	\$1,050.00	\$693.00	\$1,050.00	\$693.00	\$7,500.00	\$4,950.00	\$950.00	\$627.00	\$575.00	\$379.50
35	2575.51	HYDRAULIC REINFORCED FIBER MATRIX	2574	POUND	\$3.50	\$9,009.00	\$2.75	\$7,078.50	\$2.00	\$5,148.00	\$2.50	\$6,435.00	\$2.50	\$6,435.00
36	2575.61	SEED TWO-YEAR COVER CROP	17	POUND	\$16.00	\$272.00	\$16.00	\$272.00	\$10.00	\$170.00	\$14.50	\$246.50	\$2.50	\$42.50
37	2575.61	SEED TURFGRASS	132	POUND	\$4.00	\$528.00	\$3.75	\$495.00	\$6.00	\$792.00	\$3.40	\$448.80	\$2.50	\$330.00
TOTAL BASE BID						\$268,417.50		\$199,297.23		\$216,720.00		\$230,995.30		\$252,000.00

I hereby certify that this tabulation is a true and correct copy of the bids for the 2026 Veterans Street Improvements Project.


NAME: Thomas Rients
REG. NO. 63111
DATE: Tuesday, May 5, 2026



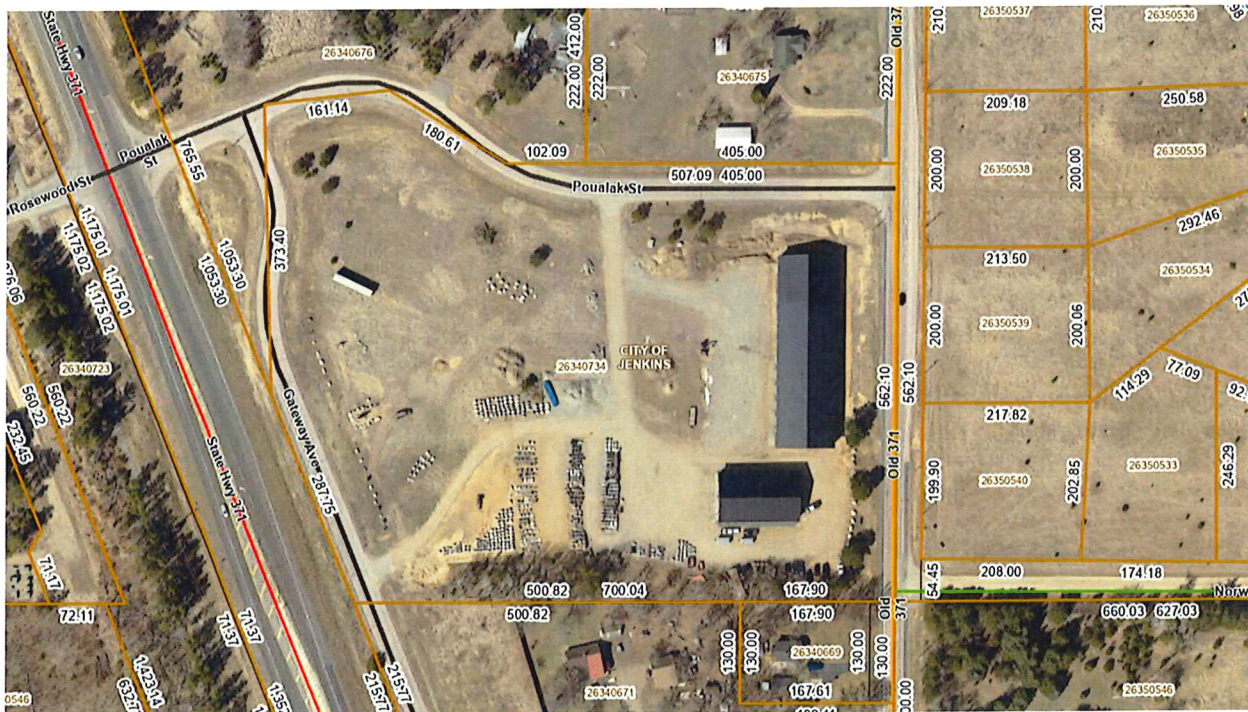
May 4th, 2026 PUBLIC HEARING NORTHLAND PROPERTIES CUP APPLICATION REPORT TO PLANNING COMMISSION

PARCEL INFORMATION

ADDRESS: 3691 POULAK ST PEQUOT LAKES, MN 56472
APPLICANT: NATHAN LANGE – NORTHLAND PROPERTIES
PROPERTY OWNER: NATHAN LANGE

APPLICATION

CONDITIONAL USE PERMIT AMENDMENT TO ALLOW A MULTI-TENANT COMMERCIAL PROPERTY, INCLUDING CONTRACTOR-TYPE BUSINESSES FOR LANDSCAPING SUPPLY, INSULATION, AND AUTO DETAILING, WITH ASSOCIATED OUTDOOR STORAGE AND OPERATIONAL ACTIVITIES.



BACKGROUND INFORMATION

THE SUBJECT PROPERTY (3691 POULIAK STREET, PARCEL ID 26340676) WAS GRANTED A CONDITIONAL USE PERMIT (CUP) ON DECEMBER 13, 2021, FOR COMMERCIAL USE, SUBJECT TO CONDITIONS INCLUDING LANDSCAPING, SCREENING, PERMITTING, AND COMPLIANCE WITH ZONING AND HEALTH STANDARDS. SINCE THAT TIME, THE CITY HAS IDENTIFIED CHANGES IN THE USE AND INTENSITY OF THE PROPERTY, INCLUDING ADDITIONAL SIGNS AND EXPANDED OPERATIONS NOT REFLECTED IN THE ORIGINAL CUP. BEGINNING IN JUNE 2025, THE CITY REQUESTED SUBMISSION OF AN AMENDED CUP APPLICATION AND DOCUMENTATION TO ADDRESS COMPLIANCE ITEMS. ONGOING COMMUNICATION THROUGH EARLY 2026 HAS



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IDENTIFIED OUTSTANDING ITEMS, INCLUDING PERMITTING, SEPTIC (SSTS) VERIFICATION, CLARIFICATION OF SITE USES, AND SITE-RELATED COMPLIANCE MATTERS.

PERTINENT ORDINANCE ARTICLES:

§ 150.033 HIGHWAY BUSINESS DISTRICT.

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

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

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

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

Notes to table:

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

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

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

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

- (a) A stormwater retention plan showing containment of the ten-year, 24-hour storm event on the parcel; and
- (b) Direct runoff of stormwater to adjacent properties and wetlands shall be eliminated through the use of berms, infiltration ponds, swales, filtration strips, or other permanent means.

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

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

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

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

(6) *Screening.* All sites shall be heavily landscaped to provide 100% screening to adjacent residential parcels and over 50% screening from the road or any non-residential parcel. Percentages shall be determined by amount of structure that can be seen during leaf-on conditions. A landscaping and screening plan must be submitted and approved by the Planning Commission with each conditional use permit.

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

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



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NORTHLAND PROPERTIES CUP APPLICATION
REPORT TO PLANNING COMMISSION**

STAFF FINDINGS OF FACT

STAFF RECOMMENDS THE PLANNING COMMISSION ADOPT THE FOLLOWING FINDINGS:

1. THE USE IS AN APPROPRIATE CONDITIONAL USE IN THE ZONING DISTRICT

THE PROPOSED MULTI-TENANT COMMERCIAL USE, INCLUDING SERVICE-BASED BUSINESSES, IS CONSISTENT WITH THE INTENT OF THE C-2 DISTRICT TO PROVIDE GOODS AND SERVICES TO THE PUBLIC AND ACCOMMODATE LARGER-SCALE COMMERCIAL ACTIVITY.

2. THE USE CONFORMS TO THE COMPREHENSIVE PLAN

THE USE SUPPORTS LOCAL ECONOMIC ACTIVITY AND COMMERCIAL DEVELOPMENT CONSISTENT WITH THE CITY'S GOALS OF PROMOTING ECONOMIC WELLBEING AND VIABLE BUSINESS ENVIRONMENTS.

3. THE USE, WITH CONDITIONS, IS COMPATIBLE WITH THE EXISTING NEIGHBORHOOD

WHILE CONTRACTOR-TYPE USES AND OUTDOOR STORAGE HAVE THE POTENTIAL TO CREATE IMPACTS, THE IMPOSITION OF CONDITIONS RELATED TO SCREENING, STORAGE, AND OPERATIONS ENSURES COMPATIBILITY WITH ADJACENT PROPERTIES AND SURROUNDING LAND USES.

4. THE USE WILL NOT BE INJURIOUS TO PUBLIC HEALTH, SAFETY, OR WELFARE

THE USE WILL NOT BE INJURIOUS TO PUBLIC HEALTH, SAFETY, OR WELFARE PROVIDED IT COMPLIES WITH:

- NUISANCE STANDARDS
- PERFORMANCE STANDARDS FOR NOISE, ODOR, AND LIGHTING
- SITE DESIGN AND OPERATIONAL CONDITIONS

THESE STANDARDS ARE ENFORCED UNDER THE ZONING ORDINANCE.

5. THE USE WILL NOT IMPEDE NORMAL AND ORDERLY DEVELOPMENT

THE USE WILL NOT IMPEDE FUTURE DEVELOPMENT, AS IT REMAINS CONSISTENT WITH THE INTENDED COMMERCIAL CHARACTER OF THE C-2 DISTRICT AND DOES NOT PRECLUDE OTHER PERMITTED USES.



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6. ADEQUATE MEASURES HAVE BEEN TAKEN TO ADDRESS TRAFFIC, PARKING, AND ACCESS

CONDITIONS REQUIRING A SITE PLAN, DESIGNATED PARKING AREAS, AND CONTROLLED ACCESS WILL ENSURE THAT TRAFFIC CIRCULATION AND PARKING DEMAND ARE ADEQUATELY MANAGED.

7. ADEQUATE MEASURES WILL BE TAKEN TO PREVENT NUISANCE IMPACTS

CONDITIONS ADDRESSING:

- OUTDOOR STORAGE
- SCREENING
- NOISE AND HOURS OF OPERATION
- DUST, ODOR, AND DRAINAGE

WILL ENSURE THAT THE USE DOES NOT CREATE NUISANCE CONDITIONS, CONSISTENT WITH ORDINANCE REQUIREMENTS.

8. THE USE WILL NOT NEGATIVELY IMPACT NATURAL OR ENVIRONMENTAL FEATURES

THE USE IS REQUIRED TO COMPLY WITH DRAINAGE, EROSION CONTROL, AND STORMWATER STANDARDS, ENSURING NO ADVERSE ENVIRONMENTAL IMPACTS.

CONDITIONS:

- **SITE PLAN**
THE PROPERTY SHALL MAINTAIN AN APPROVED SITE PLAN (USES, PARKING, STORAGE, SCREENING). NO CHANGES WITHOUT CITY APPROVAL.
- **ALLOWED USES**
ONLY C-2 COMPATIBLE COMMERCIAL/SERVICE USES ALLOWED. CHANGES IN USE OR INTENSITY REQUIRE CITY REVIEW.
- **OUTDOOR STORAGE & SCREENING**
OUTDOOR STORAGE IS LIMITED TO DESIGNATED AREAS, SHALL BE ORDERLY, AND FULLY SCREENED. NO JUNK, DEBRIS, OR INOPERABLE VEHICLES.

OTHER SCREENING PER PLANNING COMMISSION _____

-
- **PARKING & ACCESS**
OFF-STREET PARKING AND SAFE CIRCULATION REQUIRED. COMMERCIAL VEHICLES LIMITED TO APPROVED AREAS. NO ON-STREET OR AISLE PARKING.



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- **PERFORMANCE STANDARDS**
ALL USES MUST MEET CITY STANDARDS FOR NOISE, ODOR, DUST, LIGHTING, AND DRAINAGE.
- **FLOOR DRAINS & WASTEWATER**
NO DISCHARGE TO GROUND, STORMWATER, OR SEPTIC SYSTEMS. WASTEWATER MUST DISCHARGE TO SANITARY SEWER OR A COMPLIANT HOLDING TANK.
- **HOLDING TANK & WASTE DISPOSAL**
HOLDING TANKS MUST BE MAINTAINED AND PUMPED AT APPROVED FACILITIES. ALL WASTES (INCLUDING OILS AND SLUDGE) MUST BE PROPERLY MANAGED PER MPCA REQUIREMENTS.
- **OPERATIONAL PRACTICES**
TENANTS SHALL FOLLOW MPCA BEST PRACTICES (SPILL CONTROL, NO DISCHARGE OF AUTOMOTIVE FLUIDS TO DRAINS, PROPER MATERIAL HANDLING).
- **OWNER RESPONSIBILITY**
PROPERTY OWNER IS RESPONSIBLE FOR TENANT COMPLIANCE AND SITE MAINTENANCE. ENFORCEMENT
- _____

VIOLATIONS MAY RESULT IN SUSPENSION OR REVOCATION OF THE CUP.

ACTION REQUESTED:

STAFF RECOMMENDS THE PLANNING COMMISSION REVIEW THE REQUEST AND ADOPT A MOTION TO EITHER:

1. **APPROVE** THE CONDITIONAL USE PERMIT, BASED ON THE FINDINGS OF FACT AND SUBJECT TO THE RECOMMENDED CONDITIONS;
2. **DENY** THE REQUEST, STATING THE FINDINGS OF FACT SUPPORTING DENIAL; OR
3. **TABLE** THE REQUEST TO A FUTURE MEETING, WITH DIRECTION TO STAFF AND/OR THE APPLICANT REGARDING ADDITIONAL INFORMATION OR ACTIONS NEEDED.

This report was prepared by Sourcewell for the City's review and consideration. The information in this report is derived from the City's official controls, which may include comprehensive plans, long-range plans, applicable ordinances, and information submitted to the City as part of application materials. Nothing in this report constitutes legal advice or engineering advice. Local government officials retain final decision-making authority.

ITEM: LeB1

**CITY OF JENKINS
RESOLUTION #26-05-340
APPROVING CONDITIONAL USE PERMIT AMENDMENT FOR
NORTHLAND COMPANIES OF CROW WING COUNTY**

WHEREAS, NORTHLAND COMPANIES OF CROW WING COUNTY (“APPLICANT”) HAS SUBMITTED AN APPLICATION FOR A CONDITIONAL USE PERMIT AMENDMENT TO ALLOW A MULTI-TENANT COMMERCIAL PROPERTY, INCLUDING CONTRACTOR-TYPE BUSINESSES FOR LANDSCAPING SUPPLY, INSULATION, AND AUTO DETAILING, WITH ASSOCIATED OUTDOOR STORAGE AND OPERATIONAL ACTIVITIES AT 3691 POUALAK STREET IN THE CITY OF JENKINS, MINNESOTA; AND

WHEREAS, THE PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

THAT PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 34, TOWNSHIP 137 NORTH, RANGE 29 WEST; CROW WING COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION; THENCE SOUTH 00 DEGREES 14 MINUTES 06 SECONDS WEST, ASSUMED BEARING, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER 757.00 FEET TO THE SOUTH LINE OF THE NORTH 757.00 FEET OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE POINT OF BEGINNING OF THE TRACT TO HEREIN DESCRIBED; THENCE NORTH 89 DEGREES 49 MINUTES 51 SECONDS WEST ALONG SAID SOUTH LINE 507.09 FEET; THENCE NORTH 58 DEGREES 27 MINUTES 44 SECONDS WEST 180.61 FEET; THENCE SOUTH 83 DEGREES 43 MINUTES 01 SECOND WEST 161.14 FEET; THENCE SOUTH 01 DEGREE 39 MINUTES 24 SECONDS EAST 373.40 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NUMBER 371; THENCE SOUTH 22 DEGREES 01 MINUTE 18 SECONDS EAST ALONG SAID EASTERLY RIGHT-OF-WAY LINE 287.77 FEET TO THE SOUTH LINE OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE SOUTH 89 DEGREES 56 MINUTES 39 SECONDS EAST ALONG SAID LAST DESCRIBED SOUTH LINE 700.19 FEET TO THE EAST LINE OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE NORTH 00 DEGREES 14 MINUTES 06 SECONDS EAST ALONG SAID EAST LINE 562.37 FEET TO THE POINT OF BEGINNING.

SUBJECT TO AND TOGETHER WITH EASEMENT DESCRIBED IN DOCUMENT NUMBER 901337. ALSO, SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

WHEREAS, THE PLANNING COMMISSION HAS CONSIDERED THE APPLICANT’S REQUEST AT A DULY NOTICED PUBLIC HEARING WHICH TOOK PLACE ON MAY 4, 2026, AND HAS RECOMMENDED APPROVAL TO THE CITY COUNCIL; AND

WHEREAS, FURTHER PLANNING COMMISSION REVIEW TOOK PLACE ON MAY 4, 2026 AND RECOMMENDATION WAS MADE TO THE CITY COUNCIL; AND

WHEREAS, THE CITY COUNCIL FOR THE CITY OF JENKINS CONSIDERED THE PLANNING COMMISSION’S RECOMMENDATIONS AT ITS MAY 11, 2026 MEETING.

NOW, THEREFOR, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, CROW WING COUNTY, MINNESOTA, THAT IT DOES HEREBY APPROVE THE REQUEST OF NORTHLAND COMPANIES OF CROW WING COUNTY FOR A CONDITIONAL USE PERMIT AMENDMENT, BASED UPON JENKINS CITY CODE OF ORDINANCES 150.283 WHICH PROVIDES THE STANDARDS FOR GRANTING A CONDITIONAL USE PERMIT. THE CITY COUNCIL’S FINDINGS RELATED TO THE STANDARDS ARE AS FOLLOWS:

1. THE SUBJECT PROPERTY IS ZONED C-2 COMMERCIAL.
2. THE PROPERTY IS NOT SERVICED BY MUNICIPAL WATER OR WASTEWATER SYSTEMS
3. NOTIFICATION REQUIREMENTS FOR THE CUP APPLICATION WERE MET.
4. THE USE(S) ARE APPROPRIATE CONDITIONAL USE IN THE ZONING DISTRICT
THE PROPOSED MULTI-TENANT COMMERCIAL USE, INCLUDING SERVICE-BASED BUSINESSES, IS CONSISTENT WITH THE INTENT OF THE C-2 DISTRICT TO PROVIDE GOODS AND SERVICES TO THE PUBLIC AND ACCOMMODATE LARGER-SCALE COMMERCIAL ACTIVITY.
5. THE USE CONFORMS TO THE COMPREHENSIVE PLAN
THE USE SUPPORTS LOCAL ECONOMIC ACTIVITY AND COMMERCIAL DEVELOPMENT CONSISTENT WITH THE CITY’S GOALS OF PROMOTING ECONOMIC WELLBEING AND VIABLE BUSINESS ENVIRONMENTS.
6. THE USE, WITH CONDITIONS, IS COMPATIBLE WITH THE EXISTING NEIGHBORHOOD
WHILE CONTRACTOR-TYPE USES AND OUTDOOR STORAGE HAVE THE POTENTIAL TO CREATE IMPACTS, THE IMPOSITION OF CONDITIONS RELATED TO SCREENING, STORAGE, AND OPERATIONS ENSURES COMPATIBILITY WITH ADJACENT PROPERTIES AND SURROUNDING LAND USES.
7. THE USE WILL NOT BE INJURIOUS TO PUBLIC HEALTH, SAFETY, OR WELFARE PROVIDED IT COMPLIES WITH:
 - NUISANCE STANDARDS
 - PERFORMANCE STANDARDS FOR NOISE, ODOR, AND LIGHTING
 - SITE DESIGN AND OPERATIONAL CONDITIONS

THESE STANDARDS ARE ENFORCED UNDER THE ZONING ORDINANCE.

8. THE USE WILL NOT IMPEDE NORMAL AND ORDERLY DEVELOPMENT
THE USE WILL NOT IMPEDE FUTURE DEVELOPMENT, AS IT REMAINS CONSISTENT WITH THE INTENDED COMMERCIAL CHARACTER OF THE C-2 DISTRICT AND DOES NOT PRECLUDE OTHER PERMITTED USES.
9. ADEQUATE MEASURES HAVE BEEN TAKEN TO ADDRESS TRAFFIC, PARKING, AND ACCESS
CONDITIONS REQUIRING A SITE PLAN, DESIGNATED PARKING AREAS, AND CONTROLLED ACCESS WILL ENSURE THAT TRAFFIC CIRCULATION AND PARKING DEMAND ARE ADEQUATELY MANAGED.
10. ADEQUATE MEASURES WILL BE TAKEN TO PREVENT NUISANCE IMPACTS
CONDITIONS ADDRESSING:
 - OUTDOOR STORAGE
 - SCREENING
 - NOISE AND HOURS OF OPERATION
 - DUST, ODOR, AND DRAINAGE

WILL ENSURE THAT THE USE DOES NOT CREATE NUISANCE CONDITIONS, CONSISTENT WITH ORDINANCE REQUIREMENTS.

11. THE USE WILL NOT NEGATIVELY IMPACT NATURAL OR ENVIRONMENTAL FEATURES THE USE IS REQUIRED TO COMPLY WITH DRAINAGE, EROSION CONTROL, AND STORMWATER STANDARDS, ENSURING NO ADVERSE ENVIRONMENTAL IMPACTS.

FURTHER BE IT RESOLVED THAT THE FOLLOWING CONDITIONS OF APPROVAL OF THE CONDITIONAL USE PERMIT SHALL BE MET:

1. SITE PLAN: THE PROPERTY SHALL MAINTAIN AN APPROVED SITE PLAN (USES, PARKING, STORAGE, SCREENING). NO CHANGES WITHOUT CITY APPROVAL.
2. ALLOWED USES: ONLY C-2 COMPATIBLE COMMERCIAL/SERVICE USES ALLOWED. CHANGES IN USE OR INTENSITY REQUIRE CITY REVIEW.
3. OUTDOOR STORAGE & SCREENING
OUTDOOR STORAGE IS LIMITED TO DESIGNATED AREAS AND SHALL BE ORDERLY. NO JUNK, DEBRIS, OR INOPERABLE VEHICLES.
4. PARKING & ACCESS: OFF-STREET PARKING AND SAFE CIRCULATION REQUIRED. COMMERCIAL VEHICLES LIMITED TO APPROVED AREAS. NO ON-STREET OR AISLE PARKING.
5. PERFORMANCE STANDARDS: ALL USES MUST MEET CITY STANDARDS FOR NOISE, ODOR, DUST, LIGHTING, AND DRAINAGE.
6. FLOOR DRAINS & WASTEWATER: NO DISCHARGE TO GROUND, STORMWATER, OR SEPTIC SYSTEMS. WASTEWATER MUST DISCHARGE TO SANITARY SEWER OR A COMPLIANT HOLDING TANK.
7. HOLDING TANK & WASTE DISPOSAL: HOLDING TANKS MUST BE MAINTAINED AND PUMPED AT APPROVED FACILITIES. ALL WASTES (INCLUDING OILS AND SLUDGE) MUST BE PROPERLY MANAGED PER MPCA REQUIREMENTS.
8. OPERATIONAL PRACTICES: TENANTS SHALL FOLLOW MPCA BEST PRACTICES (SPILL CONTROL, NO DISCHARGE OF AUTOMOTIVE FLUIDS TO DRAINS, PROPER MATERIAL HANDLING).
9. OWNER RESPONSIBILITY: PROPERTY OWNER IS RESPONSIBLE FOR TENANT COMPLIANCE AND SITE MAINTENANCE.

ADOPTED BY THE JENKINS CITY COUNCIL THIS _____ DAY OF _____, 2026.

ANDREW J. RUDLANG, MAYOR

ATTESTED:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER



AGENDA ITEM: 6c

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: MAY 5TH, 2026

SUBJECT: ORDINANCE AMENDMENT O-26-50 AMENDING LAND USE AND SUBDIVISION REGULATIONS – SCREENING STANDARDS IN THE HIGHWAY BUSINESS (C-2) DISTRICT

REPORT: PLANNING STAFF PRESENTING THE PROPOSED AMENDMENT TO THE CITY’S LAND USE AND SUBDIVISION REGULATIONS RELATED TO SCREENING REQUIREMENTS IN THE HIGHWAY BUSINESS (C-2) DISTRICT FOR PUBLIC HEARING. THE PLANNING COMMISSION PREVIOUSLY AGREED TO HOLD THIS PUBLIC HEARING. FOLLOWING THE HEARING, THE PLANNING COMMISSION RECOMMENDED APPROVAL OF PROPOSED ORDINANCE AMENDMENT O-26-50, AN ORDINANCE AMENDING SCREENING PERFORMANCE STANDARDS IN THE HIGHWAY BUSINESS (C-2) ZONING DISTRICT.

THE AMENDMENT WOULD REVISE EXISTING PRESCRIPTIVE SCREENING STANDARDS AND REPLACE THEM WITH MORE FLEXIBLE LANGUAGE THAT ALLOWS THE PLANNING COMMISSION TO IMPOSE SITE-SPECIFIC SCREENING CONDITIONS ON INDIVIDUAL CONDITIONAL USE PERMIT (CUP) APPLICATIONS. AS STATED IN THE ORIGINAL REPORT, THE INTENT IS TO “REPLACE EXISTING PRESCRIPTIVE SCREENING STANDARDS AND ALLOW THE PLANNING COMMISSION TO IMPOSE SITE-SPECIFIC SCREENING CONDITIONS”

BACKGROUND AND PURPOSE: THE HIGHWAY BUSINESS (C-2) DISTRICT IS INTENDED TO ACCOMMODATE A WIDE RANGE OF COMMERCIAL AND SERVICE-ORIENTED USES THAT RELY ON HIGHWAY VISIBILITY AND ACCESS. HOWEVER, MANY C-2 PROPERTIES ABUT RESIDENTIAL AREAS, PUBLIC RIGHTS-OF-WAY, OR OTHER SENSITIVE LAND USES WHERE SCREENING MAY BE APPROPRIATE.

THE CITY’S CURRENT ORDINANCE INCLUDES FIXED AND UNIFORM SCREENING REQUIREMENTS FOR CERTAIN USES WITHIN THE C-2 DISTRICT. STAFF HAVE FOUND THESE STANDARDS TO BE:

- OVERLY RESTRICTIVE IN SOME SITUATIONS
- DIFFICULT TO APPLY CONSISTENTLY ACROSS VARYING SITE CONDITIONS
- LIMITING TO BOTH APPLICANTS AND THE PLANNING COMMISSION DURING CUP REVIEW
- THAT THE CURRENT STANDARDS HAVE PROVEN TO BE OVERLY RESTRICTIVE IN SOME SITUATIONS AND LIMITING TO BOTH APPLICANTS AND THE PLANNING COMMISSION.

THE PURPOSE OF ORDINANCE AMENDMENT O-26-50 IS TO PROVIDE FLEXIBILITY AND ALLOW SCREENING REQUIREMENTS TO BE TAILORED TO ACTUAL SITE IMPACTS.

EXISTING ORDINANCE LANGUAGE: THE CURRENT LAND USE AND SUBDIVISION REGULATIONS INCLUDE THE FOLLOWING SCREENING REQUIREMENTS FOR THE HIGHWAY BUSINESS (C-2) DISTRICT:

“ALL SITES SHALL BE HEAVILY LANDSCAPED TO PROVIDE 100% SCREENING TO ADJACENT RESIDENTIAL PARCELS AND OVER 50% SCREENING FROM THE ROAD OR ANY NON-RESIDENTIAL PARCEL.” THIS LANGUAGE ESTABLISHES MANDATORY SCREENING TYPES, LOCATIONS, AND DIMENSIONS REGARDLESS OF THE SPECIFIC CHARACTERISTICS OF THE PROPOSED USE, LOT CONFIGURATION, OR SURROUNDING DEVELOPMENT. FOR REFERENCE, SCREENING STANDARDS IN



THE CENTRAL BUSINESS (C-1) DISTRICT AND INDUSTRIAL DISTRICT ARE LESS PRESCRIPTIVE AND APPLY ONLY IN CERTAIN ADJACENCY SITUATIONS.

ISSUES WITH CURRENT LANGUAGE: STAFF HAS IDENTIFIED SEVERAL LIMITATIONS WITH THE EXISTING ORDINANCE LANGUAGE:

1. LACK OF FLEXIBILITY
THE ORDINANCE REQUIRES THE SAME SCREENING SOLUTION FOR ALL APPLICABLE USES, REGARDLESS OF SCALE, INTENSITY, OR PROXIMITY TO ADJACENT PROPERTIES.
2. SITE CONSTRAINTS
SOME PROPERTIES IN THE C-2 DISTRICT HAVE LIMITED LOT DEPTH, IRREGULAR SHAPES, OR EXISTING DEVELOPMENT PATTERNS THAT MAKE STRICT COMPLIANCE IMPRACTICAL OR UNNECESSARY.
3. INCONSISTENT OUTCOMES
THE RIGID STANDARDS DO NOT ALLOW THE PLANNING COMMISSION TO TAILOR SCREENING REQUIREMENTS TO MITIGATE ACTUAL IMPACTS, RESULTING IN EITHER OVER-SCREENING OR INSUFFICIENT BUFFERING IN SOME CASES.
4. CONDITIONAL USE PERMIT REVIEW LIMITATIONS
THE PLANNING COMMISSION'S ABILITY TO APPLY REASONABLE CONDITIONS DURING CUP REVIEW IS CONSTRAINED BY ORDINANCE LANGUAGE THAT ALREADY PRESCRIBES SCREENING REQUIREMENTS.

EXAMPLES OF APPLICATION CHALLENGES: THE FOLLOWING EXAMPLES ILLUSTRATE HOW THE CURRENT SCREENING LANGUAGE CAN BE PROBLEMATIC:

- EXAMPLE 1: A SMALL-SCALE SEASONAL BUSINESS ADJACENT TO A HIGHWAY BUT NOT VISIBLE FROM NEARBY RESIDENTIAL PROPERTY IS STILL REQUIRED TO INSTALL FULL SCREENING, EVEN WHEN IMPACTS ARE MINIMAL.
- EXAMPLE 2: A REDEVELOPMENT PROJECT ON A SHALLOW LOT CANNOT MEET THE REQUIRED SCREENING WIDTH WITHOUT SIGNIFICANTLY REDUCING USABLE SITE AREA.
- EXAMPLE 3: A USE THAT OPERATES PRIMARILY INDOORS WITH LIMITED OUTDOOR ACTIVITY IS SUBJECT TO THE SAME SCREENING REQUIREMENTS AS HIGHER-IMPACT USES.

IN EACH CASE, GREATER DISCRETION WOULD ALLOW THE PLANNING COMMISSION TO REQUIRE SCREENING THAT IS PROPORTIONAL AND APPROPRIATE.

PROPOSED ORDINANCE AMENDMENT: STAFF RECOMMENDED REPLACING THE EXISTING PRESCRIPTIVE SCREENING LANGUAGE WITH THE FOLLOWING:

PROPOSED LANGUAGE: "SCREENING IN THE HIGHWAY BUSINESS (C-2) DISTRICT MAY BE REQUIRED AS A CONDITION OF APPROVAL FOR CONDITIONAL USE PERMITS WHERE NECESSARY TO MITIGATE VISUAL, NOISE, OR OPERATIONAL IMPACTS ON ADJACENT PROPERTIES OR PUBLIC RIGHTS-OF-WAY. THE PLANNING COMMISSION MAY REQUIRE SCREENING IN THE FORM OF FENCING, WALLS, LANDSCAPING, OR A COMBINATION THEREOF. SCREENING REQUIREMENTS SHALL BE DETERMINED



ON A CASE-BY-CASE BASIS AND SHALL BE REASONABLY RELATED TO THE NATURE OF THE PROPOSED USE, SITE CONDITIONS, AND SURROUNDING LAND USES.”

THIS LANGUAGE MAINTAINS THE CITY’S ABILITY TO REQUIRE SCREENING WHILE ALLOWING FLEXIBILITY IN HOW AND WHEN IT IS APPLIED.

CONSISTENCY WITH CITY GOALS: THE PROPOSED AMENDMENT IS CONSISTENT WITH THE CITY’S PLANNING OBJECTIVES BY:

- SUPPORTING ECONOMIC DEVELOPMENT AND REINVESTMENT IN THE HIGHWAY BUSINESS DISTRICT,
- ALLOWING CONTEXT-SENSITIVE DESIGN SOLUTIONS,
- ENHANCING COMPATIBILITY BETWEEN COMMERCIAL AND ADJACENT LAND USES, AND
- PRESERVING THE PLANNING COMMISSION’S AUTHORITY TO IMPOSE REASONABLE AND ENFORCEABLE CONDITIONS.

RECOMMENDATION: THE PLANNING COMMISSION RECOMMENDS APPROVAL OF PROPOSED ORDINANCE AMENDMENT O-26-50 TO THE LAND USE AND SUBDIVISION REGULATIONS RELATED TO SCREENING IN THE HIGHWAY BUSINESS (C-2) DISTRICT.

REQUESTED ACTION: PLEASE REVIEW THE ATTACHED ORDINANCE AMENDMENT O-26-50 AND APPROVE, DENY, OR TABLE THE AMENDMENT. IF TABLING, PLEASE PROVIDE DELOUGHERTY WITH FURTHER DIRECTION.

**ORDINANCE NO. O-26-50
CITY OF JENKINS
COUNTY OF CROW WING, STATE OF MINNESOTA**

**AN ORDINANCE AMENDING TITLE XV: LAND USAGE OF THE JENKINS CITY
CODE OF ORDINANCES CHAPTER 150: LAND USE AND SUBDIVISIONS,
SUBSECTION 150.033 HIGHWAY BUSINESS DISTRICT RELATED TO SCREENING**

THE CITY COUNCIL OF JENKINS, MINNESOTA ORDAINS:

PURPOSE AND INTENT: THE PURPOSE AND INTENT OF THIS ORDINANCE IS TO AMEND THE JENKINS CITY CODE OF ORDINANCES, TITLE XV: LAND USAGE, CHAPTER 150: LAND USE AND SUBDIVISIONS, SECTION 150.033 HIGHWAY BUSINESS (C-2) ZONING DISTRICT AND DISTRICT PROVISIONS-SUBPART D: PERFORMANCE STANDARDS (6) "SCREENING"

SECTION 1. SECTION 150.033 TITLED "HIGHWAY BUSINESS" (C-2) "ZONING DISTRICT AND DISTRICT PROVISIONS"-SUBPART D: PERFORMANCE STANDARDS (6) "SCREENING" IS AMENDED TO READ:

SCREENING: ALL SITES SHALL BE HEAVILY LANDSCAPED TO PROVIDE 100% SCREENING TO ADJACENT RESIDENTIAL PARCELS ~~AND OVER 50% SCREENING FROM THE ROAD OR ANY NON-RESIDENTIAL PARCEL. PERCENTAGES SHALL BE DETERMINED BY AMOUNT OF STRUCTURE THAT CAN BE SEEN DURING LEAF-ON CONDITIONS. A LANDSCAPING AND SCREENING PLAN MUST BE SUBMITTED AND APPROVED BY THE PLANNING COMMISSION WITH EACH CONDITIONAL USE PERMIT. ADDITIONAL SCREENING IN THE HIGHWAY BUSINESS (C-2) DISTRICT MAY BE REQUIRED AS A CONDITION OF APPROVAL FOR CONDITIONAL USE PERMITS WHERE NECESSARY TO MITIGATE VISUAL, NOISE, OR OPERATIONAL IMPACTS ON ADJACENT PROPERTIES OR PUBLIC RIGHTS-OF-WAY. THE PLANNING COMMISSION MAY REQUIRE SCREENING IN THE FORM OF FENCING, WALLS, LANDSCAPING, OR A COMBINATION THEREOF. SCREENING REQUIREMENTS SHALL BE DETERMINED ON A CASE-BY-CASE BASIS AND SHALL BE REASONABLY RELATED TO THE NATURE OF THE PROPOSED USE, SITE CONDITIONS, AND SURROUNDING LAND USES.~~

SECTION 2. REPEAL: THIS ORDINANCE SHALL REPEAL ALL ORDINANCES INCONSISTENT HERewith.

SECTION 3. EFFECTIVE DATE: THIS ORDINANCE AMENDMENT SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE AND PUBLICATION ACCORDING TO STATE LAW.

PASSED BY THE CITY COUNCIL OF JENKINS, MINNESOTA THIS _____ DAY OF _____, 2026.

ANDREW RUDLANG, ACTING MAYOR

ATTESTED:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER
ZONING ADMINISTRATOR



AGENDA ITEM # *leD*

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: MARCH 4TH, 2026

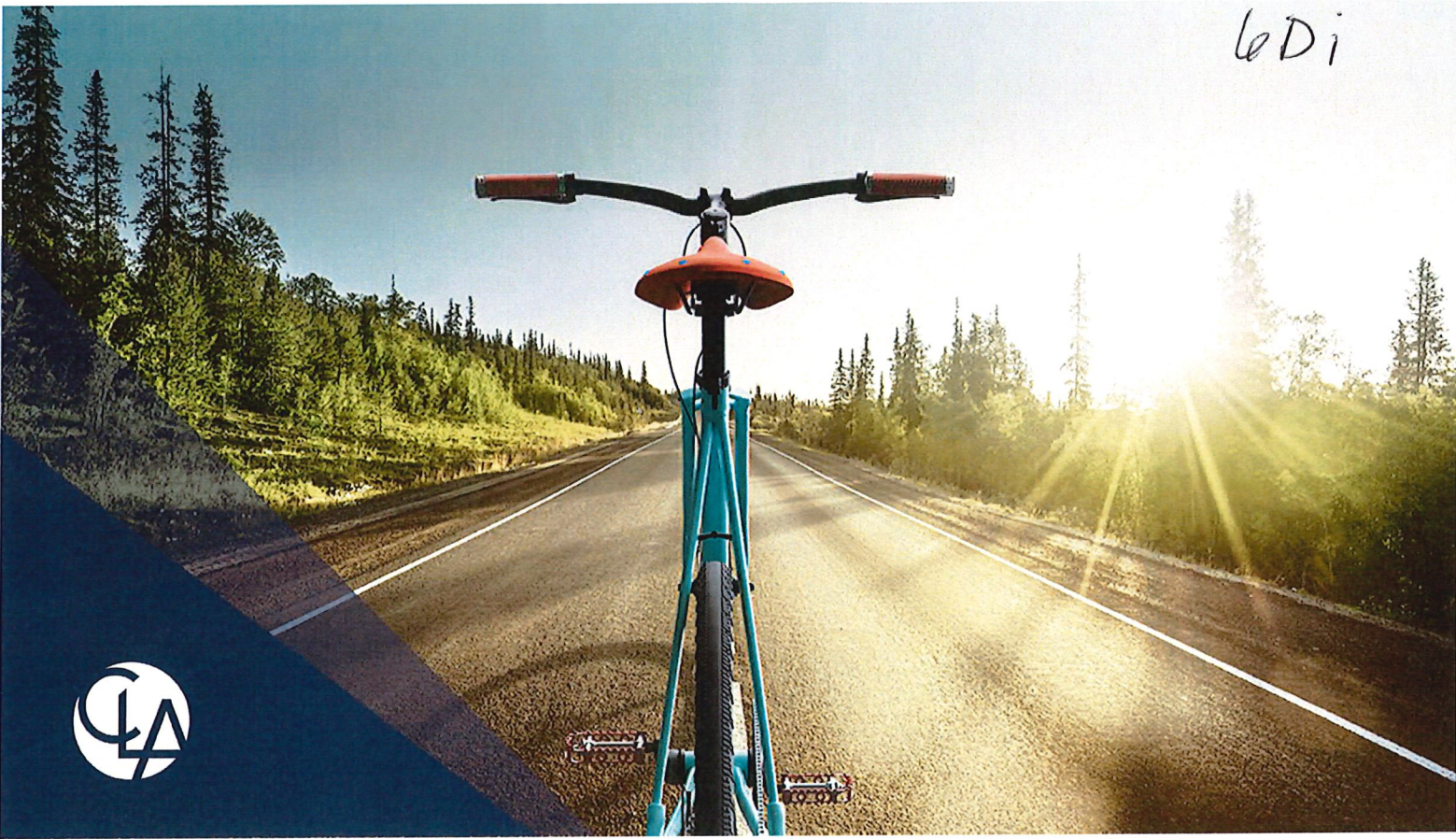
SUBJECT: ACCOUNTING/AUDITING

REPORT: AN AGREED UPON PROCEDURE ENGAGEMENT IS NECESSARY FOR THE CITY'S AUDITING REQUIREMENTS, PER STATE LAW.

CLIFTON, LARSON, AND ALLEN, AS WELL AS ABDO SOLUTIONS HAVE PROVIDED PROPOSALS.

REQUESTED ACTION: PLEASE REVIEW, DISCUSS, AND APPROVE, DENY, OR TABLE THE PROPOSALS.

leDi



Date: March 19, 2026

Information to provide professional services for agreed upon procedures to:

City of Jenkins, Minnesota

Prepared by:
Douglas P. Host, CPA, Engagement Principal
doug.host@claconnect.com
Direct 218-825-2948 | Mobile 218-831-0662

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

CPAS | CONSULTANTS | WEALTH ADVISORS

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.





CliftonLarsonAllen LLP
CLAconnect.com

March 19, 2026

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

Dear Cassandra:

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

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

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

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



Firm Overview

Understanding Your Industry

State and local government experience

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

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



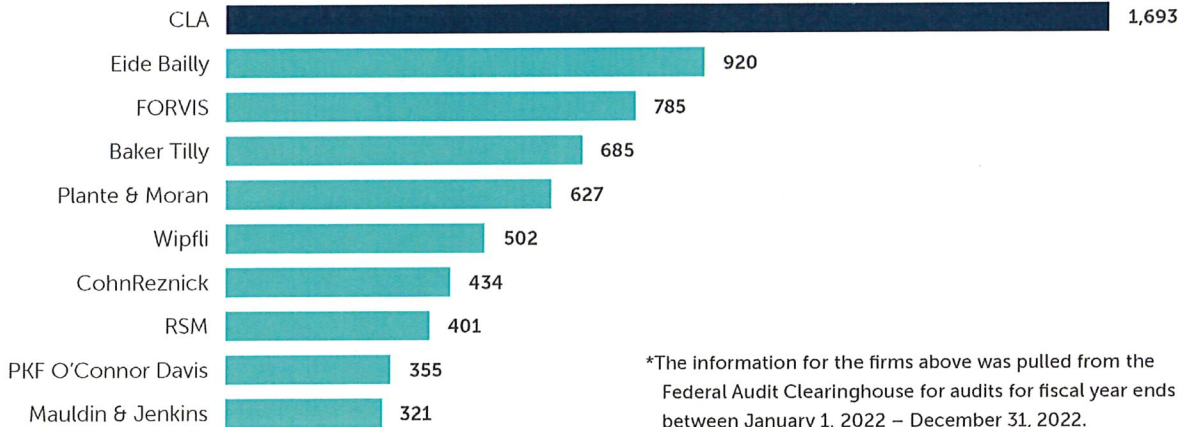
Single audit experience

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

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



NUMBER OF SINGLE AUDITS PERFORMED*



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

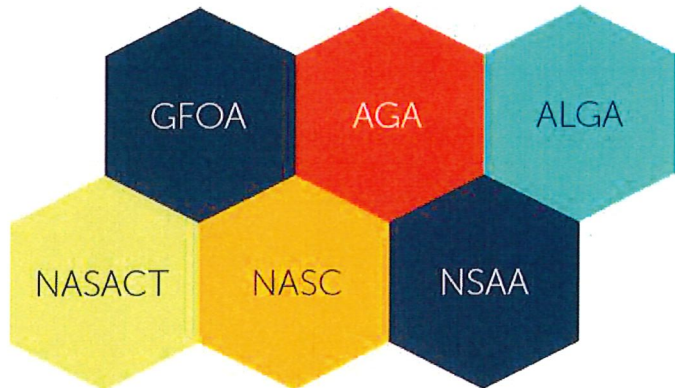
Single Audit Resource Center (SARC) award

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

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

Deep industry connections

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



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

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



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

Insight to strengthen your organization

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

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

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



Thought leadership

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



Support at every turn

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

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



Audit Fees

Our estimate of professional fees for the agreed upon procedures audit is \$10,500 (\$10,000 for the audit and \$500 for the technology and support fee). This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If additional procedures or accounting assistance is required, those services will be billed at our standard hourly rates less a 20% discount. We will provide detail explanations and support for any additional charges.

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

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

Sincerely,

CliftonLarsonAllen LLP

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



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May 5, 2026

City Council
City of Jenkins, Minnesota

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Jenkins, (the City).

We will apply the agreed-upon procedures listed in the attached appendix (Appendix A) as procedures for small entities as required by the Office of the State Auditor (OSA) as of and for the year ended December 31, 2025. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the AICPA. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter (Appendix A). A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. No other parties will be requested to agree to the procedures and acknowledge that the procedures performed are appropriate for their purposes. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures listed in the attached appendix do not constitute an examination or review, we will not express an opinion or conclusion on the specificized procedures in Appendix A. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the City. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures or not issue a report and withdraw from this engagement. You understand that the report is intended solely for the information and use of the City Council and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting our procedures that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that contradict the *Minnesota Legal Compliance Audit Guide for Cities*, we will disclose those matters in our report. Such disclosures, if any, may not necessarily include all matters that might have come to our attention had we performed additional procedures or an examination or review.

You are responsible for providing requested items relevant to complete the agreed-upon procedures engagement. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

Justin Nilson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately June 1, 2026 and, unless unforeseeable problems are encountered, the engagement should be completed by August 1, 2026. At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the written report in accordance with the agreed-upon procedures.

We estimate that our fees for these services will be \$9,000. Our services do not include a presentation to the City Council or Management and should this be requested, additional fees may apply. In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered at 50 percent at time of signed engagement letter and the remainder at the time of delivery of reports.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.



If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.



We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of procedures.

Sincerely,



Abdo

RESPONSE:

This letter correctly sets forth the understanding of the **City of Jenkins**.

By: _____

Title: _____



EXHIBIT A
Schedule of Agreed-Upon Procedures:

- 1) Obtain and read the meeting minutes of the governing body for the period covered by the Agreed-Upon Procedures engagement. For the minutes of four meetings, determine if the minutes include the results of actions taken, including the votes made, are signed by the preparer and the City Council, as approved in the subsequent monthly meeting for the City.
- 2) Inquire of City's management about whether they have assessed whether internal controls are adequate enough to prevent or detect errors or fraud or that internal controls are in place to mitigate the risk. Determine if they have documented that risk assessment and, if so, read documentation of that risk assessment for adequacy.
- 3) Inquire of City's management about the City's procedures and observe the records used to account for the receipts and disbursements of funds.
- 4) For three monthly bank account reconciliations, determine that they are being performed in a timely manner (timely described as 2-3 months) and that all bank and investment statements for the fiscal year are complete and on-hand. View the monthly bank reconciliations for each month during 2025 to determine whether they had been reviewed and signed by a Council member.
- 5) Mathematically, recompute two bank reconciliations and compare the resultant cash balances per bank to the respective general ledger account balances.
- 6) Select a sample of cash disbursements to determine that the amount recorded in the general ledger as disbursed agrees to supporting documentation by confirming that the amount, payee, date, and description agree to the vendor's invoice, purchase order, contract, and canceled check, as applicable, and the disbursement was approved for payment. The sample size will be the lessor of 25 disbursements or 10%.
- 7) If the City uses purchasing or credit cards, select a sample of cash disbursements used to pay the purchasing or credit card(s), based on the sample size guidance from procedure 6. Determine that itemized receipts are present for each purchase made with the card, that there was a business purpose for each transaction, and that the transaction was approved. If the City does not utilize purchasing or credit cards, this procedure will not be completed.
- 8) Inquire of how receipts are tracked to determine if receipts journals are complete. Determine total collections reflected in the receipts journal agrees to cash deposits shown on the bank statement for one month.
- 9) Confirm checking and savings accounts and certificates of deposits and investment accounts on the general ledger as of December 31, 2025, with financial institutions.
- 10) Confirm with City's county the amount of property tax receipts distributed to the City for the year ended December 31, 2025, and compare to amounts recorded in the general ledger.
- 11) Review non-routine journal entries, such as adjustments or reclassifications, posted to the general ledger. Inspect individually significant items for the following attributes: (a) journal entries are reasonable and have supporting documentation; and (b) the City has procedures that require journal entries to be reviewed, and there is evidence the reviews are being performed.
- 12) Determine whether there are records on hand to document the wages paid to employees. For a sample of two payroll checks for each of five employees, determine the employees' hours worked, per the payroll register, agrees to the employee's time sheet, and the pay rate agrees to the personnel file or approved wage schedule. Confirm payment date is subsequent to the pay period.



- 13) Obtain quarterly reports on salary withholdings and determine if they are filed in a timely manner with the state and federal governments. Timely manner would include not receiving late penalties.
- 14) Inquire of management, view, and determine if records are kept detailing land, buildings, and equipment owned by the City.
- 15) Inquire of management and determine if the City has outstanding debt and, if appropriate, agree the scheduled payments to disbursements reflected in the monthly bank statement.
- 16) Inquire of management whether the City has network security, such as a firewall, VPN for remote access users, password policy, access controls, antivirus software, intrusion detection/prevention systems, or other items.

Compliance

Our procedures regarding compliance matters are as follows:

1. Determine that the City is current with filing its annual reporting forms to the Office of the State Auditor and that the amounts reported reflect the amounts recorded in the City's records.
2. Complete the following checklists of the *Minnesota Legal Compliance Audit Guide for Cities*

The Minnesota Legal Compliance Audit Guide for Cities checklists should be completed for each applicable section. If a section is not applicable to the City, the reason should be identified.

- (a) Depositories of Public Funds and Public Investments
- (b) Conflicts of Interest
- (c) Public Indebtedness
- (d) Contracting – Bid Laws
- (e) Claims and Disbursements
- (f) Local Government Miscellaneous Provisions
- (g) Tax Increment Financing

3. Inquire of the City management of any instances (regardless of materiality) indicating any fraud, illegal acts, or noncompliance, and whether they have reported the instances to the Office of the State Auditor.





AGENDA ITEM #

6E

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: MAT 6TH, 2026

SUBJECT: ROADWAY CONDITION UPDATES – LILAC STREET & SHANTY COURT

REPORT: STAFF HAS RECENTLY COORDINATED WITH THOMAS FROM WIDSETH REGARDING TWO SEPARATE ROADWAY CONCERNS: DAMAGE ALONG LILAC STREET WITHIN THE MNDOT AND DNR RIGHT-OF WAY, NEAR THE PAUL BUNYAN STATE TRAIL AND PAVEMENT EDGE CRACKING AND SHOULDER CONCERNS ON SHANTY COURT. THOMAS IS STILL WAITING TO HEAR BACK.

COUNCILMEMBER CARLSON SPOKE WITH PUBLIC WORKS DIRECTOR, ROGER, REGARDING HIS RECOMMENDATIONS AND ABILITY TO MAKE IMPROVEMENTS HIMSELF. COUNCILMEMBERS FLATEGRAFF AND SILTMAN WERE AUTHORIZED TO REACH OUT FOR ESTIMATES ON WORK THAT COULDN'T BE COMPLETED BY CITY STAFF.

REQUESTED ACTION: ATTACHED IS AN ESTIMATE FROM SCHRUPP EXCAVATING. PLEASE REVIEW AND APPROVE, DENY, OR TABLE. IF TABLING, PLEASE PROVIDE FURTHER DIRECTION.



P O Box 49
Pine River MN 56474

Estimate

Date	Estimate #
5/6/2026	2026-254

Name / Address
City of Jenkins 33861 Cottage Avenue Jenkins MN 56474

Customer Telephone #	Project Name	Project Location

Description	Total
Fixing inner corners on Shanty Court: 6 yards class 1 OPTION: 6 yards Crushed Concrete	120.00 240.00
Shanty Court Cul-De-Sac: 6 yards Class 1 259 Skid Steer Broom Attachment	120.00 250.00 100.00
Fixing damage along Veterans Street: 14 yards Class 1 259 Skid Steer	280.00 200.00

Thank you for the opportunity to provide this estimate to you. Please call Ray with any questions.	Total \$1,310.00
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Phone #	E-mail
218-587-4038	schruppexcavating@gmail.com

Your signature grants acceptance of above estimate and provides approval for project to commence.

Signature _____

SCHRUPP EXCAVATING

This notice is to advise you of your rights under Minnesota law in connection with the improvement to your property.

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

If Schrupp Excavating LLC is completing your project as the contractor, under Minnesota law you have the right to pay persons who supplied labor or materials for this improvement under our contract directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

If Schrupp Excavating LLC is completing your project as a sub-contractor, under Minnesota law you have the right to pay us directly and deduct this amount from the contract price of your contractor, or withhold the amount due us from your contractor until 120 days after completion of the improvement unless your contractor gives you a lien waiver signed by Schrupp Excavating LLC. If we are not paid by your contractor, we can file a claim against your property for the price of our services.

Signature

Date

Mailing Address: P O Box 49 Pine River MN 56474

Located at: 1529 36th Ave SW Backus MN

Email: schruppexcavating@gmail.com

Phone: 218-587-4038

May, 2026

A hearty Paul Bunyan spring greeting to the eight townships, six cities and two counties of the Paul Bunyan Scenic Byway!

It's a pleasure to share PBSBA activity updates with you on an annual basis, either through annual informational mailings like this one, at one or more of your regular monthly meetings, and/or at the annual dinner meeting and celebration held in November every year.

This year anticipation is high and bright as we approach the start of the Linda Ulland Memorial Gardens restoration, a \$65,000 project made possible by donations from individuals, businesses and organizations. The LUMG restoration was necessitated by a combination of storms, covid-related lack of volunteers and nearby construction activity.

The multi-year video project that began in 2024, is rolling along with videos completed in Ideal Township and the City of Jenkins. City of Crosslake will be taping in May, 2026, and City of Breezy Point is scheduled for late March, 2027.

View videos here (<https://paulbunyan scenicbyway.org/about/videos>)

Make plans with the Byway Association this year for your township or city to tell your own amazing story. It's easy to do. Just contact us and we'll help you get a videotaping date, set up the videotaping slots for the talkers you suggest, and follow up with videographer, KC Moore, so everything runs as smoothly as possible.

Enclosed is the flier, Paul's Stompin' Grounds, which was the spark for the video project. The stories and information in this flier are great. But, we need you, the jurisdictions, to give us your updates and any new or fun tidbits. Please look over the information for your township or city, make any edits and return it to us either by mail (PO Box 401, Pequot Lakes) or as a scanned document.

As always, jurisdiction representatives are invited to join us at the Annual Dinner and Meeting on Wednesday, 11/11/2026 at Bites Pub and Grub in Pine River from 5:30-8:00pm.

Thank you,

Lynn Scharenbroich, PBSBA (218-821-0021)

Lynn Scharenbroich



PAUL BUNYAN
SCENIC BYWAY



SUPPORT THE BYWAY

2026 SUPPORT DRIVE

paulbunyan scenicbyway.org

Hello, Paul Bunyan Scenic Byway members, Byway area businesses, supporters, volunteers and friends

The Byway route includes six cities, eight townships and two counties. Listed here are a few of the things your recent support has helped make possible.

- ⇒ New information panels along the Wetlands Walk at the Veterans Trail site
- ⇒ Videography project highlighting route jurisdictions. Completed Ideal Township, City of Jenkins. Scheduled for 2026-Crosslake, and for 2027-Breezy Point
- ⇒ Area maps, tour brochures available for free to Chambers, businesses and organizations
- ⇒ New audio exhibit at the Linda Ulland Memorial Gardens
- ⇒ \$1000 scholarship awarded each year to a student from any of the three high schools in the Byway area (PLHS, PR-B HS, Crosslake Online HS)
- ⇒ Website rebuild honored with an international W3 silver award for General websites-Tourism from the Academy of Interactive and Visual Awards
- ⇒ Restoration project beginning June, 2026, at the Linda Ulland Memorial Gardens in Crosslake

Your generous support today will help ensure that future years continue to be extraordinary for the Paul Bunyan Scenic Byway area! Thank you!

Have fun on your byway and support what you enjoy!

Lynn Scharenbroich

**Support
what you
enjoy!**



State scenic byway designation -1998; national scenic byway designation -2006.

Vision: strengthen the quality of life and visitor experiences along the route by promoting and enhancing experiences and amenities, stories, resources and treasured places.

Paul Bunyan Scenic Byway Association is an all-volunteer 501c3 non-profit organization,
PO Box 401 Pequot Lakes, MN 56472

Learn more: <https://www.dot.state.mn.us/scenicbyways/>
<https://www.scenic.org>
<https://nsbfoundation.com/>

Cassandra Delougherty

From: Corey Palmer <corey@onsystemsinc.com>
Sent: Monday, May 4, 2026 3:02 PM
To: Cassandra Delougherty
Subject: Scan to email update

Hi Cassandra! Hope you had a great weekend!

I'm reaching out to inform you of a recent change that affects scan-to-email functionality on devices like copiers and scanners. Microsoft has announced that it will retire basic authentication for SMTP in Exchange Online, with enforcement beginning in late 2026 and full removal expected in 2027. This change will cause any device or application that sends email using a stored username and password to stop working.

To ensure your scan-to-email service continues without interruption, we are proactively migrating these workflows to SMTP2GO, a secure third-party mail relay designed for this purpose.

As part of this update, a new service will be added to your account at a cost of \$5 per month. This allows us to maintain reliable and secure delivery of your scan-to-email messages moving forward.

If you have any questions or would like to discuss this change, please don't hesitate to reach out.

Thank you for your continued partnership.

Thanks and have a great rest of your week,



Corey Palmer


Sales Manager

Mobile: 218-961-1022

Main: 855-512-1024

corey@OnSystemsInc.com

OnSystemsInc.com

 Book time to meet with me

PO Box 520
Pequot Lakes, MN 56472
www.onsystemsinc.com
855-512-1024



City of Jenkins
33861 Cottage Avenue
Jenkins, MN, United States 56474

Invoice # 12883
Invoice Date 05-05-26
Balance Due \$291.26

Item	Description	Unit Cost	Quantity	Line Total
MSP-GOLD	On Systems Managed Services Plan (MSP) – Gold	\$66.55	2.0	\$133.10
M365 Business Premium	Microsoft 365 Business Premium	\$24.00	2.0	\$48.00
M365 Exchange Online Plan 1	Microsoft Exchange Online (Plan 1)	\$6.00	5.0	\$30.00
ESET PROTECT Complete	ESET PROTECT Complete Antivirus & Security	\$5.00	6.0	\$30.00
Cloud Backup M365 Per GB	Cloud Backup - Microsoft 365 Backup - Per GB	\$0.16	126.0	\$20.16
Web Hosting	Web Hosting With Content Management	\$25.00	1.0	\$25.00
SMTP2GO	Email Sending Service - 5000 Emails a Month	\$5.00	1.0	\$5.00

Disclaimer

If you have any questions concerning this invoice, please contact ap@onsystemsinc.com or 855-512-1024

Please send your payments to:

**On Systems Inc.
PO Box 520
Pequot Lakes, MN 56472**

Subtotal	\$291.26
Tax	\$0.00
Invoice Total	\$291.26
Payments	\$0.00
Credits	\$0.00
Balance Due	\$291.26

Payment Terms: Net 30 Terms

Notes: