



# CITY COUNCIL MEETING AGENDA

TUESDAY, JUNE 23<sup>RD</sup>, 2026 @ 6:00 PM

MAYOR:

ANDREW RUDLANG

CITY ATTORNEY:

JOE LANGEL

CITY CLERK-TREASURER:

CASSANDRA DELOUGHERTY

CITY COUNCIL:

JERIMEY FLATEGRAFF

(MAYOR PRO-TEM)

ROMAN SILTMAN

RYAN BARNETT

JORY CARLSON

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

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

NOTE: PRINTED MATERIALS RELATING TO AGENDA ITEMS ARE AVAILABLE FOR PUBLIC INSPECTION IN A THREE-RING BINDER 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 JUNE 8<sup>TH</sup>, 2026 MEETING
  - C. PREWRITTEN PAYROLL CHECK #'s 30569-30578 & EFT'S ; **4,890.88**
  - D. PROPOSED CHECK # 30579 & EFT'S;; **\$601.48**                      **TOTAL= \$5,492.36**

5. OPEN FORUM

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

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

6. NEW BUSINESS
  - A. CROW WING COUNTY REMITTANCE ADVICE REPORT (70% FIRST HALF OF PROPERTY TAXES)
7. UNFINISHED BUSINESS
  - A. VETERANS STREET PROJECT
  - B. ACCOUNTING PROCESS EVALUATION & AUP ENGAGEMENT
  - C. ROADWAY CONCERNS UPDATE
  - D. COMMUNITY BOOST UPDATE
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
  - A. MAYOR'S REPORT
  - B. CLERK'S REPORT
  - C. PARK COMMITTEE REPORT
9. MISCELLANEOUS/COMMUNICATION
10. ADJOURNMENT

**JUNE 8<sup>TH</sup>, 2026**  
**JENKINS CITY COUNCIL**  
MEETING MINUTES

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

PRESENT: MAYOR ANDREW RUDLANG, COUNCIL MEMBERS JERIMEY FLATEGRAFF, ROMAN SILTMAN, RYAN BARNETT, AND JORY CARLSON. CITY CLERK-TREASURER CASSANDRA DELOUGHERTY WAS ALSO PRESENT. ONE ATTENDEE WAS PRESENT VIA ZOOM AS AN OBSERVER.

**AGENDA ADDITIONS/DELETIONS**

THE COUNCIL AGREED TO ADD A PROJECT UPDATE FROM THE CITY'S ENGINEER AS A STANDING ITEM AT THE OPENING OF THE MEETING, AHEAD OF THE REGULAR AGENDA ORDER. AN ITEM RELATED TO COMBINED INSURANCE WAS ALSO NOTED AS NEW BUSINESS. NO FORMAL OBJECTIONS WERE RAISED AND THE AGENDA WAS APPROVED AS MODIFIED.

**CONSENT AGENDA**

NO DISCUSSION WAS RECORDED ON THE CONSENT AGENDA ITEMS.

- A. AGENDA
- B. MINUTES OF THE MAY 11TH, 2026 MEETING
- C. MAY 2026 BANK RECONCILIATION
- D. PREWRITTEN PAYROLL CHECK #'S 30537–30543 & EFT'S; \$8,718.25
- E. PROPOSED CHECK #'S & EFT'S; 30544–30566; \$49,231.89 — TOTAL: \$57,950.14

***MOTION TO APPROVE THE CONSENT AGENDA MADE BY COUNCILMEMBER FLATEGRAFF,  
SECONDED BY CARLSON. ALL AYES, MOTION PASSES.***

**OPEN FORUM**

NO MEMBERS OF THE PUBLIC APPEARED FOR OPEN FORUM. THE ZOOM ATTENDEE INDICATED THEY WERE OBSERVING ONLY.

**AGENDA ADDITION**

**ENGINEERING UPDATE – 2026 VETERANS STREET IMPROVEMENT PROJECT**

PRIOR TO NEW BUSINESS, THE COUNCIL RECEIVED AN UPDATE FROM THE PROJECT ENGINEER, THOMAS, REGARDING THE 2026 VETERANS STREET IMPROVEMENT PROJECT. ANDERSON

BROTHERS HAD SUBMITTED ALL REQUIRED INSURANCE DOCUMENTATION AND CONFIRMED A TENTATIVE CONSTRUCTION START DATE AFTER THE FOURTH OF JULY. A PRE-CONSTRUCTION MEETING HAD NOT YET BEEN SCHEDULED BUT WAS EXPECTED TO FOLLOW SHORTLY AFTER THE HOLIDAY. ALL UTILITY COMPANIES HAD BEEN CONTACTED WITH NO OUTSTANDING ISSUES. THE GEOTECH REPORT FROM CHOSIN VALLEY WAS STILL PENDING AND WOULD BE USED TO FINALIZE THE PAVEMENT SECTION DESIGN.

THE ENGINEER ALSO RELAYED THAT MNDOT HAD REVIEWED THE PROJECT PLANS AND INDICATED THEY WOULD NOT WANT THE CITY TO PAVE THE PORTION OF VETERANS STREET WITHIN MNDOT'S RIGHT-OF-WAY, AS THEY PLAN TO ADDRESS THAT SEGMENT THEMSELVES AS PART OF A FUTURE PROJECT ANTICIPATED IN 2028 OR LATER. MNDOT INTENDS TO REALIGN THAT INTERSECTION TO CREATE A MORE PERPENDICULAR APPROACH TO HIGHWAY 371.

A DISCUSSION AROSE REGARDING A PROPERTY ON THE CORNER NEAR VETERANS STREET AND HIGHWAY 371 THAT CURRENTLY HAS TWO DRIVEWAY ACCESSSES, ONE OF WHICH ENCROACHES INTO MNDOT'S RIGHT-OF-WAY. THE COUNCIL DISCUSSED WHETHER TO CONSOLIDATE OR RELOCATE THE ACCESSSES NOW, WHILE CONSTRUCTION IS UNDERWAY, RATHER THAN WAIT FOR THE STATE'S FUTURE PROJECT. THE ENGINEER OFFERED TO PREPARE A SKETCH SHOWING OPTIONS FOR REDUCING THE ENCROACHMENT. THE COUNCIL INDICATED IT WOULD BE APPROPRIATE TO REACH OUT TO THE PROPERTY OWNER TO DISCUSS THE MATTER. NO FORMAL ACTION WAS TAKEN, AS NO DECISIONS RELATED TO THIS TOPIC WERE REQUIRED FOR THE CURRENT PROJECT.

NO ACTION ITEMS OR BLOCKERS WERE IDENTIFIED FOR THE COUNCIL AT THIS TIME.

## **NEW BUSINESS**

### **RILEY PETERSON CUP**

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE STAFF REPORT FOR A CONDITIONAL USE PERMIT (CUP) APPLICATION FROM RILEY PETERSON FOR A HOME OCCUPATION, TYPE IV, AT 35187 DRAKE CIRCLE IN THE RURAL RESIDENTIAL (RR) DISTRICT. THE PROPOSED USE INVOLVES STORING AND TRANSPORTING EXCAVATION EQUIPMENT ON-SITE, WITH ALL EXCAVATION WORK PERFORMED OFF-SITE. A PUBLIC HEARING WAS HELD BY THE PLANNING COMMISSION ON JUNE 1, 2026.

DELOUGHERTY NOTED THAT DURING THE PUBLIC HEARING, MR. PETERSON WAS PRESENT TO ANSWER QUESTIONS, AND AN ABUTTING PROPERTY OWNER, MR. HANSON, OFFERED PUBLIC COMMENT STATING HE WAS NOT OPPOSED TO THE APPLICATION AND THAT MR. PETERSON HAD KEPT THE PROPERTY IN GOOD CONDITION. KEY CONDITIONS RECOMMENDED BY THE PLANNING COMMISSION INCLUDED THAT EXTERIOR STORAGE BE SCREENED AND LIMITED TO THE AREA DIRECTLY WEST OF THE ACCESSORY BUILDING, ALL REQUIRED LAND USE AND SIGN PERMITS BE OBTAINED, AND A LANDSCAPING PLAN BE SUBMITTED AND INSTALLED PER ORDINANCE PERFORMANCE STANDARDS. DELOUGHERTY NOTED THAT CONDITION #3 SHOULD BE SOUTH NOT WEST.

COUNCIL MEMBERS EXPRESSED NO CONCERNS. COUNCIL MEMBER CARLSON NOTED THAT THE EQUIPMENT INVOLVED WAS A SMALL, MINI EXCAVATOR, THAT THE PROPERTY WAS WELL-MAINTAINED, AND THAT THERE HAD BEEN NO COMPLAINTS FROM NEIGHBORS. MAYOR RUDLANG NOTED THERE HAD BEEN NO ISSUES WITH HOURS OF OPERATION.

### RESOLUTION 26-06-342

***MOTION TO APPROVE RESOLUTION 26-06-342, APPROVING THE CONDITIONAL USE PERMIT FOR RILEY PETERSON FOR A HOME OCCUPATION, TYPE IV, CITING FINDINGS OF FACT AND CONDITIONS AS STATED, WAS MADE BY COUNCIL MEMBER CARLSON AND SECONDED BY COUNCIL MEMBER BARNETT. THE MOTION CARRIED UNANIMOUSLY.***

### PROPOSED ORDINANCE AMENDMENT O-26-51 TO REMOVE 'WAREHOUSING, PRIVATE' FROM CHAPTER 150 DEFINITIONS AND LAND USE MATRIX 20:39

DELOUGHERTY EXPLAINED THAT THE PLANNING COMMISSION HAD REVIEWED THE CITY'S CURRENT DEFINITIONS AND LAND USE CLASSIFICATIONS FOR WAREHOUSING AND STORAGE AND IDENTIFIED AN INCONSISTENCY. THE TERM "WAREHOUSING, PRIVATE" WAS LISTED AS ALLOWED IN NEARLY ALL ZONING DISTRICTS WITHOUT A PERMIT, WHICH CREATED A POTENTIAL LOOPHOLE: A PROPERTY OWNER COULD ERECT A BUILDING AND CATEGORIZE IT AS PRIVATE WAREHOUSING TO AVOID THE CONDITIONAL USE PERMIT PROCESS THAT WOULD OTHERWISE APPLY TO STORAGE BUILDINGS.

THE ISSUE WAS RAISED, IN PART, BECAUSE PROSPECTIVE PURCHASERS OF PROPERTY IN THE CITY HAD INQUIRED ABOUT PUTTING UP MULTIPLE STORAGE STRUCTURES UNDER THIS CLASSIFICATION TO RENT OR LEASE TO OTHERS — AN ACTIVITY THE CITY WOULD CHARACTERIZE AS COMMERCIAL STORAGE REQUIRING A CUP. THE PLANNING COMMISSION'S RECOMMENDATION WAS TO SIMPLY REMOVE "WAREHOUSING, PRIVATE" FROM THE LAND USE MATRIX ENTIRELY, LEAVING COMMERCIAL WAREHOUSING AS A CONDITIONAL USE IN THE AG, C-2, AND I-1 DISTRICTS. STORAGE NEEDS WOULD THEN BE ADDRESSED THROUGH THE ACCESSORY STRUCTURE PROVISIONS OR OTHER APPLICABLE LAND USE CLASSIFICATIONS, AS APPROPRIATE.

COUNCIL MEMBERS DISCUSSED THE RATIONALE AND NOTED THAT THIS WAS PRIMARILY ABOUT CLOSING A DEFINITIONAL LOOPHOLE RATHER THAN RESTRICTING ANY CURRENTLY ACTIVE LAND USE. THE COUNCIL EXPRESSED CONSENSUS WITH THE RECOMMENDATION AND AUTHORIZED DELOUGHERTY TO SCHEDULE A PUBLIC HEARING AT THE NEXT REGULAR PLANNING COMMISSION MEETING TO FORMALLY CONSIDER ORDINANCE AMENDMENT O-26-51.

***MOTION TO AUTHORIZE CITY CLERK-TREASURER DELOUGHERTY TO SET A PUBLIC HEARING FOR ORDINANCE AMENDMENT O-26-51 WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND SECONDED BY COUNCIL MEMBER CARLSON. THE MOTION CARRIED UNANIMOUSLY.***

### UNFINISHED BUSINESS

## ROADWAY CONCERNS

LAKES PAVEMENT MAINTENANCE QUOTE

ANDERSON BROTHERS QUOTE

**ADDITIONAL QUOTE OBTAINED- COUNTRYSIDE**

COUNCIL MEMBER SILTMAN REPORTED THAT HE HAD MET WITH REPRESENTATIVES FROM THREE PAVEMENT CONTRACTORS TO REVIEW PROBLEM AREAS ON LILAC STREET AND IN FRONT OF CITY HALL. THE THREE BIDS REPRESENTED DIFFERENT APPROACHES:

LAKES PAVEMENT MAINTENANCE RECOMMENDED HOT-MIX PATCHING FOR THE POTHOLES AND PROPOSED FILLING THE LARGE HOLE IN FRONT OF CITY HALL WITH GRAVEL, AS THEY LACKED THE EQUIPMENT FOR A MORE SUBSTANTIAL ASPHALT REPAIR. THEIR TOTAL QUOTE WAS \$3,387.00.

ANDERSON BROTHERS CONSTRUCTION PROPOSED BITUMINOUS OVERLAYS OVER THE DETERIORATED AREAS, ALONG WITH PATCHING OF ROUGH SPOTS ALONG LILAC STREET, FOR A TOTAL BID OF \$5,352.97.

COUNTRYSIDE (CONTACTED BY PHONE ONLY, AND HAVING NOT INSPECTED THE SITES IN PERSON) PROPOSED MILLING CERTAIN SECTIONS BEFORE PAVING, WHICH WAS NOTED AS THE MORE DURABLE BONDING METHOD, AT APPROXIMATELY \$5,800.

COUNCIL DISCUSSION ACKNOWLEDGED THAT ALL THREE APPROACHES WERE TEMPORARY FIXES, AS THE UNDERLYING ROADS ARE IN NEED OF EVENTUAL FULL RECONSTRUCTION. COUNCIL MEMBER CARLSON NOTED THAT THE COUNTRYSIDE MILLING APPROACH WOULD PRODUCE A LONGER-LASTING PATCH, BUT THAT FOR THE PRICE DIFFERENCE AND GIVEN THAT FULL RECONSTRUCTION OF LILAC STREET WOULD LIKELY BE NEEDED IN THE FUTURE REGARDLESS, THE ANDERSON BROTHERS OVERLAY APPROACH REPRESENTED A REASONABLE AND PRACTICAL CHOICE. THE GRAVEL OPTION FROM LAKES PAVEMENT MAINTENANCE WAS VIEWED AS TOO TEMPORARY, PARTICULARLY GIVEN SNOW PLOWING CONCERNS IN WINTER.

THE COUNCIL ALSO NOTED THAT KEEPING COSTS LOWER ON THIS PROJECT WOULD PRESERVE BUDGET FLEXIBILITY FOR THE VETERANS STREET PROJECT AND ALLOW FUNDS TO BE DIRECTED TO OTHER MAINTENANCE NEEDS. ANDERSON BROTHERS WAS ALREADY OPERATING IN THE AREA FOR THE VETERANS STREET PROJECT, THOUGH IT WAS NOTED THIS PATCHING WORK WOULD BE PERFORMED BY A SEPARATE CREW.

***MOTION TO ACCEPT THE BID FROM ANDERSON BROTHERS CONSTRUCTION FOR THE ROAD PATCHING REPAIRS WAS MADE BY MAYOR RUDLANG AND SECONDED BY COUNCIL MEMBER BARNETT. THE MOTION CARRIED UNANIMOUSLY.***

SUMMARY ORDINANCE FOR PUBLICATION O-26-50: HIGHWAY BUSINESS DISTRICT  
SCREENING STANDARDS

DELOUGHERTY NOTED THAT ORDINANCE O-26-50, AMENDING THE HIGHWAY BUSINESS DISTRICT (C-2) SCREENING STANDARDS, HAD BEEN APPROVED AT THE MAY 11TH MEETING. A SUMMARY ORDINANCE FOR PUBLICATION WAS REQUIRED, AS THE FULL ORDINANCE WAS TOO LENGTHY FOR STANDARD PUBLICATION. THE SUMMARY ORDINANCE WAS PRESENTED TO THE COUNCIL FOR APPROVAL, WHICH REQUIRES A FOUR-FIFTHS VOTE.

*MOTION TO APPROVE SUMMARY ORDINANCE O-26-50 FOR PUBLICATION WAS MADE BY COUNCIL MEMBER BARNETT AND SECONDED BY COUNCIL MEMBER CARLSON. THE MOTION CARRIED UNANIMOUSLY.*

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

### **MAYOR'S REPORT**

MAYOR RUDLANG REPORTED THAT ONSYSTEMS AND CITY CLERK-TREASURER DELOUGHERTY HAD WORKED TOGETHER TO ESTABLISH A SHELL OF A CITY WEBSITE AT A .GOV ADDRESS. AS THE CURRENT .COM SITE IS HOSTED BY MAYOR RUDLANG AND BUILT ON WORDPRESS, HE INDICATED HE WOULD FACILITATE MIGRATING THE CONTENT TO THE NEW PLATFORM, WITH AN OPPORTUNITY TO UPDATE THE SITE'S APPEARANCE IN THE PROCESS. THE COUNCIL INDICATED THEY WERE COMFORTABLE DEFERRING THE DESIGN DECISIONS TO DELOUGHERTY, WITH THE UNDERSTANDING THAT A DRAFT WOULD BE SHARED FOR REVIEW BEFORE GOING LIVE.

### **CLERK'S REPORT**

DELOUGHERTY REPORTED THAT THE SOURCEWELL COMMUNITY IMPACT GRANT HAD BEEN FULLY CLOSED OUT. THE CITY CAME IN \$46.48 UNDER THE REQUESTED GRANT AMOUNT, AND RATHER THAN RETURN THE FUNDS, A MINOR ELIGIBLE PURCHASE — A 3-TON JACK WITH STANDS FOR PUBLIC WORKS MAINTENANCE — WAS APPLIED TO THE GRANT, BRINGING THE TOTAL TO APPROXIMATELY \$0.90 OVER BUDGET. THE OVERAGE WAS ABSORBED, AVOIDING THE NEED TO RETURN A SMALL CHECK.

DELOUGHERTY ALSO PROVIDED AN UPDATE ON THE WELCOME SIGN PROJECT AT THE CENTER OF TOWN. AFTER A SITE VISIT BY PUBLIC WORKS STAFF AND A VOLUNTEER, IT WAS DETERMINED THAT LESS OF THE EXISTING STRUCTURE NEEDED TO BE REPLACED THAN ORIGINALLY ANTICIPATED. THIS LEFT ADDITIONAL FUNDS AVAILABLE FOR ENHANCEMENTS, INCLUDING PERMANENT, MAINTENANCE-FREE LANDSCAPING MATERIALS SUCH AS UV-RESISTANT FABRIC PLANTS AND DECORATIVE ROCK, AS WELL AS ADDITIONAL LIGHTING AND AN INCREASED SIGN SIZE. A CHANGE REQUEST WAS SUBMITTED AND PRELIMINARILY APPROVED. DELOUGHERTY NOTED THE REVISED SCOPE CAME IN APPROXIMATELY \$6.06 BELOW THE APPROVED BUDGET.

AN UPDATE ON THE CITY'S INTERNSHIP WAS ALSO PROVIDED. INTERN JOSIE HAD BEEN PRODUCTIVE IN HER FIRST WEEKS, ASSISTING WITH SCANNING AND FILING IN SUPPORT OF THE AGREED-UPON PROCEDURES (AUP) ENGAGEMENT WITH THE AUDITING FIRM. DELOUGHERTY NOTED SOME

TECHNICAL DIFFICULTIES WITH THE SCANNING SYSTEM THAT HAD REQUIRED SEVERAL HOURS OF IT SUPPORT CALLS BUT INDICATED THE ISSUES HAD BEEN RESOLVED. JOSIE HAD CHANGED HER ACADEMIC MAJOR BACK TOWARD PUBLIC ADMINISTRATION AND WAS PERFORMING WELL.

DELOUGHERTY ALSO NOTED THAT THE AUP REPORT HAD BEEN RECEIVED FROM THE AUDITING FIRM AND OFFERED TO DISTRIBUTE IT TO THE FULL COUNCIL FOR INDIVIDUAL REVIEW, WITH A DISCUSSION POINT ADDED TO A FUTURE MEETING AGENDA RATHER THAN WORKING THROUGH IT DURING THE CURRENT MEETING. THE COUNCIL AGREED TO THIS APPROACH.

### PARKS REPORT

COUNCIL MEMBER SILTMAN REPORTED ON A RECENT PARKS COMMITTEE MEETING AND A SITE VISIT TO VETERANS PARK. KEY ITEMS IDENTIFIED INCLUDED:

THE FLAGPOLE AT VETERANS PARK IS LEANING AND WILL NEED TO BE DUG UP AND RE-CEMENTED, WITH POSSIBLE SIDE BRACING ADDED.

A MISPLACED SPRINKLER HEAD IN THE WILDFLOWER GARDEN AREA NEEDS TO BE RELOCATED BEFORE REPLANTING CAN PROCEED.

VOLUNTEERS HAVE BEEN IDENTIFIED TO ASSIST WITH THE WELCOME SIGN INSTALLATION AND ROCK REPLACEMENT.

THE FLAGPOLE AT THE CEMETERY ALSO NEEDS REPAIR.

THE GAZEBO AT THE CEMETERY NEEDS STAINING.

THE AMERICAN FLAG AT VETERANS PARK IS IN POOR CONDITION AND NEEDS TO BE REPLACED.

THE CITY'S PARADE FLOAT IS BEING ORGANIZED FOR AN UPCOMING FOURTH OF JULY PARADE, WITH THE PLAN TO USE A TRAILER RATHER THAN WALK, AND TO SELL SPONSORSHIPS ON THE FLOAT'S BANNER PANELS.

FLATEGRAFF REQUESTED COUNCIL CONSENSUS AND FORMAL AUTHORIZATION TO SPEND UP TO THE \$1,000 COMMITTED RESERVE BUDGET TO COVER THE PARADE FLOAT, FLAGPOLE REPAIRS, GAZEBO STAINING, SIGN WORK, AND FLAG REPLACEMENT, ALL WITHIN THAT ALLOCATION.

***MOTION TO AUTHORIZE EXPENDITURES OF UP TO \$1,000 FROM THE PARKS COMMITTED RESERVE BUDGET FOR THE IDENTIFIED PARKS AND PARADE PROJECTS WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND SECONDED BY MAYOR RUDLANG. THE MOTION CARRIED UNANIMOUSLY.***

### ZONING ADMINISTRATOR'S REPORT

DELOUGHERTY PRESENTED THE ZONING ADMINISTRATOR'S REPORT, NOTING THE FOLLOWING ACTIVITY SINCE THE LAST MEETING:

A LAND USE PERMIT WAS ISSUED TO TEICH ON ELLIS ROAD FOR CONSTRUCTION OF A DWELLING WITH AN ATTACHED GARAGE.

TWO APPLICATIONS REMAINED PENDING: A POTENTIAL RESIDENTIAL STORAGE REZONE AND COMMON INTEREST COMMUNITY APPLICATION, FOR WHICH INFORMATION HAD BEEN PROVIDED TO THE PROSPECTIVE PURCHASER PENDING A FORMAL APPLICATION; AND AN ACCESSORY DWELLING INQUIRY ON CEMETERY ROAD, FOR WHICH THE CONTRACTOR RECEIVED THE PERMIT APPLICATION.

RECENT PUBLIC HEARINGS INCLUDED THE RILEY PETERSON CUP APPROVED EARLIER IN THE MEETING. THE PLANNING COMMISSION ALSO REVIEWED THE CAMPING/RV ORDINANCE AND PERMITTING, THE TRANSIENT MERCHANT/PEDDLER/MOBILE FOOD VENDOR PERMIT APPLICATION, AND THE WAREHOUSING DEFINITIONS — WITH NO CHANGES RECOMMENDED ON THE FIRST TWO ITEMS, AND THE WAREHOUSING MATTER ADDRESSED AS AGENDA ITEM 6B.

### MISC./COMMUNICATION

#### COMBINED INSURANCE COMPANY SUPPLEMENTAL INSURANCE OPTIONS

DELOUGHERTY EXPLAINED THAT A REPRESENTATIVE FROM COMBINED INSURANCE COMPANY (A CHUBB COMPANY) HAD VISITED CITY HALL AND REQUESTED AN OPPORTUNITY TO PRESENT SUPPLEMENTAL INSURANCE OPTIONS — INCLUDING HOSPITAL INDEMNITY, ACCIDENT, AND CRITICAL ILLNESS PLANS — TO CITY STAFF. THE REPRESENTATIVE ASKED IF THE CITY WOULD CONSIDER OFFERING THESE AS EMPLOYEE-PAID, PAYROLL-DEDUCTION BENEFITS. DELOUGHERTY HAD AGREED TO BRING THE INFORMATIONAL MATERIALS TO THE COUNCIL.

SHE NOTED THAT THE PROGRAM REQUIRES A MINIMUM OF THREE EMPLOYEES WORKING AT LEAST 17 HOURS PER WEEK TO PARTICIPATE, WHICH POSED A CHALLENGE GIVEN THE CITY'S STAFFING STRUCTURE. OF THE THREE PART-TIME PUBLIC WORKS EMPLOYEES, ONLY ONE MIGHT MEET THE HOURS THRESHOLD, AND TWO ARE RARELY USED ON A SEASONAL BASIS. THIS WOULD LEAVE EFFECTIVELY ONLY TWO ELIGIBLE EMPLOYEES.

COUNCIL DISCUSSION REFLECTED THAT THE ADMINISTRATIVE COMPLEXITY OF IMPLEMENTING PAYROLL DEDUCTIONS FOR SUCH A SMALL NUMBER OF ELIGIBLE EMPLOYEES, COMBINED WITH THE PRACTICAL DIFFICULTY OF MEETING THE MINIMUM ENROLLMENT THRESHOLD, MADE THE PROGRAM A POOR FIT AT THIS TIME. THE COUNCIL ACKNOWLEDGED THAT THE EXISTING HEALTH STIPEND ARRANGEMENT HAD BEEN WORKING ADEQUATELY, AND SUGGESTED THAT IF THERE WAS INTEREST IN REVIEWING THAT BENEFIT STRUCTURE, IT COULD BE TAKEN UP THROUGH THE PERSONNEL COMMITTEE. NO FURTHER ACTION WAS TAKEN ON THE COMBINED INSURANCE PROPOSAL.

AN ADDITIONAL COMMUNICATION WAS RELAYED REGARDING NORTHDAL OIL'S PRIVATE ROAD ACCESS. THE COMPANY HAD REACHED OUT TO EXPLORE WHETHER THEIR PRIVATE ROAD SHOULD BE BUILT TO CITY SPECIFICATIONS IN ANTICIPATION OF A POSSIBLE FUTURE CITY TAKEOVER. THE CITY PROVIDED SPECIFICATIONS UPON REQUEST, AND THE COMPANY HAS BEEN COOPERATIVE ON RELATED INFRASTRUCTURE MATTERS, INCLUDING ROAD REPAIRS ALONG HALF MILE AND ULTRA

FLYTE ROADS WHERE BORING WORK FOR THE NATURAL GAS LINE HAD CAUSED PAVEMENT SETTLEMENT ISSUES. REPAIRS WERE EXPECTED TO PROCEED FOLLOWING THE LIFTING OF ROAD RESTRICTIONS.

**ADJOURNMENT**

*MOTION TO ADJOURN WAS MADE BY COUNCIL MEMBER CARLSON AND SECONDED BY COUNCIL MEMBER BARNETT. THE MOTION CARRIED UNANIMOUSLY. THE MEETING WAS ADJOURNED.*

DRAFT

Fund Name: All Funds

Date Range: 06/10/2026 To 06/18/2026

| <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>       |
|-------------|----------------------------------|----------------|---|-------------|--------------------------|----------------|--------------------|
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30569          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Council/Town Board       | 100-41110-106- | \$ 230.87          |
|             | <b>Total For Check</b>           | <b>30569</b>   |   |             |                          |                | <b>\$ 230.87</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30570          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Council/Town Board       | 100-41110-106- | \$ 180.87          |
|             | <b>Total For Check</b>           | <b>30570</b>   |   |             |                          |                | <b>\$ 180.87</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30571          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Clerk                    | 100-41425-101- | \$ 1,678.14        |
|             | <b>Total For Check</b>           | <b>30571</b>   |   |             |                          |                | <b>\$ 1,678.14</b> |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30572          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Payroll Administration   | 100-41501-131- | \$ 493.07          |
|             | <b>Total For Check</b>           | <b>30572</b>   |   |             |                          |                | <b>\$ 493.07</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30573          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Council/Town Board       | 100-41110-106- | \$ 230.87          |
|             | <b>Total For Check</b>           | <b>30573</b>   |   |             |                          |                | <b>\$ 230.87</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30574          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Public Works/Maintenance | 100-43102-103- | \$ 774.48          |
|             | <b>Total For Check</b>           | <b>30574</b>   |   |             |                          |                | <b>\$ 774.48</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30575          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Payroll Administration   | 100-41501-131- | \$ 370.01          |
|             | <b>Total For Check</b>           | <b>30575</b>   |   |             |                          |                | <b>\$ 370.01</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30576          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Council/Town Board       | 100-41110-106- | \$ 277.05          |
|             | <b>Total For Check</b>           | <b>30576</b>   |   |             |                          |                | <b>\$ 277.05</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30577          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Clerk                    | 100-41425-103- | \$ 424.65          |
|             | <b>Total For Check</b>           | <b>30577</b>   |   |             |                          |                | <b>\$ 424.65</b>   |
| 06/16/2026  | Payroll Period Ending 06/13/2026 | 30578          | 5/31-6/13/26 Pay period, health stipend, CC pay | N           | Council/Town Board       | 100-41110-106- | \$ 230.87          |
|             | <b>Total For Check</b>           | <b>30578</b>   |   |             |                          |                | <b>\$ 230.87</b>   |

Fund Name: All Funds

Date Range: 06/10/2026 To 06/18/2026

Date    Vendor

Check #

Description

Void    Account Name

F-A-O-P

Total  
\$ 4,890.88

Total For Selected Checks

Date Range : 5/18/2026 To 6/18/2026

| <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>                   |
|----------------------------------|--------------------------------|---|----------------|-----------------|--|---|---------------------------------|
| 06/18/2026                       | Crow Wing County Land Services | Resolution 26-06-342 Peterson Home Occupation Type IV CUP | 2986           | \$46.00         | 100-41120-351-                                     | Legislative Committees and Special Bodies                   | \$46.00                         |
| 06/16/2026                       | PERA                           | 5/31-6/13/26 pay period                                   | EFT0854811     | \$495.48        | 100-41425-115-<br>100-43102-115-<br>100-41501-121- | Clerk<br>Public Works/Maintenance<br>Payroll Administration | \$157.66<br>\$72.38<br>\$265.44 |
| 06/16/2026                       | State of IA                    | CSE 5/31 - 6/13/26 pay period                             | EFT2764679     | \$60.00         | 100-41425-175-                                     | Clerk   | \$60.00                         |
| <b>Total For Selected Claims</b> |                                |   |                | <b>\$601.48</b> |  |   | <b>\$601.48</b>                 |

Date





AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY  
DATE: JUNE 23<sup>RD</sup>, 2026  
SUBJECT: 2026 VETERANS STREET IMPROVEMENT PROJECT

REPORT: DELOUGHERTY REACHED OUT TO THOMAS FROM WIDSETH TO REQUEST THAT HE COORDINATE RECONSTRUCTION OF VETERANS STREET TO POSSIBLY BE COMPLETED PRIOR TO THE AUGUST 15<sup>TH</sup> "DAD'S DAY" EVENT BEING PUT ON BY THE JENKINS VFW, OR AT THE VERY LEAST ENSURE EASE OF ACCESS TO THE VFW PARKING LOT.

THOMAS IS REACHING OUT TO ANDERSON BROTHERS AGAIN TO SEE IF THEY HAVE A SCHEDULE IN MIND AND HOW THIS MIGHT AFFECT IT.

FLYERS AND PSA ARE BEING PREPARED TO GO OUT LATER THIS WEEK REGARDING RECONSTRUCTION ACTIVITIES TAKING PLACE ON VETERANS STREET FOLLOWING THE 4<sup>TH</sup> OF JULY HOLIDAY.

**REQUESTED ACTION:** NONE, FOR INFORMATIONAL PURPOSES ONLY.



AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: JUNE 23<sup>RD</sup>, 2026

SUBJECT: ACCOUNTING/AUDITING

**REPORT:** AN AGREED UPON PROCEDURE ENGAGEMENT IS IN PLACE WITH ABDO SOLUTIONS, AND DELOUGHERTY HAS BEEN WORKING WITH THE THREE MEMBERS OF THE ABDO TEAM FOR THE LAST 10 DAYS TO PROVIDE ALL NECESSARY DOCUMENTATION FOR COMPLETION. ALL INFORMATION REQUESTED HAS BEEN PROVIDED, AND THE ABDO TEAM PLANS TO BUTTON UP THE LAST OF WHAT IS NEEDED LATER THIS WEEK.

DELOUGHERTY EMAILED THE PROCESS EVALUATION REPORT TO COUNCIL MEMBERS LAST WEEK FOR THEIR REVIEW AHEAD OF TONIGHT'S MEETING.

**REQUESTED ACTION:** PLEASE DISCUSS IF COUNCIL WOULD LIKE ABDO TO GO OVER THEIR FINDINGS, OR IF THE REPORT IS SUFFICIENT.



AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY  
DATE: JUNE 23<sup>RD</sup>, 2026  
SUBJECT: ROADWAY CONCERNS

REPORT: AS DIRECTED BY COUNCIL APPROVAL AT THE PREVIOUS MEETING, DELOUGHERTY ACCEPTED THE BID FROM ANDERSON BROTHERS TO COMPLETE PATCHING/IMPROVEMENTS TO LILAC STREET/GLEASON AND COTTAGE AVE IN THE AMOUNT OF \$5,352.97.

DELOUGHERTY WAS CONTACTED TWO WEEKS AGO BY A JENKINS RESIDENT REGARDING A BLOCKED CULVERT ON COUNTY ROAD 145 JUST EAST OF CEMETERY ROAD. DELOUGHERTY COMMUNICATED THIS TO CROW WING COUNTY HIGHWAY DEPARTMENT'S ROB HALL, WHO HAD THE CULVERT CLEARED. ON JUNE 18<sup>TH</sup>, THE SAME RESIDENT INFORMED DELOUGHERTY THAT THE CULVERT IS BLOCKED AGAIN AFTER THE RECENT RAIN. DELOUGHERTY AGAIN CONTACTED MR. HALL WHO IS HAVING SOMEONE FROM THE HIGHWAY DEPARTMENT ADDRESS THE BLOCKAGE AGAIN.

DELOUGHERTY WAS CONTACTED BY A RESIDENTS OUTSIDE OF OUR MUNICIPAL BOUNDARY REGARDING POT HOLES AND OVERHANGING LIMBS ON DRIFTWOOD LANE AND MARY BEACH ROAD, STATING THAT THEY HAD CONTACTED THE TOWNSHIPS RESPONSIBLE FOR MAINTAINING THE ROADS A NUMBER OF TIMES OVER THE PAST FEW YEARS, AND REQUESTED THAT DELOUGHERTY REACH OUT TO THEM. AN EMAIL WAS SENT TO JENKINS AND IDEAL TOWNSHIPS, AND BOTH RESPONDED, AND ONE WAS BRINGING UP THE CONCERN AT LAST WEEK'S BOARD MTG.

**REQUESTED ACTION:** NONE, FOR INFORMATIONAL PURPOSES ONLY.



AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: APRIL 23RD, 2026

SUBJECT: SOURCEWELL COMMUNITY BOOST GRANT

**REPORT:** COUNCILMEMBER SILTMAN AND DEBBIE SILTMAN PROVIDED AN UPDATED MATERIALS LIST FOR THE WELCOME SIGN IN THE HEART OF TOWN. DELOUGHERTY REQUESTED A CHANGE ORDER ON THE BOOST FUNDS PROVIDED BY SOURCEWELL, WHICH WAS APPROVED. THE BANNERS HAVE BEEN ORDERED, ALONG WITH ALL MATERIALS ASIDE FROM THE LANDSCAPING ROCK.

**REQUESTED ACTION:** PLEASE NONE. FOR INFORMATIONAL PURPOSES ONLY.



AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: JUNE 18<sup>TH</sup>, 2026

SUBJECT: PARK REPORT

**REPORT:** 250LBS OF CONCRETE HAS BEEN PLACED BENEATH THE AMERICAN FLAGPOLE AT VETERAN'S PARK. PUBLIC WORKS OLMSCHIED RECOMMENDS THAT A 4X6 FLAG BE INSTALLED RATHER THAN A 6X8, STATING THAT THE LARGE FLAG IS LIKELY CAUSING THE POLE TO BEND/FLEX.

THE IRRIGATION LINES AND HEADS WITHIN THE PROPOSED POLLINATOR GARDEN LOCATION AT VETERANS PARK HAVE BEEN RELOCATED OUTSIDE OF THE STAKED AREA. THE LOCATION IS NOW READY FOR THE PARKS COMMITTEE VOLUNTEERS TO TILL AND PLANT.

VOLUNTEERS STILL NEEDED FOR STARS & STRIPES FLOAT PREPARATION AND WALKING IN THE PARADE.

**REQUESTED ACTION:** NONE. FOR INFORMATIONAL PURPOSES ONLY.