



# CITY COUNCIL MEETING AGENDA

MONDAY, JUNE 8<sup>TH</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 MAY 11<sup>TH</sup>, 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**
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. RILEY PETERSON CUP
    - i. RESOLUTION 26-06-342
  - B. PROPOSED ORDINANCE AMENDMENT O-26-51 TO REMOVE 'WAREHOUSING, PRIVATE' FROM CHAPTER 150 DEFINITIONS AND LAND USE MATRIX
    - i. ORD. AMNDMT O-26-51
7. UNFINISHED BUSINESS
  - A. ROADWAY CONCERNS
    - i. LAKES PAVEMENT MAINTENANCE QUOTE
    - ii. ANDERSON BROTHERS QUOTE
  - B. SUMMARY ORDINANCE FOR PUBLICATION O-26-50: HIGHWAY BUSINESS DISTRICT SCREENING STANDARDS
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
  - A. MAYOR'S REPORT
  - B. CLERK'S REPORT
  - C. PARK COMMITTEE REPORT
  - D. ZONING ADMINISTRATOR'S REPORT
9. MISCELLANEOUS/COMMUNICATION
  - A. COMBINED INSURANCE COMPANY SUPPLEMENTAL INSURANCE OPTIONS
10. ADJOURNMENT

**MAY 11<sup>TH</sup>, 2026**  
**JENKINS CITY COUNCIL**  
MEETING MINUTES

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

**AGENDA ADDITIONS/DELETIONS**

CITY CLERK-TREASURER CASSANDRA DELOUGHERTY NOTED UPDATES TO THE CONSENT AGENDA REGARDING THE FOLLOWING ITEMS: CLAIMS LIST, ITEM 4E ADDITION OF A \$591 CLAIM TO MN POWER, BRINGING THE TOTAL PREWRITTEN AND PROPOSED CLAIMS FOR APPROVAL TO \$13,595.15, ITEM 4B MINUTES CORRECTION TO #5 OF THE L.A.K.E. TRAIL INITIATIVE, SHOULD STATE PAUL BUNYAN TRAIL-COUNTY ROAD 16 CROSSING, NOT LILAC STREET, AND RESOLUTION 26-05-341 ADDITION TO AGENDA ITEM 6A.

**CONSENT AGENDA**

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

*MOTION BY COUNCIL MEMBER FLATEGRAFF TO APPROVE THE UPDATED CONSENT AGENDA, SECONDED BY SILTMAN. ALL IN FAVOR.*

**OPEN FORUM**

NONE

**UNFINISHED BUSINESS**

**BID TABULATION**

BIDS FOR THE 2026 VETERANS STREET IMPROVEMENT PROJECT WERE OPENED ON MAY 5, 2026 AT 10:00 AM. FOUR BIDS WERE RECEIVED, AS FOLLOWS:

- ANDERSON BROTHERS CONSTRUCTION COMPANY OF BRAINERD, LLC — \$199,297.23
- NORTHERN PAVING, INC., BEMIDJI — \$216,720.00
- IDEAL CONSTRUCTION, STEVEN F. KOBLISKA & SONS, LLC, STAPLES — \$230,995.30
- WESTIN PROPERTY DEVELOPMENT, PEQUOT LAKES — \$252,000.00

THE ENGINEER'S ESTIMATE FOR THE PROJECT WAS \$268,417.50. A MINOR MATHEMATICAL ERROR WAS IDENTIFIED IN WESTIN PROPERTY DEVELOPMENT'S BID, THOUGH IT DID NOT AFFECT THE LOW-BIDDER DETERMINATION.

**ENGINEER'S RECOMMENDATION**

THE CITY'S ENGINEERING FIRM, WIDSETH SMITH NOLTING & ASSOC., INC., RECOMMENDED AWARDING THE CONTRACT TO ANDERSON BROTHERS CONSTRUCTION COMPANY OF BRAINERD, LLC, AS THE LOWEST RESPONSIBLE BIDDER, BASED ON UNIT PRICES IN ITS BID PROPOSAL.

***MOTION TO AWARD THE 2026 VETERANS STREET IMPROVEMENT PROJECT CONTRACT TO ANDERSON BROTHERS CONSTRUCTION COMPANY OF BRAINERD, LLC IN THE AMOUNT OF \$199,297.23 WAS MADE BY FLATEGRAFF AND SECONDED BY SILTMAN. MOTION CARRIED.***

**NORTHLAND COMPANIES CUP AMENDMENT**

THE COUNCIL CONSIDERED THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE A CONDITIONAL USE PERMIT (CUP) AMENDMENT FOR NORTHLAND COMPANIES OF CROW WING COUNTY (APPLICANT: NATHAN LANGE) FOR PROPERTY LOCATED AT 3691 POUALAK STREET. THE AMENDED CUP WOULD ALLOW A MULTI-TENANT COMMERCIAL PROPERTY, INCLUDING CONTRACTOR-TYPE BUSINESSES FOR LANDSCAPING SUPPLY, INSULATION, AND AUTO DETAILING, WITH ASSOCIATED OUTDOOR STORAGE AND OPERATIONAL ACTIVITIES IN THE C-2 ZONING DISTRICT.

THE SUBJECT PROPERTY WAS ORIGINALLY GRANTED A CUP ON DECEMBER 13, 2021, FOR COMMERCIAL USE. SINCE THAT TIME, THE CITY IDENTIFIED CHANGES IN THE USE AND INTENSITY OF THE PROPERTY NOT REFLECTED IN THE ORIGINAL PERMIT. THE CITY REQUESTED AN AMENDED CUP APPLICATION BEGINNING IN JUNE 2025, WITH ONGOING COMMUNICATION THROUGH EARLY 2026 TO ADDRESS OUTSTANDING COMPLIANCE ITEMS INCLUDING PERMITTING, SSTS VERIFICATION, CLARIFICATION OF SITE USES, AND SITE-RELATED COMPLIANCE MATTERS.

THE PLANNING COMMISSION HELD A PUBLIC HEARING ON MAY 4, 2026 AND RECOMMENDED APPROVAL SUBJECT TO CONDITIONS. THE PUBLIC HEARING BEFORE THE PLANNING COMMISSION INCLUDED TESTIMONY FROM THE APPLICANT REGARDING ON-SITE ACTIVITIES, ONGOING CLEANUP, NEIGHBORING PROPERTY MAINTENANCE, AND THE NATURE OF BUSINESS OPERATIONS. DURING DELIBERATION, THE COMMISSION DISCUSSED THE OUTDOOR STORAGE AND SCREENING CONDITION. THE ORIGINAL DRAFT CONDITION REQUIRED THAT OUTDOOR STORAGE BE "FULLY SCREENED"; HOWEVER, THE COMMISSION DETERMINED THIS LANGUAGE WAS OVERBROAD GIVEN THE RECENTLY AMENDED HIGHWAY BUSINESS DISTRICT SCREENING ORDINANCE (O-26-50). THE WORD "FULLY" WAS STRICKEN, AND THE CONDITION WAS REVISED TO REQUIRE THAT OUTDOOR STORAGE BE ORDERLY AND SCREENED PER ORDINANCE STANDARDS APPLICABLE TO RESIDENTIAL ADJACENCY.

THE COMMISSION FURTHER DISCUSSED THE APPLICANT'S REQUEST TO WAIVE THE \$500 APPLICATION FEE, CITING THAT THE ORIGINAL CUP HAD NOT BEEN PROPERLY DOCUMENTED AT THE TIME IT WAS FIRST ISSUED. SOME MEMBERS ACKNOWLEDGED THAT WHILE THERE WERE DOCUMENTATION DEFICIENCIES ON THE CITY'S PART, THERE WERE ALSO COMPLIANCE ITEMS ON THE APPLICANT'S SIDE THAT HAD NOT BEEN ADDRESSED DURING THE FIVE YEARS SINCE THE ORIGINAL CUP. THE COMMISSION REACHED A CONSENSUS TO RECOMMEND A PARTIAL FEE TO THE CITY COUNCIL, MEETING IN THE MIDDLE AT \$250.

THE COUNCIL CONSIDERED RESOLUTION 26-05-340, APPROVING THE CUP AMENDMENT BASED UPON THE PLANNING COMMISSION'S RECOMMENDATION AND THE FINDINGS OF FACT AS SET FORTH IN THE RESOLUTION, SUBJECT TO THE FOLLOWING CONDITIONS OF APPROVAL:

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 MUST BE PROPERLY MANAGED PER MPCA REQUIREMENTS.
8. **OPERATIONAL PRACTICES:** TENANTS SHALL FOLLOW MPCA BEST PRACTICES.
9. **OWNER RESPONSIBILITY:** PROPERTY OWNER IS RESPONSIBLE FOR TENANT COMPLIANCE AND SITE MAINTENANCE.

*MOTION TO ADOPT RESOLUTION 26-05-340 APPROVING THE CONDITIONAL USE PERMIT AMENDMENT FOR NORTHLAND COMPANIES OF CROW WING COUNTY, SITING FINDINGS OF FACT AND SUBJECT TO THE CONDITIONS OF APPROVAL AS STATED, WAS MADE BY SILTMAN AND SECONDED BY BARNETT. FLATEGRAFF ABSTAINED. MOTION CARRIED.*

*MOTION TO REDUCE THE CUP APPLICATION FEE TO \$250.00 WAS MADE BY SILTMAN AND SECONDED BY BARNETT. FLATEGRAFF ABSTAINED. MOTION CARRIED.*

#### PROPOSED ORDINANCE AMENDMENT O-26-50 HIGHWAY BUSINESS DISTRICT SCREENING REQUIREMENTS

THE COUNCIL CONSIDERED ORDINANCE AMENDMENT O-26-50, WHICH AMENDS SECTION 150.033 OF THE JENKINS CITY CODE OF ORDINANCES RELATED TO SCREENING PERFORMANCE STANDARDS IN THE HIGHWAY BUSINESS (C-2) ZONING DISTRICT. THE PLANNING COMMISSION PREVIOUSLY HELD A PUBLIC HEARING AND RECOMMENDED APPROVAL. THE AMENDMENT REPLACES PRESCRIPTIVE SCREENING LANGUAGE REQUIRING 100% SCREENING TO ADJACENT RESIDENTIAL PARCELS AND OVER 50% SCREENING FROM THE ROAD OR ANY NON-RESIDENTIAL PARCEL WITH MORE FLEXIBLE LANGUAGE ALLOWING THE PLANNING COMMISSION TO IMPOSE SITE-SPECIFIC SCREENING CONDITIONS ON INDIVIDUAL CUP APPLICATIONS. THE NEW LANGUAGE ALLOWS SCREENING TO BE REQUIRED AS A CONDITION OF CUP APPROVAL WHERE NECESSARY TO MITIGATE VISUAL, NOISE, OR OPERATIONAL IMPACTS, DETERMINED ON A CASE-BY-CASE BASIS REASONABLY RELATED TO THE NATURE OF THE PROPOSED USE, SITE CONDITIONS, AND SURROUNDING LAND USES.

*MOTION TO ADOPT ORDINANCE No. O-26-50 AMENDING THE HIGHWAY BUSINESS DISTRICT SCREENING STANDARDS WAS MADE BY SILTMAN AND SECONDED BY FLATEGRAFF. MOTION CARRIED.*

#### AUDITING/ACCOUNTING SERVICES

##### CLA AUP ENGAGEMENT PROPOSAL

THE COUNCIL REVIEWED THE AGREED-UPON PROCEDURES ENGAGEMENT PROPOSAL SUBMITTED BY CLIFTON LARSON ALLEN LLP (CLA), DATED MARCH 19, 2026, AT AN ESTIMATED FEE OF \$10,500 (\$10,000 FOR THE AUDIT AND \$500 FOR THE TECHNOLOGY AND SUPPORT FEE).

##### ABDO AUP ENGAGEMENT PROPOSAL

THE COUNCIL ALSO REVIEWED THE AGREED-UPON PROCEDURES ENGAGEMENT PROPOSAL FROM ABDO, DATED MAY 5, 2026, AT AN ESTIMATED FEE OF \$9,000. ABDO INDICATED WORK WOULD BEGIN APPROXIMATELY JUNE 1, 2026, WITH COMPLETION BY AUGUST 1, 2026.

*MOTION TO SELECT AN AUDITING/ACCOUNTING FIRM AND AUTHORIZE THE CITY CLERK-TREASURER TO PROCEED WITH THE ENGAGEMENT WAS MADE BY MAYOR RUDLANG AND SECONDED BY SILTMAN. MOTION CARRIED.*

## ROADWAY CONCERNS

### SCHRUPP EXCAVATING ESTIMATE

THE COUNCIL REVIEWED A ROADWAY CONDITIONS REPORT PREPARED BY CITY CLERK-TREASURER DELOUGHERTY COVERING 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. AN ESTIMATE FROM SCHRUPP EXCAVATING (ESTIMATE #2026-254, DATED MAY 6, 2026) WAS PRESENTED FOR COUNCIL REVIEW, TOTALING **\$1,310.00**, COVERING THE FOLLOWING SCOPE:

- FIXING INNER CORNERS ON SHANTY COURT (CLASS 1 AGGREGATE, WITH AN OPTION FOR CRUSHED CONCRETE): \$120.00–\$240.00
- SHANTY COURT CUL-DE-SAC (CLASS 1 AGGREGATE, SKID STEER, BROOM ATTACHMENT): \$470.00
- FIXING DAMAGE ALONG VETERANS STREET (CLASS 1 AGGREGATE, SKID STEER): \$480.00

MOTION TO APPROVE THE SCHRUPP EXCAVATING ESTIMATE FOR ROADWAY REPAIRS WAS MADE BY FLATEGRAFF AND SECONDED BY SILTMAN. MOTION CARRIED.

## NEW BUSINESS

### PAUL BUNYAN SCENIC BYWAY LETTER

THE COUNCIL RECEIVED A LETTER FROM LYNN SCHARENBOICH OF THE PAUL BUNYAN SCENIC BYWAY ASSOCIATION (PBSBA) PROVIDING AN ANNUAL ACTIVITY UPDATE. ITEMS OF NOTE INCLUDED THE START OF THE LINDA ULLAND MEMORIAL GARDENS RESTORATION (A \$65,000 PROJECT), THE ONGOING MULTI-YEAR VIDEO PROJECT (WITH JENKINS AND IDEAL TOWNSHIP VIDEOS COMPLETED), AND THE ANNUAL DINNER AND MEETING SCHEDULED FOR WEDNESDAY, NOVEMBER 11, 2026, AT BITES PUB AND GRUB IN PINE RIVER FROM 5:30–8:00 PM. THE LETTER ALSO INCLUDED THE 2026 SUPPORT DRIVE MATERIALS. NO FORMAL ACTION WAS REQUIRED.

## REPORTS OF OFFICERS, COMMITTEES, STAFF

### MAYOR'S REPORT

PEQUOT LAKES DAY OF CARING WAS MAY 6<sup>TH</sup>. MAYOR RUDLANG WORKED WITH STUDENTS ON THE GATEWAY GAZEBO AT A-PINE TO PRESSURE WASH AND REMOVE STAIN. MAYOR RUDLANG NOTED THE WEATHER WAS NOT IDEAL, BUT THAT THE A-PINE SERVED STUDENTS LUNCH AND IT WAS AN OVERALL SUCCESSFUL DAY OF CARING. THE COUNCIL THANKS THE PEQUOT LAKES STUDENTS AND ADMIN FOR THEIR PARTICIPATION.

### CLERK'S REPORT

DELOUGHERTY INFORMED THE COUNCIL OF AN ESTIMATE RECEIVED FROM TRUGREEN FOR ANNUAL FERTILIZER APPLICATION AND SHARED THE RESULTS. THE BACKPACK SPRAYER USED BY PUBLIC WORKS NEEDS TO BE REPLAED. DELOUGHERTY ASKED IF SHE SHOULD PURCHASE A NEW SPRAYER FOR AROUND \$100 OR PURCHASE ONE WITH A WARRANTY FOR \$350. COUNCIL CONSENSUS WAS TO PURCHASE THE LESS EXPENSIVE SPRAYER AND HOPE TO APPLY FOR A GRANT THROUGH THE SUMMER THAT WOULD INCLUDE A REQUEST FOR FUNDING OF A LONGER-LASTING SPRAYER.

DELOUGHERTY ALSO SHARED WITH THE COUNCIL THAT THE CITY WAS NOT AWARDED EITHER THE SOURCEWELL COMMUNITY BENEFIT GRANT OR THE AARP COMMUNITY CHALLENGE GRANT. THE COUNCIL THANKED DELOUGHERTY FOR HER EFFORTS IN THE GRANT RESEARCH AND WRITING PROCESS.

DELOUGHERTY INFORMED THE COUNCIL THAT SHE PLANS TO HEAR FROM MANAGEMENT OF NORTHDALE OIL REGARDING THE ROCK ISLAND AND ROAD ACCESS CONCERNS THIS WEEK AND WILL REPORT BACK AT THE NEXT COUNCIL MEETING.

### PARKS REPORT

COUNCILMEMBER SILTMAN REQUESTED THAT SAFETY SURFACE CHIPS BE ORDERED FOR THE PLAYGROUND.

**MISC./COMMUNICATION**

SILTMAN REQUESTED CLARIFICATION ON WHETHER THE CITY PLANS TO SELL THE TWO OLD LAPTOPS OR KEEP THEM ON HAND.

*MOTION TO SELL OLD LAPTOPS MADE BY BARNETT, SECONDED BY FLATEGRAFF. MOTION PASSED.*

**ADJOURNMENT**

*MOTION BY COUNCIL MEMBER BARNETT TO ADJOURN AT 8:16PM. SECOND BY COUNCIL MEMBER CARLSON. ALL IN FAVOR.*

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

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ANDREW J. RUDLANG, MAYOR

ATTEST:

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CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

May 2026

For the Period : 5/1/2026 To 5/31/2026

<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	\$333,497.29	\$5,152.83	\$17,067.38	\$321,582.74	\$0.00	\$6,072.46	\$327,655.20
2023A Improvement Program Fund Account	\$152,546.39	\$458.20	\$0.00	\$153,004.59	\$0.00	\$0.00	\$153,004.59
Savings Account-Committed Funds	\$242,731.23	\$51.32	\$0.00	\$242,782.55	\$0.00	\$0.00	\$242,782.55
<b>Total</b>	<b>\$728,774.91</b>	<b>✓\$5,662.35</b>	<b>✓\$17,067.38</b>	<b>✓\$717,369.88</b>	<b>\$0.00</b>	<b>✓\$6,072.46</b>	<b>\$723,442.34</b>

Date

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/04/2026	Joel Ferguson	40034	Land Use Permit #26-852 12x24 garage addition	(05/06/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 50.40
								<b>\$ 50.40</b>
05/04/2026	TW Miller Corp.	40035	Land Use Permit #26-853 48x32 shop, 30x56 warehouse, Driveway Access, SSTS, E911	(05/06/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 384.00
								\$ 420.00
								\$ 50.00
								\$ 235.00
								\$ 100.00
								<b>\$ 1,189.00</b>
05/04/2026	Blue Water Wells-Dave Ackerman	40036	Driveway Access Permit off Pine Tree Street for PID26340555	(05/06/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 50.00
								<b>\$ 50.00</b>
05/04/2026	Jean Hummel	40037	Land Use Permit #26-855 10x20 shed with 8x12 greenhouse 296sq. dt x \$0.15/sq ft=\$44.40	(05/06/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 44.40
								<b>\$ 44.40</b>
05/04/2026	Taylor & Nick Hammond	40038	TBD Cemetery Rd PID26260527 E911 Addressing Request	(05/04/2026) -	N	E-911 addressing/mailbox	100-32251-	\$ 100.00
								<b>\$ 100.00</b>
05/04/2026	Morgan Kepner	40039	June 12th, 2026 4-8pm Veterans Park Pavillion Rental	(05/04/2026) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 25.00
								<b>\$ 25.00</b>

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>		<u>Total</u>
05/05/2026	Chris (Riley) Teich	40040	Land Use Permit 26-856 30x60 house, 54x60 shop, SSTS design	(05/05/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$	360.00
						Building Permits (Excludes surcharge)	100-32210-	\$	324.00
						Septic permits	100-32215-	\$	235.00
								\$	<b>919.00</b>
05/05/2026	Riley Peterson	40041	CUP Application CUP26-04	(05/05/2026) -	N	Recording of Legal Instruments	100-34102-	\$	46.00
						Zoning and Subdivision Fees	100-34103-	\$	500.00
								\$	<b>546.00</b>
05/05/2026	Wildwedge-Todd Beyer	40042	26-27 ONSS Liquor License	(05/05/2026) -	N	Alcoholic Beverages	100-32110-	\$	800.00
								\$	<b>800.00</b>
05/12/2026	Crow Wing County-State of MN	40043	April 2026 fines	(05/12/2026) -	N	Court Fines	100-35101-	\$	369.94
								\$	<b>369.94</b>
05/31/2026	First National Bank	40047	checking (\$51.32) and savings (\$10.58) interest	(05/31/2026) -	N	Interest Earning	100-36210-	\$	10.58
						Interest Earning	404-36210-	\$	51.32
								\$	<b>61.90</b>
05/31/2026	PTMA-4M	40048	interest and dividends GO(\$458.20) MM (\$339.45) Reserves (\$709.06)	(05/31/2026) -	N	Interest Earning	100-36210-	\$	339.45
						Interest Earning	100-36210-	\$	709.06
						Interest Earning	301-36210-	\$	458.20
								\$	<b>1,506.71</b>
<b>Total for Selected Receipts</b>								\$	<b>5,662.35</b>

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/05/2026	Payroll Period Ending 05/05/2026	30522	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>30522</b>				<b>\$ 230.87</b>
05/05/2026	Payroll Period Ending 05/05/2026	30523	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 180.87
		<b>Total For Check</b>	<b>30523</b>				<b>\$ 180.87</b>
05/05/2026	Payroll Period Ending 05/05/2026	30524	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Clerk	100-41425-101-	\$ 1,630.72
		<b>Total For Check</b>	<b>30524</b>				<b>\$ 1,630.72</b>
05/05/2026	Payroll Period Ending 05/05/2026	30525	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Payroll Administration	100-41501-131-	\$ 603.09
		<b>Total For Check</b>	<b>30525</b>				<b>\$ 603.09</b>
05/05/2026	Payroll Period Ending 05/05/2026	30526	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>30526</b>				<b>\$ 230.87</b>
05/05/2026	Payroll Period Ending 05/05/2026	30527	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Public Works/Maintenance	100-43102-103-	\$ 774.49
		<b>Total For Check</b>	<b>30527</b>				<b>\$ 774.49</b>
05/05/2026	Payroll Period Ending 05/05/2026	30528	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Payroll Administration	100-41501-131-	\$ 171.15
		<b>Total For Check</b>	<b>30528</b>				<b>\$ 171.15</b>
05/05/2026	Payroll Period Ending 05/05/2026	30529	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 277.05
		<b>Total For Check</b>	<b>30529</b>				<b>\$ 277.05</b>
05/05/2026	Payroll Period Ending 05/05/2026	30530	4/19-5/2/2026 PAY PERIOD, HEALTH STIPEND, CC PAY	N	Council/Town Board	100-41110-106-	\$ 230.87
		<b>Total For Check</b>	<b>30530</b>				<b>\$ 230.87</b>
05/11/2026	AT & T Mobility	30531	Roger Cell Phone	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		<b>Total For Check</b>	<b>30531</b>				<b>\$ 30.00</b>

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/11/2026	Pequot Lakes Sanitation	30532	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 45.35
	<b>Total For Check</b>	<b>30532</b>					<b>\$ 45.35</b>
05/11/2026	City of Pequot Lakes	30533	Invoice No: 2584 May 2026 Police Contract	N	Council/Town Board	100-41110-404-	\$ 3,605.00
	<b>Total For Check</b>	<b>30533</b>					<b>\$ 3,605.00</b>
05/11/2026	On Systems Inc.	30534	May Inv#12883 Managed services and web hosting	N	Clerk	100-41425-209-	\$ 291.26
	<b>Total For Check</b>	<b>30534</b>					<b>\$ 291.26</b>
05/11/2026	Tri-County Septic Inspection	30535	Design Review, Chris O'Dell TBD Hay Creek Tr.	N	New Sewer Services	100-43254-310-	\$ 35.00
	<b>Total For Check</b>	<b>30535</b>					<b>\$ 35.00</b>
05/11/2026	MN Power	30536	Street Lights	N	Street Lighting	100-43160-381-	\$ 591.00
	<b>Total For Check</b>	<b>30536</b>					<b>\$ 591.00</b>
05/11/2026	PERA	EFT00084917	4/19-5/2/26 pay period	N	Clerk	100-41425-115-	\$ 153.23
		EFT00084917			Payroll Administration	100-41501-121-	\$ 260.32
		EFT00084917			Public Works/Maintenance	100-43102-115-	\$ 72.38
	<b>Total For Check</b>	<b>EFT00084917</b>					<b>\$ 485.93</b>
05/11/2026	State of IA	EFT2747793	CSE 4/19 - 5/2/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
	<b>Total For Check</b>	<b>EFT2747793</b>					<b>\$ 60.00</b>
05/11/2026	Internal Revenue Service	EFT45087293	April 2026 Q2 941 obligation	N	Payroll Administration	100-41501-122-	\$ 2,025.17
		EFT45087293				100-41501-135-	\$ 473.63
		EFT45087293				100-41501-170-	\$ 1,322.20
	<b>Total For Check</b>	<b>EFT45087293</b>					<b>\$ 3,821.00</b>
05/11/2026	MN Power	EFT9226303-	Street Lights (\$11.99) Building and Grounds lights (\$288.64)	N	General Government Buildings and Plant	100-41940-381-	\$ 288.64
		EFT9226303-			Street Lighting	100-43160-381-	\$ 11.99
	<b>Total For Check</b>	<b>EFT9226303-</b>					<b>\$ 300.63</b>
05/14/2026	Cassandra Delougherty	30537	mileage reimbursement for CWC Em. Mgmt, ELections Training, SS4A, cleaning supplies	N	Clerk	100-41425-211-	\$ 66.36
		30537				100-41425-331-	\$ 123.98
	<b>Total For Check</b>	<b>30537</b>					<b>\$ 190.34</b>

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/19/2026	Payroll Period Ending 05/19/2026	30538	5/3-5/16/2026 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
	<b>Total For Check</b>	<b>30538</b>					<b>\$ 1,678.14</b>
05/19/2026	Payroll Period Ending 05/19/2026	30539	5/3-5/16/2026 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 806.28
	<b>Total For Check</b>	<b>30539</b>					<b>\$ 806.28</b>
05/31/2026	State of IA	EFT2752892	CSE 5/03 - 5/16/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
	<b>Total For Check</b>	<b>EFT2752892</b>					<b>\$ 60.00</b>
05/31/2026	Xcel Energy	EFT33146	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 97.22
	<b>Total For Check</b>	<b>EFT33146</b>					<b>\$ 97.22</b>
05/31/2026	WEX Bank	EFT37690529	4/7/26-5/7/26 fuel charges	N	General Government Buildings and Plant	100-41940-212-	\$ 138.55
	<b>Total For Check</b>	<b>EFT37690529</b>					<b>\$ 138.55</b>
05/31/2026	PERA	EFT850731	5/3-5/16/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT850731			Payroll Administration	100-41501-121-	\$ 268.77
		EFT850731			Public Works/Maintenance	100-43102-115-	\$ 75.27
	<b>Total For Check</b>	<b>EFT850731</b>					<b>\$ 501.70</b>
<b>Total For Selected Checks</b>							<b>\$ 17,067.38</b>

For the month ending:

May 31, 2026

Bank account	Account #	Balance
<b>First National Bank</b>		
Checking (NOW)	XXX769	124,134.08
Savings	XXXX989	107,696.38
4-year CD	XXXXX423	0.00
<b>4 M Fund</b>		
Bond	XXX201	149,501.07
Money Market	XXX101	110,757.32
Money Market - Street Reserves	XX102	231,353.49
CD #XXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	0.00
CD #XXXX270-1 (Mat. 5/28/25)	XXX102	0.00
<b>4M Fund TOTAL</b>		<b>491,611.88</b>

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
			30485	\$141.44
6,072.46		118,061.62	30493	\$211.89
		107,696.38	30494	\$594.87
0.00	0.00	0.00	30495	\$277.05
		0.00	30511	\$184.00
		149,501.07	30522	\$230.87
		110,757.32	30523	\$180.87
		231,353.49	30526	\$230.87
		0.00	30529	\$277.05
		0.00	30533	\$3,605.00
		0.00	EFT37690	\$138.55
		0.00		
Totals		717,369.88		
Cash per CTAS		<u>717,369.88</u>		
Difference		<u>0.00</u>		

Assigned Operational (6 months)	208,330.87
Operational Reserve	0.00
Committed Funds	377,751.37
Debt Service	131,287.64
<b>Fund Balance Total</b>	<b>717,369.88</b>

**Committed Funds Breakdown**

Future Streets	345,031.90 (4M fund)
Parks and Rec	6,086.74 <small>includes 7/25 donations</small>
Gambling Proceeds	0.00
Heavy Equipment	26,632.73
<b>TOTAL</b>	<b>377,751.37</b>

**\$6,072.46**

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

Fund Name: All Funds

Date Range: 05/14/2026 To 06/04/2026

<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>
05/14/2026	Cassandra Delougherty	30537	mileage reimbursement for CWC	N	Clerk	100-41425-211-	\$ 66.36
		30537	Em. Mgmt, ELECTIONS Training, SS4A, cleaning supplies			100-41425-331-	\$ 123.98
		<b>Total For Check 30537</b>					<b>\$ 190.34</b>
05/19/2026	Payroll Period Ending 05/19/2026	30538	5/3-5/16/2026 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
		<b>Total For Check 30538</b>					<b>\$ 1,678.14</b>
05/19/2026	Payroll Period Ending 05/19/2026	30539	5/3-5/16/2026 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 806.28
		<b>Total For Check 30539</b>					<b>\$ 806.28</b>
05/19/2026	State of IA	EFT2752892	CSE 5/03 - 5/16/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
		<b>Total For Check EFT2752892</b>					<b>\$ 60.00</b>
05/19/2026	PERA	EFT850731	5/3-5/16/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT850731			Payroll Administration	100-41501-121-	\$ 268.77
		EFT850731			Public Works/Maintenance	100-43102-115-	\$ 75.27
		<b>Total For Check EFT850731</b>					<b>\$ 501.70</b>
05/31/2026	Xcel Energy	EFT33146	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 97.22
		<b>Total For Check EFT33146</b>					<b>\$ 97.22</b>
05/31/2026	WEX Bank	EFT37690529	4/7/26-5/7/26 fuel charges	N	General Government Buildings and Plant	100-41940-212-	\$ 138.55
		<b>Total For Check EFT37690529</b>					<b>\$ 138.55</b>
06/02/2026	Payroll Period Ending 06/01/2026	30540	5/17-5/30/2026 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
		<b>Total For Check 30540</b>					<b>\$ 1,678.14</b>
06/02/2026	Payroll Period Ending 06/01/2026	30541	5/17-5/30/2026 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
		<b>Total For Check 30541</b>					<b>\$ 774.48</b>
06/02/2026	Payroll Period Ending 06/01/2026	30542	5/17-5/30/2026 pay period	N	Clerk	100-41425-103-	\$ 332.34
		<b>Total For Check 30542</b>					<b>\$ 332.34</b>

Fund Name: All Funds

Date Range: 05/14/2026 To 06/04/2026

<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>
06/02/2026	Josalyn Rust	30543	mileage reimbursement: MMUA Safety Training-East Gull Lake, May 26th, 2026 42 miles	N	Clerk	100-41425-331-	\$	30.45
<b>Total For Check 30543</b>								<b>\$ 30.45</b>
06/04/2026	PERA	EFT00085284	5/17-5/30/26 pay period	N	Clerk	100-41425-115-	\$	157.66
		EFT00085284			Payroll Administration	100-41501-121-	\$	265.44
		EFT00085284			Public Works/Maintenance	100-43102-115-	\$	72.38
<b>Total For Check EFT00085284</b>								<b>\$ 495.48</b>
06/04/2026	State of IA	EFT2759603	CSE 5/17 - 5/30/26 pay period	N	Clerk	100-41425-175-	\$	60.00
<b>Total For Check EFT2759603</b>								<b>\$ 60.00</b>
06/04/2026	Internal Revenue Service	EFT4157055	May 2026 Q2 941 obligation	N	Payroll Administration	100-41501-122-	\$	927.86
		EFT4157055				100-41501-135-	\$	217.00
		EFT4157055				100-41501-170-	\$	730.27
<b>Total For Check EFT4157055</b>								<b>\$ 1,875.13</b>
<b>Total For Selected Checks</b>								<b>\$ 8,718.25</b>

Date Range : 5/4/2026 To 6/4/2026

<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>
05/19/2026	TDS	Phone and internet	2960	\$178.24	100-41940-321-	General Government Buildings and Plant	30544 \$178.24
05/19/2026	Tri-County Septic Inspection	Design Review, TW Miller Norway Dr.	2961	\$35.00	100-43254-310-	New Sewer Services	30545 \$35.00
05/20/2026	Crow Wing Power	4/8/25 to 5/8/2026 electric service	2962	\$24.00	100-43160-381-	Street Lighting	30546 \$24.00
05/26/2026	Bjerga's Feed Store	Weed and grass supplies	2963	\$832.88	100-43260-225-	Weed Control	30547 \$832.88
05/26/2026	Ratwik, Roszak & Maloney, P.A.	4/2/26 Legal Services Review email from Katie Kostohryz regarding zoning violation	2964	\$21.00	100-41610-304-	City/Town Attorney	30548 \$21.00
05/26/2026	Schrupp Excavating	Inv 20260298 from 5/19/26 3 hours grader (@150/hr)	2965	\$450.00	100-43101-405-	Highways and Streets	30549 \$450.00
05/27/2026	Elite Fence & Deck	New fencing for City Park	2966	\$11,575.00	100-45202-530-903	Park Areas	30550 \$11,575.00
05/29/2026	Sourcewell	INV00006219 Planning & Zoning Services	2967*	\$645.00	100-41910-311-	Planning and Zoning	30551 \$645.00
05/29/2026	Corbin Excavating, Inc	Invoice C00265 Dust Control -Magnesium Chloride 5,149 gallons @ \$1.32/gal	2968*	\$6,821.68	100-43101-224-	Highways and Streets	30552 \$6,821.68
05/29/2026	Metro Sales	Inv 3094886 Contract base 2/14-6/13 (42.75) Usage chrg (146.55) Rental chrg (333.90)	2969	\$523.20			

Date Range : 5/4/2026 To 6/4/2026

<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>
					100-41425-209-	Clerk	30553 \$523.20
05/29/2026	LMCIT C/O Berkley Risk Admin.	6/1/26-6/1/27	2970	\$7,718.00			
					100-41960-361- 100-41960-362- 100-41960-363-	Insurance Insurance Insurance	30554 \$1,231.00 \$5,449.00 \$1,038.00
06/01/2026	Widseth Smith Nolting & Assoc., Inc	Inv.245355 (map) and 245378 Veterans Street Improvements pro eng.	2972*	\$7,152.50			
					100-43101-303- 100-41910-303-	Highways and Streets Planning and Zoning	30555 \$7,052.50 \$100.00
06/01/2026	MN Association of Small Cities	Membership dues \$120 flat rate + \$0.50 per resident=\$258.50+120=\$378.50	2973	\$378.50			
					100-41110-433-	Council/Town Board	30556 \$378.50
06/01/2026	SafetyFirst Playground Maintenance	Inv. 20263527 90yards NaturesPlus 100%Tamarack ASTM Compliant Playground Safety Surfacing	2974	\$2,330.10			
					100-45202-224-	Park Areas	30557 \$2,330.10
06/01/2026	AT & T Mobility	Roger Cell Phone	2975	\$30.00			
					100-43102-321-	Public Works/Maintenance	30558 \$30.00
06/02/2026	Brainerd Lakes Chamber of Commerce	2026 Stars & Stripes Parade Registration Fee	2976	\$50.00			
					100-45202-433-	Park Areas	30559 \$50.00
06/02/2026	Pequot Lakes Sanitation	Garbage service	2977	\$92.15			
					100-41940-384-	General Government Buildings and Plant	30560 \$92.15
06/02/2026	Crow Wing County Land Services	Or dAmndmntO-25-48 Rezone	2978	\$46.00			
					100-41120-351-	Legislative Committees and Special Bodies	30561 \$46.00

Date Range : 5/4/2026 To 6/4/2026

<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>
06/02/2026	City of Pequot Lakes	Invoice No: 2601 June 2026 Police Contract	2979	\$3,605.00	100-41110-404-	Council/Town Board	30562 \$3,605.00
06/04/2026	Abdo LLP	Process Evaluation Project-Thirs-Party Reimbursement	2980	\$5,950.00	100-41425-301-901	Clerk	30563 \$5,950.00
06/04/2026	Sourcewell	Return of unused Community Impact Grant Funds	2981	\$46.48	100-41940-438-903	General Government Buildings and Plant	30564 \$46.48
06/04/2026	Cassandra Delougherty	mileage-Land Services Emrgcy Mgmt, Menards waterfountain filters needed before holiday wknd	2982	\$72.50	100-41425-331-	Clerk	30565 \$72.50
06/01/2026	MCFOA Treasurer	Invoice Number 03332 membership fee and Cassandra	EFT2026060 19a	\$50.00	100-41425-433-	Clerk	30566 \$50.00
06/02/2026	Elan Financial Services	newspaper & Adobe subs, PHN, fuel, deck stain, ballfield field striping paint	EFTC7D23CD A3C	\$604.66	100-41425-433- 100-45202-225- 100-43102-215- 100-41940-212- 100-41420-352- 100-41425-438-	Clerk Park Areas Public Works/Maintenance General Government Buildings and Plant Recording and Reporting Clerk	EFT \$221.94 \$44.70 \$26.01 \$35.37 \$35.87 \$240.77

Date Range : 5/4/2026 To 6/4/2026

<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				\$49,231.89			\$49,231.89

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Date



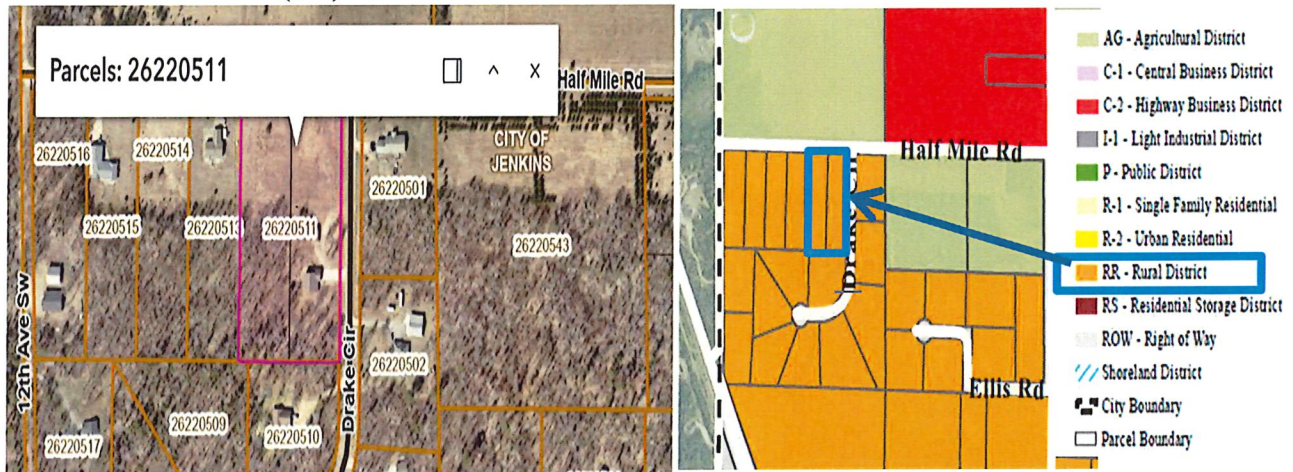
# RILEY PETERSON CONDITIONAL USE PERMIT APPLICATION STAFF REPORT TO CITY COUNCIL

## PARCEL INFORMATION

ADDRESS: 35187 DRAKE CIRCLE, JENKINS MN 56474  
APPLICANT: RILEY PETERSON  
PROPERTY OWNER: RILEY PETERSON

## APPLICATION

THE APPLICANT, RILEY PETERSON, HAS SUBMITTED A REQUEST FOR A CONDITIONAL USE PERMIT (CUP) TO ALLOW A HOME OCCUPATION, TYPE IV FOR STORING AND TRANSPORTING OF EXCAVATION EQUIPMENT ON HIS 4.01-ACRE PROPERTY LOCATED AT 35187 DRAKE CIRCLE, IN THE RURAL RESIDENTIAL (RR) DISTRICT OF JENKINS, MN.



## BACKGROUND INFORMATION

THE SUBJECT PROPERTY IS 4.01-ACRE, OR 174,605.11FT<sup>2</sup> WITH A PRIMARY DWELLING AND ACCESSORY BUILDING, MEETING ALL SETBACKS. A HOME OCCUPATION, TYPE IV IS IDENTIFIED AND DEFINED IN THE JENKINS CITY CODE OF ORDINANCES AS:

**HOME OCCUPATION, TYPE IV.** A HOME OCCUPATION, THE COMMERCIAL NATURE OF WHICH INVOLVES PROVIDING A SERVICE OR PRODUCT TO PEOPLE OR ORGANIZATIONS OFF SITE. GENERATES LESS THAN 60 AUTO TRIPS PER WEEK, INCLUDING DELIVERIES. ALL EMPLOYEES DO THE MAJORITY OF THEIR WORK OFFSITE. MAY INCLUDE ONSITE STORAGE OR WAREHOUSING OF WORK RELATED MATERIALS. WOULD INCLUDE BUSINESSES THAT ARE SIMILAR IN NATURE TO LAWN CARE SERVICES AND OFFSITE SANDBLASTING SERVICES.

## PERTINENT ORDINANCE ARTICLES:

### **§ 150.027 RURAL RESIDENTIAL ZONING DISTRICT.**

(A) THE (RR) RURAL RESIDENTIAL DISTRICT IS INTENDED TO BE SEMI-RURAL IN CHARACTER AND TO ALLOW LOW DENSITY RESIDENTIAL AND COMPATIBLE AGRICULTURAL USES IN SHORE LAND AND NON- SHORE LAND AREAS. OTHER COMPATIBLE USES MAY BE ALLOWED UNDER CONDITIONAL USE PERMITS. FRONT YARDS SHALL BE LANDSCAPED, AND NO OFF-STREET PARKING SHALL BE



**RILEY PETERSON  
CONDITIONAL USE PERMIT APPLICATION  
STAFF REPORT TO CITY COUNCIL**

PERMITTED, EXCEPT AS WOULD BE CHARACTERISTIC AND IN HARMONY WITH THE PURPOSES OF AN RR DISTRICT.

**(B) LOT, USE, AND DENSITY REQUIREMENTS.**

	<i>Single Family Dwelling</i>	<i>Duplex</i>	<i>Triplex</i>	<i>Four Plex</i>
Front/side yard minimum setback to right-of-way	30 feet	30 feet	30 feet	30 feet
Lot area minimum square foot	2 acres	3 acres	4 acres	5 acres
Lot width minimum foot	150 feet	225 feet	300 feet	375 feet
Maximum building height*	35 feet	35 feet	35 feet	35 feet
Maximum lot coverage	20%	20%	20%	20%
Minimum width of structures**	20 feet	20 feet	20 feet	20 feet
Rear yard minimum setback	30 feet	30 feet	30 feet	30 feet
Side yard minimum setback	20 feet	20 feet	20 feet	20 feet

**Notes to table:**

\* Church spires, belfries, domes which do not contain usable space, chimneys, and similar structures not intended for human occupancy, may be of a height which does not conflict with airport requirements.

\*\* Manufactured homes located in a manufactured home park are excluded.

**§ 150.283 CONDITIONAL USE PERMITS.**

(A) ANY USE LISTED AS A CONDITIONAL USE IN THIS CHAPTER SHALL BE PERMITTED ONLY UPON APPLICATION TO THE ZONING ADMINISTRATOR, PUBLIC HEARING REVIEW AND RECOMMENDATION OF THE PLANNING COMMISSION, AND APPROVAL AND ISSUANCE OF A CONDITIONAL USE PERMIT BY THE CITY COUNCIL.

(B) ALL APPLICATIONS FOR A CONDITIONAL USE PERMIT SHALL BE SUBMITTED TO THE ZONING ADMINISTRATOR 30 DAYS AHEAD OF THE HEARING DATE, ACCOMPANIED BY A CERTIFICATE OF SURVEY (UNLESS WAIVED BY THE ZONING ADMINISTRATOR) SHOWING THE DETAILS OF THE PROPOSAL AND AN ACCURATE LEGAL DESCRIPTION, ALONG WITH THE APPROPRIATE FEE. THE FEE OR CONTRACT OWNER OF THE PROPERTY SHALL SIGN THE APPLICATION. THE ZONING ADMINISTRATOR SHALL NOTIFY ALL PROPERTY OWNERS WITHIN A MINIMUM OF 350 FEET BY REGULAR MAIL AND SHALL ADVERTISE THE HEARING ONCE IN THE LEGAL SECTION OF THE OFFICIAL NEWSPAPER AT LEAST TEN DAYS AHEAD OF THE PUBLIC HEARING. THE ZONING ADMINISTRATOR SHALL SEND THE SAME NOTICE TEN DAYS IN ADVANCE OF THIS HEARING TO THE DNR IF THE PROPOSED IS IN SHORELAND. AT THE APPLICANT'S OPTION, THE APPLICANT MAY REQUEST A SKETCH PLAN REVIEW WITH NO ACTION BY THE PLANNING COMMISSION AND WITH NO FEE BY GIVING 14 DAYS' NOTICE THEREOF TO THE ZONING ADMINISTRATOR, MEETING TIME PERMITTED.

(C) THE APPLICANT SHALL COMPLETE THE CONDITIONAL USE PERMIT APPLICATION APPROVED BY THE CITY COUNCIL. THE APPLICATION SHALL CONTAIN SUBMITTAL REQUIREMENTS, CRITERIA FOR APPROVAL, PROCEDURE FOR CONSIDERATION, AND CITY CONTACT INFORMATION. THE CITY SHALL NOT ACCEPT APPLICATIONS WHERE THE APPLICANT HAS PAST DUE FEES OR CHARGES DUE TO THE CITY UNTIL THE ACCOUNT IS MADE CURRENT.

(D) IN PERMITTING A NEW CONDITIONAL USE OR ALTERATION OF AN EXISTING CONDITIONAL USE, THE PLANNING COMMISSION MAY IMPOSE, IN ADDITION TO THE STANDARDS AND REQUIREMENTS EXPRESSLY SPECIFIED BY THIS CHAPTER, ADDITIONAL CONDITIONS THAT THE



**RILEY PETERSON  
CONDITIONAL USE PERMIT APPLICATION  
STAFF REPORT TO CITY COUNCIL**

PLANNING COMMISSION CONSIDERS NECESSARY TO PROTECT THE BEST INTEREST OF THE SURROUNDING AREA OR THE CITY AS A WHOLE. THESE CONDITIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- (1) INCREASING THE REQUIRED LOT SIZE OR YARD DIMENSION;
- (2) LIMITING THE HEIGHT, SIZE, OR LOCATION OF BUILDINGS;
- (3) CONTROLLING THE LOCATION AND NUMBER OF VEHICLE ACCESS POINTS;
- (4) INCREASING THE STREET WIDTH;
- (5) INCREASING OR DECREASING THE NUMBER OF REQUIRED OFF-STREET PARKING SPACES;
- (6) LIMITING THE NUMBER, SIZE, LOCATION, OR LIGHTING OF SIGNS;
- (7) REQUIRING BERMING, FENCING SCREENING, LANDSCAPING, OR OTHER FACILITIES TO PROTECT ADJACENT OR NEARBY PROPERTY; AND
- (8) DESIGNATING SITES FOR OPEN SPACE.

(E) THE PLANNING AND ZONING COMMISSION SHALL DECIDE THE ISSUE WITH CONSIDERATION TO THE FOLLOWING.

(1) THE FOLLOWING MUST BE MET.

- (A) THE USE OR DEVELOPMENT IS AN APPROPRIATE CONDITIONAL USE IN THE LAND USE ZONE.
- (B) THE USE OR DEVELOPMENT, WITH CONDITIONS, CONFORMS TO THE COMPREHENSIVE LAND USE PLAN.
- (C) THE USE, WITH CONDITIONS, IS COMPATIBLE WITH THE EXISTING NEIGHBORHOOD.
- (D) THE USE, WITH CONDITIONS, WOULD NOT BE INJURIOUS TO THE PUBLIC HEALTH, SAFETY, WELFARE, DECENCY, ORDER, COMFORT, CONVENIENCE, APPEARANCE, OR PROSPERITY OF THE CITY.

(2) THE FOLLOWING MUST BE CONSIDERED.

- (A) THE CONDITIONAL USE SHOULD NOT BE INJURIOUS TO THE USE AND ENJOYMENT OF OTHER PROPERTY IN THE IMMEDIATE VICINITY FOR THE PURPOSE PERMITTED ON THAT PROPERTY, NOR SUBSTANTIALLY DIMINISH OR IMPAIR VALUES IN THE IMMEDIATE VICINITY.
- (B) THE CONDITIONAL USE WILL NOT IMPEDE THE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF SURROUNDING VACANT PROPERTY FOR USES PREDOMINANT IN THE AREA.
- (C) THE CONDITIONAL REQUIREMENTS AT PUBLIC COST FOR PUBLIC FACILITIES AND SERVICES AND WILL NOT BE DETRIMENTAL TO THE ECONOMIC WELFARE OF THE COMMUNITY.
- (D) THE CONDITIONAL USE WILL HAVE VEHICULAR APPROACHES TO THE PROPERTY WHICH ARE SO DESIGNED AS NOT TO CREATE TRAFFIC CONGESTION OR AN INDIFFERENCE WITH TRAFFIC ON SURROUNDING PUBLIC THOROUGHFARES.
- (E) ADEQUATE MEASURES HAVE BEEN TAKEN TO PROVIDE SUFFICIENT OFF-STREET PARKING AND LOADING SPACE TO SERVE THE PROPOSED USE.
- (F) ADEQUATE MEASURES HAVE BEEN TAKEN OR WILL BE TAKEN TO PREVENT OR



**RILEY PETERSON  
CONDITIONAL USE PERMIT APPLICATION  
STAFF REPORT TO CITY COUNCIL**

CONTROL OFFENSIVE ODOR, FUMES, DUST, NOISE, AND VIBRATION, SO NONE OF THESE WILL CONSTITUTE A NUISANCE AND TO CONTROL LIGHTS AND SIGNS IN SUCH A MANNER THAT NO DISTURBANCE TO NEIGHBORING PROPERTIES WILL RESULT.

(G) THE CONDITIONAL USE WILL NOT RESULT IN THE DESTRUCTION, LOSS, OR DAMAGE OF A NATURAL, SCENIC, OR HISTORICAL FEATURE OF MAJOR SIGNIFICANCE.

(H) THE CONDITIONAL USE WILL PROMOTE THE PREVENTION AND CONTROL OF POLLUTION OF THE GROUND AND SURFACE WATERS, INCLUDING SEDIMENTATION AND CONTROL OF NUTRIENTS.

(F) WHEN COSTS TO THE CITY INVOLVED IN PROCESSING AND REVIEWING AN APPLICATION EXCEEDS THE ORIGINAL APPLICATION FEES, THE APPLICANT SHALL REIMBURSE THE CITY FOR ANY ADDITIONAL COSTS. SUCH EXPENSES MAY INCLUDE, BUT ARE NOT LIMITED TO, PAYROLL, MAILING COSTS, CONSULTANT FEES, AND OTHER PROFESSIONAL SERVICES THE CITY MAY NEED TO RETAIN IN REVIEWING PERMITS.

(G) CONDITIONAL USE PERMITS MAY BE TRANSFERABLE WHERE REQUESTED BY AN APPLICANT AND APPROVED BY THE PLANNING COMMISSION.

(H) VIOLATIONS OF THE CONDITIONS OF A CONDITIONAL USE PERMIT SHALL AUTOMATICALLY SUSPEND THE PERMIT. A REVIEW OF THE VIOLATION SHALL BE CONDUCTED BY THE PLANNING COMMISSION. THE PLANNING COMMISSION SHALL DETERMINE CONDITIONS FOR REINSTATING THE PERMIT OR REVOCATION, IF APPLICABLE.

(I) FAILURE BY THE OWNER TO ACT ON A CONDITIONAL USE PERMIT WITHIN 12 MONTHS, OR FAILURE TO COMPLETE THE WORK UNDER A CONDITIONAL USE PERMIT WITHIN TWO YEARS, UNLESS EXTENDED BY THE PLANNING COMMISSION, SHALL VOID THE PERMIT. A SECOND EXTENSION SHALL REQUIRE A NEW PUBLIC HEARING. THIS PROVISION SHALL APPLY TO ANY CONDITIONAL USE PERMIT OUTSTANDING AT THE TIME OF THE ADOPTION OF THIS CHAPTER.

(J) ALL USES THAT CEASE OPERATION FOR A PERIOD OF MORE THAN SIX CONSECUTIVE MONTHS SHALL BE DEEMED TO BE DISCONTINUED, AND THE USE PERMIT ESTABLISHING SAID USE SHALL BECOME NULL AND VOID. REESTABLISHMENT OF SAID USE SHALL ONLY BE PERMITTED UPON OBTAINING A NEW CONDITIONAL USE PERMIT.

(K) APPEALS FROM THE ACTION OF THE CITY SHALL BE FILED WITH DISTRICT COURT WITHIN 30 DAYS AFTER CITY COUNCIL ACTION.

(L) THE CONDITIONAL USE PERMIT SHALL BE FILED WITH THE COUNTY RECORDER WITHIN 45 DAYS. THE APPLICANT NEED NOT WAIT FOR FILING TO PROCEED.

**STAFF FINDINGS OF FACT**

STAFF PROVIDES THE FOLLOWING FINDINGS OF FACT FOR CONSIDERATION:

1. THE SUBJECT PROPERTY IS LOCATED AT 35187 DRAKE CIRCLE, JENKINS MN 56474 (PIN 26220511).
2. THIS REQUEST IS FOR A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION TYPE IV, FOR AN OWNER-OPERATED DIRT WORK BUSINESS SPECIALIZING IN EXCAVATION SERVICES WITH ALL WORK BEING PERFORMED OFF-SITE AND EQUIPMENT BEING KEPT ON-SITE.



**RILEY PETERSON  
CONDITIONAL USE PERMIT APPLICATION  
STAFF REPORT TO CITY COUNCIL**

3. THE SUBJECT PROPERTY IS 4.01-ACRES OR 174,605.11FT<sup>2</sup>, AND IT IS ZONED RURAL RESIDENTIAL(RR).
4. THE PROPERTY IS NOT SERVICED BY MUNICIPAL WATER OR WASTEWATER SYSTEMS
5. HOME OCCUPATION TYPE IV IS DEFINED IN THE JENKINS CITY CODE OF ORDINANCES, AND IDENTIFIED IN THE LAND USE MATRIX AS A CONDITIONAL USE IN THE RR DISTRICT.
6. THE SURROUNDING LAND USES CONSIST OF RESIDENTIAL AND AGRICULTURAL ZONING DISTRICTS.
7. NOTIFICATION REQUIREMENTS FOR THE CUP APPLICATION WERE MET.
8. OTHER FINDINGS AS IDENTIFIED BY PLANNING COMMISSION OR COUNCIL.

**CONDITIONS FOR CONSIDERATION:**

1. APPROVAL WOULD BE CONTINGENT ON SUBMITTED, APPROVED, AND INSTALLED LANDSCAPING PLAN PER THE IDENTIFIED PERFORMANCE STANDARDS IN THE ORDINANCE.
2. ALL REQUIRED LAND USE AND SIGN PERMITS WOULD NEED TO BE SUBMITTED AND APPROVED BY THE CITY.
3. EXTERIOR STORAGE OF MATERIALS SHALL BE SCREENED AND LIMITED TO AREA DIRECTLY WEST OF ACCESSORY BUILDING, AS INDICATED ON SITE PLAN.

**RECOMMENDATION:**

IT IS THE RECOMMENDATION OF THE PLANNING COMMISSION IS THAT THE APPLICATION FOR A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION, TYPE IV BE APPROVED BY THE CITY COUNCIL, SITING THE FINDINGS OF FACTS AND CONDITIONS PROVIDED WITHIN THIS REPORT, ALONG WITH ANY ADDITIONAL CONDITIONS DEEMED NECESSARY BY THE CITY COUNCIL.

**ACTION REQUESTED:**

THE APPLICANT HAS PROVIDED THEIR TESTIMONY REGARDING THE CUP REQUEST. THE PLANNING COMMISSION HELD A PUBLIC HEARING ON JUNE 1<sup>ST</sup>, 2026, REVIEWED THE CUP REQUEST, REVIEWED THE STAFF FINDINGS AND MAKE THEIR RECOMMENDATION BASED ON THE INFORMATION PROVIDED FROM THIS REPORT AND PUBLIC TESTIMONY DURING THE PUBLIC HEARING. PLEASE REVIEW THE ATTACHED RESOLUTION 26-06-342. THE CITY COUNCIL CAN APPROVE OF THE CUP REQUEST/RESOLUTION, DENY OF THE CUP REQUEST, OR TABLE THE REQUEST IF ADDITIONAL INFORMATION IS NEEDED. IF APPROVING OR DENYING, FINDINGS OF FACT SHOULD BE CITED. NOTE: A DECISION BY THE CITY COUNCIL ON THE CUP SHOULD BE MADE BY JULY 9<sup>TH</sup>, 2026. IF NEEDED, THE CITY COULD ENACT A 60-DAY EXTENSION PER MINNESOTA STATUTE SECTION 15.99 SUBDIVISION 3(F). THIS WOULD REQUIRE A WRITTEN NOTICE TO THE APPLICANT.

**CITY OF JENKINS  
RESOLUTION #26-06-342  
APPROVING CONDITIONAL USE PERMIT FOR  
RILEY PETERSON**

**WHEREAS** RYLIE PETERSON (“APPLICANT”) HAS SUBMITTED AN APPLICATION FOR A CONDITIONAL USE PERMIT FOR HOME OCCUPATION, TYPE IV IN THE RURAL RESIDENTIAL DISTRICT AT 35187 HALF MILE ROAD (PIN 26220511) IN THE CITY OF JENKINS, MINNESOTA; AND

**WHEREAS**, THE PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

LOTS 7 AND 8, BLOCK 1, OAK SHADOWS PLAT, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER IN AND FOR CROW WING COUNTY, MINNESOTA

**WHEREAS**, THE PLANNING COMMISSION HAS CONSIDERED THE APPLICANT’S REQUEST AT A DULY NOTICED PUBLIC HEARING WHICH TOOK PLACE ON JUNE 1ST, 2026, AND HAS RECOMMENDED APPROVAL TO THE CITY COUNCIL; AND

**WHEREAS**, THE CITY COUNCIL FOR THE CITY OF JENKINS CONSIDERED THE PLANNING COMMISSION’S RECOMMENDATIONS AT ITS JUNE 8TH, 2026 MEETING.

**NOW, THEREFORE, 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 RYAN DE LA PENA FOR A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION, TYPE IV, BASED UPON LAND USAGE CHAPTER XV, ADMINISTRATION, SECTION 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 LOCATED AT 35187 HALF MILE ROAD (PIN 26220511).
2. THE SUBJECT PROPERTY IS A 4.01 ACRE LOT AND IS ZONED, “RURAL RESIDENTIAL.”
3. THE USE IS AN APPROPRIATE CONDITIONAL USE IN THE LAND USE ZONE.
  - a. THE “RURAL RESIDENTIAL” DISTRICT INTENDED TO BE SEMI-RURAL IN CHARACTER AND TO ALLOW LOW DENSITY RESIDENTIAL AND COMPATIBLE AGRICULTURAL USES IN SHORE LAND AND NON- SHORE LAND AREAS. OTHER COMPATIBLE USES MAY BE ALLOWED UNDER CONDITIONAL USE PERMITS. FRONT YARDS SHALL BE LANDSCAPED, AND NO OFF-STREET PARKING SHALL BE PERMITTED, EXCEPT AS WOULD BE CHARACTERISTIC AND IN HARMONY WITH THE PURPOSES OF THE RR DISTRICT.
4. THE USE WITH CONDITIONS IS COMPATIBLE WITH THE EXISTING NEIGHBORHOOD.
  - a. SURROUNDING PROPERTIES ARE PREDOMINANTLY SINGLE-FAMILY PROPERTIES, CONSISTENT WITH THE RURAL RESIDENTIAL (RR) ZONING DISTRICT. PARCEL NORTH OF ROW IS ZONED AGRICULTURAL.
  - b. THE INTENTION OF THE PROPERTY OWNER IS TO STORE EQUIPMENT FOR HIS BUSINESS, BY UTILIZING EXISTING BUILDINGS FOR THE STORAGE OF SAID EQUIPMENT.
5. THE USE, WITH CONDITIONS, CONFORMS TO THE COMPREHENSIVE LAND USE PLAN.
  - a. THE FUTURE LAND USE MAP CONTAINED THE COMPREHENSIVE PLAN IDENTIFIES THE SUBJECT PROPERTY AS “RURAL RESIDENTIAL.” THE PROPOSED USE IS CONSISTENT WITH THE COMPREHENSIVE PLAN AS IT WILL MAINTAIN THE CHARACTER OF THE SUBJECT PROPERTY.

6. THE USE, WITH CONDITIONS, WILL NOT CREATE A PUBLIC NUISANCE OR BE INJURIOUS TO THE PUBLIC HEALTH, SAFETY, WELFARE, DECENCY, ORDER, COMFORT, CONVENIENCE, APPEARANCE OR PROSPERITY OF THE CITY.
7. THE CONDITIONAL USE SHOULD NOT BE INJURIOUS TO THE USE AND ENJOYMENT OF OTHER PROPERTY IN THE IMMEDIATE VICINITY FOR THE PURPOSE PERMITTED ON THAT PROPERTY, NOR SUBSTANTIALLY DIMINISH OR IMPAIR VALUES IN THE IMMEDIATE VICINITY.
8. THE CONDITIONAL USE WILL NOT IMPEDE THE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF SURROUNDING PROPERTIES FOR USES PREDOMINANT IN THE AREA.
9. THE CONDITIONAL REQUIREMENTS AT PUBLIC COST FOR PUBLIC FACILITIES AND SERVICES AND WILL NOT BE DETRIMENTAL TO THE ECONOMIC WELFARE OF THE COMMUNITY.
  - a. THE PROPOSED USE WILL NOT GENERATE ADDITIONAL COSTS FOR PUBLIC SERVICES THAT WOULD BE DETRIMENTAL TO THE ECONOMIC WELFARE OF THE COMMUNITY.
10. ADEQUATE MEASURES HAVE BEEN TAKEN TO PROVIDE SUFFICIENT OFF-STREET PARKING AND LOADING SPACE TO SERVE THE PROPOSED USE.
  - a. ALL PARKING AND LOADING AREAS ARE LOCATED ON-SITE.
11. ADEQUATE MEASURES HAVE BEEN TAKEN OR WILL BE TAKEN TO PREVENT OR CONTROL OFFENSIVE ODOR, FUMES, DUST, NOISE, AND VIBRATION, SO NONE OF THESE WILL CONSTITUTE A NUISANCE AND TO CONTROL LIGHTS AND SIGNS IN SUCH A MANNER, THAT NO DISTURBANCE TO NEIGHBORING PROPERTIES WILL RESULT.
12. THE CONDITIONAL USE WILL NOT RESULT IN THE DESTRUCTION, LOSS OR DAMAGE OF A NATURAL, SCENIC OR HISTORICAL FEATURE OF MAJOR SIGNIFICANCE.
  - a. THERE ARE NO KNOWN NATURAL, SCENIC OR HISTORICAL FEATURES OF MAJOR SIGNIFICANCE LOCATED ON THE SUBJECT PROPERTY.

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

1. APPROVAL WOULD BE CONTINGENT ON SUBMITTED, APPROVED, AND INSTALLED LANDSCAPING PLAN PER THE IDENTIFIED PERFORMANCE STANDARDS IN THE ORDINANCE.
2. ALL REQUIRED LAND USE AND SIGN PERMITS WOULD NEED TO BE SUBMITTED AND APPROVED BY THE CITY.
3. EXTERIOR STORAGE OF MATERIALS SHALL BE SCREENED AND LIMITED TO AREA DIRECTLY WEST OF ACCESSORY BUILDING, AS INDICATED ON SITE PLAN
4. MUST COMPLY WITH ALL APPLICABLE ZONING, BUILDING, AND ENVIRONMENTAL REGULATIONS. THIS INCLUDES THAT THE PROPERTY OWNER ENSURES THAT IN THE NUISANCE ORDINANCE WILL NOT BE VIOLATED FOR THE RURAL RESIDENTIAL (RR) ZONING DISTRICT, BASED ON THE CITY OF JENKINS LAND USE MATRIX.
5. THE USE MUST MEET ALL STATE, LOCAL, AND FEDERAL REGULATIONS.

ADOPTED BY THE JENKINS CITY COUNCIL THIS 8<sup>TH</sup> DAY OF JUNE, 2026.

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ANDREW RUDLANG, MAYOR

ATTESTED:

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CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER  
ZONING ADMINISTRATOR

THIS INSTRUMENT WAS DRAFTED BY:  
CASSANDRA M. DELOUGHERTY  
JENKINS CITY CLERK-TREASURER  
ZONING ADMINISTRATOR  
CITY OF JENKINS  
33861 COTTAGE AVENUE  
JENKINS, MN 56474  
(218) 568-4637



**REPORT TO CITY COUNCIL**

PREPARED BY: CASSANDRA DELOUGHERTY  
 DATE: JUNE 4<sup>TH</sup>, 2026  
 SUBJECT: WAREHOUSING

**REPORT:** THE PLANNING COMMISSION REVIEWED THE CITY’S CURRENT DEFINITIONS AND LAND-USE CLASSIFICATIONS FOR **WAREHOUSING** AND **STORAGE**. STAFF HAVE IDENTIFIED INCONSISTENCIES BETWEEN THE DEFINITIONS AND THE LAND USE MATRIX THAT MAY LEAD TO CONFUSION DURING PROJECT REVIEW, ZONING INTERPRETATION, AND ENFORCEMENT. STAFF REQUESTED DIRECTION FROM THE PLANNING COMMISSION ON WHETHER AMENDMENTS SHOULD BE DRAFTED TO CLARIFY AND ALIGN THESE TERMS.

THE CITY’S ZONING ORDINANCE INCLUDES SEPARATE DEFINITIONS AND LAND-USE CLASSIFICATIONS FOR **WAREHOUSING** AND **STORAGE**, WHICH APPEAR IN MULTIPLE ZONING DISTRICTS. THESE USES ARE OFTEN RELATED BUT NOT IDENTICAL. OVER TIME, STAFF HAVE ENCOUNTERED SITUATIONS WHERE APPLICANTS, PROPERTY OWNERS, AND EVEN REVIEWING BODIES INTERPRET THESE TERMS DIFFERENTLY.

THESE INCONSISTENCIES CAN LEAD TO UNPREDICTABLE OUTCOMES AND DIFFICULTY APPLYING THE LAND USE MATRIX CONSISTENTLY.

THE PURPOSE OF THIS REVIEW WAS TO ENSURE THAT THE DEFINITIONS AND LAND-USE CLASSIFICATIONS CLEARLY REFLECT THE CITY’S INTENT AND SUPPORT CONSISTENT APPLICATION ACROSS ZONING DISTRICTS.

**WAREHOUSING**. The principal use is the storage of materials or equipment within an enclosed building.

**WAREHOUSING, COMMERCIAL**. The rental or sale of **warehousing** space.

**§ 150.038 LAND USE MATRIX.**

(A) The land use matrix shown in the following table establishes the allowable, permitted, accessory, conditional, interim, and excluded uses within the city.

(B) All uses are considered prohibited unless specifically allowed in this code, even if they are not listed specifically under excluded uses.

(C) All accessory uses require a permit, unless otherwise indicated.

Use	AG	RR	R-1	R-2	RS	P	C-1	C-2	I-1
structure or facility									
Warehousing, commercial	C	E	E	E	E	E	E	C	C
Warehousing, private	A	A	A	A	A	E	A	A	A

**Notes to table:**

- A - Allowed without a permit
- P - Permitted
- C - Conditional use
- I - Interim
- E - Excluded
- AC - Accessory use

GENERALLY REFERS TO THE STORAGE OF GOODS, MATERIALS, OR MERCHANDISE AS PART OF A DISTRIBUTION, LOGISTICS, OR COMMERCIAL OPERATION, OFTEN INVOLVING:

- LOADING DOCKS
- TRUCK TRAFFIC



## AGENDA ITEM #

- INVENTORY MANAGEMENT
- SHIPPING AND RECEIVING ACTIVITIES

WAREHOUSING IS TYPICALLY CONSIDERED A HIGHER-INTENSITY COMMERCIAL OR LIGHT INDUSTRIAL USE.

### **OTHER CITIES:**

\*THE CITY OF PEQUOT LAKES IDENTIFIES AND DEFINES 'WAREHOUSING' IN THEIR CODE OF ORDINANCES, AS FOLLOWS:

**WAREHOUSING, COMMERCIAL.** THE RENTAL OR SALE OF WAREHOUSING SPACE.

**INDUSTRIAL USE.** THE USE OF LAND OR BUILDINGS FOR THE PRODUCTION, MANUFACTURE, WAREHOUSING, STORAGE OR TRANSFER OF GOODS, PRODUCTS, COMMODITIES OR OTHER WHOLESALE ITEMS.

'WAREHOUSING' IS ALLOWED IN THE CITY OF PEQUOT LAKES' AGRICULTURAL ZONING DISTRICT BY CONDITIONAL USE PERMIT.

\*THE CITY OF PINE RIVER DOES NOT DEFINE 'WAREHOUSING', BUT DOES MIRROR THE DEFINITION OF **INDUSTRIAL USE**. (DEFINED AS- *THE USE OF LAND OR BUILDINGS FOR THE PRODUCTION, MANUFACTURE, WAREHOUSING, STORAGE, OR TRANSFER OF GOODS, PRODUCTS, COMMODITIES OR OTHER WHOLESALE ITEMS.*) I WAS UNABLE TO LOCATE THE TERM 'WAREHOUSING' ANYWHERE ELSE IN THEIR CITY CODE.

\*THE CITY OF EMILY IDENTIFIES WAREHOUSING AS FOLLOWS:

**WAREHOUSING.** THE PRINCIPLE USE IS THE STORAGE OF MATERIALS OR EQUIPMENT WITHIN AN ENCLOSED BUILDING.

**WAREHOUSING, COMMERCIAL.** THE RENTAL OR SALE OF WAREHOUSING SPACE.

'WAREHOUSING' IS ALLOWED IN THE CITY OF EMILY'S FOREST PRESERVATION AND FOREST RESIDENTIAL ZONING DISTRICTS BY CONDITIONAL USE PERMIT, AND IS PERMITTED IN THE CITY'S COMMERCIAL TRANSITION/LIGHT INDUSTRIAL ZONING DISTRICT.

**PLANNING COMMISSION RECOMMENDATION:** THE PLANNING COMMISSION RECOMMENDS STRIKING "WAREHOUSING, PRIVATE" FROM THE LAND USE MATRIX.

**REQUESTED ACTION:** AUTHORIZE DELOUGHERTY TO PROVIDE NOTICE OF PUBLIC HEARING FOR THE NEXT REGULAR PLANNING COMMISSION MEETING DATE TO AMEND THE LAND USE MATRIX TO ACCURATELY REFLECT THE INTENT OF THE USE, OR PROVIDE STAFF WITH DIRECTION.

**ORDINANCE NO. O-26-49**  
**CITY OF JENKINS**  
CROW WING COUNTY, STATE OF MINNESOTA  
**AN ORDINANCE AMENDING TITLE XV, "LAND USAGE,"**  
**CHAPTER 150, "LAND USE AND SUBDIVISIONS,"**  
**SUBSECTION 150.038 "LAND USE MATRIX"**  
**OF THE JENKINS CITY CODE OF ORDINANCES**

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

**SECTION 1.** THE JENKINS CITY CODE OF ORDINANCES, **TITLE XV** - 'LAND USAGE', **CHAPTER 150** - 'LAND USE AND SUBDIVISIONS', **SECTION 150.038** 'LAND USE MATRIX' IS HEREBY AMENDED TO REMOVE FROM THE EXISTING TABLE THE FOLLOWING USE:

USE	AG	RR	R-1	R-2	RS	P	C-1	C-2	I-1
<del>WAREHOUSING, PRIVATE</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>E</del>	<del>A</del>	<del>A</del>	<del>A</del>

NOTES TO TABLE:

A - ALLOWED WITHOUT A PERMIT      P - PERMIT REQUIRED      C - CONDITIONAL USE  
I - INTERIM                                      E - EXCLUDED                      AC - ACCESSORY USE

**SECTION 2.** THIS ORDINANCE SHALL TAKE EFFECT FOLLOWING ITS PASSAGE AND PUBLICATION.

PASSED BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

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

ATTESTED:

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

# Lakes Pavement Maintenance

28150 Hurtig Rd  
 Pequot Lakes, MN 56472  
 (218) 330-4918



## Quote

**Submitted On** 5/18/2026

**Quote for**

Jenkins Pot Hole Repair  
 Roman Siltman 218-851-8013  
 Jenkins, MN

**Payable to**

Lakes Pavement Maintenance

**Quote #**

26-161

**Quote Expiration**

6/17/2026

Description	Qty	Unit price	Total price
Begining of Lilac and large Hole on Gleason	1	\$1,757.00	\$1,757.00
Rest of Lilac to 44th St SW	1	\$1,030.00	\$1,030.00
Large hole in front of city hall to be filled with Gravel	1	\$600.00	\$600.00

Notes: Subtotal **\$3,387.00**

**\$3,387.00**



Anderson Brothers Construction Company  
 11325 State Highway 210  
 Brainerd, MN 56401  
 218-829-1768  
 218-829-7607 Fax

<b>To:</b> Roman Siltman	<b>Contact:</b>
<b>Address:</b> 33861 Cottage Ave Jenkins, MN 56474	<b>Phone:</b> 218-851-8013
<b>Project Name:</b> City Of Jenkins Patching	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b> 5/20/2026


Item Description	Estimated Quantity	Unit
Mobilization	1.00	LS
Bituminous Wear Course	25.00	TON

**Total Bid Price:** \$5,352.97

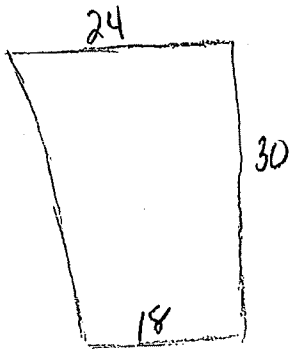
**Notes:**

- We are pleased to quote the following on the above-referenced project.
- See Pre-Lien Notice
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- This proposal may be withdrawn by us if not accepted within 30 days.
- Half the total quote is due prior to construction.
- Anderson Brothers Construction is an Equal Opportunity Employer.
- Anderson Brothers will not sign a project labor agreement.

**PRE-LIEN NOTICE: OWNER UNDERSTANDS THAT CONTRACTOR IS REQUIRED BY LAW TO PROVIDE OWNER WITH THIS NOTICE. (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT 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 MATERIALS FOR THE IMPROVEMENT WHO GAVE YOU TIMELY NOTICE.**

<p><b>ACCEPTED:</b>                  The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>                  Anderson Brothers Construction Company Of Brainerd, LLC</p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Jeff Tulenchik                  218-820-9645 jtulenchik@andersonbrothers.com</p>
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lilac east end.



$$22 \times 30 = 660$$

lilac / gleason  
Pothole fix



$$3' \times 17' = 51$$

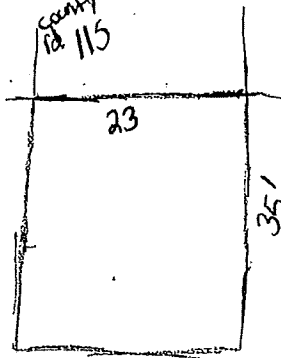
city hall



Pothole  
fix

$$8' \times 30 = 240$$

west end lilac  
county rd 115



$$23 \times 35 = 805$$

Potholes down eastbound  
lilac  
roughly - 9 spots

1800

(200)

SUMMARY ORDINANCE FOR PUBLICATION  
ORDINANCE #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 ODINANCES CHAPTER 150: LAND USE AND SUBDIVISIONS, SUBSECTION 150.033  
HIGHWAY BUSINESS DISTRICT RELATED TO SCREENING

THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA HAS APPROVED THIS SUMMARY PUBLICATION OF ORDINANCE #O-26-50 WHICH AMENDS TITLE XV, LAND USAGE CHAPTER 150 LAND USE AND SUBDIVISIONS REGARDING SECTION 150.033: HIGHWAY BUSINESS (C-2) ZONING DISTRICT, SUBPART D: PERFORMANCE STANDARDS RELATED TO SCREENING REQUIREMENTS WHILE PROTECTING THE PROPERTY RIGHTS OF THE CITIZENS OF THE CITY OF JENKINS.

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

DATED THIS 8<sup>TH</sup> DAY OF JUNE 2026.

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CASSANDRA M. DELOUGHERTY  
CITY CLERK-TREASURER  
ZONING ADMINISTRATOR  
CITY OF JENKINS



## ZONING ADMINISTRATOR'S REPORT

### **PERMITS: THE FOLLOWING LAND USE PERMITS HAVE BEEN ISSUED SINCE THE LAST MEETING:**

- TEICH, ELLIS RD.; CONSTRUCTION OF A DWELLING WITH ATTACHED GARAGE.

### **PENDING APPLICATIONS: THE FOLLOWING APPLICATIONS ARE PENDING:**

- POTENTIAL RESIDENTIAL STORAGE REZONE AND COMMON INTEREST COMMUNITY (CIC): INFORMATION HAS BEEN PROVIDED TO POTENTIAL PURCHASER REGARDING PROCESS STEPS. DELOUGHERTY IS AWAITING THIS INFORMATION AND FORMAL APPLICATION TO PROCEED.
- ACCESSORY DWELLING ON CEMETERY RD. (CONTRACTOR INQUIRED AND RECEIVED LAND USE PERMIT APPLICATION)

### **PROPERTY OWNER REQUESTS FOR COUNCIL:**

- NONE AT THIS TIME

### **RECENT PUBLIC HEARINGS:**

- CUP FOR HOME OCCUPATION, TYPE IV, RILEY PETERSON, WAS RECOMMENDED TO BE PASSED BY THE PLANNING COMMISSION FOLLOWING PUBLIC HEARING ON JUNE 1<sup>ST</sup>, 2026.

### **PLANNING COMMISSION ITEMS RECENTLY REVIEWED:**

- REVIEW OF CAMPING/RV ORDINANCE/PERMITTING-**NO CHANGES RECOMMENDED**
- REVIEW OF DEFINITION AND LAND USE MATRIX RELATED TO "WAREHOUSING"-**REMOVAL OF 'WAREHOUSING, PRIVATE' FROM THE LAND USE MATRIX RECOMMENDED** (AMENDMENT O-26-51 PROVIDED FOR REVIEW, AGENDA ITEM 6BI)
- REVIEW OF TRANSIENT MERCHANT/PEDDLER/MOBILE FOOD VENDOR PERMIT APPLICATION-**NO CHANGES RECOMMENDED**

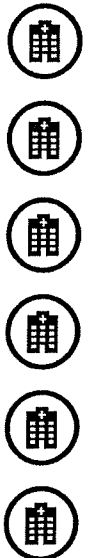


**HOSPITAL  
INDEMNITY** 

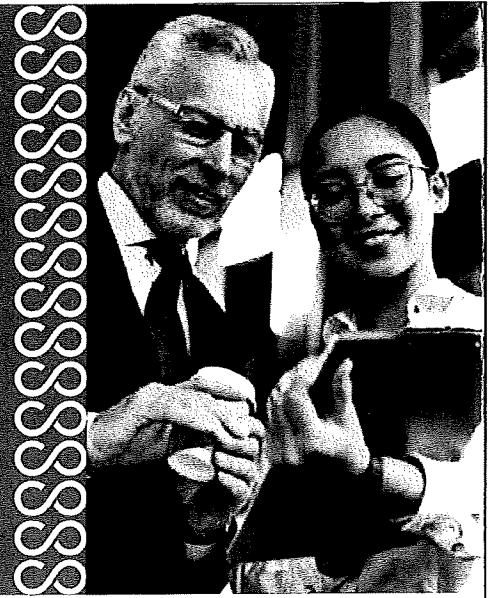
# Put Your Recovery First. Choose Hospital Indemnity.

**Even with health insurance, you could still face the average annual healthcare deductible of \$1,735.<sup>1</sup>**

Hospital Indemnity is a cost-effective way to make sure that if you're facing an unexpected hospitalization, you have extra insurance protection. We'll pay cash benefits, straight to you, to help you get back on your feet.














<sup>1</sup> For single coverage; KFF.org;  
2023 Employer health Benefits Survey



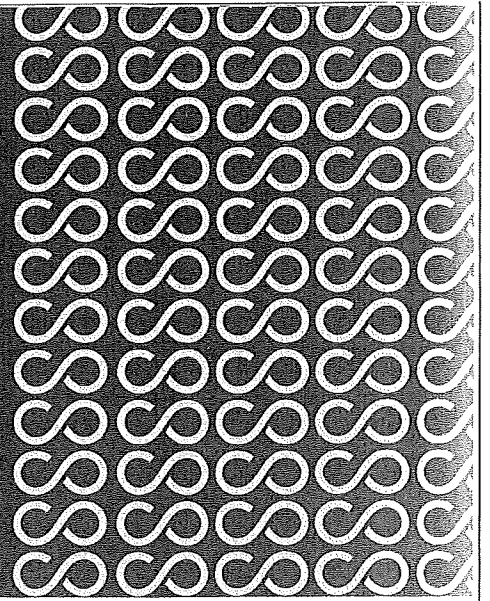
# Benefits Offered by Hospital Indemnity

Hospital Indemnity pays cash benefits directly to you, which you can spend however you like. Benefits are paid for covered accidents and sicknesses and are payable per covered person. Here's what's offered:

<p><b>Hospital Admission</b> </p> <p>Pays either \$500, \$1000 or \$1500, depending upon the plan design selected, when you're first admitted to hospital (one admission per calendar year).</p>	<p><b>Hospital Confinement</b> </p> <p>Pays \$100 per day, for up to 365 days for each covered person. (The stay must result from injuries or illness relating to a covered accident or sickness and last 20 hours or longer.)</p>	<p><b>ICU Confinement</b> </p> <p>Pays an extra \$100 per day, on top of a Hospital Confinement Benefit (up to 15 days per ICU admission and 30 days per calendar year)</p>
<p><b>Observation Room</b> </p> <p>Pays \$100 per visit for a stay of up to 20 hours in an Observation Unit for treatment of a covered accident or sickness (up to two visits per calendar year).</p>	<p><b>X-Ray/Lab Services</b> </p> <p>Pays \$35 per service (up to two services per year).</p>	<p><b>Health Test/Screening</b> </p> <p>Pays \$50 per covered screening or test. (Up to one screening or test per year)</p>
<p><b>Physician's Office Visits</b> </p> <p>Pays \$25 per visit (up to three visits per year).</p>	<p><b>Waiver of Premium</b> </p> <p>If you've been hospitalized, no premiums are due until you're discharged.</p>	<p><b>Rehabilitation Unit Confinement</b> </p> <p>Pays \$100 per day. (Up to 15 days per confinement and 30 days per calendar year.)</p>
<p><b>Diagnostic Test Benefit</b> </p> <p>Up to \$250 per year for each covered person.</p>	<p><b>Surgery Benefit</b> </p> <p>\$500 per year for outpatient surgery for each covered person.</p>	

## What Else?

- We offer optional coverage for your spouse and/or children.
- We pay benefits on top of any other coverage that you might have.

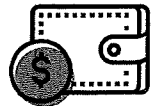


# Build Your Hospital Indemnity Plan.

This customizable insurance plan offers valuable benefits for you to supplement other insurance you have if you are hospitalized.

## STEP 1: Choose a Plan

Select the Plan that makes the most sense for you and your family.



### Base Plan

- Hospital Admission
- Observation Room
- Rehabilitation Unit Confinement
- Waiver of Premium
- Health Test/Screening

### Enhanced Plan

All Base Plan benefits, except Rehabilitation Unit Confinement, plus:

- Hospital Confinement
- ICU Confinement
- Physician's Office Visits
- X-ray/Lab Services

## STEP 2: Choose Additional Benefits

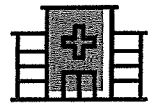
Diagnostic Test Benefit

Surgery Benefit



## STEP 3: Choose the Hospital Admission Benefit

Select a benefit amount that best aligns with the deductible of your medical plan/health plan.



Choose Between

\$500

\$1,000

\$1,500

## STEP 4: Choose Who Is Covered

PRIMARY INSURED ONLY

PRIMARY INSURED AND SPOUSE

PRIMARY INSURED AND CHILDREN

FAMILY





# Find Out More about Hospital Indemnity

Contact your Combined Insurance representative  
or visit [CombinedInsurance.com](http://CombinedInsurance.com)

## Limitations

### Pre-Existing Condition

A Pre-existing Condition is not covered unless the date of diagnosis for such condition is at least 12 months after the Policy Effective Date. Pre-existing Condition means a condition for which a Covered Person received medical advice or treatment within the 12 months preceding the Policy Effective Date.

### Childbirth Limitation

Loss due to Hospital Admission and/or Hospital Confinement due to pregnancy, childbirth or Complications of Pregnancy during the first 10 months of the Policy are not covered. After this coverage has been in force for 10 months from the Policy Effective Date, benefits for pregnancy and Complications of Pregnancy will be covered the same as a Covered Sickness.

## Exclusions

No benefits will be paid for services rendered by a member of the Immediate family of a Covered Person.  
No benefits will be paid for any Covered Accident or Covered Sickness that is caused by, or occurs as a result of, a Covered Person's:

- Being intoxicated, or being under the influence of any narcotic or other prescription drug unless administered on the advice of a Physician and taken according to the Physician's instructions (the term "intoxicated" means the minimum blood alcohol level required to be considered operating an automobile under the influence of alcohol in the jurisdiction where the accident occurred);
- Participating in an illegal occupation or attempting to commit or actually committing a felony ("illegal occupation" and "felony" is as defined by the law of the jurisdiction in which the activity takes place);
- Intentionally injuring himself or herself;
- Being exposed to war or any act of war, declared or undeclared, or serving in any of the armed forces or units auxiliary thereto;
- Services performed by a family member;
- Participation in any contest using any type of motorized vehicle;
- Alcoholism;
- Loss that occurs while a Covered Person is legally incarcerated in a penal or correctional institution;
- Voluntary inhalation of or asphyxiation by gas or fumes;
- Cosmetic surgery, except when due to reconstructive surgery needed as the result of an Injury or Sickness, or is related to or results from a congenital disease or anomaly of a covered Dependent Child; and congenital defects in newborns;
- Services related to sterilization, reversal of a vasectomy or tubal ligation; in vitro fertilization and diagnostic treatment of infertility or other problems related to the inability to conceive a child, unless such infertility is a result of a covered Injury or Sickness;
- Having dental treatment, except for such care or treatment due to Injury to sound natural teeth within twelve (12) months of the Covered Accident;
- Participating in any organized sport in a professional or semi-professional capacity;
- Mental and nervous disorders (except as provided in the Policy);
- Surgery to correct vision or hearing, unless medically necessary surgery for glaucoma, cataracts or other sickness or injury;
- Elective surgery;
- Any pregnancy or childbirth of a Dependent Child, including services rendered to the child after birth;
- Routine newborn care;
- Rest or custodial care.

No benefits will be payable for sickness or infection, including physical or mental condition, that is not caused solely by or as a direct result of a Covered Accident or Covered Sickness.

Hospital Indemnity coverage provides a benefit for covered loss; neither the product name nor benefits payable are intended to provide reimbursement for medical expenses incurred by a covered person or to result in any payment in excess of loss.

**THIS IS A SUPPLEMENT TO HEALTH INSURANCE AND IS NOT A SUBSTITUTE FOR MAJOR MEDICAL OR OTHER MINIMUM ESSENTIAL COVERAGE.**

This document is a brief description of Policy 32100-MN. Refer to your policy for complete details on benefits, exclusions and limitations that may vary by state.



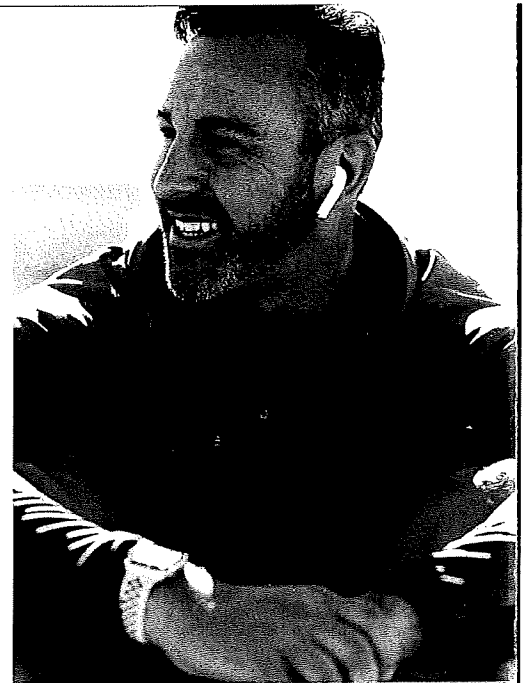
**ACCIDENT  
CHAMPION**



# If They Need You, You Need a Champion

Good things in life happen every day, and unfortunately, accidents happen too. You need a champion to help you defend and protect the things you value most.





# No One Plans on Getting Injured... But Just In Case, We've Got You Covered

You do everything you can to stay active and healthy, but accidents happen every day, including sports-related accidents. An injury that hurts an arm or a leg can hurt your finances too. That's where Accident Champion can help.

Accident Champion pays cash benefits directly to you or anyone you choose, regardless of any other coverage you have. And Accident Champion pays extra benefits for injuries resulting from participating in organized sports. Use Accident Champion cash benefits to help take care of your bills so you can take care of yourself and your family.

**First Accident  
Benefit pays you an  
additional \$100**



## Accident Champion Benefits Always Include:



### First Accident

Pays you \$100 soon after you report your first claim for covered benefits. If you get injured, we can begin processing your claim as soon as you submit it, so you can get cash benefits in a timely manner.



### Sports Package

Your benefits increase 25%, up to \$1,000 per person per year, for injuries resulting from participating in organized sports. Playing sports can lead to injuries and unwelcome expenses. We'll increase your benefits to help pay those expenses.



### Rehabilitation Package

We pay cash benefits for admission, daily confinement and recovery. Whether you are released to a rehabilitation center following a hospital stay or you recover at home, we pay a daily recovery benefit to help with your transition.

## Here's How Accident Champion Benefits Work:

Accident Champion helps pay for the unexpected costs of an accidental injury by providing benefits for initial care, injuries, treatment, facility care and follow-up care. If you get injured at soccer practice and break your leg, here's how benefits may stack up:

ENHANCED PLUS	
First Accident	\$100
Ambulance	\$200
ER Visit	\$125
X-Ray	\$40
Fracture	\$500
Crutches	\$100
Physical Therapy	\$500
Follow-up Visits	\$150
<b>Subtotal</b>	<b>1,715</b>
<b>Plus Sports Package</b>	<b>\$429</b>
<b>Total Payment</b>	<b>\$2,144</b>

**The Sports  
Package increases  
the total benefit  
payment by 25%**



**Benefits Increase \$429**

This example is for illustrative purposes only and should not be compared to an actual claim. Whether an injury is covered depends on the circumstances of the loss. Refer to the certificate of insurance for terms and conditions.



# Schedule of Benefits

## WEEKLY PREMIUM

Employee	\$3.60
Employee + Spouse	\$6.60
Employee + Child(ren)	\$7.02
Family	\$10.02

## Enhanced Plus (24-hour coverage)

### Initial Care

Ambulance (Ground/Air)	\$200/\$2,000
Emergency Room	\$125
Initial Doctor's Office Visit	\$50
Urgent Care	\$100
Emergency Dental (Crown/Extraction)	\$400/\$100

### Hospital and Rehabilitation

Hospital Admission	\$1,250
ICU Admission	\$2,500
Rehabilitation Admission	\$1,250
Hospital Confinement (per day, up to 365 days)	\$250
ICU Confinement (per day, up to 30 days)	\$500
Rehabilitation Confinement (per day, up to 30 days)	\$150
Recovery (per day, up to 7 days)	\$100

### Follow-up Care & Treatment

Abdominal or Thoracic Surgery	\$1,500
Appliances	\$100
Blood, Plasma, Platelets	\$300
Chiropractic Care (per visit, up to 3 visits)	\$25
Concussion	\$100
Follow-up Treatment (per visit, up to 3 visits)	\$50
Lodging (per night, up to 30 nights)	\$150
Major Diagnostic Exam (CT, MRI, etc.)	\$200
Organ Loss	\$2,500
Outpatient Surgery Facility	\$25
Physical Therapy (per visit, up to 10 visits)	\$50
Prosthetics	\$1,500
Tendon, Ligament, Rotator Cuff Surgery	\$750
Transportation For treatment and confinement in a hospital 100 miles or more away; (per trip up to 3 trips)	\$600
X-Ray	\$40

### Injuries

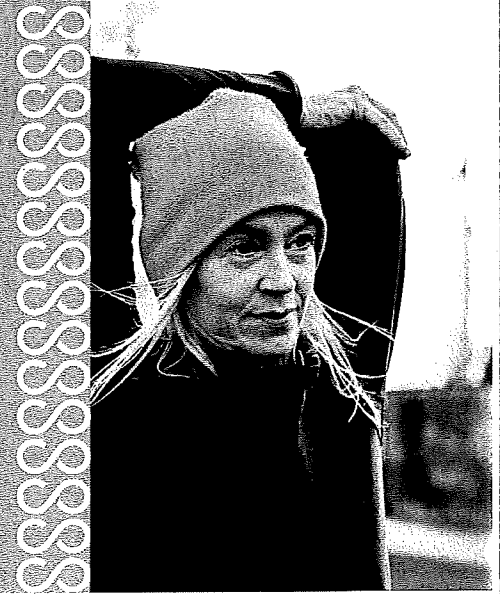
Burns 2nd/3rd Degree	\$1,000-\$10,000
Coma	\$12,500
Dislocations	
Ankle, Foot, Hip, Knee	\$1,000
Finger, Toe	\$200
All Other	\$500
Eye	\$300
Fractures	
Skull, Hip, Thigh, Body of Vertebrae	\$1,000
Finger, Toe	\$200
All Other	\$500
Herniated Disc Surgery	\$750
Knee Cartilage (Torn) Surgery	\$750
Lacerations	\$30-\$500
Loss of Hands, Feet or Sight	Up to \$20,000
Loss of Fingers or Toes	Up to \$2,000

### Additional Benefits

<b>First Accident Once Per Policy</b>	<b>\$100</b>
Accidental Death	
Employee & Spouse	\$20,000
Child	\$4,000
Catastrophic Accident Prior to Age 70	
Employee & Spouse	\$25,000
Child	\$12,500
On or After Age 70	50%
Family Care For Each Child in a Child Care Center: (per day, up to 30 days)	\$25
<b>Sports Package Benefits are 25% higher when accident is due to organized sports. Up to \$1,000 per person per year</b>	

# How Does Accident Champion Help?

You do everything you can to keep your family safe, but accidents happen, and when they do, it's good to know we've got you covered. Let Accident Champion help take care of your bills, so you can take care of your family.



## Features

### Date of Application Coverage

Coverage becomes effective as soon as your application is signed, you have authorized payment and the initial eligibility requirements are met.

### Guaranteed Issue

No medical history is required for coverage to be issued.

### Guaranteed Renewable

Your coverage cannot be cancelled as long as your premiums are paid as due.

### Fully Portable

You can keep your coverage even if you change jobs or retire.

### HSA Compatible

## Initial Eligibility

### Employee

- Actively employed, working at least 17.5 hours per week
- Ages 18 and up

### Spouse

- Ages 18 and up

### Dependent Children/Grandchildren

- Ages 0 to 26
- No student status required
- Coverage will continue for incapacitated dependent children regardless of age

## Facts

Over 38 million emergency room visits each year are due to injuries.<sup>1</sup>



62 million adults receive medical consultation for injuries each year.<sup>2</sup>



<sup>1</sup> [cdc.gov/nchs/fastats/emergency-department.html](http://cdc.gov/nchs/fastats/emergency-department.html)

<sup>2</sup> National Safety Council, Injury Facts, 2020 Edition

This is a supplement to health insurance and is not a substitute for Major Medical or other minimum essential coverage.

This document is a brief description of Certificate Form No. C14059R-MN. Refer to your certificate of insurance or policy for specific details on benefits, exclusions and limitations that may vary by state.

## Accident Benefits Summary

Name:

TYPE OF COVERAGE	PAYROLL DEDUCTION
<input type="checkbox"/> Employee	
<input type="checkbox"/> Employee + Spouse	
<input type="checkbox"/> Employee + Child(ren)	
<input type="checkbox"/> Family	\$

## Exclusions & Limitations

This is Accident-Only Insurance.

No benefits will be paid for services rendered by a member of the Immediate Family of a Covered Person.

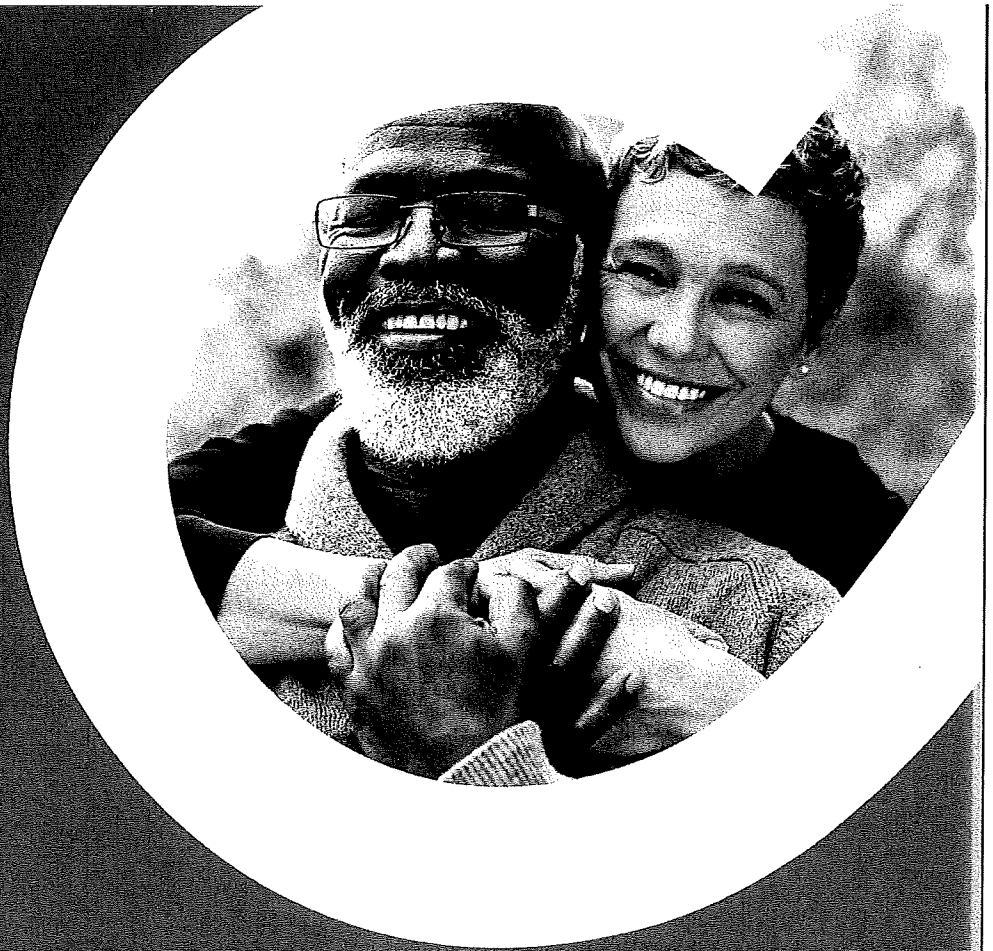
No benefits will be payable for sickness or infection including physical or mental condition that is not caused solely by or as a direct result of a Covered Accident.

No benefits will be paid for an injury that is caused by, contributed to, or occurs as a result of a covered person's:

- Being intoxicated, or under the influence of alcohol or other prescription drug unless administered on the advice of a Physician and taken according to the Physician's instructions (the term "intoxicated" means the minimum blood alcohol level required to be considered operating an automobile under the influence of alcohol in the jurisdiction in which the accident occurred);

- Participating in an illegal activity or attempting to commit or actually committing a felony ("felony" is as defined by the law of the jurisdiction in which the activity takes place);
- Committing or attempting to commit suicide or intentionally injuring himself or herself;
- Having dental treatment, except for such care or treatment due to injury to sound natural teeth within twelve (12) months of the Covered Accident;
- Being exposed to war or any act of war, declared or undeclared, or serving in any of the armed forces or units auxiliary thereto; or
- Participation in any contest using any type of motorized vehicle.

**COMBINED**<sup>®</sup>  
A Chubb Company



**CRITICAL ILLNESS  
INSURANCE**



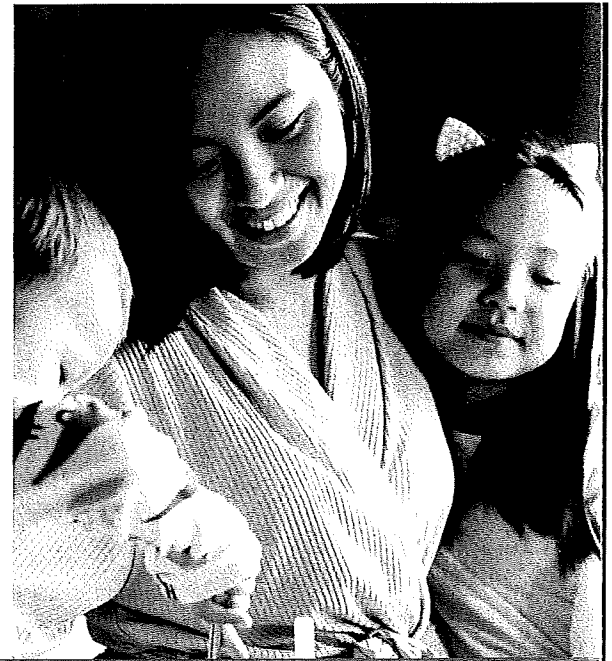
# If you had a heart attack tomorrow, what would you worry about?

## **Paying your bills? Taking care of your family? Getting better?**

If you're like most people, being diagnosed with a critical illness can be overwhelming, even scary. The last thing you want to worry about is money. Critical Illness Insurance pays cash benefits directly to you that can be used to help with your bills, your mortgage, your rent, your childcare—you name it—so you can focus on recovery.



**ENHANCED PLUS**



# No one plans on getting sick... but just in case, we've got you covered

Critical illnesses, such as heart attack, cancer, and stroke, happen every day. They can have serious consequences, both physical and financial. To maintain your lifestyle and help you recover, you may need some financial help.

Approximately every 40 seconds, an American will have a heart attack.<sup>1</sup>



About 54% of cancer survivors aged 18-64 years experienced some form of medical financial hardship at any time following their cancer diagnosis.<sup>2</sup>



## Are your savings enough to pay your bills?



While you're being treated for a critical illness, your income could be affected for 3 to 6 months. Most families do not have enough savings to keep up with:

- Rent or Mortgage Payments
- Childcare
- Car Payments
- Savings for College and Retirement
- Credit Card Debt
- Household Expenses

## Critical illnesses are expensive



Simply put, critical illnesses cost money. Even with medical insurance, out-of-pocket expenses like these can pile up quickly:

- Medical Deductibles and Co-Pays
- Rehabilitation
- Out-of-Network Specialists
- Nursing Care
- Prescriptions
- Medical Travel

## How Critical Illness Insurance can help

Critical Illness Insurance pays a lump sum check directly to you upon diagnosis. You can use your cash benefit however you choose—to help with your everyday living expenses, pay your out-of-pocket medical costs or replace lost income. Your benefit is paid in full regardless of any other insurance you may have.

**Wouldn't your recovery be easier if you didn't have to worry about money? Critical Illness Insurance can help!**

### How Much Would You Need?

EXPENSES	AMOUNT
Mortgage/Rent	\$
Car Payments/Repairs/Gas	\$
Credit Card Payment	\$
Groceries/Household Expenses	\$
Kids - Childcare/Activities	\$
Other	\$
Dollars of Protection You Need Per Month for Recovery	\$
	\$ (x3) \$ (x6)
Plus Medical Out-of-Pocket	\$ \$
<b>You Need</b>	<b>\$ \$</b>

### Expenses to Consider

#### Basic Necessities

- Mortgage/Rent
- Groceries
- Utilities
- Childcare
- Tuition Payments
- Car Payments

#### Medical Expenses

- Deductibles
- Coinsurance
- Prescriptions
- Experimental Treatment
- Medical Travel

#### Savings Plans

- College
- Retirement

#### Activities for Kids

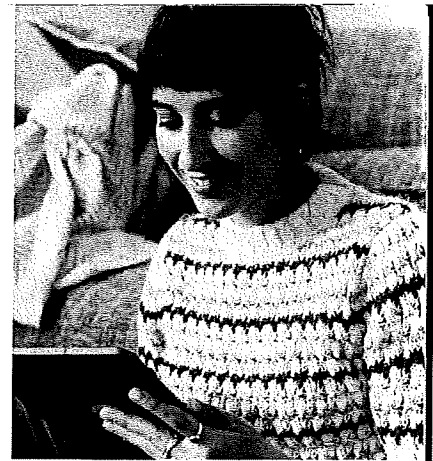
- Pre-school
- Camp
- Dance Lessons
- Band
- Gymnastics
- Soccer

#### Loss of Income

#### Parent Care

<sup>1</sup> 2024 Heart Disease and Stroke Statistics Update Fact Sheet, At-a-Glance, American Heart Association.

<sup>2</sup> Journal of the National Cancer Institute 2022, Vol 114, No. 6, June 2022



## Flexible and competitive

Critical Illness Insurance can help give you peace of mind so you can focus on getting well. Critical illnesses change life in an instant. If you get sick, the last thing you want to worry about is money. Let Critical Illness Insurance help while you recover.

### Here's how it works

When you are diagnosed with a covered condition<sup>1</sup>, submit your claim and we'll send you a check. It's that simple. You can use your money however you choose.

**Benefit Face Amount Available: \$5,000 to \$100,000**

#### Triple Benefit

If you get sick again with another covered condition, you're still covered. With Triple Benefit, you can receive up to 3 times the Face Amount for each person you choose to cover. That means if you choose a \$20,000 Face Amount you can receive as much as \$60,000 in cash<sup>2</sup>.

#### Triple Benefit in Action

\$20,000 Face Amount | x3 = \$60,000 Total Maximum Benefit

#### ENHANCED PLUS

Heart Attack Diagnosis	\$20,000
Stroke Diagnosis	\$20,000
Stroke Recurrence	\$5,000
<b>Remaining Coverage</b>	<b>\$15,000</b>

This example is hypothetical and is solely to illustrate a situation that can result in benefits payable for a claim. It is not based on an actual claim and should not be compared to an actual claim.

#### Recurrence Benefit

If we have paid a critical illness benefit for benign brain tumor, cancer, coma, heart attack or stroke, and there is a recurrence, you can receive up to 25% of your Face Amount, as long as you were back to work and treatment-free for at least 6 months. The Recurrence Benefit can be paid up to 2 times.

#### Standard Conditions

Alzheimer's Disease  
Benign Brain Tumor  
Cancer  
Carcinoma In Situ\*  
Coma  
Coronary Artery Obstruction\*  
End Stage Renal (Kidney) Failure  
Heart Attack  
Major Organ Failure  
Multiple Sclerosis  
Paralysis or Dismemberment  
Parkinson's Disease  
Skin Cancer (\$250)  
Stroke

#### Childhood Conditions\*\*

Cerebral Palsy  
Congenital Birth Defects  
• Lung Defects  
• Heart Defects  
• Spina Bifida  
• Cleft Lip or Palate  
• Limb Malformations  
• Development Disorders of the Brain  
• Born with Loss of Sight  
Cystic Fibrosis  
Down's Syndrome  
Muscular Dystrophy  
Type 1 Diabetes

\* Benefit payment is 25% of face amount.

\*\* Benefit is payable once per covered child.

### Additional benefits

With Critical Illness Insurance, you get even more than a substantial lump sum cash benefit. In addition, to help protect you, the following benefit is also included:

#### Mortgage and Rent Helper

If you miss work due to a critical illness, you may need some extra help making mortgage or rent payments. Mortgage and Rent Helper pays you an extra \$500 each month if you miss 5 or more days of work, for up to 6 months.

#### Hospital Re-Admission Benefit

Beginning six months after your diagnosis, each time you are admitted to the hospital for the same critical condition, this Hospital Benefit pays you an additional \$1,500, up to 2 times per year.

#### Advocacy Benefits

Personal and confidential assistance from professionals

#### Best Doctors®

- Physician Referrals
- Ask the Expert Hotline
- Expert Roundtable for Diagnosis and Treatment Advice

#### Health Champion Resources

- Help understanding your insurance, and review of provider bills and charges
- Financial Advice
- Medical Travel Assistance

#### Childhood Conditions

Dealing with a childhood illness can be overwhelming. To make life a little easier, your CI Insurance includes coverage for both standard critical illnesses and childhood conditions.

#### Wellness Benefit\*

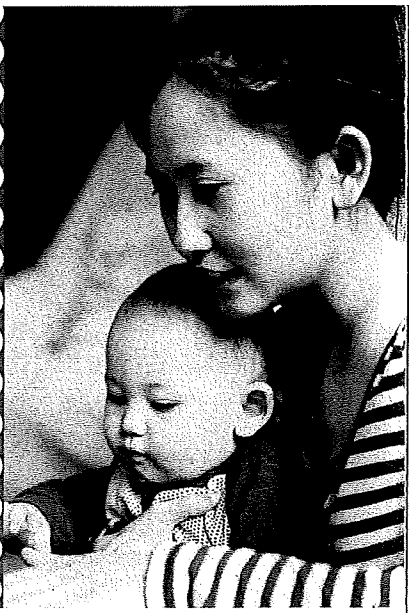
Health screening tests can help diagnose a condition early or prevent an illness altogether. This benefit pays you \$50 after you go for an annual health screening test (after coverage is in force for 30 days).

<sup>1</sup> Covered condition must be diagnosed after the Policy or Certificate Effective Date.

<sup>2</sup> The Critical Illness Benefit can be paid once per covered condition

up to the Maximum Benefit Amount. Covered conditions must be diagnosed at least six months apart.

\* Not available in DC, MN.



# How does Critical Illness Insurance help?

Chances are good that you will survive a critical illness. Will your financial wellbeing survive as well? You do everything you can to stay active and healthy, but critical illnesses happen every day, and when they do, it's good to know we've got you covered.

## Features

### Extensive Coverage

Powerful protection at a price to fit your budget.

### Family Coverage

You can insure yourself, your spouse, and your kids. Your children and dependent grandchildren through age 26 can be included at no additional cost.

### No Age Penalty

Your rates will never change due to your age.

### Portability

You can keep your coverage even if you change jobs or retire.

### Guaranteed Renewable

Your coverage cannot be cancelled as long as premiums are paid as due.

### No Benefit Reduction

Benefits never decrease due to age.

### Convenient Payroll Deduction

No bills to watch for or checks to mail. Premiums are paid automatically.

### No Coordination of Benefits

Payments are made in addition to any other insurance you may have.

### HSA Compatible

Owning this coverage does not disqualify you from having a Health Savings Account.

### Benefits Paid Based on Diagnosis

You are not required to be hospitalized or get treatment to receive benefits.

## Facts

About 4 out of 10 people in the U.S. will contract cancer during their lifetime.<sup>1</sup>



Heart disease and stroke are among the 5 most expensive diseases to treat in the U.S.<sup>2</sup>



<sup>1</sup> American Cancer Society, Cancer Facts & Figures, 2024.

<sup>2</sup> [healthadministrationdegree.usc.edu/blog/most-expensive-disease-to-treat-infographic](https://www.healthadministrationdegree.usc.edu/blog/most-expensive-disease-to-treat-infographic), Nov 2023.

This is a supplement to health insurance and is not a substitute for Major Medical or other minimum essential coverage.

If a covered individual is a Medicaid recipient, benefits may be assigned and payable to your state Medicaid agency. Also, benefit payments you receive may count as income for Medicaid eligibility purposes.

This document is a brief description of Form Nos. C16670 and 16648 (or applicable state version). Refer to your certificate of insurance or policy for specific details about benefits, exclusions and limitations that may vary by state.

Underwritten by Combined Insurance Company of America.

Combined Insurance Company of America, Chicago, Illinois

## Benefit Summary

Name:

My Face Amount

\$

Spouse/Civil Union or Domestic Partner (50% of my Face Amount)

Child(ren) (25% of my Face Amount)

Payroll Deduction

\$

## Initial Eligibility

- Active employees age 18 and up, working at least 17.5 hours per week.
- Spouses age 18 and up, legally married. Domestic partner and civil union partner coverage available in some states.
- Children ages 0 through 26, no student status required.

## Exclusions

No benefits will be paid for losses resulting from any intentionally self-inflicted injury.

## Limitations

A pre-existing condition is not covered unless the date of diagnosis for such condition is at least 12 months after the effective date. A pre-existing condition is a condition for which a covered person received medical advice or treatment within the 12 months preceding the effective date.