



CITY COUNCIL MEETING AGENDA

MONDAY, AUGUST 10TH, 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
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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 JULY 28RD, 2026 MEETING
 - C. JULY 2026 BANK RECONCILIATION
 - D. PREWRITTEN PAYROLL CHECK #'S 30623-30625 & EFT'S; **\$9,881.18**
 - E. PROPOSED CHECK #S 30626-30629 & EFT'S; **\$8,045.74** **TOTAL= \$17,926.92**

5. OPEN FORUM

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

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

6. UNFINISHED BUSINESS

- A. PROPOSED ORDINANCE AMENDMENT -DEFINITIONS AND CAMPING
 - i. O-26-52
 - ii. AUGUST 3RD, 2026 PC/PH DRAFT MINUTES
- B. CITY ELECTIONS-REAFFIRMATION OF WRITE-IN VOTING
 - i. RESOLUTION 26-08-343
- C. SOURCEWELL COMMUNITY IMPACT GRANT
 - i. RES. 26-08-344 COMMUNITY IMPACT FUNDING

7. NEW BUSINESS

- A. AGRICULTURAL USE & AGRICULTURAL STRUCTURE CLASSIFICATION
 - i. SUPPORTING DOCS REGARDING USES/STRUCTURES (REVIEW AUGUST 3RD, 2026 DRAFT MINUTES PROVIDED IN AGENDA ITEM 6AII)
- B. FOUNDATION OF RURAL SERVICE GRANT OPPORTUNITY

8. REPORTS OF OFFICERS, COMMITTEES, STAFF

- A. MAYOR'S REPORT
- B. CLERK'S REPORT
- C. ROADS REPORT
 - i. LRIP FUNDING OPPORTUNITY-2ND HALF OF VETERAN'S STREET
- D. PARK COMMITTEE REPORT

9. MISCELLANEOUS/COMMUNICATION

10. ADJOURNMENT

JULY 28TH, 2026
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ROLL CALL

PRESENT: MAYOR RUDLANG, COUNCIL MEMBERS FLATEGRAFF, SILTMAN, BARNETT, CARLSON, AND CITY CLERK-TREASURER CASSANDRA DELOUGHERTY.

AGENDA ADDITIONS/DELETIONS

CITY CLERK-TREASURER DELOUGHERTY NOTED ADDITIONS TO THE AGENDA, INCLUDING UPDATED BUDGET CONVERSATION ITEMS AND A NEW ITEM FOR THE LAKES REGIONAL SAFETY GROUP MEMBERSHIP REQUEST.

MOTION TO APPROVE THE AMENDED AGENDA WAS MADE BY COUNCIL MEMBER SILTMAN AND SECONDED BY COUNCIL MEMBER BARNETT. ALL VOTED AYE.

CONSENT AGENDA

CITY CLERK-TREASURER DELOUGHERTY IDENTIFIED A CORRECTION WITHIN THE PARK COMMITTEE REPORT, NOTING A NAME REFERENCE SHOULD HAVE READ "VOLUNTEER JEFF HANSON" RATHER THAN COUNCIL MEMBER FLATEGRAFF." THE CORRECTION WAS NOTED FOR THE RECORD. THE CONSENT AGENDA INCLUDED THE AMENDED AGENDA, THE MINUTES OF THE JULY 13TH, 2026 MEETING, PREWRITTEN PAYROLL CHECKS #S 30602–30611 TOTALING \$5,155.93, AND THE PROPOSED CHECK #S 30612–30622 & EFTS TOTALING \$21,509.44, FOR A COMBINED TOTAL OF \$26,665.37.

MOTION TO APPROVE THE CONSENT AGENDA WITH THE NOTED NAME CORRECTION AND THE ADDITION OF THE UPDATED CLAIMS LISTING WAS MADE BY COUNCIL MEMBER CARLSON AND SECONDED BY COUNCIL MEMBER SILTMAN. ALL VOTED AYE.

OPEN FORUM

NO MEMBERS OF THE PUBLIC WERE PRESENT IN PERSON OR VIA ZOOM. OPEN FORUM WAS PASSED OVER.

UNFINISHED BUSINESS

CITY LOGO DECAL

I. UPDATED ESTIMATE

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT THE VENDOR ESTIMATE FOR CITY VEHICLE DECALS, PREVIOUSLY ANTICIPATED AT APPROXIMATELY \$525, CAME IN AT \$615 UPON FINAL QUOTE FROM DALLMAN SIGNS. THE INCREASE REFLECTED THE FULL SCOPE OF WORK INCLUDING ARTWORK SETUP, DECALS FOR THE PLOW TRUCK, SIDE-BY-SIDE, AND PICKUP TRUCK DOOR SETS, INSTALLATION FOR THREE VEHICLES, AND REMOVAL OF THE EXISTING DECAL FROM THE CITY PICKUP. DELOUGHERTY BROUGHT THE MATTER TO THE COUNCIL BEFORE PROCEEDING, GIVEN THE SUBSTANTIVE DIFFERENCE FROM THE ORIGINALLY DISCUSSED FIGURE. THE COUNCIL EXPRESSED SUPPORT FOR MOVING FORWARD, NOTING THE IMPORTANCE OF HAVING CITY BRANDING CLEARLY IDENTIFIED ON MUNICIPAL VEHICLES.

MOTION TO APPROVE THE UPDATED ESTIMATE OF \$615 FROM DALLMAN SIGNS FOR THE CITY VEHICLE DECALS WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND SECONDED BY COUNCIL MEMBER CARLSON. ALL VOTED AYE.

PLANNING COMMISSION APPOINTMENT

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT FOLLOWING THE RESIGNATION OF COMMISSIONER VICTOR PROCIUK, THE OPEN PLANNING COMMISSION SEAT WAS ADVERTISED FROM JULY 14TH THROUGH JULY 27TH. ONE COMPLETED APPLICATION AND QUESTIONNAIRE WAS RECEIVED FROM DEBBIE SILTMAN, WHO WAS PRESENT AT THE MEETING. THE COUNCIL EXPRESSED NO RESERVATIONS ABOUT PROCEEDING WITH APPOINTMENT AT THIS MEETING, AS AUTHORIZED AT THE JULY 13TH MEETING.

MOTION TO APPOINT DEBBIE SILTMAN TO THE OPEN PLANNING COMMISSION SEAT WAS MADE BY COUNCIL MEMBER CARLSON AND SECONDED BY MAYOR RUDLANG. THE MOTION CARRIED WITH ONE ABSTENTION COUNCILMEMBER SILTMAN.

THE COUNCIL WELCOMED MS. SILTMAN TO THE PLANNING COMMISSION, NOTING THE BODY WOULD NOW BE AT FULL MEMBERSHIP.

CITY COUNCIL CANDIDACY

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT THE CANDIDATE FILING PERIOD HAD CLOSED. ONE FILING WAS RECEIVED FOR THE MAYOR'S SEAT, AND TWO FILINGS WERE RECEIVED FOR THE TWO OPEN FOUR-YEAR COUNCIL MEMBER TERMS. THE COUNCIL BRIEFLY DISCUSSED THE POSSIBILITY OF A WRITE-IN CANDIDACY FOR ANY REMAINING OPEN SEATS BUT NOTED NO FORMAL ACTION WAS NEEDED AT THIS TIME.

NEW BUSINESS

INTERIM FINANCIAL STATEMENT

CITY CLERK-TREASURER DELOUGHERTY PRESENTED AN INTERIM FINANCIAL REPORT FOR THE GENERAL FUND THROUGH JULY 23, 2026, COVERING APPROXIMATELY THE FIRST SEVEN MONTHS OF THE YEAR. SHE NOTED THE OVERALL PICTURE WAS GENERALLY POSITIVE, WHILE ACKNOWLEDGING SEVERAL LINE ITEMS THAT APPEAR UNUSUAL DUE TO ONGOING WORK TO RECONCILE ACCOUNT CODING AND OBJECT CODE ASSIGNMENTS WITHIN THE CTAS ACCOUNTING SYSTEM.

DELOUGHERTY EXPLAINED THAT SHE WILL BE REACHING OUT TO LISA, THE ASSISTANT FINANCE DIRECTOR FOR THE LEAGUE OF MINNESOTA CITIES, TO PROPERLY CONFIGURE THE INVESTMENT AND INDEBTEDNESS MODULES IN CTAS, WHICH HAVE NOT HISTORICALLY BEEN UTILIZED BY THE CITY. INTEREST EARNINGS AND SPECIAL ASSESSMENTS, FOR INSTANCE, HAVE BEEN ENTERED AS GENERAL RECEIPTS RATHER THAN IN THE APPROPRIATE DEDICATED TABS, WHICH AFFECTS THE ACCURACY OF REPORTING WITHOUT AFFECTING THE ACTUAL CASH BALANCE.

SPECIFIC ITEMS DISCUSSED INCLUDED: AN APPARENT OVERAGE IN PROFESSIONAL SERVICES IN THE CLERK BUDGET ATTRIBUTABLE TO THE FINANCIAL PROCESS EVALUATION ENGAGEMENT; THE PARKS CAPITAL OUTLAY LINE REFLECTING THE FENCE PROJECT, WHICH WAS GRANT-FUNDED IN 2025 AND THUS APPEARS AS AN EXPENDITURE WITHOUT A CORRESPONDING RECEIPT IN 2026; EQUIPMENT PARTS UNDER ROAD AND BRIDGE EQUIPMENT REFLECTING THE PURCHASE OF CUTTING EDGES; AND THE FIRE SERVICES CONTRACT APPEARING OVER-BUDGET AT 6.75 MONTHS OF SPEND BECAUSE THE FULL ANNUAL CONTRACT PAYMENT HAD ALREADY BEEN MADE.

DELOUGHERTY ALSO NOTED THAT THE CITY IS SHOWING A SHORTFALL OF APPROXIMATELY \$22,000 IN LOCAL GOVERNMENT AID, SMALL CITIES ASSISTANCE, AND PROPERTY TAX RECEIPTS, WHICH IS EXPECTED AS THE SECOND HALF-YEAR DISTRIBUTIONS HAVE NOT YET BEEN RECEIVED. THE GENERAL CASH BALANCE AS OF JULY 23, 2026 STOOD AT \$475,811.27.

THE COUNCIL AGREED THAT THE INTERIM REPORT PROVIDED A USEFUL MID-YEAR SNAPSHOT. COUNCIL DIRECTED STAFF TO SCHEDULE A BUDGET WORKSHOP BEFORE THE END OF SEPTEMBER TO BEGIN 2027 BUDGET PREPARATION. THE WORKSHOP WAS TENTATIVELY SET FOR THE AUGUST 25TH MEETING AT THE REGULAR 6:00 PM START TIME. DELOUGHERTY INDICATED THAT SHE INTENDED TO HAVE THE CTAS REPORTING CLEANED UP AND MORE ACCURATELY ORGANIZED IN ADVANCE OF THAT WORKSHOP.

LAKES REGIONAL SAFETY GROUP MEMBERSHIP REQUEST

CITY CLERK-TREASURER DELOUGHERTY PRESENTED A REQUEST FROM THE LAKES REGIONAL SAFETY GROUP (RSG) REGARDING THE CITY OF CROSS LAKE'S INTEREST IN JOINING THE GROUP IN 2027. THE LAKES RSG CURRENTLY HAS EIGHT MEMBER CITIES AND HOLDS EIGHT MEETINGS PER YEAR. ADDING CROSS LAKE AS A NINTH MEMBER WOULD INCREASE THE MEETING CADENCE TO NINE PER YEAR. THE CITY'S RSG MEMBERSHIP IS FUNDED IN PART THROUGH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST AND IN PART THROUGH THE CITY'S SOURCEWELL MEMBERSHIP. A MAJORITY VOTE OF CURRENT MEMBERS IS REQUIRED TO APPROVE THE ADDITION OF A NEW MEMBER.

THE COUNCIL EXPRESSED NO OBJECTION AND NOTED CROSS LAKE'S INVOLVEMENT IN REGIONAL INITIATIVES SUCH AS THE LAKE TRAILS EFFORT.

MOTION TO AUTHORIZE CITY CLERK-TREASURER DELOUGHERTY TO CAST THE CITY OF JENKINS' VOTE IN FAVOR OF CROSS LAKE JOINING THE LAKES REGIONAL SAFETY GROUP WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND SECONDED BY COUNCIL MEMBER CARLSON. ALL VOTED AYE.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

MAYOR RUDLANG REPORTED THAT HIS OUTSTANDING PROJECT REMAINS THE TRANSITION OF THE CITY WEBSITE TO A .GOV DOMAIN. PROGRESS HAD BEEN DELAYED BY COMPETING WORK DEMANDS BUT HE ANTICIPATED COMPLETING IT IN THE NEAR FUTURE.

CLERK'S REPORT

I. ABDO AUP ENGAGEMENT REPORT

1. MANAGEMENT RESPONSE

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE 2025 AGREED-UPON PROCEDURES (AUP) ENGAGEMENT REPORT PREPARED BY ABDO, DATED JULY 20, 2026. SHE NOTED THAT THIS WAS THE FIRST-EVER AUP ENGAGEMENT FOR THE CITY OF JENKINS AND THAT THE REPORT COVERED SELECTED ACCOUNTING RECORDS, TRANSACTIONS, INTERNAL CONTROLS, AND COMPLIANCE MATTERS FOR THE YEAR ENDED DECEMBER 31, 2025.

DELOUGHERTY EXPLAINED THAT THE REPORT IDENTIFIED FIVE FINDINGS AND THAT MANAGEMENT HAD PREPARED A WRITTEN RESPONSE TO PROVIDE CONTEXT FOR EACH. THE FINDINGS RELATED TO: THE TIMING OF MEETING MINUTES APPROVALS; THREE DISBURSEMENTS IDENTIFIED AS UNAPPROVED (WHICH WERE IN FACT CELLULAR PHONE PAYMENTS AUTHORIZED UNDER AN EXISTING CITY POLICY); LATE PAYROLL TAX PAYMENTS IN Q2 (WHICH OCCURRED PRIOR TO DELOUGHERTY'S APPOINTMENT); THE ABSENCE OF A COMPREHENSIVE CAPITAL ASSET LISTING BEYOND THE INSURANCE SCHEDULE; AND THE ABSENCE OF A YEAR-END 4M FUND CONFIRMATION AT THE TIME OF REPORT ISSUANCE.

DELOUGHERTY EMPHASIZED THAT THE REPORT DID NOT CONSTITUTE AN AUDIT AND THAT NO FRAUD CONCERNS WERE IDENTIFIED. THE OVERALL FINDINGS WERE THAT FINANCIAL RECORDS RECONCILED APPROPRIATELY, BANK RECONCILIATIONS WERE TIMELY, AND REQUIRED ANNUAL REPORTING WAS COMPLETED. SHE NOTED HER INTENTION TO IMPLEMENT SEVERAL IMPROVEMENTS, INCLUDING CREATING PLANNING COMMISSION ATTENDANCE REGISTERS TO PROVIDE PROPER DOCUMENTATION FOR COMMISSIONER COMPENSATION PAYMENTS, AND WORKING WITH LMC'S LISA TO IMPROVE CTAS ACCOUNT STRUCTURE.

THE COUNCIL DISCUSSED THE FINDINGS AND EXPRESSED GENERAL SATISFACTION WITH MANAGEMENT'S EXPLANATIONS. MAYOR RUDLANG NOTED THAT MOST OF THE CALLED-OUT ITEMS WERE FAMILIAR FROM HIS OWN KNOWLEDGE OF CITY OPERATIONS AND THAT THE MANAGEMENT RESPONSE DOCUMENT WOULD PROVIDE VALUABLE CONTEXT FOR ANY FUTURE REVIEWERS. THE COUNCIL AGREED TO FORMALLY ADOPT THE MANAGEMENT RESPONSE AS THE CITY'S OFFICIAL RESPONSE TO THE 2025 AUP FINDINGS.

MOTION TO ADOPT THE MANAGEMENT RESPONSE TO THE 2025 AUP AGREED-UPON PROCEDURES ENGAGEMENT FINDINGS AS THE OFFICIAL CITY OF JENKINS MANAGEMENT RESPONSE, AND TO DIRECT THAT IT BE RETAINED WITH THE AUP REPORT FOR FUTURE REFERENCE, WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND SECONDED BY COUNCIL MEMBER CARLSON. ALL VOTED AYE.

IN ADDITION TO THE AUP DISCUSSION, DELOUGHERTY REPORTED TWO OTHER ITEMS NOT LISTED ON THE ORIGINAL AGENDA:

SHE NOTED THAT THE LAKES REGIONAL SAFETY GROUP'S INSURER CONDUCTED THE CITY'S FIRST-EVER OSHA INSPECTION THE PRIOR WEEK. THE INSPECTION FOCUSED PRIMARILY ON THE MAINTENANCE SHOP AND WENT WELL OVERALL. A FEW MINOR ITEMS WERE IDENTIFIED, INCLUDING A NON-ILLUMINATED EMERGENCY EXIT SIGN (FOR WHICH A NEW SIGN WAS FOUND ON-SITE IN ITS ORIGINAL PACKAGING), AN OLD FIXED LADDER WITH NON-COMPLIANT RUNG SPACING, A PERSONAL TABLE SAW BROUGHT IN WITHOUT A BLADE GUARD, A DAMAGED POWER TOOL CORD REPAIRED WITH ELECTRICAL TAPE, AND THE USE OF AN EXTENSION CORD IN THE COLD STORAGE AREA IN LIEU OF A PERMANENT OUTLET. DELOUGHERTY INDICATED SHE WOULD RECEIVE A FORMAL WRITTEN REPORT FROM OSHA AND WOULD REPORT BACK TO THE COUNCIL WITH THE SPECIFIC REQUIRED ACTION ITEMS.

DELOUGHERTY ALSO NOTED THAT THE MINNESOTA DEPARTMENT OF HEALTH HAD SENT A PUBLIC SAFETY NOTICE INDICATING THAT THE CITY'S WATER SYSTEM STARTUP PROCEDURES HAD NOT BEEN RECEIVED. SHE HAD MAILED THE DOCUMENTATION IN JUNE BUT IT HAD NOT BEEN PROCESSED BEFORE THE NOTICE WAS GENERATED. THE MATTER WAS BEING RESOLVED DIRECTLY WITH THE DEPARTMENT OF HEALTH REPRESENTATIVE.

ROADS REPORT

I. COTTAGE DRAINAGE UPDATE

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT PUBLIC WORKS HAD COMPLETED THE DRAINAGE WORK ON COTTAGE AVENUE AS AUTHORIZED AT THE JULY 13TH MEETING. THE MANHOLE WAS CLEANED OUT AND SEWER ROCK WAS REPLENISHED TO A DEPTH OF APPROXIMATELY SEVEN TO EIGHT FEET, HAVING BEEN FOUND ALMOST ENTIRELY DEPLETED. DOCUMENTATION INCLUDING PHOTOGRAPHS WAS BEING MAINTAINED IN A COTTAGE AVENUE DRAINAGE FILE. THE COUNCIL NOTED THEY HOPED TO SEE RAIN IN THE NEAR TERM TO TEST THE EFFECTIVENESS OF THE WORK.

II. 12TH AVE: WILSON TOWNSHIP MAINTENANCE AGREEMENT

COUNCIL MEMBER FLATEGRAFF REPORTED THAT HE AND MAYOR RUDLANG HAD MET WITH MARK OF IDEAL TOWNSHIP REGARDING THE SHARED ROAD AGREEMENT. MARK INDICATED THAT THE TOWNSHIP NOW HAS A DEDICATED PUBLIC WORKS EMPLOYEE AND IS UPGRADING THEIR EQUIPMENT. THE TOWNSHIP AGREED TO APPLY DUST CONTROL TO THE CENTER PORTION OF THE SHARED ROAD ANNUALLY AND PROVIDED A DIRECT CELL PHONE CONTACT FOR IMPROVED COMMUNICATION GOING FORWARD. THE EXISTING MAINTENANCE AGREEMENT WAS CONFIRMED TO BE SATISFACTORY BY BOTH PARTIES. THE COUNCIL NOTED THE IMPROVED LINES OF COMMUNICATION AND EXPRESSED SATISFACTION WITH THE UPDATE.

III. SOUTH OAK DRIVE

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT JENKINS TOWNSHIP CLERK JIM OLSEN HAD CONTACTED THE CITY FOLLOWING A RESIDENT'S INQUIRY AT A TOWNSHIP BOARD MEETING ABOUT SNOWPLOWING ON SOUTH OAK DRIVE. ONE TOWNSHIP BOARD SUPERVISOR INDICATED THAT THE CITY OF JENKINS PLOWS SOUTH OAK, WHICH PUBLIC WORKS DIRECTOR ROGER CONFIRMED HAS HISTORICALLY BEEN THE PRACTICE—THE CITY HAS BEEN PLOWING SOUTH OAK DRIVE INFORMALLY BECAUSE IT IS OPERATIONALLY MORE EFFICIENT TO CONTINUE DOWN THE DEAD-END ROAD RATHER THAN TURN AROUND AT THE INTERSECTION OF NORWAY DRIVE.

THE COUNCIL DISCUSSED WHETHER TO FORMALIZE THIS ARRANGEMENT WITH A WRITTEN MAINTENANCE AGREEMENT SIMILAR TO THE ONE IN PLACE WITH WILSON TOWNSHIP, OR AT MINIMUM TO CONFIRM RESPONSIBILITIES THROUGH AN INFORMAL MEETING WITH TOWNSHIP SUPERVISORS. THERE WAS CONSENSUS THAT HAVING WRITTEN DOCUMENTATION WOULD BE BENEFICIAL TO AVOID FUTURE CONFUSION. THE COUNCIL AGREED THAT TWO COUNCIL MEMBERS AND CITY CLERK-TREASURER DELOUGHERTY WOULD MEET INFORMALLY WITH A COUPLE OF JENKINS TOWNSHIP BOARD SUPERVISORS TO DISCUSS THE MATTER AND RETURN TO THE COUNCIL WITH A PROPOSAL. DELOUGHERTY WAS DIRECTED TO REACH OUT TO JENKINS TOWNSHIP TO ARRANGE THE MEETING.

PARK COMMITTEE REPORT

COUNCIL MEMBER SILTMAN REPORTED THAT THE PARKS COMMITTEE HAD HELD A MEETING THE PRIOR THURSDAY. HIGHLIGHTS INCLUDED:

THE COMMITTEE DISCUSSED A POTENTIAL 5K EVENT, WITH INTEREST IN SCHEDULING IT FOR 2027 RATHER THAN THE CURRENT YEAR, POTENTIALLY TIMED ALONGSIDE A COMMUNITY FESTIVAL. VARIOUS GRANT AND FUNDING OPPORTUNITIES WERE ALSO REVIEWED.

COUNCIL MEMBER FLATEGRAFF OFFERED TO GO OUT TO VETERANS PARK TO ASSESS AND ADJUST THE SPRINKLER HEADS ON THE IRRIGATION SYSTEM, AS SOME HEADS APPEAR TO NOT BE ROTATING PROPERLY. DELOUGHERTY NOTED THAT A NEW CONTROLLER KEY IS NEEDED AND THAT SOME HEADS MAY NEED REPLACEMENT FOLLOWING DISRUPTION DURING THE POLLINATOR GARDEN

INSTALLATION. THE COUNCIL DIRECTED STAFF TO INSTRUCT PUBLIC WORKS TO HOLD OFF ON MOWING VETERANS PARK AND THE CEMETERY TEMPORARILY TO ALLOW THE GRASS TO RECOVER FROM THE HEAT, AND TO ADDRESS THE IRRIGATION FIRST.

COUNCIL MEMBER SILTMAN ALSO NOTED THAT AN APPLICATION HAD BEEN RECEIVED FROM JEFF HANSON TO JOIN THE PARKS COMMITTEE. COUNCIL MEMBER SILTMAN FURTHER PROPOSED RESTRUCTURING THE COMMITTEE'S ACTIVE MEMBERSHIP TO ENSURE A RELIABLE QUORUM, PROPOSING THAT THE FORMAL COMMITTEE MEMBERS CONSIST OF JEFF HANSON, JORY CARLSON, JOHN LUBKE, AND COUNCIL MEMBER SILTMAN, WHILE OTHER INTERESTED INDIVIDUALS COULD CONTINUE TO ATTEND AND ADVISE WITHOUT FORMAL MEMBERSHIP STATUS.

MOTION TO APPOINT JEFF HANSON TO THE PARKS COMMITTEE AND TO RESTRUCTURE THE ACTIVE COMMITTEE MEMBERSHIP AS DESCRIBED WAS MADE BY COUNCIL MEMBER SILTMAN AND SECONDED BY COUNCIL MEMBER FLATEGRAFF. ALL VOTED AYE.

MISCELLANEOUS/COMMUNICATION

COUNTY-INITIATED CONSOLIDATION OF CITY-OWNED PARCELS

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT CROW WING COUNTY LAND SERVICES HAD NOTIFIED THE CITY THAT IT IS ADMINISTRATIVELY CONSOLIDATING SEVERAL CITY-OWNED PARCELS. PARCELS #26340700, #26340701, AND #26340702 ARE BEING CONSOLIDATED INTO PARCEL #26340701, AND PARCELS #26340588, #26340589, #26340590, AND #26340591 ARE BEING CONSOLIDATED INTO PARCEL #26340588. THE CONSOLIDATION DOES NOT AFFECT THE CITY'S OWNERSHIP OR USE OF THE PROPERTIES AND SIMPLY REDUCES THE NUMBER OF INDIVIDUAL TAX STATEMENTS AND PID NUMBERS. THE ITEM WAS INFORMATIONAL; NO ACTION WAS REQUIRED.

CITIZEN CONCERN-NOXIOUS WEEDS

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT SHE HAD RECEIVED AN OFFICIAL CITIZEN CONCERN FORM REGARDING THISTLES SEEDING FROM A NEIGHBORING PRIVATE PROPERTY. THE SUBJECT PROPERTY HAD HISTORICALLY BEEN HAYED FOR ALFALFA BUT HAD NOT BEEN MAINTAINED IN RECENT YEARS. DELOUGHERTY UNDERTOOK AN EXTENSIVE INQUIRY PROCESS, INITIALLY CONTACTING CROW WING COUNTY SOIL AND WATER CONSERVATION DISTRICT, WHO REFERRED HER TO CROW WING COUNTY LAND SERVICES ENVIRONMENTAL SERVICES SUPERVISOR TOM STRACK. AFTER EXCHANGING PHOTOGRAPHS, STRACK CONCLUDED THAT THE THISTLES APPEAR TO BE BULL THISTLES, WHICH ARE NOT CURRENTLY A REGULATED SPECIES UNDER MINNESOTA LAW.

IN THE COURSE OF THIS INQUIRY, DELOUGHERTY ALSO CLARIFIED THE PROPER PROCESS FOR NOXIOUS WEED ENFORCEMENT THROUGH THE CITY'S WEED INSPECTOR ROLE AND ESTABLISHED THAT IF A REGULATED SPECIES WERE IDENTIFIED, THE CITY WOULD WORK WITH THE COUNTY TO COMPEL THE PROPERTY OWNER TO TAKE CORRECTIVE ACTION. IN THIS INSTANCE, DELOUGHERTY CONTACTED THE PROPERTY OWNER DIRECTLY, WHO CONFIRMED THAT THE ALFALFA CROP HAD RUN ITS COURSE AND THAT HE WOULD HAVE THE AREA MOWED AND SPRAYED. THE MATTER WAS

RESOLVED WITHOUT FURTHER CITY ACTION REQUIRED. DELOUGHERTY NOTED THE ITEM AS INFORMATIONAL AND AS ESTABLISHING A PROCESS FOR FUTURE SIMILAR COMPLAINTS.

ZONING ADMINISTRATOR'S REPORT

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE ZONING ADMINISTRATOR'S REPORT. KEY ITEMS INCLUDED:

A NEW LAND USE PERMIT HAD BEEN ISSUED FOR THE CONSTRUCTION OF A RESIDENTIAL STORAGE BUILDING AT A TBD GOPHER TRAIL ADDRESS, PENDING RECEIPT OF PAYMENT.

REGARDING PENDING APPLICATIONS, THE POTENTIAL RESIDENTIAL STORAGE REZONE AND COMMON INTEREST COMMUNITY APPLICATION ON THE WEST SIDE OF THE COMMERCIAL CORRIDOR REMAINS ON HOLD; THE APPLICANT INSTEAD PURCHASED A LOT AT JENKINS STORAGE PARK AND WILL BE PROCEEDING WITH THAT OPTION PENDING PAYMENT. AN ACCESSORY DWELLING UNIT APPLICATION ON CEMETERY ROAD RECEIVED SSTS DESIGN APPROVAL AND THE COMPLIANCE REVIEW FOR THE PRIMARY STRUCTURE, WITH THE APPLICANT AND CONTRACTOR VISITING THE OFFICE TO DISCUSS SETBACK REQUIREMENTS. THE AGRICULTURAL STRUCTURE APPLICATION IN AGRICULTURAL ZONING IS BEING RETURNED TO THE PLANNING COMMISSION WITH ADDITIONAL RESEARCH PROVIDED BY MAYOR RUDLANG.

ON UPCOMING PUBLIC HEARINGS, A PUBLIC HEARING ON PROPOSED ORDINANCE AMENDMENT O-26-52, RELATING TO THE DEFINITION OF FISH HOUSES AND RECREATIONAL VEHICLES, IS SCHEDULED FOR AUGUST 3RD AT THE PLANNING COMMISSION, WITH THE COMMISSION'S RECOMMENDATION EXPECTED AT THE AUGUST 10TH COUNCIL MEETING. THE RECENTLY APPROVED ORDINANCE AMENDMENT O-26-51 REMOVING "WAREHOUSING, PRIVATE" FROM THE LAND USE MATRIX WAS FINALIZED AT THE JULY 13TH COUNCIL MEETING.

DELOUGHERTY ALSO NOTED THAT A \$250 FEE BALANCE REMAINS OUTSTANDING FROM AN ONLINE PLAN REVIEWER AND THAT SHE WOULD CONTINUE FOLLOW-UP TO COLLECT THE AMOUNT.

ADDITIONALLY, DELOUGHERTY ADVISED THE COUNCIL THAT AN OPEN HOUSE INVITATION HAD BEEN RECEIVED FOR ALL APPOINTED AND ELECTED OFFICIALS FROM A LOCAL PARTNER ORGANIZATION AT THEIR NEW LOCATION, SCHEDULED FOR THURSDAY, AUGUST 6TH FROM 3:00 TO 6:00 PM. SHE INDICATED SHE WOULD POST A NOTICE OF POTENTIAL QUORUM OF ELECTED AND APPOINTED OFFICIALS AS A PRECAUTIONARY MEASURE.

FINALLY, COUNCIL MEMBER SILTMAN REPORTED ON THE HEARTLAND CABLE COMMISSION, NOTING THAT ANNUAL CABLE TELEVISION FRANCHISE FEE REVENUE HAS DECLINED FROM APPROXIMATELY \$22,000–\$24,000 TO AROUND \$18,500 PER YEAR. THE COMMISSION DISCUSSED BUT ELECTED NOT TO INCREASE THE FRANCHISE FEE BEYOND THE CURRENT ONE PERCENT RATE, WITH COUNCIL MEMBER SILTMAN EXPRESSING THE VIEW THAT INCREASING THE FEE AMOUNTED TO A HIDDEN TAX ON ONLY A PORTION OF RESIDENTS WHO SUBSCRIBE TO CABLE TV. THE COMMISSION ALSO DISCUSSED THE LONG-TERM PURPOSE OF THE CABLE FRANCHISE REVENUE GIVEN THE SHIFT

TOWARD FIBER AND INTERNET-BASED SERVICES. CURRENTLY, THE COMMISSION DISTRIBUTES ANNUAL SCHOLARSHIPS TO STUDENTS RESIDING WITHIN MEMBER JURISDICTIONS.

REGARDING A PROPOSED SOURCEWELL COMMUNITY IMPACT GRANT, COUNCIL MEMBER SILTMAN REPORTED THAT THE CITY IS PLANNING TO APPLY FOR THE \$50,000 GRANT BEFORE THE END OF SEPTEMBER TO FUND EXTERIOR IMPROVEMENTS TO CITY HALL, PRIMARILY NEW SIDING. STAFF WAS DIRECTED TO SOLICIT BIDS FROM CONTRACTORS FOR THE SIDING WORK SO THAT A RESOLUTION AND GRANT APPLICATION COULD BE PREPARED FOR THE AUGUST 10TH COUNCIL MEETING.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 8:01 PM.

***MOTION TO ADJOURN THE MEETING WAS MADE BY COUNCIL MEMBER FLATEGRAFF AND
SECONDED BY COUNCIL MEMBER CARLSON.***

Cash Control Statement

8/4/2026

July 2026
BANK REC

For the Period : 7/1/2026 To 7/31/2026

<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	\$397,519.35	\$99,624.90	\$46,080.57	\$451,063.68	\$0.00	\$17,397.03	\$468,460.71
CARES/ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Development Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023A Improvement Program Fund Account	\$165,871.37	\$11,397.57	\$0.00	\$177,268.94	\$0.00	\$0.00	\$177,268.94
4-year CD #10096423 - Ops Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Small Cities Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings Account-Committed Funds	\$242,839.20	\$54.91	\$0.00	\$242,894.11	\$0.00	\$0.00	\$242,894.11
2023 Street Improvements Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$806,229.92	\$111,077.38	\$46,080.57	\$871,226.73	\$0.00	\$17,397.03	\$888,623.76

Date

City of Jenkins

Receipts Register

8/4/2026

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<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>
07/07/2026	Crow Wing County	40057	1st half 30% property taxes	(07/07/2026) -	N	Current Ad Valorem Taxes	100-31010-	\$ 79,921.94
						Penalties and Interest on Ad valorem Taxes	100-31910-	\$ 10.76
						Principal on Special Assessments	301-31951-	\$ 4,491.44
						Principal on Special Assessments	301-31951-	\$ 4,548.31
						Penalties and Interest on Special Assessments	301-31952-	\$ 1,895.89
								\$ 90,868.34
07/14/2026	Roman Siltman	40058	Affidavit of candidacy-Mayor Term	(07/16/2026) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
07/14/2026	Crow Wing County	40059	June 2026 fines	(07/10/2026) -	N	Court Fines	100-35101-	\$ 218.12
07/17/2026	Jeannie Wynn	40060*	Veterans Park Pavilion Rental-new check-previous check#1071/receipt#040051 was voided	(07/17/2026) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 25.00
07/21/2026	Jeff Hanson	40061	Filing Fee - City Council 4 year term	(07/22/2026) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
07/21/2026	State of MN-Crow Wing County	40062	Small Cities Assistance and LGA	(07/22/2026) -	N	Local Government Aid	100-33401-	\$ 11,889.00
						Small Cities Assistance	100-33465-	\$ 6,472.50
								\$ 18,361.50
07/28/2026	Jerimey Flategraff	40063	City Council Affidavit of Candidacy Filing Fee	(07/28/2026) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 2.00
								\$ 2.00

City of Jenkins

Disbursements Register

8/4/2026

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<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>
07/09/2026	PERA	EFT00085653	6/14-6/27/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00085653			Payroll Administration	100-41501-121-	\$ 249.57
		EFT00085653			Public Works/Maintenance	100-43102-115-	\$ 58.63
		EFT00085653					\$ 465.86
07/09/2026	MN Revenue	EFT00131209	2nd Quarter State Withholding 2026	N	Payroll Administration	100-41501-172-	\$ 1,259.30
		EFT00131209					\$ 1,259.30
07/09/2026	Dept. of Employment and Econ Dev	EFT14575461	Unemployment Insurance Quarter 2 2026 (\$2177)	N	Payroll Administration	100-41501-141-	\$ 2,177.00
			Workforce Development Assessment (\$30)				
		EFT14575461				100-41501-310-	\$ 30.00
		EFT14575461					\$ 2,207.00
07/09/2026	Dept. of Employment and Econ Dev	EFT170778	PAID LEAVE ONLY ACCT Paid Family and Medical Leave Quarter 2 2026	N	Payroll Administration	100-41501-136-	\$ 10.53
		EFT170778				100-41501-137-	\$ 23.79
		EFT170778					\$ 34.32
07/09/2026	Dept. of Employment and Econ Dev	EFT170912	Paid Family and Medical Leave Quarter 2 2026	N	Payroll Administration	100-41501-136-	\$ 60.94
		EFT170912				100-41501-137-	\$ 140.16
		EFT170912					\$ 201.10
07/09/2026	State of IA	EFT2769601	CSE 6/14 - 6/27/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
		EFT2769601					\$ 60.00
07/13/2026	Widseth Smith Nolting & Assoc., Inc	30588*	Inv.2462226(Papenheim), 246245 (Zoning Map and 246227 Veterans Street Improvements pro eng.	N	Planning and Zoning	100-41910-303-	\$ 250.00
		30588*				100-41910-303-	\$ 255.00
		30588*				100-43101-303-	\$ 2,032.50
		30588					\$ 2,537.50

Fund Name: All Funds		Date Range: 07/01/2026 To 07/31/2026					
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/13/2026	City of Pequot Lakes	30589	Invoice No: 2614 July 2026 Police Contract	N	Police Administration	100-42110-315-	\$ 3,605.00
		Total For Check					<u>\$ 3,605.00</u>
07/13/2026	Tri-County Septic Inspection	30590	Design Review, McCallister, TBD Pine Tree Street	N	New Sewer Services	100-43254-310-	\$ 35.00
		Total For Check					<u>\$ 35.00</u>
07/13/2026	On Systems Inc.	30591	July Inv#13052 Managed services and web hosting	N	Clerk	100-41425-209-	\$ 287.54
		Total For Check					<u>\$ 287.54</u>
07/13/2026	Schrupp Excavating	30592*	Inv 20260679 work performed 7/2/26 Shanty/Brown corner, Shanty Culdesac, Veterans ditching	N	Highways and Streets	100-43101-405-	\$ 1,190.00
		Total For Check					<u>\$ 1,190.00</u>
07/13/2026	AT & T Mobility	30593	Roger Cell Phone	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
		Total For Check					<u>\$ 30.00</u>
07/13/2026	Pequot Lakes Sanitation	30594	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 99.76
		Total For Check					<u>\$ 99.76</u>
07/13/2026	CRAFCO INC	30595	Crack seal machine rental	N	Highways and Streets	100-43101-416-	\$ 625.00
		Total For Check					<u>\$ 625.00</u>
07/13/2026	Brainerd Lakes Area Dvlpmnt. Corp.	30596	1st half of 2026 government funding	N	Council/Town Board	100-41110-433-	\$ 600.00
		Total For Check					<u>\$ 600.00</u>
07/13/2026	Roman Siltman	30597	Stars & Stripes Parade popsicles (Dollar General-\$79) ice (Northdale Oil-\$5)	N	Park Areas	100-45202-810-	\$ 84.00
		Total For Check					<u>\$ 84.00</u>
07/13/2026	Bruce Rauma	30598*	City Hall entry steps and handicap ramp staining	N	General Government Buildings and Plant	100-41940-310-	\$ 405.00
		Total For Check					<u>\$ 405.00</u>

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<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>
07/13/2026	Sourcwell	30599*	June 2026 Zoning Administration Services	N	Planning and Zoning	100-41910-311-	\$ 450.00
		Total For Check 30599					\$ 450.00
07/13/2026	Schrupp Excavating	30600	2hrs grading on June 9th, 2026 @150/hr	N	Highways and Streets	100-43101-405-	\$ 300.00
		Total For Check 30600					\$ 300.00
07/13/2026	Josalyn Rust	30601	mileage for bank&supply run (7.2m) P&Z Agricultural Property research /checks (17m)	N	Clerk	100-41425-331-	\$ 17.55
		Total For Check 30601					\$ 17.55
07/13/2026	WEX BANK	EFT33769070	FUEL	N	General Government Buildings and Plant	100-41940-212-	\$ 185.40
		Total For Check EFT33769070					\$ 185.40
07/13/2026	MN Power	EFT9380965-4	Building and Grounds Lights (\$403.56) and street light (\$10.58)	N	General Government Buildings and Plant	100-41940-381-	\$ 403.56
		Total For Check EFT9380965-4			Street Lighting	100-43160-381-	\$ 10.58
							\$ 414.14
07/14/2026	Payroll Period Ending 07/11/2026	30602	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check 30602					\$ 230.87
07/14/2026	Payroll Period Ending 07/11/2026	30603	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 180.87
		Total For Check 30603					\$ 180.87
07/14/2026	Payroll Period Ending 07/11/2026	30604	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Clerk	100-41425-101-	\$ 1,678.14
		Total For Check 30604					\$ 1,678.14
07/14/2026	Payroll Period Ending 07/11/2026	30605	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Payroll Administration	100-41501-131-	\$ 472.70
		Total For Check 30605					\$ 472.70
07/14/2026	Payroll Period Ending 07/11/2026	30606	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 230.87
		Total For Check 30606					\$ 230.87

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<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>
07/14/2026	Payroll Period Ending 07/11/2026	30607	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Public Works/Maintenance	100-43102-103-	\$ 798.34
	Total For Check	30607					<u>\$ 798.34</u>
07/14/2026	Payroll Period Ending 07/11/2026	30608	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Payroll Administration	100-41501-131-	\$ 231.46
	Total For Check	30608					<u>\$ 231.46</u>
07/14/2026	Payroll Period Ending 07/11/2026	30609	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 277.05
	Total For Check	30609					<u>\$ 277.05</u>
07/14/2026	Payroll Period Ending 07/11/2026	30610	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Clerk	100-41425-103-	\$ 824.76
	Total For Check	30610					<u>\$ 824.76</u>
07/14/2026	Payroll Period Ending 07/11/2026	30611	6/28/26-7/11-2026 payroll, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30611					<u>\$ 230.87</u>
07/28/2026	MN Power	30612	street light	N	Street Lighting	100-43160-381-	\$ 588.61
	Total For Check	30612					<u>\$ 588.61</u>
07/28/2026	Thurlow Hardware	30613	staining supplies for handicap ramp and entrance stairways	N	General Government Buildings and Plant	100-41940-223-	\$ 14.71
	Total For Check	30613					<u>\$ 14.71</u>
07/28/2026	Schrupp Excavating	30614	3hrs grading on July 7th, 2026 @150/hr	N	Highways and Streets	100-43101-405-	\$ 450.00
	Total For Check	30614					<u>\$ 450.00</u>
07/28/2026	Crow Wing County Highway Dept.	30615	2 mailbox support posts	N	Highways and Streets	100-43101-226-	\$ 256.32
	Total For Check	30615					<u>\$ 256.32</u>
07/28/2026	Chosen Valley Testing, Inc.	30616*	Design Phase Geological Services-2026 Veterans Street Improvements.	N	Highways and Streets	100-43101-312-	\$ 4,220.00
	Total For Check	30616					<u>\$ 4,220.00</u>
07/28/2026	TDS	30617	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.49
	Total For Check	30617					<u>\$ 178.49</u>

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<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>
07/28/2026	Ratwik, Roszak & Maloney, P.A.	30618	Inv#3518 6/24/26 Email review and response to Ag structures and uses, reviewed city code	N	City/Town Attorney	100-41610-304-	\$ 357.00
		Total For Check 30618					\$ 357.00
07/28/2026	Josie Rust	30619	mileage for recycling drop off, errand run, lumber yard for replacement steps&Sourcewell	N	Clerk	100-41425-331-	\$ 52.93
		Total For Check 30619					\$ 52.93
07/28/2026	Cassandra Delougherty	30620*	mileage for Falls Flags purchase and Sourcewell Clerk-Treasurers Network	N	Clerk	100-41425-331-	\$ 81.93
		Total For Check 30620					\$ 81.93
07/28/2026	Eric's Excavating, Inc.	30621*	Manhole Cleaning of Cottage Ave Manhole & add sewer rock	N	Highways and Streets	100-43101-310-	\$ 750.00
		Total For Check 30621					\$ 750.00
07/28/2026	Abdo LLP	30622	Invoice Number: 526948 Agreed-Upon Procedures Engagement	N	Accounting	100-41530-301-	\$ 9,000.00
		Total For Check 30622					\$ 9,000.00
07/28/2026	Payroll Period Ending 07/25/2026	30623	7/12-7/25/26 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
		Total For Check 30623					\$ 1,678.14
07/28/2026	Payroll Period Ending 07/25/2026	30624	7/12-7/25/26 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 758.59
		Total For Check 30624					\$ 758.59
07/28/2026	Payroll Period Ending 07/25/2026	30625	7/12-7/25/26 pay period	N	Clerk	100-41425-103-	\$ 772.50
		Total For Check 30625					\$ 772.50
07/28/2026	Internal Revenue Service	EFT13827654	June 2026 Q2 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,323.91
		EFT13827654				100-41501-135-	\$ 309.81
		EFT13827654				100-41501-170-	\$ 731.22
		Total For Check EFT13827654					\$ 2,364.94
07/28/2026	Crow Wing Power	EFT2978178	6/8/25 to 7/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 26.00
		Total For Check EFT2978178					\$ 26.00

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

Date Vendor
07/28/2026 WEX BANK

		Check #	Description	Void	Account Name	F-A-O-P	Total
		EFT37690722	FUEL	N	General Government Buildings and Plant	100-41940-212-	\$ 341.15
Total For Check		EFT37690722					\$ 341.15
07/28/2026	Xcel Energy	EFT608d5	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 46.48
Total For Check		EFT608d5					\$ 46.48
07/28/2026	Elan Financial Services	EFTCB1BA769	Adobe subs, PHN, fuel, shop/office sup, Com Impact & Boost sign/door, stamps	N	Recording and Reporting	100-41420-352-	\$ 236.13
		EFTCB1BA769			Clerk	100-41425-322-	\$ 78.00
		EFTCB1BA769				100-41425-433-	\$ 26.45
		EFTCB1BA769			General Government Buildings and Plant	100-41940-212-	\$ 54.41
		EFTCB1BA769			Highways and Streets	100-41940-223-903	\$ 410.43
		EFTCB1BA769			Public Works/Maintenance	100-43101-438-	\$ 6.07
		EFTCB1BA769				100-43102-215-	\$ 166.76
		EFTCB1BA769			Park Areas	100-43102-240-	\$ 42.94
Total For Check		EFTCB1BA769				100-45202-226-902	\$ 1,759.69
		EFTCB1BA769					\$ 2,780.88
07/31/2026	PERA	EFT00860720	7/12-7/25/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00860720			Payroll Administration	100-41501-121-	\$ 263.76
Total For Check		EFT00860720			Public Works/Maintenance	100-43102-115-	\$ 70.93
		EFT00860720					\$ 492.35
07/31/2026	PERA	EFT00860736	6/28-7/11/26 pay period	N	Clerk	100-41425-115-	\$ 157.66
		EFT00860736			Payroll Administration	100-41501-121-	\$ 267.94
Total For Check		EFT00860736			Public Works/Maintenance	100-43102-115-	\$ 74.55
		EFT00860736					\$ 500.15
07/31/2026	State of IA	EFT2781446	CSE 7/12- 7/25/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
Total For Check		EFT2781446					\$ 60.00
07/31/2026	State of IA	EFT2781470	CSE 6/28- 7/11/26 pay period	N	Clerk	100-41425-175-	\$ 60.00
Total For Check		EFT2781470					\$ 60.00
Total For Selected Checks							\$ 46,080.57

For the month ending:

July 31, 2026

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	286,220.59
Savings	XXXX989	107,807.94
4-year CD	XXXXX423	0.00
4 M Fund		
Bond	XXX201	150,408.37
Money Market	XXX101	111,429.43
Money Market - Street Reserves	XX102	232,757.43
CD #XXXXX612-1 (Mat. 3/17/25)		0.00
TS #XXXXX98-1 (Mat. 5/29/25)	XXX102	0.00
CD #XXXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		494,595.23

Assigned Operational (6 months)	362,187.72
Operational Reserve	0.00
Committed Funds	377,751.37
Debt Service	131,287.64
Fund Balance Total	871,226.73

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

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

O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
17,397.03		268,823.56	30485	\$141.44
		107,807.94	30561	\$46.00
0.00	0.00		30598	\$405.00
	0.00		30606	\$230.87
	0.00		30612	\$588.61
		150,408.37	30613	\$14.71
		111,429.43	30614	\$450.00
		232,757.43	30615	\$256.32
		0.00	30616	\$4,220.00
		0.00	30617	\$178.49
		0.00	30618	\$357.00
		0.00	30621	\$750.00
			30622	\$9,000.00
			30624	\$758.59

Totals 871,226.73
Cash per CTAS 871,226.73 ✓

Difference 0.00

\$17,397.03 ✓

AGENDA ITEM 4D

Disbursements Register

City of Jenkins

8/6/2026

Fund Name:	All Funds										
Date Range:	07/28/2026 To 08/06/2026										
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total				
07/28/2026	Payroll Period Ending 07/25/2026	30623	7/12-7/25/26 pay period	N	Clerk	100-41425-101-	\$ 1,678.14				
	Total For Check	30623					\$ 1,678.14				
07/28/2026	Payroll Period Ending 07/25/2026	30624	7/12-7/25/26 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 758.59				
	Total For Check	30624					\$ 758.59				
07/28/2026	Payroll Period Ending 07/25/2026	30625	7/12-7/25/26 pay period	N	Clerk	100-41425-103-	\$ 772.50				
	Total For Check	30625					\$ 772.50				
07/28/2026	Internal Revenue Service	EFT13827654*	June 2026 Q2 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,323.91				
	Total For Check	EFT13827654				100-41501-135-	\$ 309.81				
						100-41501-170-	\$ 731.22				
							\$ 2,364.94				
07/28/2026	Crow Wing Power	EFT2978178	6/8/25 to 7/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 26.00				
	Total For Check	EFT2978178					\$ 26.00				
07/28/2026	WEX BANK	EFT376907222026	FUEL	N	General Government Buildings and Plant	100-41940-212-	\$ 341.15				
	Total For Check	EFT376907222026					\$ 341.15				
07/28/2026	Xcel Energy	EFT608d5	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 46.48				
	Total For Check	EFT608d5					\$ 46.48				
07/28/2026	Elan Financial Services	EFTCB1BA769F4	Adobe subs, PHN, fuel, shop/office sup, Com Impact & Boost sign/door, stamps	N	Recording and Reporting	100-41420-352-	\$ 236.13				
		EFTCB1BA769F4			Clerk	100-41425-322-	\$ 78.00				
		EFTCB1BA769F4				100-41425-433-	\$ 26.45				
		EFTCB1BA769F4			General Government Buildings and Plant	100-41940-212-	\$ 54.41				
		EFTCB1BA769F4				100-41940-223-903	\$ 410.43				

Date Range : 7/6/2026 To 8/6/2026

<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>
07/31/2026	Wideth Smith Nolting & Assoc., Inc	Inv.247180 Veterans Street Improvements Professional Services	3017*	\$1,255.00	100-43101-303-	Highways and Streets	\$1,255.00
08/05/2026	City of Pequot Lakes	Invoice No: 2630 August 2026 Police Contract	3018	\$3,605.00	100-41110-404-	Council/Town Board	\$3,605.00
08/05/2026	On Systems Inc.	August Inv#13142 Managed services and web hosting	3019	\$288.18	100-41425-209-	Clerk	\$288.18
08/05/2026	AT & T Mobility	Roger Cell Phone	3020	\$30.00	100-43102-321-	Public Works/Maintenance	\$30.00
08/03/2026	Internal Revenue Service	July 2026 Q3 941 obligation	EFT4394218 9	\$2,423.03	100-41501-122- 100-41501-135- 100-41501-170-	Payroll Administration Payroll Administration Payroll Administration	\$1,354.16 \$316.74 \$752.13
08/06/2026	MN Power	building and grounds lights (\$434.17) street light (\$10.36)	EFT9454162- 4167	\$444.53	100-43160-381- 100-41940-381-	Street Lighting General Government Buildings and Plant	\$434.17 \$10.36
Total For Selected Claims				\$8,045.74			\$8,045.74

Date



AGENDA ITEM #

6A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: AUGUST 6TH, 2026

SUBJECT: PROPOSED ORDINANCE AMENDMENT O-26-52: DEFINITIONS, CAMPING

REPORT: THE PLANNING COMMISSION HELD A PUBLIC HEARING ON AUGUST 3, 2026, TO CONSIDER PROPOSED ORDINANCE AMENDMENT O-26-52 RELATING TO FISH HOUSES, RECREATIONAL VEHICLES, AND CAMPING REGULATIONS WITHIN THE CITY OF JENKINS. THE PUBLIC HEARING WAS OPENED AT 6:09 P.M. AND CLOSED AT 6:10 P.M. NO PUBLIC COMMENTS WERE RECEIVED.

ORDINANCE O-26-52 IS INTENDED TO PROVIDE GREATER CLARITY WITHIN THE CITY CODE REGARDING THE USE OF FISH HOUSES FOR HABITATION WHEN THEY ARE LOCATED OFF THE ICE AND TO ENSURE THAT THE CITY'S EXISTING CAMPING REGULATIONS CAN BE CONSISTENTLY APPLIED TO THESE STRUCTURES.

PROPOSED AMENDMENTS

ORDINANCE O-26-52 AMENDS CITY CODE §150.005, DEFINITIONS, AND §150.112, CAMPING. THE AMENDMENT ESTABLISHES A DEFINITION OF "FISH HOUSE" AS A MOVEABLE, CURRENTLY LICENSED STRUCTURE OF 200 SQUARE FEET OR LESS. WHEN A FISH HOUSE IS USED OFF THE ICE FOR HABITATION, IT IS CLASSIFIED AS A RECREATIONAL VEHICLE FOR PURPOSES OF THE CITY'S REGULATIONS.

THE DEFINITION OF "RECREATIONAL VEHICLE" IS ALSO AMENDED TO EXPRESSLY INCLUDE HABITABLE FISH HOUSES. SECTION 150.112 IS FURTHER CLARIFIED TO ESTABLISH THAT THE CITY'S CAMPING PROVISIONS APPLY TO FISH HOUSES LICENSED AS SUCH WHEN THEY ARE BEING USED FOR CAMPING OR HABITATION.

THESE AMENDMENTS ADDRESS AN AREA OF AMBIGUITY IN THE EXISTING ORDINANCE AND PROVIDE RESIDENTS, PROPERTY OWNERS, AND CITY STAFF WITH CLEARER GUIDANCE REGARDING HOW FISH HOUSES ARE TREATED WHEN USED FOR HABITATION AWAY FROM THE ICE.

PLANNING COMMISSION REVIEW

DURING ITS REVIEW, THE PLANNING COMMISSION DISCUSSED THE CITY'S EXISTING 14-DAY CAMPING ALLOWANCE AND THE LIMITATIONS ON THE NUMBER OF CAMPING UNITS PERMITTED AT ONE TIME.

THE COMMISSION DETERMINED THAT THE EXISTING 14-DAY LIMITATION REMAINS A REASONABLE BASELINE BECAUSE IT PRESERVES THE CITY'S ABILITY TO ADDRESS SITUATIONS IN WHICH EXTENDED CAMPING OR MULTIPLE UNITS CREATE A NUISANCE OR OTHERWISE BECOME PROBLEMATIC. AT THE SAME TIME, THE COMMISSION RECOGNIZED THAT OCCASIONAL GATHERINGS INVOLVING MULTIPLE RECREATIONAL VEHICLES, CAMPERS, OR FISH HOUSES MAY OCCUR WITHOUT CREATING ADVERSE IMPACTS.

TO PROVIDE REASONABLE FLEXIBILITY, THE COMMISSION SUPPORTED ADDING THE PHRASE: "UNLESS OTHERWISE APPROVED BY THE CITY IN ADVANCE"



AGENDA ITEM #

to §150.112(B)(1) and §150.112(C)(1). This would allow the City to approve circumstances exceeding the standard number-of-unit limitations in advance without establishing an additional formal permitting or fee structure. Following discussion, the Planning Commission unanimously voted to recommend approval of Ordinance O-26-52 to the City Council with this additional language.

The proposed amendment provides needed clarification regarding the classification and use of fish houses while maintaining the intent of the City's existing camping regulations. It also recognizes the increasingly common use of licensed fish houses as recreational camping units when located off the ice.

The additional language recommended by the Planning Commission provides the City with reasonable administrative flexibility for temporary gatherings or circumstances that may exceed the standard number of units allowed, while retaining the City's authority to address prolonged or problematic camping situations.

REQUESTED ACTION: PLEASE APPROVE, DENY, OR TABLE THE AMENDMENT AND SUMMARY ORDINANCE FOR PUBLICATION. IF TABLING, PLEASE PROVIDE STAFF WITH FURTHER DIRECTION

ORDINANCE NO. O-26-52
CITY OF JENKINS
COUNTY OF CROW WING, STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE XV 'LAND USAGE', CHAPTER 150 'LAND USE AND SUBDIVISIONS' SUBSECTIONS 150.005 'DEFINITIONS' AND 150.112 'CAMPING' OF THE JENKINS CODE OF ORDINANCES

THE CITY COUNCIL OF THE CITY OF JENKINS DOES ORDAIN AS FOLLOWS:

PURPOSE AND INTENT: THE PURPOSE AND INTENT OF THIS ORDINANCE IS TO AMEND THE JENKINS CODE OF ORDINANCES, TITLE XV: LAND USAGE, CHAPTER 150: LAND USE AND SUBDIVISIONS SUBSECTIONS 150.005: DEFINITIONS AND 150.112: "CAMPING" TO DEFINE AND REGULATE THE USE OF FISH HOUSES AS HABITABLE STRUCTURES FOR CAMPING.

SECTION 1. TITLE XV, CHAPTER 150, SUBSECTION 150.005 TITLED "DEFINITIONS" IS AMENDED TO INCLUDE:

FISH HOUSE. A STRUCTURE PLACED ON A LAKE DURING THE WINTER FOR USE IN FISHING. A STRUCTURE WILL ONLY BE CONSIDERED A FISH HOUSE IF IT IS **160 200** SQUARE FEET OR LESS, IS MOVEABLE, AND HAS A CURRENT LICENSE. **OFF-ICE USE THAT INCLUDES HABITATION OF THIS STRUCTURE SHALL BE CONSIDERED A RECREATIONAL VEHICLE.**

RECREATIONAL VEHICLE. VEHICLES FOR RECREATIONAL USE THAT CAN BE DRIVEN, TOWED, OR HAULED. THESE VEHICLES ARE DESIGNED TO BE TEMPORARY LIVING SPACE FOR CAMPING OR TRAVEL USE. RVs SHALL INCLUDE TRAVEL TRAILERS, CAMPER TRAILERS, TRUCK CAMPERS, SELF-PROPELLED MOTOR HOMES, **HABITABLE FISH HOUSES**, AND OTHER SIMILAR VEHICLES.

SECTION 2. TITLE XV, CHAPTER 150, SUBSECTION 150.112 TITLED "CAMPING" IS AMENDED TO INCLUDE:

§ 150.112 CAMPING.

(A) GENERAL.

(1) ALL RECREATIONAL VEHICLES MUST BE DESIGNED TO OPERATE ON STATE ROADS WITHOUT A SPECIAL PERMIT AND MUST HAVE A CURRENT LICENSE. **THESE PROVISIONS APPLY TO ALL RECREATIONAL VEHICLES, INCLUDING FISH HOUSES THAT ARE LICENSED AS SUCH.**

(2) NO CAMPING UNIT MAY BE PERMANENTLY PLACED OR SKIRTED.

(3) ALL CAMPING UNITS MUST BE ABLE TO BE MOVED READILY.

(4) CAMPING UNITS MUST MEET DWELLING SETBACK REQUIREMENTS.

(5) PRIOR TO PLACING A CAMPING UNIT, THE OCCUPANT MUST HAVE THE PERMISSION OF THE PROPERTY OWNER. THE PERMISSION MUST BE WRITTEN WHEN THE PROPERTY OWNER IS NOT AVAILABLE ONSITE.

(B) PROPERTIES WITH PRINCIPAL STRUCTURES.

(1) THERE SHALL BE A MAXIMUM OF TWO UNITS ALLOWED AT ANY ONE TIME **UNLESS OTHERWISE APPROVED BY THE CITY IN ADVANCE.**

(2) NO INDIVIDUAL CAMPING UNIT MAY BE PLACED FOR USE LONGER THAN 14 DAYS WITHIN ANY 60 DAYS.

(3) ONE CAMPING UNIT MAY BE ALLOWED IN OUTSIDE STORAGE. THAT UNIT MAY BE STORED YEAR ROUND.

(C) PROPERTIES WITHOUT PRINCIPAL STRUCTURES.

(1) THERE SHALL BE A MAXIMUM OF TWO UNITS ALLOWED AT ANY ONE TIME **UNLESS OTHERWISE APPROVED BY THE CITY IN ADVANCE.**

(2) EACH INDIVIDUAL CAMPING UNIT IS ALLOWED FOR 14 DAYS IN ANY ONE CALENDAR YEAR WITHOUT A PERMIT.

(3) A PERMIT IS REQUIRED FOR CAMPING UNITS ESTABLISHED FOR MORE THAN 14 DAYS IN ANY ONE CALENDAR YEAR. THE MAXIMUM TIME AN INDIVIDUAL UNIT CAN BE ESTABLISHED IS NINE MONTHS IN ANY ONE CALENDAR YEAR.

(4) ONE PERMIT PER PARCEL PER CALENDAR YEAR IS ALLOWED.

(5) A PERMIT FOR A CAMPING UNIT REQUIRES INSTALLATION OF A PERMANENT SEWAGE TREATMENT SYSTEM.

(D) PROPERTIES WHERE A PRINCIPAL STRUCTURE IS BEING CONSTRUCTED.

(1) CAMPING UNITS ARE ALLOWED IN CONJUNCTION WITH A LAND USE PERMIT FOR CONSTRUCTION OF A PRINCIPAL STRUCTURE.

(2) CAMPING UNITS ARE ALLOWED UP TO 12 MONTHS DURING CONSTRUCTION, WITH EXTENSION FOR AN ADDITIONAL 12 MONTHS IN CONJUNCTION WITH EXTENSION OF A ZONING PERMIT.

(ORD. PASSED 4-10-2017) PENALTY, SEE § 150.999

SECTION 3. REPEAL: THIS ORDINANCE SHALL REPEAL ALL ORDINANCES INCONSISTENT HERewith.

SECTION 4. EFFECTIVE DATE: THIS ORDINANCE AMENDMENT SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE AND PUBLICATION ACCORDING TO STATE LAW. PASSED BY THE JENKINS CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, THIS ____ DAY OF _____ 2026.

ANDREW RUDLANG, MAYOR

ATTEST:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

**Summary Ordinance for Publication
ORDINANCE NO. O-26-52**

**AN ORDINANCE AMENDING TITLE XV LAND USAGE, CHAPTER 150 LAND USE AND
SUBDIVISIONS SUBSECTIONS 150.005: DEFINITIONS, AND 150.112 “CAMPING” OF THE
JENKINS CODE OF ORDINANCES**

The City Council of the City of Jenkins, Minnesota has approved this summary publication of Ordinance #O-26-52, which amends the Jenkins Code of Ordinances, Title XV: LAND USAGE, Chapter 150: LAND USE AND SUBDIVISIONS Subsections 150.005: DEFINITIONS, , and 150.112 “CAMPING” to define and regulate the use of “FISH HOUSES” and “RECREATIONAL VEHICLES”, while protecting the property rights of the citizens of the City of Jenkins.

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

Dated this ____ day of _____, 2026.

Cassandra M. Delougherty
City Clerk-Treasurer
City of Jenkins

AUGUST 3RD, 2026
JENKINS PLANNING COMMISSION MEETING AND PUBLIC HEARINGS
MEETING MINUTES

CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AND THE PLEDGE OF ALLEGIANCE WAS RECITED.

ROLL CALL

PRESENT: COMMISSION CHAIRMAN STRICKER; COMMISSIONERS GOERGES, ROMAN SILTMAN, DERKSEN, AND DEBBIE SILTMAN; CITY CLERK/ZONING ADMINISTRATOR CASSANDRA DELOUGHERTY.

NEW PLANNING COMMISSION MEETING ATTENDANCE RECORD

DELOUGHERTY INTRODUCED A NEW MEETING ATTENDANCE RECORD FORM FOR ALL COMMISSIONERS TO SIGN, NOTING THAT A RECENT AGREED-UPON PROCEDURES ENGAGEMENT (A MINIATURE AUDIT) HAD IDENTIFIED THAT CERTAIN DISBURSEMENTS—SPECIFICALLY ANNUAL PLANNING COMMISSIONER COMPENSATION AND THE AT&T MOBILITY PAYMENT FOR A CELL PHONE—LACKED SUPPORTING DOCUMENTATION AT THE TIME OF PAYMENT. THE UPDATED ATTENDANCE RECORD INCLUDES A NOTATION THAT COMPENSATION AMOUNTS ARE AUTHORIZED BY CITY COUNCIL ORDINANCE. COMMISSIONERS WERE ASKED TO SIGN AND DATE THE FORM.

APPROVAL

THE COMMISSION REVIEWED THE MINUTES FROM THE JULY 6TH, 2026 PLANNING COMMISSION MEETING & PUBLIC HEARINGS (ORD AMNDMT O-26-51)

DELOUGHERTY PRESENTED A CORRECTED FIRST PAGE OF THE JULY 6, 2026 MEETING MINUTES FOR COMMISSION REVIEW. THE FOLLOWING CORRECTIONS WERE NOTED: THE MINUTES HAD INCORRECTLY IDENTIFIED WHO CALLED THE MEETING TO ORDER, WHICH HAS BEEN CORRECTED TO REFLECT "COMMISSION CHAIRMAN"; TWO INDIVIDUALS—COMMUNITY DEVELOPMENT ADMINISTRATOR KATIE KOSTOHRYZ AND ONE COMMISSIONER—WERE INCORRECTLY LISTED AS PRESENT WHEN THEY WERE NOT; AND THE FINAL SENTENCE UNDER MISCELLANEOUS/COMMUNICATION, WHICH STATED THAT A REPLACEMENT COMMISSIONER MUST BE "A CITY RESIDENT OR A BUSINESS OWNER," WAS TO BE STRICKEN OF THE PHRASE "OR A BUSINESS OWNER," AS THAT LANGUAGE WAS NOT DISCUSSED AND THE COMMISSION DID NOT INTEND TO INCLUDE BUSINESS OWNERS AS ELIGIBLE CANDIDATES.

MOTION TO APPROVE THE CHANGES TO THE JULY 6TH, 2026 MEETING MINUTES WAS MADE BY GEORGES AND SECONDED BY ROMAN SILTMAN. ALL VOTED AYE.

PUBLIC HEARING

PROPOSED ORDINANCE AMENDMENT O-26-52 "FISH HOUSE," "RECREATIONAL VEHICLE," AND "CAMPING"

I. OPEN HEARING FOR PUBLIC COMMENT AT 6:09 PM

THE PUBLIC HEARING WAS OPENED.

II. CLOSE PUBLIC HEARING AT 6:10 PM

NO PUBLIC COMMENT WAS RECEIVED. THE PUBLIC HEARING WAS CLOSED.

III. PLANNING COMMISSION DELIBERATION

DELOUGHERTY PRESENTED THE STAFF REPORT ON PROPOSED ORDINANCE AMENDMENT O-26-52, WHICH AMENDS CITY CODE §150.005 (DEFINITIONS) AND §150.112 (CAMPING). THE AMENDMENT ADDS A DEFINITION OF "FISH HOUSE" AS A STRUCTURE OF 200 SQUARE FEET OR LESS THAT IS MOVEABLE AND CURRENTLY LICENSED, CLARIFYING THAT OFF-ICE USE OF SUCH A STRUCTURE FOR HABITATION SHALL CAUSE IT TO BE CLASSIFIED AS A RECREATIONAL VEHICLE. THE AMENDMENT ALSO UPDATES THE DEFINITION OF "RECREATIONAL VEHICLE" TO EXPLICITLY INCLUDE HABITABLE FISH HOUSES AND ADDS CLARIFYING LANGUAGE TO THE CAMPING CHAPTER STATING THAT ALL CAMPING PROVISIONS APPLY TO FISH HOUSES LICENSED AS SUCH.

THE COMMISSION CONFIRMED THAT THE PROPOSED LANGUAGE WAS CONSISTENT WITH THE DIRECTION PROVIDED AT THE PRIOR MEETING, INCLUDING THE PREVIOUSLY APPROVED MODIFICATION INCREASING THE FISH HOUSE SIZE THRESHOLD FROM 160 TO 200 SQUARE FEET.

DISCUSSION TURNED TO THE 14-DAY CAMPING ALLOWANCE AND MAXIMUM NUMBER OF UNITS ALLOWED AT ANY ONE TIME FOR PROPERTIES WITHOUT A PRINCIPAL STRUCTURE (§150.112(C)(1) AND(C)(2)). COMMISSIONERS ACKNOWLEDGED THAT WHILE OCCASIONAL WEEKEND GATHERINGS WITH MULTIPLE ICE CASTLES OR CAMPING UNITS ON A PROPERTY ARE COMMON AND GENERALLY NOT PROBLEMATIC, THE CURRENT ORDINANCE TECHNICALLY PROHIBITS SUCH ACTIVITY WITHOUT A PERMIT. THE COMMISSION DISCUSSED A NEARBY PROPERTY THAT HAD RECENTLY SOLD AND BEGAN HOSTING MULTIPLE ICE CASTLES AND NUMEROUS VEHICLES, ILLUSTRATING THE TYPE OF SITUATION THE ORDINANCE IS INTENDED TO ADDRESS.

THE COMMISSION REACHED A CONSENSUS THAT THE EXISTING 14-DAY LIMIT IS A REASONABLE BASELINE PROVISION TO RETAIN, AS IT PROVIDES ENFORCEMENT AUTHORITY IF A SITUATION BECOMES A GENUINE NUISANCE. HOWEVER, MEMBERS SUPPORTED ADDING LANGUAGE TO BOTH §150.112(B)(1) AND §150.112(C)(1) ALLOWING THE CITY TO GRANT APPROVAL BEYOND THE CURRENT LIMITATIONS OF THE MAXIMUM NUMBER OF UNITS ALLOWED AT ANY ONE TIME WITHOUT ESTABLISHING A FORMAL FEE STRUCTURE. THE PROPOSED LANGUAGE AGREED UPON WAS "UNLESS OTHERWISE APPROVED BY THE CITY IN ADVANCE." DELOUGHERTY INDICATED SHE WOULD DRAFT A SIMPLE APPROVAL FORM FOR COMMISSION REVIEW AT THE NEXT MEETING.

IV. PLANNING COMMISSION ACTION

MOTION TO RECOMMEND APPROVAL OF PROPOSED ORDINANCE AMENDMENT O-26-52 TO THE CITY COUNCIL, WITH THE ADDITION OF THE PHRASE "UNLESS OTHERWISE APPROVED BY THE CITY IN ADVANCE" TO SECTIONS (B)(1) AND (C)(1) OF §150.112, WAS MADE BY ROMAN SILTMAN AND SECONDED BY GEORGES ALL VOTED AYE.

UNFINISHED BUSINESS

REVIEW OF AGRICULTURAL USES AND AGRICULTURAL STRUCTURES

I. REVIEW OF NEIGHBORING CITIES

DELOUGHERTY HAD COMPILED DEFINITIONS OF AGRICULTURAL USE, AGRICULTURAL STRUCTURE, ACCESSORY STRUCTURE, AND PRINCIPAL STRUCTURE/USE FROM THE CITIES OF EMILY, BREEZY POINT, PEQUOT LAKES, NISSWA, LAKE SHORE, PINE RIVER, AND FIFTY LAKES, AS WELL AS CROW WING COUNTY. THESE WERE PROVIDED FOR THE COMMISSION'S REFERENCE IN EVALUATING HOW JENKINS'S ORDINANCE COMPARES TO NEIGHBORING MUNICIPALITIES.

II. MAYOR'S LETTER

THE COMMISSION REVIEWED A LETTER FROM MAYOR ANDREW RUDLANG, DATED JULY 6, 2026. THE MAYOR EXPRESSED SUPPORT FOR THE RECENT REMOVAL OF "WAREHOUSING, PRIVATE" FROM THE LAND USE MATRIX AND ENCOURAGED THE COMMISSION TO CONSIDER A NARROWLY TAILORED ORDINANCE AMENDMENT THAT WOULD ALLOW A SINGLE NON-COMMERCIAL STORAGE BUILDING ON LARGER PARCELS IN AGRICULTURAL OR RURAL RESIDENTIAL ZONING DISTRICTS, SUBJECT TO CLEAR STANDARDS AND SAFEGUARDS. THE MAYOR NOTED THAT THE CURRENT FRAMEWORK'S HEAVY RELIANCE ON THE PRINCIPAL STRUCTURE REQUIREMENT MAY BE UNNECESSARILY BURDENSOME FOR OWNERS OF LARGE RURAL PARCELS WHO HAVE MINIMAL LAND USE IMPACT, WHILE STILL BEING APPROPRIATE FOR SMALLER RESIDENTIAL LOTS IN DENSER AREAS OF THE CITY.

III. AG STRUCTURE PROCESS REPORT

DELOUGHERTY PRESENTED THE PROPOSED PROCESS FOR AGRICULTURAL PARCEL BUILDING (AGENDA ITEM 5A-III), A DRAFT PROCEDURAL DOCUMENT OUTLINING HOW AN AGRICULTURAL STRUCTURE APPLICATION SHOULD MOVE THROUGH THE CITY'S ESTABLISHED LAND USE REVIEW PROCESS. THE DOCUMENT WAS PREPARED IN RESPONSE TO A PENDING APPLICATION FROM A PROPERTY OWNER SEEKING TO CONSTRUCT A STORAGE BUILDING ON A 40-ACRE AGRICULTURALLY ZONED PARCEL. DELOUGHERTY NOTED THAT THE GENTLEMAN HAD SUBMITTED AN APPLICATION BUT HAD NOT YET PAID THE REQUIRED FEE DUE TO PENDING PERSONAL MATTERS, AND THEREFORE NO PERMIT HAD BEEN APPROVED. THE DOCUMENT WAS STILL IN DRAFT FORM PENDING REVIEW BY THE CITY ATTORNEY.

THE COMMISSION DISCUSSED THE CORE CHALLENGE: THE TERM "AGRICULTURAL STRUCTURE" IS PERMITTED IN THE AGRICULTURAL DISTRICT UNDER THE LAND USE MATRIX (§150.038) BUT IS

NOT DEFINED ANYWHERE IN THE CITY CODE, AND THE CITY ATTORNEY HAD ADVISED THAT THE ORDINANCE AS WRITTEN IS TOO VAGUE TO BE RELIABLY ENFORCED. A PROPERTY OWNER COULD THEORETICALLY CLAIM ANY STORAGE BUILDING QUALIFIES AS AN AGRICULTURAL STRUCTURE—FOR EXAMPLE, BY STATING THEY STORE A TRACTOR INSIDE OR INTEND TO PLANT TREES ON THE PROPERTY—AND THE CITY WOULD HAVE DIFFICULTY REFUTING THAT CLAIM.

ONE COMMISSIONER EXPRESSED THE VIEW THAT REQUIRING A WELL AND SEPTIC SYSTEM (SSTS DESIGN) AS A PREREQUISITE TIED TO THE PRINCIPAL STRUCTURE REQUIREMENT IS THE MOST DEFENSIBLE WAY TO PREVENT THE "AGRICULTURAL STRUCTURE" CLASSIFICATION FROM BEING USED AS A LOOPHOLE TO BUILD STORAGE WITHOUT RESIDENTIAL INFRASTRUCTURE. DELOUGHERTY NOTED THAT SEPTIC REQUIREMENTS FOR SEASONAL OR LOW-USE STRUCTURES CAN BE RELATIVELY MODEST AND INEXPENSIVE, AND THAT IT MAY BE POSSIBLE TO DEFINE PRINCIPAL STRUCTURE TO REQUIRE AT MINIMUM A WELL AND SSTS DESIGN APPROVAL.

THE COMMISSION ALSO DISCUSSED THE POSSIBILITY OF SIMPLY REMOVING "AGRICULTURAL STRUCTURE" AS A LAND USE CATEGORY ALTOGETHER. UNDER THAT APPROACH, ANY STRUCTURE BUILT ON AN AGRICULTURAL PARCEL WITHOUT A PRINCIPAL STRUCTURE WOULD DEFAULT TO BEING AN ACCESSORY STRUCTURE, WHICH ALREADY REQUIRES A PRINCIPAL STRUCTURE TO BE ESTABLISHED FIRST. THIS WOULD ELIMINATE THE DEFINITIONAL AMBIGUITY WITHOUT REQUIRING THE CITY TO CRAFT NEW, POTENTIALLY UNENFORCEABLE DEFINITIONS OF WHAT CONSTITUTES GENUINE AGRICULTURAL ACTIVITY.

IV. AG STRUCTURE FLOW CHART

THE CONCEPTUAL FLOW CHART FOR THE JENKINS AGRICULTURAL PARCEL BUILDING PERMIT PROCESS WAS REVIEWED. THE DOCUMENT MAPS THE DECISION PATHS FROM FORMAL APPLICATION SUBMISSION THROUGH STAFF REVIEW, POTENTIAL APPROVAL OR DENIAL, BOARD OF ADJUSTMENT APPEAL, AND JUDICIAL REVIEW.

V. MAP & LIST OF AG-ZONED PROPERTIES UNDER 10 ACRES

DELOUGHERTY PRESENTED MAPS AND A LIST OF THE 10 AGRICULTURALLY ZONED PARCELS WITHIN THE CITY LIMITS THAT ARE BELOW THE 10-ACRE MINIMUM LOT SIZE REQUIREMENT. STAFF NOTED THAT 6 OF THE 10 ORIGINATE FROM THE BEAN ESTATE PLAT, APPROVED IN JUNE 2024 AT A TIME WHEN THE MINIMUM LOT SIZE WAS ONLY 2 ACRES; THE MINIMUM WAS SUBSEQUENTLY INCREASED TO 10 ACRES IN DECEMBER 2024. TWO ADDITIONAL ODD-SHAPED PARCELS NEAR CO. RD. 145 WERE SPLIT FROM A PREVIOUSLY UNDIVIDED INTEREST WHEN THE PROPERTY WAS INHERITED. THESE 10 PARCELS ARE CONSIDERED LEGALLY NON-CONFORMING. STAFF RECOMMENDED INITIATING A REZONE OF THESE PROPERTIES TO EITHER RURAL RESIDENTIAL (RR) OR SINGLE FAMILY RESIDENTIAL (R-1).

THE COMMISSION DISCUSSED THE DISTINCTION BETWEEN THE TWO ZONING CLASSIFICATIONS. RURAL RESIDENTIAL ALLOWS A 2-ACRE MINIMUM LOT SIZE WITH 20% MAXIMUM LOT COVERAGE, WHILE SINGLE FAMILY RESIDENTIAL (R-1) REQUIRES A 20,000 SQUARE FOOT MINIMUM LOT SIZE

WITH 30% MAXIMUM IMPERVIOUS SURFACE. GIVEN THE NATURE AND LOCATION OF THE PARCELS—NEAR EXISTING RURAL RESIDENTIAL DEVELOPMENT ALONG CO. RD. 145 AND SIMILAR IN CHARACTER TO PROPERTIES ALREADY ZONED RR ON HALF MILE ROAD—THE COMMISSION EXPRESSED A PREFERENCE FOR REZONING TO RURAL RESIDENTIAL RATHER THAN R-1, WHICH WOULD KEEP THE TRANSITION INCREMENTAL RATHER THAN JUMPING TWO ZONING CLASSIFICATIONS.

REVIEW OF THE PARCEL LIST INDICATED THAT APPROXIMATELY HALF OF THE 10 PARCELS APPEARED TO LACK ANY EXISTING STRUCTURES, THOUGH DELOUGHERTY NOTED SHE HAD NOT YET CONFIRMED OWNERSHIP CONNECTIONS THAT MIGHT TIE VACANT PARCELS TO ADJACENT DEVELOPED PARCELS. STAFF COMMITTED TO RESEARCHING OWNERSHIP MORE THOROUGHLY BEFORE THE RECOMMENDATION GOES TO COUNCIL.

MOTION TO INITIATE A REZONE OF THE AGRICULTURALLY ZONED PARCELS UNDER 10 ACRES TO RURAL RESIDENTIAL (RR) AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL WAS MADE BY ROMAN SILTMAN AND SECONDED BY GEORGES ALL VOTED AYE.

THE BROADER DISCUSSION ON AGRICULTURAL STRUCTURES AND THE QUESTION OF WHETHER TO REMOVE, RETAIN, OR REDEFINE "AGRICULTURAL STRUCTURE" IN THE LAND USE MATRIX WAS NOT RESOLVED AT THIS MEETING. THE COMMISSION EXPRESSED GENERAL SUPPORT FOR THE IDEA OF REMOVING THE AGRICULTURAL STRUCTURE CLASSIFICATION ENTIRELY AS THE CLEANEST SOLUTION, WHILE ACKNOWLEDGING THE MATTER WARRANTED FURTHER INPUT, INCLUDING GUIDANCE FROM THE CITY ATTORNEY. THE COMMISSION ALSO EXPRESSED INTEREST IN FORWARDING THE DISCUSSION TO THE CITY COUNCIL GIVEN THE BROADER POLICY IMPLICATIONS. NO FORMAL ACTION WAS TAKEN ON THIS SUB-ITEM AT THIS MEETING.

NEW BUSINESS

NOTICE OF POSSIBLE QUORUM

I. PEQUOT MANUFACTURING OPEN HOUSE & DAD FEST

DELOUGHERTY NOTED THAT A NOTICE OF POSSIBLE QUORUM HAD BEEN PUBLISHED IN ACCORDANCE WITH OPEN MEETING LAW REQUIREMENTS. TWO UPCOMING COMMUNITY EVENTS WERE IDENTIFIED AT WHICH A QUORUM OF ELECTED AND APPOINTED CITY OFFICIALS MAY BE PRESENT: THE PEQUOT MANUFACTURING OPEN HOUSE AT 33040 ASPENWOOD DRIVE ON THURSDAY, AUGUST 6, 2026, FROM 3:00–6:00 PM, AND A VFW-HOSTED DAD'S FEST/DAD'S DAY CELEBRATION THROUGHOUT THE CITY OF JENKINS ON SATURDAY, AUGUST 15, 2026. NO CITY BUSINESS WILL BE CONDUCTED AT EITHER EVENT.

THE COMMISSION ALSO BRIEFLY DISCUSSED A PENDING PARCEL SALE AND SUBDIVISION INVOLVING PEQUOT MANUFACTURING AND A NEIGHBORING PROPERTY OWNER (THE STRICKER FAMILY). THE PROPERTY OWNER INTENDS TO SELL A PORTION OF THEIR ACREAGE TO PEQUOT MANUFACTURING TO FACILITATE THE COMPANY'S EXPANSION WHILE RETAINING A REMNANT HOMESTEAD PARCEL AND

PRESERVING AN EXISTING TRAIL THAT RUNS THROUGH THE PROPERTY. DELOUGHERTY NOTED THAT THE PARTIES HAD APPROACHED THE MATTER DILIGENTLY, HAVING COMPLETED A SURVEY AND LEGAL DESCRIPTIONS IN ADVANCE, AND THAT THE CITY WOULD BE KEPT APPRISED AS THE MATTER PROGRESSES THROUGH THE COUNTY AND FORMAL LAND USE PROCESS.

MISCELLANEOUS/COMMUNICATION

ZONING ADMINISTRATOR'S REPORT

DELOUGHERTY PRESENTED THE ZONING ADMINISTRATOR'S REPORT. KEY ITEMS INCLUDED:

PERMITS ISSUED: A PERMIT FOR A RESIDENTIAL STORAGE BUILDING ON TBD GOPHER TRAIL WAS PENDING RECEIPT OF PAYMENT PRIOR TO APPROVAL.

PENDING APPLICATIONS: THE POTENTIAL RESIDENTIAL STORAGE REZONE AND COMMON INTEREST COMMUNITY APPLICATION IS CURRENTLY ON HOLD; THE PROSPECTIVE PURCHASER HAS ACQUIRED A LOT IN THE EXISTING RESIDENTIAL STORAGE DISTRICT ON WILBUR TRAIL AND IS EVALUATING WHETHER TO PROCEED WITH A REZONE OF A SEPARATE 5-ACRE SHORELAND PARCEL. AN ACCESSORY DWELLING ON CEMETERY ROAD IS PROGRESSING—THE SSTS DESIGN HAS BEEN APPROVED, AND THE OWNER AND CONTRACTOR NEED TO FILE THE FORMAL LAND USE APPLICATION. THE AGRICULTURAL STRUCTURE APPLICATION ON THE 40-ACRE PARCEL REMAINS PENDING RECEIPT OF APPLICATION FEE.

ZONING COMPLIANCE: A FORMAL CITIZEN CONCERN WAS FILED REGARDING THISTLES GOING TO SEED ON A RECENTLY SOLD PARCEL ALONG CO. RD. 145. DELOUGHERTY COORDINATED WITH SOURCEWELL, CROW WING COUNTY SOIL AND WATER CONSERVATION, AND THE COUNTY'S WEED INSPECTOR TO DETERMINE THE APPROPRIATE REGULATORY PATH. THE THISTLES WERE ULTIMATELY DETERMINED NOT TO BE OF A PROHIBITED SPECIES, BUT THE PROPERTY OWNER WAS CONTACTED AND RESPONDED COOPERATIVELY, INDICATING THAT THE FIELD WOULD BE ADDRESSED WITHIN A FEW DAYS AND MANAGED GOING FORWARD TO PREVENT SEEDING. THE MATTER WAS RESOLVED WITHOUT FORMAL ENFORCEMENT ACTION.

LAWFUL GAMBLING ORDINANCE: DELOUGHERTY INFORMED THE COMMISSION THAT WHEN THE CITY'S LAWFUL GAMBLING TAX WAS REPEALED, THE REPEAL INADVERTENTLY ELIMINATED THE ENTIRE GAMBLING ORDINANCE RATHER THAN JUST THE TAX PROVISIONS. AS A RESULT, THE CITY'S CODE TECHNICALLY DOES NOT CURRENTLY AUTHORIZE LAWFUL GAMBLING ACTIVITIES, WHICH WAS NOT THE INTENT. DELOUGHERTY INDICATED SHE WILL BRING THE MATTER TO THE CITY COUNCIL TO ADDRESS THE GAP AND RESTORE THE ORDINANCE FRAMEWORK THAT ALLOWS NONPROFITS TO CONDUCT LAWFUL GAMBLING, NOTING THAT THE CITY RECENTLY RECEIVED A \$2,000 DONATION FROM THE VFW TO THE JENKINS PARK DEVELOPMENT COMMITTEE—THE FIRST SUCH DONATION SINCE THE TAX REPEAL.

VETERANS STREET PROJECT: THE ANDERSON BROTHERS CONSTRUCTION START DATE FOR THE VETERANS STREET PROJECT HAS BEEN PUSHED TO AUGUST 17, 2026 TO AVOID DISRUPTING THE DAD'S FEST COMMUNITY EVENT PLANNED FOR AUGUST 15TH.

MOTION TO ACCEPT AND PLACE ON FILE THE ZONING ADMINISTRATOR'S REPORT AS PRESENTED, INCLUDING UPDATES ON PERMIT ACTIVITY, PENDING LAND USE APPLICATIONS, ZONING COMPLIANCE MATTERS, THE LAWFUL GAMBLING ORDINANCE ISSUE, AND THE VETERANS STREET PROJECT CONSTRUCTION SCHEDULE WAS MADE BY ROMAN SILTMAN AND SECONDED BY DEBBIE SILTMAN. GEORGES AND STRICKER ABSTAINED. MOTION CARRIED.

ADJOURNMENT

THE MEETING WAS ADJOURNED AT 7:28 PM.

MOTION TO ADJOURN THE MEETING WAS MADE BY GEORGES AND SECONDED BY ROMAN SILTMAN.



AGENDA ITEM #

6B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: APRIL 23RD, 2026

SUBJECT: RESOLUTION No. 26-08-343 – REAFFIRMING AND UPDATING WRITE-IN VOTE
COUNTING REQUIREMENTS

REPORT: THE PURPOSE OF THIS REPORT IS TO RECOMMEND THAT THE CITY COUNCIL ADOPT RESOLUTION No. 26-08-343 TO REAFFIRM THE CITY OF JENKINS' EXISTING POLICY GOVERNING THE INDIVIDUAL RECORDING OF WRITE-IN VOTES AND TO UPDATE THAT POLICY TO REFLECT A CHANGE IN MINNESOTA ELECTION LAW.

THE CITY COUNCIL PREVIOUSLY ADOPTED RESOLUTION No. 24-07-292 ON JULY 8, 2024. THAT RESOLUTION WAS ADOPTED PURSUANT TO MINNESOTA STATUTE § 204B.09, SUBDIVISION 3 AND ESTABLISHED A PROCEDURE REQUIRING A WRITE-IN CANDIDATE TO SUBMIT A WRITTEN REQUEST IN ORDER FOR VOTES CAST FOR THAT CANDIDATE TO BE INDIVIDUALLY RECORDED.

REASON FOR REAFFIRMING THE RESOLUTION

THE UNDERLYING PURPOSE AND POLICY ESTABLISHED BY THE CITY COUNCIL IN 2024 HAVE NOT CHANGED. THE CITY CONTINUES TO HAVE AN INTEREST IN ENSURING THAT ELECTION OFFICIALS ARE NOT REQUIRED TO EXPEND UNNECESSARY TIME AND RESOURCES INDIVIDUALLY RECORDING WRITE-IN VOTES FOR INDIVIDUALS WHO HAVE NOT INDICATED A BONA FIDE INTENTION TO SEEK MUNICIPAL OFFICE.

HOWEVER, THE MINNESOTA LEGISLATURE HAS AMENDED THE STATUTORY DEADLINE APPLICABLE TO A CANDIDATE'S WRITTEN REQUEST.

THE CITY'S EXISTING RESOLUTION No. 24-07-292 STATES THAT A CANDIDATE WISHING TO HAVE WRITE-IN VOTES INDIVIDUALLY RECORDED MUST SUBMIT A WRITTEN REQUEST **NO LATER THAN THE SEVENTH DAY BEFORE THE MUNICIPAL ELECTION.**

MINNESOTA STATUTE § 204B.09, SUBDIVISION 3 NOW ESTABLISHES THE APPLICABLE DEADLINE AS **NO LATER THAN THE NINETEENTH DAY BEFORE THE CITY ELECTION.**

BECAUSE THE CITY'S EXISTING RESOLUTION CONTAINS THE FORMER STATUTORY DEADLINE, STAFF RECOMMENDS THAT THE COUNCIL FORMALLY REAFFIRM ITS POLICY THROUGH ADOPTION OF A NEW RESOLUTION RATHER THAN CONTINUING TO RELY UPON A RESOLUTION CONTAINING AN OUTDATED DEADLINE.



AGENDA ITEM

RESOLUTION NO. 26-08-343

PROPOSED RESOLUTION NO. 26-08-343 MAINTAINS THE SUBSTANCE AND INTENT OF THE CITY'S EXISTING WRITE-IN VOTE COUNTING POLICY WHILE UPDATING THE PROCEDURAL REQUIREMENTS TO CONFORM WITH CURRENT MINNESOTA LAW.

UNDER THE UPDATED RESOLUTION, A CANDIDATE WISHING TO HAVE THE CANDIDATE'S WRITE-IN VOTES INDIVIDUALLY RECORDED MUST FILE THE REQUIRED WRITTEN REQUEST WITH THE CITY'S CHIEF ELECTION OFFICIAL **NO LATER THAN THE NINETEENTH DAY BEFORE THE CITY ELECTION.**

THE PROPOSED RESOLUTION ALSO EXPRESSLY SUPERSEDES RESOLUTION NO. 24-07-292 SO THAT THERE IS ONE CURRENT AND CLEARLY APPLICABLE CITY RESOLUTION GOVERNING THIS PROCESS.

WHY FORMAL COUNCIL ACTION IS RECOMMENDED

ADOPTING A NEW RESOLUTION PROVIDES A CLEAR MUNICIPAL RECORD THAT THE CITY COUNCIL:

1. CONTINUES TO SUPPORT THE POLICY PREVIOUSLY ADOPTED REGARDING THE INDIVIDUAL RECORDING OF WRITE-IN VOTES;
2. RECOGNIZES AND INCORPORATES THE CHANGE IN MINNESOTA ELECTION LAW;
3. ESTABLISHES THE NINETEENTH-DAY DEADLINE IN THE CITY'S OFFICIAL ELECTION PROCEDURES;
4. ELIMINATES POTENTIAL CONFUSION THAT COULD RESULT FROM RELYING UPON A PRIOR RESOLUTION CONTAINING THE FORMER SEVENTH-DAY DEADLINE; AND
5. PROVIDES CLEAR DIRECTION TO CITY ELECTION OFFICIALS, CANDIDATES, AND THE PUBLIC REGARDING THE REQUIREMENTS APPLICABLE TO WRITE-IN CANDIDACIES.

THIS ACTION DOES **NOT REPRESENT A CHANGE IN THE COUNCIL'S UNDERLYING POLICY** REGARDING WRITE-IN VOTE COUNTING. RATHER, IT REAFFIRMS THE POLICY ALREADY ADOPTED BY THE CITY COUNCIL AND UPDATES THE CITY'S RESOLUTION SO THAT ITS PROCEDURES ARE CONSISTENT WITH CURRENT STATE LAW.

REQUESTED ACTION: STAFF REQUESTS THAT THE CITY COUNCIL ADOPT **RESOLUTION NO. 26-08-343, A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING**, THEREBY REAFFIRMING THE CITY'S EXISTING POLICY, INCORPORATING THE CURRENT STATUTORY DEADLINE, AND SUPERSEDING RESOLUTION NO. 24-07-292.

CITY OF JENKINS
RESOLUTION NO. 26-08-343

A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING.

WHEREAS, MINNESOTA STATUTE § 204B.09, SUBD. 3 AUTHORIZES A CITY TO ADOPT A RESOLUTION GOVERNING THE COUNTING OF WRITE-IN VOTES;

WHEREAS, A CITY THAT ADOPTS A RESOLUTION GOVERNING THE COUNTING OF WRITE-IN VOTES MUST ADOPT THE RESOLUTION AND THE CITY CLERK MUST NOTIFY THE COUNTY AUDITOR BEFORE THE FIRST DAY OF FILING FOR OFFICE;

WHEREAS, MINNESOTA STATUTE § 204B.09, SUBD. 3 HAS BEEN AMENDED TO PROVIDE THAT A CANDIDATE SEEKING TO HAVE WRITE-IN VOTES INDIVIDUALLY RECORDED MUST FILE A WRITTEN REQUEST WITH THE CHIEF ELECTION OFFICIAL NO LATER THAN THE NINETEENTH DAY BEFORE THE CITY ELECTION;

WHEREAS, CITY ELECTION OFFICIALS SPEND CONSIDERABLE TIME AND RESOURCES COUNTING AND INDIVIDUALLY RECORDING WRITE-IN VOTES CAST, MANY OF WHICH MAY NOT REPRESENT BONA FIDE CANDIDACIES; AND

WHEREAS, IN ORDER TO CONSERVE CITY TIME AND RESOURCES, IT IS IN THE BEST INTEREST OF THE CITY OF JENKINS TO GOVERN THE COUNTING OF WRITE-IN VOTES CONSISTENT WITH MINNESOTA STATUTE § 204B.09, SUBD. 3.

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

ANY CANDIDATE WISHING TO HAVE THE CANDIDATE'S WRITE-IN VOTES INDIVIDUALLY RECORDED MUST FILE A WRITTEN REQUEST WITH THE CITY'S CHIEF ELECTION OFFICIAL NO LATER THAN THE NINETEENTH DAY BEFORE ANY CITY ELECTION.

BE IT FURTHER RESOLVED, THAT THIS RESOLUTION SUPERSEDES RESOLUTION No. 24-07-292 AND, PURSUANT TO MINNESOTA STATUTE § 204B.09, SUBD. 3, SHALL REMAIN IN EFFECT UNTIL A SUBSEQUENT RESOLUTION ON THE SAME SUBJECT IS ADOPTED BY THE CITY OF JENKINS.

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

ANDREW J. RUDLANG, MAYOR

ATTESTED:

CASSANDRA DELOUGHERTY, CITY CLERK-TREASURER



AGENDA ITEM #

6c

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: AUGUST 6TH, 2026

SUBJECT: SOURCEWELL COMMUNITY IMPACT GRANT-CITY HALL EXTERIOR UPDATES

REPORT: CITY STAFF HAS BEEN REACHING OUT TO AREA CONTRACTORS TO OBTAIN COMPETITIVE BIDS FOR RE-SIDING CITY HALL. TO PROVIDE THE COUNCIL WITH OPTIONS FOR CONSIDERING COST, DURABILITY, MAINTENANCE, AND LONG-TERM VALUE, THE CITY IS ACCEPTING BIDS FOR BOTH VINYL SIDING AND STEEL SIDING.

AT THE TIME THIS REPORT WAS PREPARED, THE CITY HAD NOT YET RECEIVED ANY FORMAL WRITTEN BIDS. HOWEVER, TWO DIFFERENT AREA CONTRACTORS HAVE VISITED CITY HALL TO TAKE MEASUREMENTS AND EVALUATE THE BUILDING IN PREPARATION FOR SUBMITTING PROPOSALS.

STAFF WILL CONTINUE COMMUNICATING WITH INTERESTED CONTRACTORS AND OBTAINING PRICING FOR THE COUNCIL'S CONSIDERATION. NO CONTRACTOR SELECTION OR COMMITMENT WILL BE MADE THROUGH THE GRANT APPLICATION PROCESS; THE CITY COUNCIL WILL HAVE THE OPPORTUNITY TO REVIEW PROJECT COSTS AND PROPOSALS AS THE PROJECT MOVES FORWARD.

SOURCEWELL COMMUNITY IMPACT FUNDING OPPORTUNITY

IN CONJUNCTION WITH OBTAINING PROJECT ESTIMATES, STAFF WOULD LIKE TO PURSUE FUNDING THROUGH THE SOURCEWELL COMMUNITY IMPACT FUNDING PROGRAM FOR THE PROPOSED CITY HALL EXTERIOR IMPROVEMENTS.

RE-SIDING CITY HALL REPRESENTS AN INVESTMENT IN THE PRESERVATION AND CONTINUED FUNCTIONALITY OF A PUBLIC FACILITY. GRANT ASSISTANCE WOULD HELP OFFSET THE CITY'S DIRECT COST OF COMPLETING THE EXTERIOR IMPROVEMENTS AND ALLOW THE CITY TO ADDRESS THE CONDITION OF THE BUILDING WHILE MINIMIZING THE FINANCIAL IMPACT ON LOCAL TAXPAYERS.

BECAUSE PROJECT PRICING IS CURRENTLY BEING DEVELOPED, AUTHORIZATION AT THIS TIME WOULD ALLOW STAFF TO CONTINUE GATHERING THE NECESSARY ESTIMATES AND SUPPORTING INFORMATION WHILE PREPARING THE SOURCEWELL COMMUNITY IMPACT APPLICATION.

REQUESTED ACTION: STAFF RESPECTFULLY REQUESTS THAT THE CITY COUNCIL APPROVE RESOLUTION 26-08-344, AUTHORIZING STAFF TO COMPLETE AND SUBMIT A SOURCEWELL COMMUNITY IMPACT FUNDING APPLICATION FOR CITY HALL EXTERIOR IMPROVEMENTS. APPROVAL OF THE RESOLUTION WOULD AUTHORIZE CITY STAFF TO COMPLETE THE GRANT APPLICATION, ASSEMBLE THE REQUIRED SUPPORTING DOCUMENTATION AND PROJECT ESTIMATES, AND APPLY FOR AVAILABLE SOURCEWELL FUNDING FOR THE EXTERIOR IMPROVEMENTS.

RESOLUTION NO. 26-85-344

A RESOLUTION SUPPORTING THE APPLICATION FOR COMMUNITY IMPACT FUNDS FROM SOURCEWELL

WHEREAS, IT IS A GOAL OF THE JENKINS CITY COUNCIL TO IMPROVE THE QUALITY OF LIFE FOR RESIDENTS, BUSINESSES AND TOURISTS IN THE JENKINS COMMUNITY; AND

WHEREAS, IT HAS BEEN RECOGNIZED THAT MAKING CITY FACILITIES MORE EFFICIENT, ACCOMMODATING AND INCLUSIVE CAN HELP BUILD A STRONGER AND MORE COHESIVE COMMUNITY; AND

WHEREAS, CREATING A MORE EFFICIENT AND WELCOMING ATMOSPHERE AT CITY HALL WILL AID IN REACHING THE CITY'S GOAL; AND

WHEREAS, IT HAS BEEN IDENTIFIED THAT THERE IS A NEED FOR EXTERIOR REPAIRS AND IMPROVEMENTS TO THE JENKINS CITY HALL BUILDING, INCLUDING THE REPLACEMENT OF EXISTING SIDING, TO ENSURE THAT OUR BUILDING AND SERVICES WE PROVIDE ARE IMPROVING OUR RESIDENTS, BUSINESSES AND TOURISTS.

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

1. THE JENKINS CITY COUNCIL FULLY SUPPORTS THE JENKINS CITY STAFF IN IMPLEMENTING THE JENKINS CITY HALL IMPROVEMENT PROJECT TO UPDATE, UPGRADE AND RENOVATE THE CITY HALL SPACE AND EQUIPMENT.
2. THE JENKINS CITY COUNCIL FURTHER SUPPORTS THE JENKINS CITY STAFF AND IN SUBMITTING A COMMUNITY IMPACT FUNDING APPLICATION TO SOURCEWELL TO REQUEST FINANCIAL SUPPORT FOR THE JENKINS CITY HALL IMPROVEMENT PROJECT.

PASSED BY THE CITY COUNCIL OF JENKINS, MINNESOTA THIS 10TH DAY OF AUGUST, 2026.

ANDREW J. RUDLANG, MAYOR

ATTESTED:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER



REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: AUGUST 6TH, 2026

SUBJECT: AGRICULTURAL USE & AGRICULTURAL STRUCTURE CLASSIFICATION

REPORT: THE PURPOSE OF THIS REPORT IS TO BRING FORWARD A LAND USE ISSUE RECENTLY DISCUSSED BY THE PLANNING COMMISSION AND REQUEST CITY COUNCIL INPUT REGARDING THE CITY'S CURRENT TREATMENT OF "AGRICULTURAL STRUCTURE" WITHIN THE LAND USE MATRIX.

SPECIFICALLY, STAFF AND THE PLANNING COMMISSION ARE SEEKING COUNCIL'S THOUGHTS ON WHETHER THE CITY SHOULD CONTINUE ATTEMPTING TO DEFINE AND REGULATE "AGRICULTURAL STRUCTURE" AS A SEPARATE LAND USE CLASSIFICATION OR CONSIDER INITIATING AN ORDINANCE AMENDMENT TO STRIKE "AGRICULTURAL STRUCTURE" FROM THE LAND USE MATRIX ALTOGETHER.

AT ITS AUGUST 3, 2026 MEETING, THE PLANNING COMMISSION CONTINUED ITS REVIEW OF AGRICULTURAL USES AND STRUCTURES. AS PART OF THAT REVIEW, STAFF PROVIDED DEFINITIONS AND ORDINANCE PROVISIONS FROM SEVERAL NEIGHBORING MUNICIPALITIES AND CROW WING COUNTY TO ASSIST THE COMMISSION IN EVALUATING HOW JENKINS'S CURRENT REGULATIONS COMPARE WITH SURROUNDING JURISDICTIONS.

THE DISCUSSION HIGHLIGHTED AN ISSUE WITHIN THE CITY'S EXISTING ORDINANCE: "AGRICULTURAL STRUCTURE" IS IDENTIFIED AS A PERMITTED USE IN THE AGRICULTURAL DISTRICT UNDER §150.038, BUT THE TERM ITSELF IS NOT DEFINED WITHIN CITY CODE.

THE CITY ATTORNEY HAS ADVISED THAT THE EXISTING LANGUAGE IS TOO VAGUE TO BE RELIABLY ENFORCED. WITHOUT A CLEAR DEFINITION, IT MAY BE DIFFICULT FOR THE CITY TO DISTINGUISH BETWEEN A STRUCTURE GENUINELY ASSOCIATED WITH AN AGRICULTURAL USE AND WHAT WOULD OTHERWISE BE CONSIDERED A GENERAL STORAGE OR ACCESSORY STRUCTURE.

FOR EXAMPLE, AN APPLICANT COULD POTENTIALLY CHARACTERIZE A STORAGE BUILDING AS AN AGRICULTURAL STRUCTURE BASED UPON STORING A TRACTOR, EQUIPMENT, OR EXPRESSING AN INTENT TO CONDUCT SOME FORM OF AGRICULTURAL ACTIVITY ON THE PROPERTY. WITHOUT OBJECTIVE STANDARDS IN THE ORDINANCE, DETERMINING WHERE LEGITIMATE AGRICULTURAL USE ENDS AND GENERAL STORAGE BEGINS BECOMES DIFFICULT.

PLANNING COMMISSION DISCUSSION

THE PLANNING COMMISSION DISCUSSED SEVERAL POSSIBLE APPROACHES. ONE OPTION WOULD BE TO DEVELOP A MORE DETAILED DEFINITION OF "AGRICULTURAL STRUCTURE" AND ESTABLISH STANDARDS IDENTIFYING THE AGRICULTURAL ACTIVITY NECESSARY FOR A STRUCTURE TO QUALIFY UNDER THAT CLASSIFICATION.



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HOWEVER, THIS CREATES ANOTHER CHALLENGE: THE CITY WOULD NEED TO DETERMINE WHAT CONSTITUTES SUFFICIENT AGRICULTURAL ACTIVITY AND DEVELOP STANDARDS THAT ARE OBJECTIVE, CONSISTENT, AND ENFORCEABLE.

THE COMMISSION ALSO DISCUSSED WHETHER THE CITY'S EXISTING PRINCIPAL AND ACCESSORY STRUCTURE FRAMEWORK MAY ALREADY PROVIDE A CLEARER REGULATORY APPROACH.

UNDER THIS OPTION, "AGRICULTURAL STRUCTURE" COULD SIMPLY BE REMOVED FROM THE LAND USE MATRIX AS A SEPARATE LAND USE CATEGORY. A STRUCTURE PROPOSED ON AN AGRICULTURAL PARCEL WOULD THEN NEED TO QUALIFY UNDER ANOTHER APPLICABLE LAND USE CLASSIFICATION AND COMPLY WITH THE REQUIREMENTS ASSOCIATED WITH THAT USE.

THE PLANNING COMMISSION EXPRESSED GENERAL SUPPORT FOR REMOVING THE AGRICULTURAL STRUCTURE CLASSIFICATION AS POTENTIALLY THE CLEANEST SOLUTION BECAUSE IT WOULD ELIMINATE THE UNDEFINED CATEGORY RATHER THAN REQUIRING THE CITY TO CREATE AND ENFORCE A NEW DEFINITION OF WHAT CONSTITUTES GENUINE AGRICULTURAL ACTIVITY.

NO FORMAL RECOMMENDATION WAS MADE REGARDING REMOVAL OF THE CLASSIFICATION. THE COMMISSION FELT THE ISSUE WARRANTED ADDITIONAL DISCUSSION, INCLUDING INPUT FROM THE CITY COUNCIL AND GUIDANCE FROM THE CITY ATTORNEY.

BROADER POLICY QUESTION

THIS DISCUSSION RAISES A BROADER POLICY QUESTION FOR THE CITY COUNCIL:

DOES THE CITY WANT ITS AGRICULTURAL ZONING DISTRICT TO ALLOW A STAND-ALONE STRUCTURE SIMPLY BECAUSE THE PROPERTY IS AGRICULTURALLY ZONED, OR SHOULD STRUCTURES WITHOUT AN ESTABLISHED PRINCIPAL USE BE SUBJECT TO THE SAME PRINCIPAL/ACCESSORY STRUCTURE FRAMEWORK APPLIED ELSEWHERE IN THE CITY?

THE ANSWER TO THAT QUESTION WILL HELP GUIDE HOW STAFF AND THE PLANNING COMMISSION APPROACH ANY FUTURE ORDINANCE AMENDMENT.

THE ISSUE IS PARTICULARLY IMPORTANT BECAUSE THE CURRENT ORDINANCE CREATES UNCERTAINTY FOR BOTH PROPERTY OWNERS AND CITY STAFF. LEAVING AN UNDEFINED LAND USE CLASSIFICATION IN THE MATRIX MAY RESULT IN INCONSISTENT INTERPRETATIONS AND MAKES IT MORE DIFFICULT FOR STAFF TO ADMINISTER THE ORDINANCE UNIFORMLY.

AT THE SAME TIME, REMOVING THE CLASSIFICATION REPRESENTS A POLICY DECISION REGARDING HOW OWNERS OF LARGER AGRICULTURAL PARCELS MAY USE THEIR PROPERTY. FOR THAT REASON, STAFF BELIEVES COUNCIL INPUT SHOULD BE OBTAINED BEFORE THE PLANNING COMMISSION INVESTS ADDITIONAL TIME IN DRAFTING ORDINANCE LANGUAGE.



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POTENTIAL DIRECTION

AT THIS TIME, STAFF IS NOT REQUESTING FINAL ACTION TO AMEND THE LAND USE MATRIX. RATHER, STAFF IS REQUESTING COUNCIL DISCUSSION AND DIRECTION REGARDING THE PREFERRED APPROACH.

COUNCIL MAY WISH TO PROVIDE DIRECTION AS TO WHETHER THE PLANNING COMMISSION SHOULD:

1. CONTINUE WORKING TO DEVELOP A CLEAR DEFINITION AND STANDARDS FOR "AGRICULTURAL STRUCTURE";
2. EXPLORE STRIKING "AGRICULTURAL STRUCTURE" FROM THE LAND USE MATRIX AND RELYING UPON THE CITY'S EXISTING PRINCIPAL AND ACCESSORY STRUCTURE REGULATIONS; OR
3. CONSIDER ANOTHER NARROWLY TAILORED APPROACH THAT WOULD ALLOW CERTAIN STRUCTURES ON LARGER AGRICULTURAL PARCELS WHILE ESTABLISHING SPECIFIC STANDARDS AND SAFEGUARDS.

ANY ORDINANCE AMENDMENT WOULD BE RETURNED THROUGH THE APPROPRIATE PLANNING COMMISSION AND PUBLIC HEARING PROCESS BEFORE BEING PRESENTED TO THE CITY COUNCIL FOR FINAL CONSIDERATION.

THE COMMISSION IS RECOMMENDING THAT THE COUNCIL AUTHORIZE STAFF TO BEGIN THE PROCESS OF A CITY-INITIATED REZONE OF 10 PARCELS IDENTIFIED IN THE AGRICULTURAL ZONING DISTRICT THAT NO LONGER MEET THE MINIMUM LOT SIZE REQUIREMENTS OF THE DISTRICT. THE COMMISSION RECOMMENDS REZONING THESE PROPERTIES TO RURAL RESIDENTIAL.

REQUESTED ACTION: STAFF REQUESTS THAT THE CITY COUNCIL REVIEW THE ATTACHED MINUTES FROM THE PLANNING COMMISSION MEETING, AS WELL AS SUPPORTING DOCUMENTATION FROM THE REPORT TO THE COMMISSION, AND DISCUSS THE CURRENT "AGRICULTURAL STRUCTURE" CLASSIFICATION AND PROVIDE DIRECTION TO THE PLANNING COMMISSION AND STAFF REGARDING WHETHER THE CLASSIFICATION SHOULD BE RETAINED AND FURTHER DEFINED OR POTENTIALLY REMOVED FROM THE LAND USE MATRIX.

COUNCIL DIRECTION AT THIS STAGE WOULD ALLOW THE PLANNING COMMISSION, STAFF, AND CITY ATTORNEY TO FOCUS FURTHER ORDINANCE REVIEW ON THE POLICY APPROACH PREFERRED BY THE COUNCIL.

PLEASE DISCUSS THE PLANNING COMMISSIONS RECOMMENDATION OF REZONING 10 AGRICULTURALLY ZONED PARCELS TO RURAL RESIDENTIAL DUE TO NON-CONFORMANCE OF THE MINIMUM LOT SIZE REQUIREMENTS.



AGENDA ITEM

REPORT TO PLANNING COMMISSION

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: JULY 29TH, 2026

SUBJECT: REVIEW OF AGRICULTURAL USE AND AGRICULTURAL STRUCTURES

REPORT: THE JENKINS CITY CODE OF ORDINANCES IS VAGUE REGARDING AGRICULTURAL STRUCTURES AND USES, WHICH CAN BE PROBLEMATIC. IN REVIEWING CITY CODE, IT APPEARS THAT AGRICULTURAL STRUCTURES ARE NOT DEFINED. IT IS ALSO UNCLEAR AS TO WHETHER AN AGRICULTURAL STRUCTURE CAN BE A “PRINCIPAL STRUCTURE”.

ALL ACCESSORY STRUCTURES OR USES REQUIRE A PRINCIPAL STRUCTURE OF AT LEAST 400 SQUARE FEET. THIS RAISES THE QUESTION AS TO WHETHER A DWELLING MUST FIRST BE ESTABLISHED IN ORDER FOR THERE TO BE AN AGRICULTURAL STRUCTURE ESTABLISHED ON A PARCEL.

UNFORTUNATELY, THE DEFINITION OF “PRINCIPAL STRUCTURE” IS NOT HELPFUL EITHER, BECAUSE IT JUST REFERS TO A PRIMARY STRUCTURE, WHICH IS CIRCULAR.

FOR REFERENCE, THE CURRENT CITY CODE SHOWS THE FOLLOWING:

§ 150.005 DEFINITIONS.

ACCESSORY USE OR STRUCTURE. A USE ON THE SAME LOT THAT IS BOTH INCIDENTAL AND SUBORDINATE TO AND SERVING THE PRINCIPAL USE OR STRUCTURE OF FACILITY.

AGRICULTURAL USE. THE USE OF LAND FOR AGRICULTURAL PURPOSES, INCLUDING FARMING, DAIRYING, PASTURAGE, AGRICULTURE, HORTICULTURE, FLORICULTURE, VITICULTURE, AND ANIMAL AND POULTRY HUSBANDRY, AND THE NECESSARY ACCESSORY USES USED FOR PACKING, TREATING, OR STORING THE PRODUCT, PROVIDED, HOWEVER, THAT THE OPERATION OF ANY SUCH ACCESSORY USES SHALL BE SECONDARY TO THAT OF THE NORMAL AGRICULTURAL ACTIVITIES.

PRINCIPAL STRUCTURE OR USE. THE SINGLE PRIMARY STRUCTURE OR USE ON A LOT, AS DISTINGUISHED FROM ACCESSORY USES OR STRUCTURE. TO BE CONSIDERED A *PRINCIPAL STRUCTURE*, THE STRUCTURE MUST BE AT LEAST 400 SQUARE FEET.

STRUCTURE. ANY BUILDING, APPURTENANCE, INCLUDING DECKS OR OTHER FACILITY CONSTRUCTED, PLACED, OR ERECTED BY MAN EXCEPT AERIAL OR UNDERGROUND UTILITY LINES SUCH AS SEWER, ELECTRIC, TELEPHONE, TELEGRAPH, GAS LINES AND EXCEPT WALKS OR STEPS ON GRADE NOT MORE THAN FOUR FEET WIDE OUTSIDE OF THE SHORE IMPACT ZONE, STOOPS NOT EXCEEDING 30 SQUARE FEET, TEMPORARY FURNITURE, PLANTER, OR DECORATIVE MATERIAL AND RETAINING WALLS CONSISTING OF WOOD OR DECORATIVE BLOCK.

§ 150.025 GENERAL PROVISIONS.

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



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

(C) THE FOLLOWING DISTRICTS ARE HEREBY ESTABLISHED:

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

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

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

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

§ 150.026 AGRICULTURAL DISTRICT (AG).

PURPOSE AND INTENT. THIS DISTRICT IS INTENDED TO PRESERVE AREAS FOR LOW INTENSITY USE SUCH AS FORESTRY, PASTURE, AND CROPLAND, LOW DENSITY RESIDENTIAL DEVELOPMENT, AND OUTDOOR RECREATION, AND TO SERVE AS A HOLDING ZONE FOR FUTURE HIGHER INTENSITY USES WHEN INFRASTRUCTURE IS MADE AVAILABLE.

§ 150.038 LAND USE MATRIX.

USE	AG	RR	R-1	R-2	RS	P	C-1	C-2	I-1
ACCESSORY STRUCTURE	P	P	P	P	P	P	P	P	P
AGRICULTURAL STRUCTURE	A	E	E	E	E	E	E	E	E

CITY OF JENKINS AGRICULTURAL PARCELS:

THERE ARE 40 AGRICULTURAL PARCELS WITHIN THE MUNICIPAL LIMITS OF JENKINS, MAKING UP 996.85-ACRES, OR 34.54% OF THE CITY'S TOTAL PROPERTIES.

10 OF THE 40 PARCELS ARE UNDER THE MINIMUM LOT SIZE REQUIREMENT OF 10-ACRES. THIS MAKES UP 47.69-ACRES.



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6 OF THE 10 PROPERTIES BELOW THE MINIMUM LOT SIZE REQUIREMENT ARE FROM THE BEAN ESTATE PLAT, APPROVED JUNE 2024, AT WHICH TIME, THE MINIMUM LOT SIZE REQUIREMENT WAS ONLY 2-ACRES, AMENDED TO 10-ACRES IN DECEMBER 2024.

THESE 10 PROPERTIES WOULD BE CONSIDERED “LEGAL NON-CONFORMING,” AND STAFF RECOMMEND THAT THE CITY INITIATES A REZONE OF THE PROPERTIES TO RURAL RESIDENTIAL (RR), OR SINGLE-FAMILY RESIDENTIAL (R-1)

ATTACHED FOR YOUR REVIEW ARE DEFINITIONS AND INFORMATION RELATED TO ACCESSORY USES/STRUCTURES, AGRICULTURAL USES/STRUCTURES, AND PRINCIPAL/PRIMARY USES/STRUCTURES FROM NEIGHBORING COMMUNITIES.

ALSO ATTACHED IS A LETTER PROVIDED BY MAYOR RUDLANG RELATED TO AGRICULTURAL STRUCTURES AND USES, ALONG WITH A PROPOSED PROCESS FOR AGRICULTURAL STRUCTURES AND A PROCESS FLOW CHART FOR YOUR REVIEW.

REQUESTED ACTION: STAFF REQUESTS THAT THE PLANNING COMMISSION REVIEW THE ATTACHED DEFINITIONS AND INFORMATION FROM OTHER NEIGHBORING CITIES/COUNTY ORDINANCES, ALONG WITH LETTER FROM MAYOR RUDLANG, PROCESS REPORT, AND FLOW CHART. PLEASE DISCUSS THE CITY’S INTENT RELATED TO REGULATING THE AGRICULTURAL ZONING DISTRICT AND DEFINING AGRICULTURAL USE, AGRICULTURAL STRUCTURES, AND AGRICULTURAL-TYPE ACTIVITIES.

KEY QUESTIONS:

- SHOULD AGRICULTURAL STRUCTURES BE DEFINED?
- SHOULD AGRICULTURAL USES/ACTIVITIES BE BETTER DEFINED?
- CAN AN AGRICULTURAL BUILDING BE CONSIDERED A PRINCIPAL STRUCTURE?
- WHAT INFORMATION SHOULD BE PROVIDED TO THE CITY TO DETERMINE IF A BUILDING IS INTENDED FOR AGRICULTURAL USE?
- SHOULD THE CITY INITIATE A REZONE OF PARCELS ZONED AGRICULTURAL THAT DO NOT MEET THE MINIMUM LOT SIZE REQUIREMENTS?
- IF SO, SHOULD THE PARCELS BE ZONED RR (RURAL RESIDENTIAL) OR R-1 (SINGLE FAMILY RESIDENTIAL)? SEE MAP

Proposed Process for the Agricultural Parcel Building

Draft for City Staff and City Attorney Review Before Release

Purpose of this report

This report explains the procedural next steps for the proposed building on the approximately 40-acre Agricultural-zoned parcel. It is intended to clarify how the application should move through the City's established land-use process and what options are available at each decision point.

No decision has yet been made concerning whether the proposed building qualifies as an agricultural structure or under another permitted-use classification. That determination must begin with a complete written application reviewed by the City's Planning and Zoning Administrator.

The Mayor may assist by communicating this staff-approved process, but the Mayor does not individually approve permits, interpret the zoning ordinance, or decide an administrative appeal outside the formal public process.

1. Submit a formal City Land Use Application

The first required step is to submit the City of Jenkins Land Use Application to the Planning and Zoning Administrator or City Clerk.

Based on the project as it has been described, the applicant may request approval for:

- **Proposed use:** Agricultural
- **Structure type:** Storage building or pole building
- **Construction:** New construction

The local land-use matrix lists an **"Agricultural structure"** as an allowed use in the Agricultural District. Jenkins Code §150.038 designates that use as "A" in the AG column.

Although the matrix legend describes "A" as "allowed without a permit," Jenkins Code §150.286 expressly requires a land-use permit before any new structure is constructed. The practical reading is that an agricultural structure is an allowed use in the AG District and does not require a conditional-use permit merely because of its use classification, but the physical building still requires the ordinary City land-use permit and compliance review.

Information that should accompany the application

The application and site plan should include, at minimum:

- Parcel identification number and property-owner signature;
- Parcel dimensions and total acreage;
- Proposed building dimensions, square footage, and height;
- Proposed location of the building;
- Distances from property lines, roads, wetlands, and any other applicable setback lines;
- Existing or proposed driveway, access road, and parking areas;
- Existing or proposed wells and septic systems, if applicable;
- Impervious-surface calculations;
- Any survey or wetland information requested by the Administrator;
- The applicable application fee; and
- A truthful written description of the proposed use of the building.

The applicant should request a dated receipt and written confirmation when the City determines that the application is complete.

2. Explain the agricultural basis for the application

The application should explain the actual agricultural use of the parcel and how the proposed building supports that use.

Jenkins Code §150.005 defines agricultural use as land used for activities including farming, dairying, pasturage, horticulture, viticulture, and animal or poultry husbandry. It also recognizes “necessary accessory uses used for packing, treating, or storing the product,” provided those activities remain secondary to normal agricultural activities.

Because the Jenkins ordinance lists “Agricultural structure” but does not separately define that term, the City may also consider the related Minnesota statutory definition of an agricultural building. Minnesota Statutes §326B.103, subdivision 3, describes an agricultural building as a structure:

1. Located on agricultural land as determined by the governing assessor;

2. Designed, constructed, and used to house farm implements, livestock, or agricultural products; and
3. Used by the owner or lessee, immediate family, employees, and persons involved in pickup or delivery of agricultural products.

That state definition primarily governs application of the State Building Code. It does not automatically control the City's zoning classification, but it provides useful guidance concerning what ordinarily qualifies as an agricultural building.

Helpful supporting information

The applicant should include facts such as:

- The present or planned agricultural activity on the parcel;
- Whether any portion is used or will be used for cropland, pasture, hay, livestock, forestry, horticulture, or another agricultural purpose;
- A list of the farm implements, agricultural equipment, livestock supplies, harvested products, or other agricultural materials that will be stored;
- The parcel's assessor classification, if relevant;
- Who will use the building;
- Confirmation that storage space will not be rented or leased to others;
- Confirmation that the building will not be used as a residence; and
- Confirmation that no unrelated commercial storage business will operate from the property.

The description must reflect the applicant's genuine intended use. Merely owning land zoned Agricultural does not necessarily make every storage building an agricultural structure. If boats, ATVs, or other personal equipment will also be stored, that should be disclosed. The Administrator and City Attorney can then determine whether that storage is incidental to a bona fide agricultural use or changes the proper classification.

3. Planning and Zoning Administrator review

Under Jenkins Code §150.280, the Planning and Zoning Administrator is responsible for:

- Determining whether the application is complete;

- Determining whether it complies with Chapter 150;
- Conducting or directing necessary inspections;
- Maintaining the application record;
- Issuing permitted land-use permits when the ordinance requirements are met; and
- Providing the applicant with the resulting findings or determination.

The City's application materials state that staff will notify the applicant when additional information is needed and will identify the date on which the application is considered complete.

Jenkins Code §150.291 and Minnesota Statutes §15.99 generally require the City to approve or deny a complete written land-use request within 60 days. If information is missing, state law provides that the deadline starts over only if the City gives written notice within 15 business days identifying what is missing. The City may extend the initial deadline by up to an additional 60 days through timely written notice stating the reasons for the extension.

No construction may begin until the required land-use permit has been issued.

Decision paths

Path A — Application is incomplete

If the Administrator determines that information is missing, the City should provide the applicant with a written list of the missing items.

The applicant may then:

1. Supply the requested information;
2. Revise the site plan or project description as necessary; and
3. Request written confirmation when the application is complete.

Terminal point: If the applicant does not provide the required information, withdraws the application, or abandons the project, no permit is issued and the application process ends.

Path B — Agricultural-structure application is approved

If the Administrator determines that:

- The proposed use qualifies as an agricultural structure;
- The structure and use comply with the AG District;
- All applicable setbacks and dimensional requirements are satisfied;
- Wetland, floodplain, access, impervious-surface, and other site requirements are satisfied;
- Required fees and outstanding City or County obligations are resolved; and
- Any other required governmental approvals have been obtained,

the Administrator should be able to issue the City land-use permit.

Approval as an agricultural structure does not necessarily mean that every state, county, watershed, wetland, or building-code requirement has also been satisfied. Those requirements remain the applicant's responsibility.

Under Jenkins Code §150.286, a permit generally becomes void if no action occurs within 12 months. Exterior work must generally be completed within 24 months, subject to the extension provisions in that section.

Terminal point: The permit is issued, the applicant completes the project in compliance with the permit, and the matter concludes without an appeal.

Path C — Application is denied or receives an unfavorable interpretation

If the Administrator determines that the building does not qualify as an agricultural structure, or that some other ordinance requirement prevents approval, the City should provide a written determination that identifies:

- The application that was reviewed;
- The relevant facts;
- The specific ordinance provisions relied upon;
- The reason or reasons for the decision; and
- The applicant's appeal rights and applicable filing instructions.

Minnesota Statutes §15.99 requires written reasons when a land-use request is denied.

The applicant would then have several options.

Option C-1 — Correct or revise the application

If the reason for denial is curable—for example, an incomplete agricultural-use explanation, inadequate site plan, setback problem, access issue, or missing supporting information—the applicant may work with staff to revise or resubmit the proposal.

A materially revised application may be treated as a new application and may create a new review period.

Terminal point: The revised application is either approved, withdrawn, or denied again.

Option C-2 — Appeal the Administrator’s decision

Jenkins Code §§150.006 and 150.281 allow an affected applicant to appeal an interpretation, order, requirement, decision, or determination made by the Planning and Zoning Administrator.

The applicant should obtain the City’s appeal form or written filing requirements and submit the appeal to the City Clerk or Planning and Zoning Administrator promptly. The appeal should include:

- The written decision being appealed;
- The particular findings or interpretations disputed;
- The ordinance provisions the applicant believes support approval;
- Supporting documents, maps, photographs, assessor records, and other evidence;
- A description of the agricultural activity and intended building use; and
- The required appeal fee, if applicable.

The Jenkins ordinance does not clearly state a general filing deadline for this type of administrative appeal. The applicant should therefore ask staff to confirm the applicable deadline and file without unnecessary delay.

4. Board of Adjustment appeal process

Jenkins Code §150.281 states that:

- The Board of Adjustment consists of the members of the Planning Commission;
- The Board has exclusive authority to hear and decide appeals from decisions of the Zoning Administrator;

- The Board must maintain a record of its proceedings, findings, and determinations; and
- Its decision on an administrative appeal is final locally, subject to judicial review.

Jenkins Code §150.006 also says that an appeal of an Administrator’s ordinance interpretation may be made through a hearing of the Planning Commission.

There is, however, inconsistent language elsewhere in Chapter 150 describing the Planning Commission as advisory and referring to the “Board of Adjustment (City Council).” Before an appeal is scheduled, City staff and the City Attorney should confirm whether:

1. The Planning Commission formally convenes as the Board of Adjustment and issues the final decision; or
2. The Planning Commission conducts the hearing and makes findings or a recommendation, followed by final action by the City Council sitting as the Board of Adjustment.

The City should provide the applicant with the confirmed hearing sequence, notice requirements, meeting date, and submission deadline.

At the appeal hearing

The reviewing body should consider the existing administrative record and any properly submitted evidence. The question is whether the Administrator correctly applied and interpreted the ordinance based on the facts of the application.

The applicant may ordinarily:

- Appear personally or through an attorney or agent;
- Explain the proposed agricultural use;
- Present documents, testimony, maps, and other evidence;
- Respond to staff’s findings; and
- Explain why the building does or does not fit the disputed ordinance classification.

The reviewing body should make findings based upon the ordinance and the evidentiary record. This is an appeal of an administrative interpretation—not a request for a personal exception from the ordinance.

5. Possible appeal outcomes

Outcome 1 — Administrator's decision is overturned or modified

The Board of Adjustment may determine that the Administrator's interpretation was incorrect or should be modified.

The matter would then return to the Administrator for issuance or further processing of the permit, subject to any remaining objective requirements and the terms of the appeal decision.

Terminal point: The permit is issued after all remaining requirements are satisfied.

Outcome 2 — Administrator's decision is upheld

If the Board of Adjustment agrees with the Administrator, the denial or unfavorable interpretation remains in effect.

The applicant may:

- Accept the decision;
- Revise the project and submit a materially different application;
- Pursue another ordinance classification that truthfully fits the proposed use;
- Seek an ordinance amendment or rezoning through the applicable legislative process; or
- Seek judicial review.

Terminal point: If no further action is taken, the local denial becomes final and the proposed project may not proceed as submitted.

Outcome 3 — Judicial review

Jenkins Code §150.281 states that an aggrieved party may appeal a final Board of Adjustment decision to District Court within 30 days after receiving notice of the decision.

Minnesota Statutes §462.361 also authorizes District Court review of municipal zoning decisions and allows the City to argue that an applicant must first exhaust available local remedies.

Judicial review should be discussed with the applicant's own attorney. The City cannot provide the applicant with private legal advice.

Terminal point: The court may uphold the City's decision, reverse it, or return the matter to the City for further proceedings.

6. A variance is a separate and limited remedy

An administrative appeal asks whether the Administrator interpreted or applied the existing ordinance correctly.

A variance asks for relief from a particular zoning standard because of practical difficulties unique to the property.

A variance generally cannot be used to create a land use that is not allowed in the zoning district. Jenkins Code §150.285 and Minnesota Statutes §462.357, subdivision 6, both prohibit using a variance to authorize a use that the zoning ordinance does not permit.

A variance may potentially be relevant to a dimensional requirement such as a setback, but it is not a substitute for demonstrating that the proposed use itself is allowed.

7. Possible alternative classification: private warehousing

Under the ordinance currently in effect, the land-use matrix also lists “Warehousing, private” as an allowed use in the AG District, and the ordinance defines warehousing as a principal use involving storage of materials or equipment within an enclosed building.

The City is presently considering an ordinance amendment that may remove or change that classification. The proposed amendment has not yet been adopted and is not presently effective.

The applicant may ask staff and the City Attorney whether the proposed building could be considered under private warehousing as an alternative classification. That possibility is not an assurance of approval, and the applicant should not use that classification unless it accurately describes the intended use.

Because no formal application has yet been submitted, the applicant should not assume that preliminary conversations preserve the current ordinance indefinitely. Questions concerning which ordinance applies to a pending application should be answered by the City Attorney based on the submission date, completeness date, effective date of any amendment, and other relevant facts.

8. Communication and official roles

Going forward, the primary point of contact should be the Planning and Zoning Administrator or City Clerk.

Questions, documents, revised plans, and requests for a formal determination should be submitted through staff so that:

- The City has one complete and consistent administrative record;
- The applicant receives authoritative procedural information;
- Staff is not placed in a position where different City officials appear to be giving separate instructions;
- Any appeal is based on a clear written determination; and
- Any later review occurs through the proper public process.

The Mayor may relay a staff-approved status update or help direct the applicant to the correct process, but cannot independently approve the permit, reverse staff, promise an outcome, or decide the merits outside a properly noticed proceeding.

If the matter eventually comes before a body on which the Mayor or Council has a formal decision-making role, the merits should be addressed at that stage, on the public record, and based upon the established application and findings.

Process summary

Formal application submitted

→ Staff determines completeness

- Incomplete: applicant supplies missing information, revises, withdraws, or abandons.
- Complete: formal review begins.

→ Planning and Zoning Administrator decides

- Approved: permit issued after all remaining requirements are met.
- Denied: written reasons and appeal information provided.

→ After denial

- Applicant revises or resubmits; or

- Applicant appeals through the Board of Adjustment process.

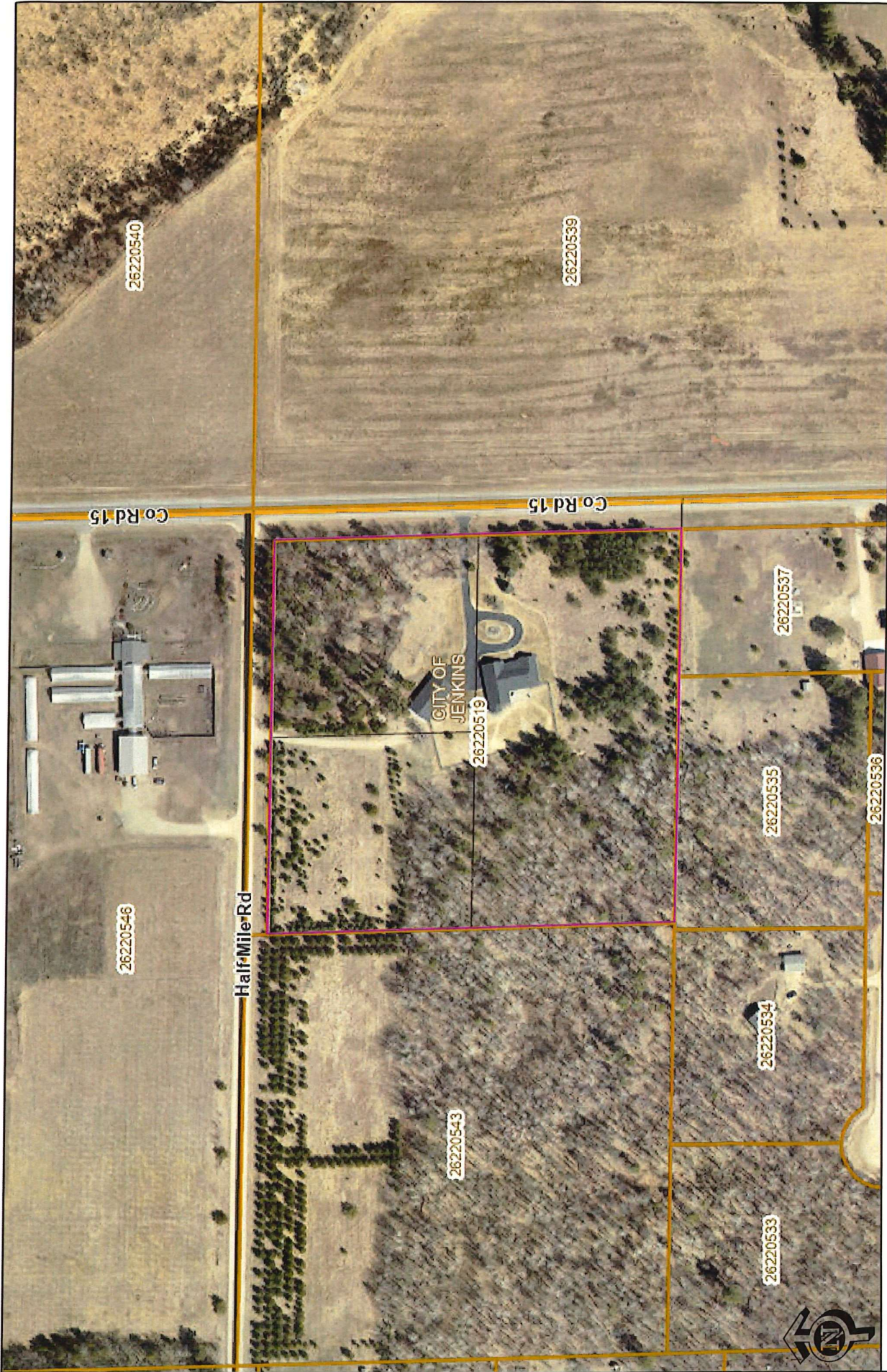
→ **Board of Adjustment decision**

- Decision overturned or modified: application returns to staff for permit processing.
- Decision upheld: applicant accepts, revises, seeks another lawful approval, or requests judicial review.

→ **District Court**

- Court affirms, reverses, or remands the decision.

This process allows the property owner to receive a formal, reviewable decision while ensuring that staff, the Planning Commission or Board of Adjustment, the City Council if legally applicable, and the Mayor remain within their assigned roles.



PID26220519 8.78acres

Date: 7/20/2026 Time: 12:13 PM

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PID26220541 20.26acres

Date: 7/20/2026 Time: 12:39 PM





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Date: 7/20/2026 Time: 11:58 AM



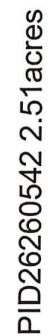


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PID26260540 2.5acres



Date: 7/20/2026 Time: 12:06 PM



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Date: 7/20/2026 Time: 12:09 PM

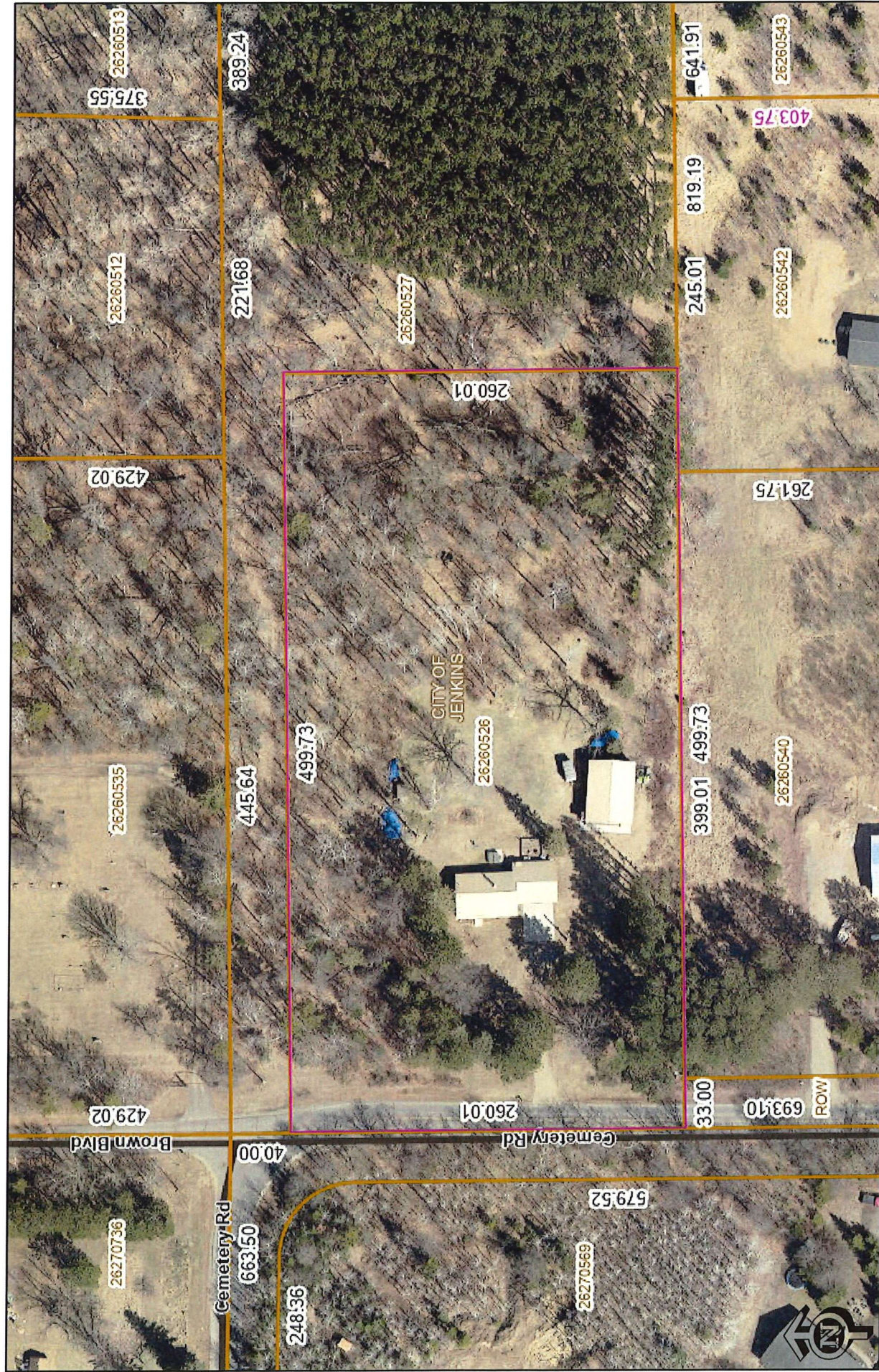


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PID26260543 5.46acres

Date: 7/20/2026 Time: 12:10 PM





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PID26260526 2.98acres



Date: 7/20/2026 Time: 11:59 AM



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PID26260530 8.59acres



Date: 7/20/2026 Time: 12:11 PM



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PID26260529 3.05acres

Date: 7/20/2026 Time: 12:11 PM





FOUNDATION FOR
RURAL SERVICE

COMMUNITY GRANTS

HAVE A COMMUNITY PROJECT THAT NEEDS FUNDING?

Please use the application guide on the back of this flyer or visit frs.org/communitygrant to draft a Community Grant application.

Return your complete Community Grant application to your NTCA member partner listed below. The application guide has the exact questions that will need to be answered.



frs.org/communitygrant

We are accepting grant applications from \$250 to \$5,000. 20% of the grant comes from the NTCA member partner:



DEADLINE

September 4, 2026



SEND YOUR PROPOSAL TO:

TREMOLO COMMUNICATIONS
JOSH NETLAND
[JNETLAND@EMILYTEL.COM](mailto:jnetland@emilytel.com)
218-763-3000

The Foundation for Rural Service (FRS) is a 501(c)(3) organization that works with NTCA-The Rural Broadband Association

The FRS Community Grant Program is offered annually through NTCA members, like us, to support local efforts to build and sustain a high quality of life in rural America

 foundation@frs.org

Sponsor Information

Point of Contact's First/Last Name

Point of Contact's Email Address

Point of Contact's Phone Number (please use xxxxxxxxxx format)

Charitable organization status

Is the organization you are applying on behalf of a registered 501(c)(3) nonprofit, a school, or a local government institution (eg: fire department, police department, etc)?

- Yes
- No

Grant qualification

Please review the following list and respond to the question below:

Are you requesting a grant for any of the above?

- Overhead Expenses (Salaries, Rent, Utilities, Insurance)
 - Individuals
 - Pass-through Funding (Scholarships, Re-granting)
 - Seed funding or projects that have not yet secured at least 75% of the required funds for completion
 - Conferences, Events, Travel, and Staff Training
 - Membership or Dues-based Programs
 - International Organizations
 - Lobbying and Political Programming
 - Religious Activities or Resources
 - Infrastructure/Building Campaigns
 - Security Cameras
 - Capital Campaigns or Endowments
 - Vehicles
 - Digital Signage
 - Event Sponsorships
 - Community Food Programs
 - Debt Reduction Efforts
 - For-profit Businesses
- Yes
 - No

Prior Grant Recipient

- Yes
- No

Organization Information

Organization name

Mailing Street address

Mailing address City

Has the community organization received an FRS community grant within the past two years?

Mailing address State

Mailing address Postal Code

Organization Phone Number (please use xxxxxxxxxx format)

Organization email address

Point of contact first/last name

Point of contact Title

Point of contact email address

Point of Contact's Phone Number (please use xxxxxxxxxx format)

Brief explanation of organization's history, goals and objectives

Project information

Which category does your application fall under? If you are not sure of the category, contact [FRS](#)

- Business & economic development
- Education & workforce
- Health & wellbeing
- Public service & first responders

Provide a one-sentence executive summary of the project by completing this sentence: The organization will use the FRS grant to...

Identify the problem to be addressed and the needs to be met by the project.

Describe the goals and overall impact of the project.

Why is your organization the best to address the challenge? Are you working with other organizations in your community to complete the project?

What is the estimated number of people your project will affect?

What is the timeline for your project? (When will the project start and end? Please use MM/YYYY - MM/YYYY format.)

What metrics and/or data will you use to measure impact and success?

Funding request

Is the project sustainable? Will the project continue after year one? How?

Excluding funding, what are some anticipated barriers to project completion?

Requested grant amount (grant amount maximum is \$5,000)

How much is the total project? If the project is more than \$5,000, how will the project be fully funded and what percentage of the total project costs have been secured?

Provide a budget for the project, outlining what the funds will be spent on with as much detail as possible (you will not be required to purchase identified materials if alternatives are identified that complete the task). List other financial contributors to the project or other financing sources or strategies that you are developing. Please upload a file for this question.

Supporting documentation

Upload any additional documentation

Review



AGENDA ITEM # 8ci

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: AUGUST 6TH, 2026

SUBJECT: LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) – VETERANS STREET
IMPROVEMENT PROJECT, EAST HALF OR LILAC STREET

REPORT: THE PURPOSE OF THIS REPORT IS TO INFORM THE CITY COUNCIL OF A POTENTIAL FUNDING OPPORTUNITY THROUGH THE MINNESOTA DEPARTMENT OF TRANSPORTATION'S LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FOR CONSIDERATION IN CONNECTION WITH THE EAST HALF OF THE VETERANS STREET IMPROVEMENT PROJECT.

THOMAS WITH WIDSETH IS IN ATTENDANCE THE COUNCIL MEETING TO PROVIDE ADDITIONAL INFORMATION REGARDING THE LRIP PROGRAM, DISCUSS THE POTENTIAL ELIGIBILITY AND COMPETITIVENESS OF THE VETERANS STREET PROJECT, AND ANSWER QUESTIONS REGARDING WHETHER THE CITY SHOULD MOVE FORWARD WITH AN APPLICATION.

LRIP PROGRAM OVERVIEW

THE MNDOT LOCAL ROAD IMPROVEMENT PROGRAM IS A COMPETITIVE GRANT PROGRAM INTENDED TO PROVIDE FUNDING FOR THE CONSTRUCTION, RECONSTRUCTION, OR RECONDITIONING OF LOCAL ROADWAYS THAT IMPROVE **TRANSPORTATION SAFETY, MOBILITY, AND REGIONAL CONNECTIVITY**.

FOR THE UPCOMING FUNDING CYCLE, THE PROGRAM ALLOWS A **MAXIMUM GRANT REQUEST OF \$1.5 MILLION PER PROJECT**. NO LOCAL MATCH IS REQUIRED; HOWEVER, LOCAL FUNDING PARTICIPATION MAY BE CONSIDERED WHEN APPLICATIONS ARE SCORED. LRIP AWARDS ARE REIMBURSEMENT-BASED, AND COSTS ASSOCIATED WITH ENGINEERING, DESIGN, AND ADMINISTRATION ARE NOT ELIGIBLE FOR GRANT FUNDING.

OF THE THREE LRIP FUNDING CATEGORIES, WIDSETH'S PROGRAM INFORMATION INDICATES THAT MOST APPLICABLE LOCAL PROJECTS WOULD FALL UNDER **ROUTES OF REGIONAL SIGNIFICANCE**, WHICH INCLUDES CONSTRUCTION OR RECONSTRUCTION OF CITY STREETS THAT SERVE AN IMPORTANT REGIONAL TRANSPORTATION, ECONOMIC, OR TOURISM FUNCTION.

VETERANS STREET IMPROVEMENT PROJECT

THE CITY HAS BEEN EVALUATING IMPROVEMENTS TO VETERANS STREET, AND THE LRIP FUNDING OPPORTUNITY PRESENTS AN OPTION FOR THE COUNCIL TO CONSIDER SPECIFICALLY FOR THE EAST HALF OF THE VETERANS STREET IMPROVEMENT PROJECT.

AN LRIP APPLICATION REQUIRES SEVERAL SUPPORTING ITEMS, INCLUDING:

- A CITY COUNCIL RESOLUTION SUPPORTING THE PROJECT;
- CONSTRUCTION COST ESTIMATE AND PRELIMINARY DESIGN;
- PROJECT SCHEDULE;
- PROJECT LOCATION MAP;



AGENDA ITEM

- LETTERS OF SUPPORT, WHERE APPLICABLE; AND
- FOR NON-STATE AID CITIES AND TOWNSHIPS, A SPONSORED RESOLUTION FROM THE COUNTY.

APPLICATION TIMELINE

[THERE IS SUFFICIENT TIME FOR THE CITY AND WIDSETH TO PREPARE AN APPLICATION IF THE COUNCIL DETERMINES THAT THE PROJECT SHOULD MOVE FORWARD. ACCORDING TO THE INFORMATION PROVIDED BY WIDSETH, THE **2026 LRIP APPLICATION PERIOD OPENS SEPTEMBER 16, 2026, AND CLOSES NOVEMBER 25, 2026**. PROJECT SELECTIONS ARE ANTICIPATED BY MARCH 30, 2027, WITH PROJECTS EXPECTED TO BE READY FOR CONSTRUCTION DURING 2027–2028.

AT THIS TIME, THE ITEM IS BEING PRESENTED PRIMARILY FOR COUNCIL DISCUSSION AND CONSIDERATION. THOMAS WILL PROVIDE ADDITIONAL INFORMATION REGARDING THE LRIP OPPORTUNITY, POTENTIAL PROJECT SCOPE, ELIGIBILITY CONSIDERATIONS, ANTICIPATED APPLICATION REQUIREMENTS, AND HOW AN LRIP APPLICATION COULD FIT INTO THE CITY'S OVERALL PLANNING FOR THE VETERANS STREET IMPROVEMENT PROJECT. THERE IS A GOOD CHANCE THAT LILAC STREET WOULD ALSO QUALIFY UNDER THE ELIGIBILITY REQUIREMENTS OF THE LRIP FUNDING OPPORTUNITY.

REQUESTED ACTION: STAFF WOULD LIKE COUNCIL TO PROVIDE DIRECTION REGARDING WHETHER IT WISHES TO PROCEED WITH DEVELOPMENT OF AN LRIP APPLICATION FOR THE EAST HALF OF THE VETERANS STREET IMPROVEMENT PROJECT.

MnDOT Local Road Improvement Program

Program Purpose

The Minnesota Department of Transportation (MnDOT) Local Road Improvement Program (LRIP) is a competitive grant program that provides funding to construct, reconstruct, or recondition local roadways that improve transportation safety, mobility, and regional connectivity.

Funding Available

- Maximum grant request: \$1.5 million per project
- No local match is required, although local funding is considered in scoring applications
- Grants are reimbursement-based.
- Engineering, Design, Administration, etc. are not eligible for grant funds.

Eligible Projects

Eligible projects fall into one of three funding categories, but most projects would fall under the “Routes of Regional Significance” category.

- **Trunk Highway Corridor:** Assists local governments with the local share of roadway improvements required as part of a MnDOT trunk highway project,
- **Routes of Regional Significance:** Construction or reconstruction of city streets, county highways, or township roads that serve an important regional transportation, economic, or tourism function.
- **Rural Road Safety:** Supports safety improvement projects on rural County State Aid Highways that reduce crashes, fatalities, injuries, and property damage.

Additional Requirements

- City Council resolution supporting the project
- Construction cost estimate and preliminary design
- Project schedule
- Project location map
- Letters of support (where applicable)
- Non-State Aid cities and townships applications must have sponsored resolution from county.

Schedule

- Application Opens: September 16, 2026
- Application Deadline: November 25, 2026
- Project Selections: By March 30, 2027
- Projects should be ready for construction during 2027–2028.