UPDATED AGENDA ITEMS 4D & 8B

CITY COUNCIL MEETING AGENDA

TUESDAY, AUGUST 25TH, 2026 @ 6:00 PM

MAYOR:	CITY COUNCIL:
ANDREW RUDLANG	JERIMEY FLATEGRAFF
CITY ATTORNEY:	(MAYOR PRO-TEM)
JOE LANGEL	ROMAN SILTMAN
CITY CLERK-TREASURER:	RYAN BARNETT
CASSANDRA DELOUGHERTY	JORY CARLSON

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

JOIN ZOOM MEETING HTTPS://ZOOM.US/JOIN
MEETING ID: 353 029 2895 PASSWORD: 56474
DIAL BY LOCATION: (312) 626-6799 (US CHICAGO)
WWW.CITYOFJENKINS.COM

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

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA ADDITIONS/DELETIONS
4. CONSENT AGENDA
   - A. AGENDA
   - B. MINUTES OF THE AUGUST 10RD, 2026 MEETING
   - C. PREWRITTEN PAYROLL CHECK #'S 30632-30641; **$5,213.45**
   - D. PROPOSED CHECK #S 30642-30651~~1~~3 & EFT'S; **~~$7,512.77~~ $8,223.57** TOTAL= **~~$12,726.22~~ $13,437.02**
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. PEQUOT LAKES FIRE DISTRICT
   - B. SOURCEWELL COMMUNITY IMPACT GRANT
     - i. SIDING BIDS
     - ii. OTHER PROJECTS RESOLUTION
     - iii. 26-08-345 REQUESTING FUNDS FROM PRAF
7. NEW BUSINESS
   - A. 2025 FEE SCHEDULE REVIEW
   - B. 2027 BUDGET DISCUSSION
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
   - A. MAYOR'S REPORT
   - B. CLERK'S REPORT
     - **i. ADMINISTRATIVE INTERN LETTER OF RECOGNITION**
   - C. ROADS REPORT
   - D. PARK COMMITTEE REPORT
9. MISCELLANEOUS/COMMUNICATION
   - A. ZONING ADMINISTRATOR'S REPORT
10. ADJOURNMENT

August 10th, 2026
Jenkins City Council
Meeting Minutes

Call to Order – Pledge of Allegiance

Mayor Rudland called the meeting to order at 6:00 PM.

Roll Call

Present: Mayor Rudlang, Council Members Barnett, Carlson, and City Clerk-Treasurer Delougherty. Council Member Siltman - arrived at 6:24 PM.

Absent: Council member Flategraff

Agenda Additions/Deletions

City Clerk-Treasurer Delougherty noted the following additions and changes to the agenda:

- Amended meeting minutes were included in the packet.
- Two additional disbursement claims totaling $391.32 were added to item 4E, bringing the 4E total to $8,437.06 and the combined disbursement total to $18,318.24. A previously miscoded item under Park Areas for Community Boost was recoded to General Government Buildings and Grounds, which was highlighted in the amended disbursements.
- A representative from Butler's Fire District was expected to attend at approximately 6:30 PM to discuss the fire board, a potential name change, and administrative changes. This item was placed at agenda item 8C pending Council Member Siltman's arrival, as he had requested the Roads Report be held until he was present.
- City Clerk-Treasurer Delougherty also requested that Fire Chief Schwankl be added to the agenda.

Motion to approve the agenda as amended was made by Council Member Carlson and seconded by Council Member Barnett. All voted Aye.

Consent Agenda

Motion to approve the Consent Agenda was made by Council Member Carlson and seconded by Council Member Barnett. All voted Aye.

Open Forum

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

UNFINISHED BUSINESS

PROPOSED ORDINANCE AMENDMENT O-26-52 – DEFINITIONS AND CAMPING

CITY CLERK-TREASURER DELOUGHERTY PRESENTED ORDINANCE O-26-52, WHICH HAD BEEN UNANIMOUSLY RECOMMENDED FOR APPROVAL BY THE PLANNING COMMISSION AT THEIR AUGUST 3RD MEETING. THE ORDINANCE AMENDS CITY CODE §150.005 (DEFINITIONS) AND §150.112 (CAMPING) TO ESTABLISH A DEFINITION OF "FISH HOUSE" AS A MOVEABLE, LICENSED STRUCTURE OF 200 SQUARE FEET OR LESS, AND TO CLARIFY THAT OFF-ICE HABITATION OF SUCH A STRUCTURE CONSTITUTES USE AS A RECREATIONAL VEHICLE SUBJECT TO THE CITY'S CAMPING REGULATIONS. THE DEFINITION OF "RECREATIONAL VEHICLE" WAS ALSO AMENDED TO EXPRESSLY INCLUDE HABITABLE FISH HOUSES.

THE PLANNING COMMISSION ADDITIONALLY RECOMMENDED ADDING THE PHRASE "UNLESS OTHERWISE APPROVED BY THE CITY IN ADVANCE" TO §150.112(B)(1) AND §150.112(C)(1), TO ALLOW THE CITY ADMINISTRATIVE FLEXIBILITY FOR TEMPORARY GATHERINGS THAT MAY EXCEED THE STANDARD TWO-UNIT LIMIT WITHOUT ESTABLISHING A FORMAL FEE STRUCTURE. COUNCIL MEMBERS EXPRESSED NO CONCERNS WITH THE AMENDMENTS AS PRESENTED.

THIS ITEM WAS BRIEFLY SET ASIDE TO AWAIT COUNCIL MEMBER SILTMAN'S ARRIVAL, AS A VOTE ON THE SUMMARY ORDINANCE REQUIRED FULL COUNCIL PARTICIPATION. ONCE COUNCIL MEMBER SILTMAN ARRIVED AT 6:24 PM, THE COUNCIL RETURNED TO THIS ITEM.

MOTION TO APPROVE ORDINANCE O-26-52 WAS MADE BY COUNCIL MEMBER BARNETT AND SECONDED BY COUNCIL MEMBER CARLSON. ALL VOTED AYE.

MOTION TO APPROVE THE SUMMARY ORDINANCE FOR PUBLICATION, ORDINANCE NO. O-26-52, WAS MADE BY SILTMAN AND SECONDED BY BARNETT. ALL VOTED AYE.

CITY ELECTIONS – REAFFIRMATION OF WRITE-IN VOTING

RESOLUTION 26-08-343

CITY CLERK-TREASURER DELOUGHERTY PRESENTED RESOLUTION NO. 26-08-343, REAFFIRMING AND UPDATING THE CITY'S WRITE-IN VOTE COUNTING POLICY. THE UPDATE WAS NECESSARY BECAUSE MINNESOTA STATUTE §204B.09, SUBDIVISION 3, HAD BEEN AMENDED TO CHANGE THE DEADLINE FOR A WRITE-IN CANDIDATE TO SUBMIT A WRITTEN REQUEST FROM NO LATER THAN THE SEVENTH DAY BEFORE THE MUNICIPAL ELECTION TO NO LATER THAN THE NINETEENTH DAY BEFORE THE CITY ELECTION. THE EXISTING RESOLUTION NO. 24-07-292 REFERENCED THE OUTDATED DEADLINE AND IS SUPERSEDED BY THIS RESOLUTION.

MOTION TO APPROVE RESOLUTION NO. 26-08-343 WAS MADE BY RUDLANG AND SECONDED BY CARLSON. ALL VOTED AYE.

SOURCEWELL COMMUNITY IMPACT GRANT

Res. 26-08-344 Community Impact Funding

City Clerk-Treasurer Delougherty reported that staff had been actively reaching out to area contractors to obtain bids for City Hall exterior improvements, specifically re-siding. Contractors contacted included Easy Home Solutions (Pequot Lakes), Mike Miller Roofing and Siding, former Mayor Hoffman's construction firm, and others. Staff noted an intent to keep the work as local as possible. No formal written bids had been received at the time of the meeting, but multiple contractors had visited the building to take measurements.

Delougherty noted that the application deadline for the Sourcewell Community Impact Grant is September 25th and that a council resolution is required to accompany the application. The resolution broadly authorizes the City Hall Improvement Project, including replacement of existing siding and potential renovation of City Hall space and equipment, leaving room to include additional items such as a water hookup for the maintenance shop. The full draft application will be presented at the next meeting, which is planned as a budget workshop.

Motion to approve Resolution No. 26-08-344 was made by Barnett and seconded by Carlson. All voted Aye.

New Business

Agricultural Use & Agricultural Structure Classification

i. Supporting Docs regarding Uses/Structures

City Clerk-Treasurer Delougherty presented the staff report on Agricultural Use and Agricultural Structure Classification, along with the August 3rd Planning Commission draft minutes. The core issue is that "Agricultural Structure" is listed as a permitted use in the Agricultural District under the Land Use Matrix (§150.038), but the term is not defined anywhere in the City Code. The City Attorney has advised that the existing language is too vague to be reliably enforced, as applicants could broadly characterize any storage building as an agricultural structure.

The Planning Commission had discussed three potential approaches: (1) continue to develop a clear definition of "Agricultural Structure"; (2) strike "Agricultural Structure" from the Land Use Matrix entirely; or (3) consider a narrowly tailored approach that would allow certain structures on larger agricultural parcels with specific standards and safeguards. The Commission expressed general support for striking the classification as the cleanest solution, but made no formal recommendation, deferring to Council input and City Attorney guidance.

Council discussion centered on the complexity of drawing a clear line for property owners of large outlying parcels. Mayor Rudlang suggested exploring a combination of options two and three—striking the undefined classification from the matrix to eliminate current ambiguity, while separately considering whether an Interim Use

Permit (IUP) framework could provide a path for agricultural structures on parcels above a certain acreage. Council members noted that the City's comprehensive plan views agricultural zoning as a placeholder for future development, and expressed concern that permitting standalone structures could complicate future subdivision even if tied to an IUP.

Council Member Barnett raised the practical example of a property owner wishing to place a hay shed on a separate, adjacent parcel from their home farm, noting this is a legitimate agricultural scenario that a blanket prohibition might not account for. It was also noted that establishing structures under an IUP tied to ownership could address the long-term development concern, as rights would not transfer with the property.

By consensus, the Council directed City Clerk-Treasurer Delougherty to consult with Sourcewell planning advisor Katie and the City Attorney regarding whether striking "Agricultural Structure" from the matrix and replacing it with an Interim Use Permit process—accompanied by a formal definition—would be a viable path forward. Staff will report findings back to the Planning Commission.

Regarding the Planning Commission's separate recommendation to rezone the 10 agriculturally-zoned parcels that fall below the current 10-acre minimum lot size requirement to Rural Residential, the Council expressed general agreement. Six of the ten parcels originate from the Bean Estate Plat approved in June 2024. Affected property owners would be notified and given the opportunity to comment.

> ***Motion to proceed with the city-initiated rezoning of the 10 non-conforming agricultural parcels to Rural Residential (RR) was made by Mayor Rudlang and seconded by Council Member Carlson. All voted Aye.***

Foundation of Rural Service Grant Opportunity

City Clerk-Treasurer Delougherty presented information regarding the Foundation for Rural Service (FRS) Community Grant Program, offered through Tremolo Communications. The program offers grants of $250 to $5,000, with 20% of the grant coming from the NTCA member partner. The application deadline is September 4, 2026. No council resolution appears to be required to apply, though Delougherty indicated she would prepare one as a precaution for the August 25th meeting.

On behalf of the Parks Committee, Delougherty requested authorization to pursue the grant. Council Member Siltman noted that potential uses could include handicap-accessible picnic tables and benches for Veterans Park, and possibly some first-baseline fencing at the ball field. Estimates suggested that up to four or five accessible tables could be purchased with the full $5,000 in grant funds.

MOTION TO PURSUE THE FOUNDATION FOR RURAL SERVICES COMMUNITY GRANT WAS MADE BY MAYOR RUDLANG AND SECONDED BY COUNCIL MEMBER SILTMAN. ALL VOTED AYE.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

NO FORMAL MAYOR'S REPORT WAS PRESENTED AT THIS MEETING.

CLERK'S REPORT

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT THE ADMINISTRATIVE INTERNSHIP WITH JOSIE WAS CONCLUDING THAT WEEK. SHE SPOKE HIGHLY OF THE INTERN'S WORK ETHIC AND PRODUCTIVITY, NOTING THAT DIGITIZATION AND SCANNING TASKS WERE COMPLETED MUCH FASTER THAN ANTICIPATED. DELOUGHERTY INDICATED SHE WOULD PRESENT A FORMAL LETTER OF RECOGNITION ON BEHALF OF THE COUNCIL AT THE NEXT MEETING, ALONG WITH A FINAL COST REPORT FOR THE INTERNSHIP FUNDING.

REGARDING THE FIRE DISTRICT REPRESENTATIVE WHO WAS EXPECTED AT APPROXIMATELY 6:30 PM: NEITHER THE FIRE CHIEF NOR ASSISTANT CHIEF LANG WERE AVAILABLE TO ATTEND THE MEETING. LANG INDICATED HE WAS EN ROUTE TO STURGIS, AND THE MATTER WAS DEFERRED TO THE AUGUST 25TH MEETING. THE COUNCIL AUTHORIZED STAFF TO INVITE EITHER THE CHIEF OR AN APPROPRIATE REPRESENTATIVE TO ATTEND THE AUGUST 25TH MEETING AND PRESENT EARLY ON THE AGENDA, GIVEN THAT POTENTIAL ADMINISTRATIVE AND BUDGETARY CHANGES TO THE FIRE DISTRICT COULD HAVE IMPLICATIONS FOR THE CITY. DELOUGHERTY OFFERED TO PROVIDE BACKGROUND MATERIALS TO COUNCIL MEMBERS IN ADVANCE.

ROADS REPORT

I. LRIP FUNDING OPPORTUNITY – 2ND HALF OF VETERAN'S STREET

THOMAS WITH WIDSETH PRESENTED INFORMATION ON THE MINNESOTA DEPARTMENT OF TRANSPORTATION'S LOCAL ROAD IMPROVEMENT PROGRAM (LRIP), A COMPETITIVE GRANT PROGRAM WITH A MAXIMUM AWARD OF $1.5 MILLION PER PROJECT. APPLICATIONS OPEN SEPTEMBER 16, 2026 AND CLOSE NOVEMBER 25, 2026, WITH PROJECT SELECTIONS ANTICIPATED BY MARCH 30, 2027 AND CONSTRUCTION EXPECTED IN 2027–2028. THE GRANT IS REIMBURSEMENT-BASED AND DOES NOT COVER ENGINEERING, DESIGN, OR ADMINISTRATION COSTS.

WIDSETH IDENTIFIED THE EAST HALF OF VETERANS STREET AS A POTENTIALLY STRONG CANDIDATE UNDER THE "ROUTES OF REGIONAL SIGNIFICANCE" CATEGORY, GIVEN THAT IT WOULD COMPLETE THE CONNECTION BETWEEN THE COUNTY ROAD AND HIGHWAY 371 ONCE THE WEST HALF CURRENTLY UNDER CONSTRUCTION IS FINISHED. A COUNTY-SPONSORED RESOLUTION WOULD BE REQUIRED, AS JENKINS IS NOT A STATE AID CITY. WIDSETH NOTED THAT A LOCAL MATCH IS NOT REQUIRED BUT WOULD IMPROVE THE APPLICATION'S SCORING.

COUNCIL DISCUSSION FOCUSED ON THE CITY'S CURRENT BUDGET CONSTRAINTS FOLLOWING THE INVESTMENT IN THE FIRST HALF OF VETERANS STREET, AS WELL AS WHETHER LILAC STREET MIGHT BE A STRONGER OR CONCURRENT CANDIDATE GIVEN ITS SIMILAR TRUNK-TO-COUNTY-ROAD alignment. Council Member Siltman noted the budget may not support engineering costs for a concurrent application. The Council generally agreed that the current year is likely too constrained to pursue the application, but that the matter should be revisited following completion of the first Veterans Street project and a clearer picture of year-end finances. Widseth confirmed that if construction concludes mid-September as planned, the Council would have time to assess budget at an October meeting and potentially still submit by the November deadline.

By consensus, the Council directed staff to continue monitoring the situation and revisit the LRIP application question after the Veterans Street project closes out.

Delougherty also raised the ongoing drainage issue on Cottage Avenue, noting that a recently cleaned and repaired drain had experienced greater overflow following only minor rainfall events, and that a silt screen installed had quickly clogged. The matter was flagged for future discussion regarding a longer-term solution.

Park Committee Report

Council Member Siltman noted that the park is recovering well after Roger identified and repaired faulty sprinkler heads and found one broken lines. A broken controller issue was also resolved.

The upcoming VFW-hosted Dad's Fest / Dad's Day celebration at Veterans Park on Saturday, August 15, 2026 was mentioned, including a lawn mower race event open to residential mowers. Council members were encouraged to attend and spread the word. The City website has further details.

Miscellaneous/Communication

No formal miscellaneous or communication items were discussed under this heading.

Adjournment

There being no further business, the meeting was adjourned at 7:33PM.

> ***Motion to approve the adjournment of the regular council meeting was made by Carlson and seconded by Rudlang. All voted aye.***

Andrew J. Rudlang, Mayor

Attest:

Cassandra M. Delougherty, City Clerk-Treasurer

Date Range : 7/24/2026 To 8/24/2026

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/11/2026	Thurlow Hardware	staining supplies for handicap ramp and entrance stairways	3023	$80.69			
					100-41940-223-	General Government Buildings and Plant	$80.69
08/11/2026	Pequot Lakes Sanitation	Garbage service	3024	$80.45			
					100-41940-384-	General Government Buildings and Plant	$80.45
08/11/2026	MN Power	street light	3025	$588.48			
					100-43160-381-	Street Lighting	$588.48
08/11/2026	Metro Sales	Inv3158640Contract base5/14-8/13-14.25 Usage chrg 88.62 Rental chrg 333.90 MiscCred 142.50	3026	$294.27			
					100-41110-209-	Council/Town Board	$294.27
08/19/2026	Wilson Township	1st half payment for street maintenance-12th Ave SW	3027	$2,500.00			
					100-43101-405-	Highways and Streets	$2,500.00
08/19/2026	TDS	Phone and internet	3028	$178.21			
					100-41940-321-	General Government Buildings and Plant	$178.21
08/19/2026	Brainerd Hydraulics & Air	replacemnt hydraulic parts for 2007 International 70s Plow Truck	3029	$2,212.57			
					100-43126-221-	Road and Bridge Equipment	$2,212.57
08/20/2026	Earl F. Andersen	firemarkers 3826 , 3880, 3544	3030	$103.70			
					100-43101-226-	Highways and Streets	$103.70

Date Range : **7/24/2026 To 8/24/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/20/2026	Force America Distributing, LLC	SO--1=2178079-1 1 Dual Axis Control Lever with Flat Head Knob (308721-F-P) for Plow Truck	3031	$161.70			
					100-43126-221-	Road and Bridge Equipment	$161.70
08/20/2026	Cassandra Delougherty	mileage for round-trip run to Brainerd Hydraulics & Air and to Little Falls Machine	3032	$85.12			
					100-41425-331-	Clerk	$85.12
08/24/2026	Ratwik, Roszak & Maloney, P.A.	Inv3915 Review PC agenda, Phone conference regarding PC/Zoning Ord challenges & options	3033*	$231.00			
					100-41610-304-	City/Town Attorney	$231.00
08/24/2026	Sourcewell	July 2026 P & Z Services	3034*	$210.00			
					100-41910-311-	Planning and Zoning	$210.00
08/12/2026	PERA	7/26-8/08/26 pay period	EFT000862736	$495.48			
					100-41501-115-	Payroll Administration	$157.66
					100-41501-115-	Payroll Administration	$72.38
					100-41501-121-	Payroll Administration	$265.44
08/12/2026	State of IA	CSE 7/26- 8/08/26 pay period	EFT2786772	$60.00			
					100-41501-175-	Payroll Administration	$60.00
08/17/2026	Crow Wing Power	7/8/25 to 8/8/2026 electric service	EFT3005197	$26.00			
					100-43160-381-	Street Lighting	$26.00
08/24/2026	WEX BANK	FUEL	EFT376908252026	$252.44			
					100-43126-212-	Road and Bridge Equipment	$252.44

Date Range : **7/24/2026 To 8/24/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/17/2026	Elan Financial Services	Adobe,NPNotices, CWCGIS subs, Irrigation parts, US&MN Flags, office supplies, step repair	EFTCCDA066 EA2	$573.46			
					100-41110-433-	Council/Town Board	$46.45
					100-43127-215-	General Equipment	$141.90
					100-45202-225-	Park Areas	$119.79
					100-41420-351-	Recording and Reporting	$86.79
					100-45202-221-	Park Areas	$168.58
					100-41940-223-	General Government Buildings and Plant	$9.95
08/17/2026	State of Minnesota Department of La	OSHA Vio. EISA Insp No. 8318242336X, OSHAIDC706604226 Inv318242336	MN1DLI000 833365	$90.00			
					100-41940-438-	General Government Buildings and Plant	$90.00
Total For Selected Claims				**$8,223.57**			**$8,223.57**

Date

REBRAND UPDATE

Pequot Lakes Fire District
is rebranding as
Northern Lakes Fire District.

FORMER NAME:	→	NEW NAME:
Pequot Lakes Fire District		**Northern Lakes Fire District**

WHY THE REBRAND?

- The new name better reflects the full community served.
- It encompasses all entities involved in the fire district, not just the City of Pequot Lakes.
- It allows the district name to represent the community as a whole.

WHAT IS CHANGING?

- District name
- District logo / visual identity

WHAT IS NOT CHANGING

- District makeup
- Coverage area
- Budget
- Staffing levels
- Operations and emergency response

THIS IS A REBRAND — NOT AN OPERATIONAL CHANGE.

SAME DISTRICT. SAME SERVICE.
NEW NAME THAT REFLECTS THE BROADER COMMUNITY.

Professional Service | Community Focused | Always Ready | Proudly Serving Our Northern Lakes

2028 Final Contract Prices

Fire protection contract amount by entity

TOTAL 2028 CONTRACT

$595,679

Operating

$268,500

Capital

$283,469

Relief

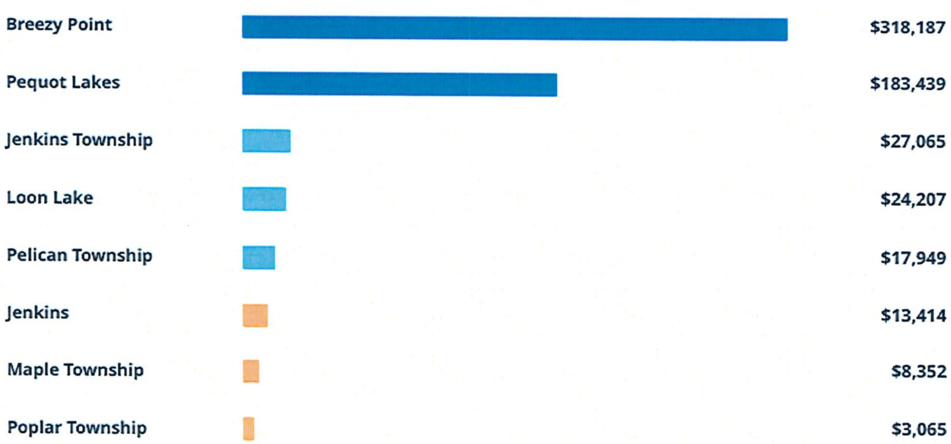
$43,710

What is included?

Each total combines the entity budget share plus its relief association cost.

Entity contract totals

Amounts shown are 2028 final contract totals.



Budget + relief breakdown

Final totals by municipality/township.

Entity	Budget	Relief	Total
Breezy Point	$297,393	$20,794	**$318,187**
Pequot Lakes	$171,451	$11,988	**$183,439**
Jenkins	$11,856	$1,559	**$13,414**
Maple Township	$7,382	$970	**$8,352**
Jenkins Township	$23,921	$3,145	**$27,065**
Loon Lake	$21,394	$2,812	**$24,207**
Poplar Township	$2,709	$356	**$3,065**
Pelican Township	$15,863	$2,085	**$17,949**
Grand total			**$595,679**

Source: 2028 Final Contract Prices workbook, Total Contract sheet. Values rounded to nearest dollar for presentation.

Entity-level comparison: cities and Jenkins Township

Each cell shows final amount, 2024 projected amount, and the dollar difference. Amounts rounded to nearest dollar.

Final contract amount   2024 projected amount   Variance

Entity	2024	2025	2026	2027	2028
Breezy Point	Final $306,014 Proj $306,014 Diff $0	Final $301,040 Proj $309,898 Diff -$8,858	Final $314,018 Proj $313,899 Diff +$119	Final $314,018 Proj $318,020 Diff -$4,002	Final $318,187 Proj $322,265 Diff -$4,078
Pequot Lakes	Final $164,535 Proj $164,535 Diff $0	Final $175,752 Proj $166,743 Diff +$9,008	Final $169,853 Proj $169,017 Diff +$835	Final $169,853 Proj $171,360 Diff -$1,507	Final $183,439 Proj $173,772 Diff +$9,667
Jenkins	Final $12,962 Proj $12,962 Diff $0	Final $13,283 Proj $13,283 Diff $0	Final $12,227 Proj $13,614 Diff -$1,387	Final $12,227 Proj $13,955 Diff -$1,728	Final $13,414 Proj $14,306 Diff -$891
Jenkins Twsp	Final $28,166 Proj $28,166 Diff $0	Final $25,686 Proj $28,847 Diff -$3,162	Final $25,992 Proj $29,549 Diff -$3,557	Final $25,992 Proj $30,272 Diff -$4,280	Final $27,065 Proj $31,016 Diff -$3,951

How to read this: Final = collected amount in that contract year. Proj = amount from the 2024 estimate. Diff = final minus projected. Green stripe means below projection; orange means above.

Sources: Contract Price Estimate 2024; Final Contract Prices 2024; Final Contract Prices 2026 With Maple July 1; 2027 Final Contract Prices; 2028 Final Contract Prices. Maple Township was not included in the 2024 projection.

Entity-level comparison: townships

Each cell shows final amount, 2024 projected amount, and the dollar difference. Amounts rounded to nearest dollar.

Final contract amount
2024 projected amount
Variance

Entity	2024	2025	2026	2027	2028
Loon Lake	Final $20,644 Proj $20,644 Diff $0	Final $20,383 Proj $21,148 Diff -$765	Final $21,511 Proj $21,667 Diff -$157	Final $21,511 Proj $22,202 Diff -$691	Final $24,207 Proj $22,753 Diff +$1,454
Maple Township	Final — Proj — Diff —	Final $7,974 Proj — Diff —	Final $8,162 Proj — Diff —	Final $8,162 Proj — Diff —	Final $8,352 Proj — Diff —
Poplar	Final $3,652 Proj $3,652 Diff $0	Final $2,670 Proj $3,743 Diff -$1,074	Final $3,089 Proj $3,837 Diff -$748	Final $3,089 Proj $3,934 Diff -$845	Final $3,065 Proj $4,034 Diff -$969
Pelican	Final $19,496 Proj $19,496 Diff $0	Final $16,842 Proj $19,966 Diff -$3,124	Final $16,971 Proj $20,449 Diff -$3,479	Final $16,971 Proj $20,948 Diff -$3,977	Final $17,949 Proj $21,461 Diff -$3,512

How to read this: Final = collected amount in that contract year. Proj = amount from the 2024 estimate. Diff = final minus projected. Green stripe means below projection; orange means above.

Sources: Contract Price Estimate 2024; Final Contract Prices 2024; Final Contract Prices 2026 With Maple July 1; 2027 Final Contract Prices; 2028 Final Contract Prices. Maple Township was not included in the 2024 projection.

Fire protection contract amounts: final vs 2024 projection

Total collected each year compared with the original 2024 contract price estimate

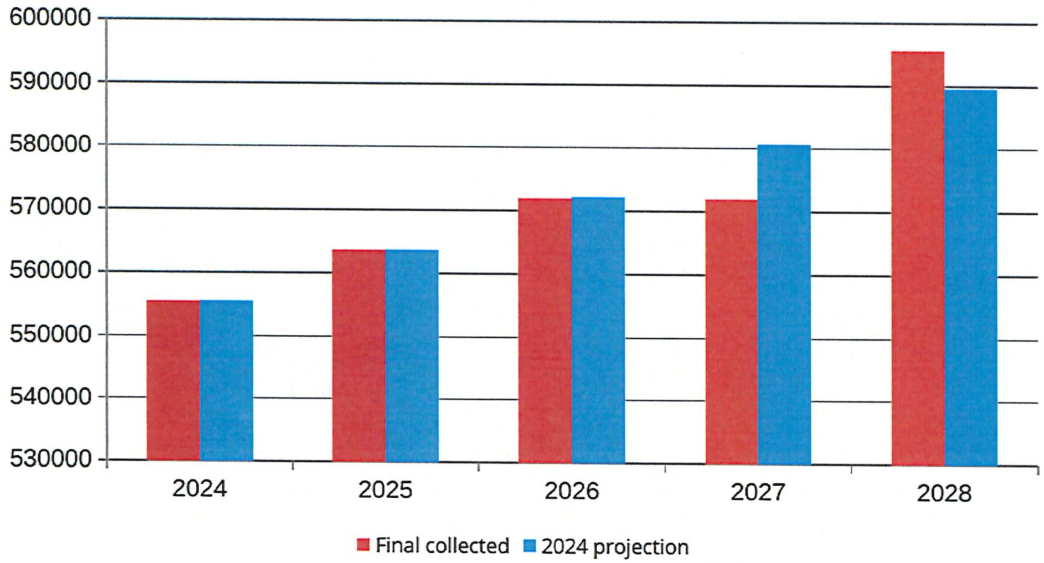
2024–2028 final total
$2,858,423

2024 projection total
$2,861,430

Cumulative variance
-$3,007

2028 variance vs projection
+$6,072

Annual total collected



Total collected vs projected

Year	Final	Projected	Δ dollars	Δ %
2024	$555k	$555k	$0	0.0%
2025	$564k	$564k	$0	0.0%
2026	$572k	$572k	$0	-0.0%
2027	$572k	$581k	-$8.9k	-1.5%
2028	$596k	$590k	+$6.1k	1.0%

Main takeaway

Through 2028, total collections are essentially tracking the original projection: $3,007 below projection cumulatively, with 2028 running $6,072 above the 2024 estimate.

Sources: Contract Price Estimate 2024; Final Contract Prices 2024; Final Contract Prices 2026 With Maple July 1; 2027 Final Contract Prices; 2028 Final Contract Prices. Maple Township was not included in the 2024 projection.

STRONGER TOGETHER. SAFER TOGETHER.

BUILDING A BETTER FUTURE FOR OUR COMMUNITIES.

We are exploring the creation of a Special Taxing District to provide fire protection for our region. This would allow all contracted areas to become members of the Northern Lakes Fire District.

NORTHERN LAKES FIRE DISTRICT
COURAGE
HONOR
EST. 2022

TOGETHER, WE CAN:

Share resources, reduce administrative burden, and build a stronger, more sustainable fire protection system for generations to come.

ONE DISTRICT. ONE MISSION.

Protecting our communities with courage, honor, and commitment.

WHY CONSIDER A SPECIAL TAXING DISTRICT?

PREDICTABLE FUNDING

Stable revenue through a voter-approved levy ensures consistent, long-term planning.

SHARED OWNERSHIP & A VOICE

All member communities have a seat at the table and a voice in decisions that impact service and spending.

SUSTAINABLE FIRE PROTECTION

Provides the resources needed for appropriate equipment, staffing, training, and facilities for the future.

REDUCED LOCAL ADMINISTRATIVE BURDEN

Takes the burden of budgeting, contract negotiations, and annual pricing from local municipalities.

BETTER PROTECTION. BETTER VALUE.

Pooling resources strengthens the entire region and helps control costs.

THE DIFFERENCE IT MAKES

SPECIAL TAXING DISTRICT (TOGETHER)	VS.	CONTRACTED SERVICE (INDIVIDUALLY)
Long-term, dedicated funding through a district levy		Year-to-year contract pricing and uncertainty
Local representatives have a voice in decisions		Limited or no say in how service is delivered
Shared costs based on property value		Costs may increase at different rates
District-wide planning for equipment, staffing & facilities		Challenges planning for equipment & staffing needs
Reduces annual budget and contract workload		High administrative time spent on contracts & budgets
More buying power and cost efficiency		Less pricing leverage as individual entities
Focus on service delivery, not contract management		Focus diverted from other local priorities

LET'S START THE CONVERSATION

Creating the Northern Lakes Fire District is about working together to ensure reliable fire protection, fiscal responsibility, and a strong future for every community we serve.

WHAT ARE THE NEXT STEPS?

- Discuss the opportunity with your council/board.
- Ask questions and share input.
- Continue discussions with neighboring communities.
- Explore next steps together toward forming the Northern Lakes Fire District.

By working together, we can build a fire protection system that reflects our values, strengthens our communities, and protects what matters most.

COURAGE. HONOR. COMMUNITY.
NORTHERN LAKES FIRE DISTRICT

Regional Fire Protection: Why a Special Taxing District Works Better

A district gives every participating community ownership, a voice, and a funding model built around readiness — not annual contract shopping.

Contract Model: One Owner, Many Customers

Works, but can create annual bargaining and unequal control

Price becomes the central debate
Contracting communities may focus on shopping for the lowest annual cost instead of long-term readiness.

Ownership sits with one municipality
The owner controls assets, stations, equipment replacement, and strategic decisions.

Limited voice for contracted areas
Contracted communities pay for service, but may not have a direct vote on budget priorities or capital purchases.

Cost pressure can defer needs
To keep contracts attractive, departments may delay trucks, gear, training, or reserves — often increasing costs later.

Special Taxing District: Shared Owner, Shared Voice

A regional governance model designed for shared fire service

✓ **Everyone has ownership**
Member communities are part of the district instead of simply buying service from another town.

✓ **A voice in the process**
Participating councils and town boards appoint representatives and help set priorities through district governance.

✓ **Costs follow the tax base**
The levy is spread across taxable property in the district, making funding more consistent and transparent.

✓ **Better capital planning**
The district can plan equipment, stations, staffing, and reserves around service needs instead of annual contract negotiations.

Why "price shopping" fire contracts can weaken cost control and readiness

When contract areas can shop for the lowest annual price, the department may be pushed to cut or delay the very things that keep the system ready: apparatus replacement, training, staffing depth, turnout gear, radios, stations, and reserves. A district replaces one-year bargaining pressure with a board-approved capital plan and a shared tax base.

1 Lowest bid pressure → 2 Deferred equipment → 3 Higher future replacement costs → 4 Less predictable service

Taxpayer message: This is not about building a bigger bureaucracy. It is about making fire protection a shared public service with transparent budgeting, equal representation, and equipment planning that matches the risk across the whole service area.

MN Fire Protection Special Taxing District

Formation steps for participating municipalities — no fire department merger required

Authority: Minn. Stat. § 144F.01

Purpose of the district: create shared public ownership, shared governance, and district-wide taxing authority for fire protection/EMS — while the existing service delivery structure can remain in place.

1 Prepare the formation agreement

§144F.01, subd. 2(b)

Participating cities/townships agree to the district terms: service area, governance, asset distribution if dissolved, and levy method.

2 Each governing body adopts a resolution

§144F.01, subd. 2(a)

Every participating council or town board formally votes to establish the special taxing district.

3 Seat the initial district board

§144F.01, subd. 3

Board members are elected officials from the participating political subdivisions, in the proportions set in the resolution.

4 File formation documents with Revenue

§144F.01, subd. 2(d)

File the establishing resolutions and agreements with the Minnesota Commissioner of Revenue; include a clear service-area statement if needed.

5 District board certifies the levy

§144F.01, subd. 4(a); §275.07

The district board certifies the property-tax levy to the county auditor(s) on the normal levy-certification timeline.

6 County spreads tax; district funds service

§144F.01, subd. 4(a), 5

The levy is collected on taxable property in the district and used for the district's fire protection/EMS costs.

What is NOT part of this formation step:

No required department merger. No required feasibility study. No required referendum unless a separate law or local choice creates one.

Practical result:

Each participating community helps govern the district and the district funds fire protection through its own levy.

Source: Minnesota Statutes §§ 144F.01 and 275.07. This graphic summarizes formation mechanics and is not legal advice.

Regional Fire District Levy Model

How a $595,679 district levy is distributed using net tax capacity

ANNUAL DISTRICT LEVY	TOTAL DISTRICT NTC	DISTRICT TAX CAPACITY RATE	PELICAN INCLUDED SHARE
$595,679	25,449,832.5	2.34%	25%
		per $1 of net tax capacity	1,480,332.5 NTC included

Community allocation of the annual levy

Community	Levy	Share
Pequot Lakes	$144,261	24.2%
Breezy Point	$238,064	40.0%
Jenkins	$24,866	4.2%
Jenkins Township	$77,999	13.1%
Loon Lake Township	$43,577	7.3%
Maple Township	$21,432	3.6%
Poplar Township	$10,832	1.8%
Pelican Township (25%)	$34,649	5.8%

What drives cost?

Each community pays the same district tax rate.

Its total share rises or falls with its net tax capacity.

Formula

Levy × Community NTC ÷ Total District NTC

Source: Fire_District_Tax_Levy_Model_With_Pelican workbook

How to Use the Fire District Model

Four controls and checks that keep the planning model accurate

1 Set the annual levy

Change Levy Model!B4 to test a different annual funding level.

2 Confirm NTC inputs

Replace planning figures with certified city and township net tax capacity.

3 Maintain Pelican coverage

Pelican Township is included at 25%. Change total NTC or coverage share if service area changes.

4 Verify parcel assumptions

Review class rates and exclusions before using property-impact examples publicly.

Source checklist

Authority	Minn. Stat. § 144F.01
NTC method	Minnesota Revenue ANTC overview
City tax reports	League of Minnesota Cities
Class rates	Minn. Stat. § 273.13
Pelican NTC	MN DOR Final City/Township ANTC, Study Year 2025

Model formula

Allocated levy = total levy × community NTC ÷ total district NTC

Sources listed in the workbook's "Instructions & Sources" sheet.

FIRE PROTECTION FUNDING

Current Contract Model vs. Fire District Levy

Same total funding • Different distribution of cost

TOTAL ANNUAL FUNDING

$595,679

Annual fire protection cost by municipality

Current contract allocation compared with proposed NTC district allocation

Community	Current	New district	Change
Pequot Lakes	$183,439	**$144,261**	▼ $39,178
Breezy Point	$318,187	**$238,064**	▼ $80,123
Jenkins	$13,414	**$24,866**	▲ $11,452
Jenkins Township	$27,065	**$77,999**	▲ $50,934
Loon Lake Township	$24,207	**$43,577**	▲ $19,370
Maple Township	$8,352	**$21,432**	▲ $13,079
Poplar Township	$3,065	**$10,832**	▲ $7,766
Pelican Township (25%)	$17,949	**$34,649**	▲ $16,700
TOTAL	**$595,679**	**$595,679**	No change

Sources: 2028 Final Contract Prices.xlsx • Fire_District_Tax_Levy_Model_With_Pelican(1).xlsx

Estimated household cost

Annual fire-related cost by home value

Home value	New District
$200k	$47
$300k	$70
$400k	$94
$500k	$117

Cities decrease

Pequot Lakes −$39k
Breezy Point −$80k

Contract areas increase

Largest: Jenkins Twp +$50.9k annually

* Current Cities = Pequot Lakes & Breezy Point. † Current Contracts = Jenkins and Townships.
Household estimates apply the allocation rates in the uploaded models. New model uses 1.00% residential class rate as modeled; actual parcel taxes can vary by taxable value, exclusions, credits, and classification.

Illustrative Property Tax Impact

Estimated annual and monthly district cost by property type at the current model rate

CURRENT MODEL LEVY
$595,679

DISTRICT RATE
2.34%
of net tax capacity

KEY ASSUMPTION
Class rates & exclusions are editable
Actual parcel tax may differ

Residential homestead examples

$100K home	$14.62	$1.22/mo
$250K home	$58.52	$4.88/mo
$500K home	$117.03	$9.75/mo

How to read these numbers

Taxable market value × class rate = net tax capacity.
Net tax capacity × district tax-capacity rate = annual district tax.

Planning note: homestead exclusions, credits, fiscal disparities, TIF and county calculations can change an actual parcel's final tax.

Other property classes

Seasonal / nonhomestead	$100K	**$23.41**
Vacant residential land	$100K	**$23.41**
Agricultural land	$100K	**$11.70**
Agricultural land	$500K	**$58.52**
Commercial property	$100K	**$35.11**
Commercial property	$500K	**$175.55**

Source: Fire_District_Tax_Levy_Model_With_Pelican workbook

AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: AUGUST 20H, 2026
SUBJECT: SOURCEWELL COMMUNITY IMPACT GRANT-CITY HALL EXTERIOR UPDATES

REPORT: CITY STAFF HAS REACHED 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 HAS RECEIVED FORMAL WRITTEN BIDS FROM 2 CONTRACTORS. HOWEVER, AT LEAST 4 OTHER 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

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.

PRELIMINARY BIDS ARE COMING IN BETWEEN $18K-$30K FOR VINYL OR STEEL SIDING, LEAVING FUNDING AVAILABLE FOR OTHER PROJECTS.

REQUESTED ACTION: PLEASE DISCUSS OTHER PROJECTS AND DIRECT STAFF TO PURSUE BIDS OR RESEARCHING SAID PROJECT COSTS.

CITY OF JENKINS
RESOLUTION NO. 26-08-345

A RESOLUTION REQUESTING FUNDING FROM THE PINE RIVER AREA FOUNDATION FOR SAFETY FENCING IMPROVEMENTS AT THE JENKINS BALLFIELD AND VETERANS PARK

WHEREAS, THE CITY OF JENKINS IS COMMITTED TO MAINTAINING SAFE, ACCESSIBLE, AND WELCOMING PUBLIC RECREATIONAL SPACES FOR RESIDENTS, VISITORS, YOUTH, FAMILIES, AND COMMUNITY ORGANIZATIONS; AND
WHEREAS, THE CITY HAS IDENTIFIED AND ADDRESSED A NEED FOR ADDITIONAL AND UPGRADED SAFETY FENCING AT THE JENKINS BALLFIELD AND VETERANS PARK TO IMPROVE PUBLIC SAFETY AND BETTER DEFINE AND PROTECT RECREATIONAL AND PARKING AREAS; AND
WHEREAS, THE SAFETY FENCING IMPROVEMENTS INCLUDE THE FOLLOWING:

- JENKINS BALLFIELD BACKSTOP SAFETY FENCING: $1,850.00
- JENKINS BALLFIELD PARKING LOT SAFETY FENCING: $3,450.00
- VETERANS PARK SOUTHEAST CORNER SAFETY FENCING: $5,513.00
- TOTAL PROJECT COST: $10,813.00

WHEREAS, THE JENKINS BALLFIELD AND VETERANS PARK ARE IMPORTANT COMMUNITY ASSETS THAT PROVIDE RECREATIONAL OPPORTUNITIES AND GATHERING SPACES FOR RESIDENTS AND VISITORS OF ALL AGES; AND
WHEREAS, THE COMPLETED FENCING IMPROVEMENTS ENHANCE SAFETY BY PROVIDING ADDITIONAL SEPARATION AND PROTECTION IN AREAS WHERE VEHICLES, PEDESTRIANS, SPECTATORS, AND RECREATIONAL ACTIVITIES MAY INTERACT; AND
WHEREAS, THE CITY OF JENKINS DESIRES TO REQUEST FINANCIAL ASSISTANCE FROM THE PINE RIVER AREA FOUNDATION (PRAF) TO COVER THE COST TO COMPLETE THESE PUBLIC SAFETY IMPROVEMENTS WITHOUT PLACING THE ENTIRE FINANCIAL BURDEN ON CITY TAXPAYERS.
NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, THAT THE CITY COUNCIL HEREBY AUTHORIZES AND SUPPORTS A REQUEST TO THE PINE RIVER AREA FOUNDATION IN THE AMOUNT OF $10,813.00 FOR SAFETY FENCING IMPROVEMENTS AT THE JENKINS BALLFIELD AND VETERANS PARK.
BE IT FURTHER RESOLVED, THAT THE REQUESTED FUNDING SHALL BE USED TOWARD THE FOLLOWING IMPROVEMENTS: $1,850.00 FOR SAFETY FENCING AT THE JENKINS BALLFIELD BACKSTOP, $3,450.00 FOR SAFETY FENCING AT THE JENKINS BALLFIELD PARKING LOT, AND $5,513.00 FOR SAFETY FENCING AT THE SOUTHEAST CORNER OF VETERANS PARK.
PASSED BY THE CITY COUNCIL OF JENKINS, MINNESOTA THIS 25TH DAY OF AUGUST, 2026.

____
ANDREW J. RUDLANG, MAYOR

ATTESTED:

____
CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

JENKINS

CITY OF JENKINS
2025 FEE SCHEDULE

Adopted April 22, 2025

Address assignment and 911 sign installation..$100.00
- 911 sign and post replacement...$80.00
- 911 Sign Post Replacement $35.00
- 911 Sign Replacement $45.00

Administrative Fines..............See Attached Administrative Fine Fee Schedule

Miscellaneous Fees

City Hall rental Signed Key Policy Required..$25.00/minimum
- Local non-profit and government agencies................................No Charge
- Local charity group Key Deposit (refundable) $25.00

NSF Checks $40.00

Copies
- Black and White $0.25/page
- Color $0.75/page
- Color Photo .... $2.00 each

Administrative Staff Time ....At current wage rate

Public Works Time ....At current wage rate

Special City Council meeting $500.00

Special Planning Commission meeting $300.00

Cemetery Fees

Cemetery Lot $350.00

Additional burial right...$100.00

Deed Transfer...$25.00

Driveways and Approaches (Meeting with public works required)

Driveway/approach review $50.00

Culvert (if required by Public Works) .... At Owner's/Contractors expense

Damage to road .... At Owners/Contractors expense

Liquor and Cannabis Licenses

Intoxicating and Brew Pub Off-sale $100.00

Intoxicating On-sale...$750.00

Sunday sales license..$50.00

Brew Pub On sale license $500.00

Temporary Liquor license...$100.00

+Commercial Cannabis Initial Registration fee..$500.00
+Commerical Cannabis Renewal Fee..$1,000.00

+ Initial Cannabis retail registration fee shall not exceed $500 or half of the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less.

+ Any cannabis renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed $1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

Miscellaneous Permits

Temporary Vendor, Transient Merchant, Peddler Permit .... $25.00.day or
....$250.00 for 14 days
Temporary Travel Trailer/Camping permit (after 2 weeks) $1.00/day up to 180 days or
....$2.00/ day after 180 days
Fence Permit Fee.. $50.00
Special Event Permit Fee (Additional fees may apply)................................$100.00
Keeping of Chickens Permit...$25.00

Mail box Post..$100.00

Mailbox Post Installation..$50.00

Sign permits

Commercial...$100.00
Residential..$50.00
Commercial Concept Plan Review..$100.00
Residential Sign Plan Review..$50.00

Planning and Zoning Application Fees

Conditional Use Permit (Commercial) .... $500.00 + recording fee
Conditional Use Permit (Residential) .... $400.00 + recording fee
Sketch Plan Review .... $100.00 (credited to preliminary plat)
Preliminary Plat .... $500.00 + $2,500.00 security deposit
.... (Direct expenses taken from deposit)
Final Plat .... $275.00 + $25.00/lot
Re-zone ....$300.00 + publication cost
Variance request .... $500.00 + recording fee
Easement/alley vacation (includes outside Attorney fees incurred by City)*$750.00 + recording fee
Metes & Boundaries (less than 10 acre) $350.00
Metes & Boundaries (parcels resulting in greater than or equal to 10 acres)* $125.00
PUD .... $550.00 + any consulting/outside fees incurred by City
Petition for Ordinance Amendment $300.00
Lot line adjustment $125.00
Interim Use Permit $400.00

Appeals to Board of Adjustment (from action of Planning Commission).............$0
*Appeals to City Council (from action of Planning Commission)..............$300.00

*If appeal is upheld by the City Council, fee shall be refunded.

Note: When costs associated with processing or reviewing a Planning and Zoning application (as shown below) exceeds the original application fee, the applicant shall reimburse the City for any reasonable and customary additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire in reviewing permits and/or applications. Any outstanding fees due to the City shall be paid before issuance of the permit and any construction of the project begins.

Land Use Fees

New Construction:

Residential:

Main Floor (basement not included in cost factor)..$.20 sq ft
Additional Floors (included basement and attached garage)............................... $.10 sq ft
Accessory Building (detached garage included) over 100 sq ft & without plumbing...$0.15 sq ft
Accessory Building (detached garage included) over 100 sq ft & with plumbing ....$0.20 sq ft
Accessory Building (100 sq ft or less)...$50.00
Demolition permit...$75.00

**Commercial:

Main Floor (basement not included in cost factor)..$.25 sq ft
Additional Floors (included basement and attached garage) .... $.15 sq ft
Accessory Building (over 100 sq ft & without plumbing)..$0.20 sq ft
Accessory Building (detached garage included) over 100 sq ft & with plumbing ....$0.25 sq ft
Accessory Building (100 sq ft or less)...$100.00
Demolition permit.. $75.00

Agricultural Accessory Structures:... $100

Sewage Treatment Systems:

Residential (Includes review, approval of design, and inspection): $235*
Re-inspection Fee.. $200*
Design review.. $35*
Commercial design review and inspection........at City's choice outside inspector/designer rate
* Or current City appointed septic inspector's rate*

** There is a $5,000 maximum for one commercial development.

NOTE: Any non-permitted work or construction shall be required to be removed.

**Permit extension fee: ½ original permit fee
After the fact permits (Paid at the time Permit is Issued) Triple Original Fee plus a minimum of $250.00 fine

Administrative Fines

Offense	Statute/Code	Penalty
Abandoned or Inoperable Vehicles Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Animal Husbandry Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Construction Materials	Zoning Ordinance	$100 per day – $1,000 max per year
Dog Ordinance – No/Expired Vaccinations	City Code	$50
Dog Ordinance Violations – all other sections	City Code	$75
Exterior Storage	Zoning Code	$100 per day – $1,000 max per year
Fence Standards Violation	Zoning Code	$100 per day – $1,000 max per year
Garbage-Refuse-Debris Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Lawn/Noxious Weeds Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Property Maintenance Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Public Nuisance	Zoning Ordinance	$100 per day – $1,000 max per year
Building Standards Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Sign Standards Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Visual/Negative Impact Violation	Zoning Ordinance	$100 per day – $1,000 max per year
Noise Violation	Zoning Ordinance	$100.00 per occurrence
Cannabis/Low potency hemp retail sales without valid registration	Zoning Ordinance	$2,000/ each violation

Receipts

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
Taxes						
General Property Taxes						
Current Ad Valorem Taxes	$328,529.50	$375,465.00	$227,469.55	$417,624.00	$0.00	-100.00
Delinquent Ad Valorem Taxes	$16,610.32	$0.00	$0.00	$0.00	$0.00	N/A
Mobile Home Tax	$174.64	$0.00	$0.00	$0.00	$0.00	N/A
Total General Property Taxes	$345,314.46	$375,465.00	$227,469.55	$417,624.00	$0.00	-100.00
Penalties And Interest On Delinquent Taxes						
Penalties and Interest on Ad valorem Taxes	$432.94	$500.00	$89.64	$0.00	$0.00	N/A
Total Penalties And Interest On Delinquent Taxes	$432.94	$500.00	$89.64	$0.00	$0.00	N/A
Licenses And Permits						
Business Licenses And Permits						
Alcoholic Beverages	$3,450.00	$3,050.00	$4,000.00	$3,050.00	$0.00	-100.00
Cannabis MicroBusiness License Fee	$500.00	$0.00	$0.00	$0.00	$0.00	N/A
Total Business Licenses And Permits	$3,950.00	$3,050.00	$4,000.00	$3,050.00	$0.00	-100.00
Non-Business Licenses And Permits						
Building Permits (Excludes surcharge)	$5,698.00	$3,000.00	$4,478.20	$3,500.00	$0.00	-100.00
Septic permits	$1,320.00	$1,000.00	$1,175.00	$600.00	$0.00	-100.00
Sign Permit	$0.00	$100.00	$0.00	$0.00	$0.00	N/A
E-911 addressing/mailbox	$925.00	$300.00	$800.00	$500.00	$0.00	-100.00
Total Non-Business Licenses And Permits	$7,943.00	$4,400.00	$6,453.20	$4,600.00	$0.00	-100.00
Intergovernmental Revenues (Igr)						
State Igr						
Local Government Aid	$28,868.00	$28,868.00	$11,889.00	$23,378.00	$0.00	-100.00
Mobile Home Homestead Credit	$0.00	$100.00	$0.00	$0.00	$0.00	N/A
Agricultural Market Value Credit	$1,302.48	$0.00	$0.00	$0.00	$0.00	N/A
Small Cities Assistance	$11,361.00	$23,403.00	$6,472.50	$18,869.00	$0.00	-100.00
Total State Igr	$41,531.48	$52,371.00	$18,361.50	$42,247.00	$0.00	-100.00
Igr From Other Local Governmental Units						
Funding from Other Sources	$91,087.97	$0.00	$10,832.95	$0.00	$0.00	N/A
Total Igr From Other Local Governmental Units	$91,087.97	$0.00	$10,832.95	$0.00	$0.00	N/A
Charges For Services						
General Government						
Recording of Legal Instruments	$0.00	$0.00	$46.00	$0.00	$0.00	N/A
Zoning and Subdivision Fees	$2,450.00	$2,500.00	$1,625.00	$2,500.00	$0.00	-100.00
Total General Government	$2,450.00	$2,500.00	$1,671.00	$2,500.00	$0.00	-100.00
Other Charges For Services						
Cemetery Revenues	$450.00	$0.00	$550.00	$0.00	$0.00	N/A
Total Other Charges For Services	$450.00	$0.00	$550.00	$0.00	$0.00	N/A
Fines And Forfeits						

Receipts

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
Fines And Forfeits						
Fines						
Court Fines	$3,356.19	$3,000.00	$2,477.81	$3,000.00	$0.00	-100.00
Total Fines	$3,356.19	$3,000.00	$2,477.81	$3,000.00	$0.00	-100.00
Miscellaneous Revenues						
MISCELLANEOUS REVENUES	$0.00	$300.00	$13,583.00	$300.00	$0.00	-100.00
Interest Earning	$12,902.87	$3,000.00	$7,301.94	$7,000.00	$0.00	-100.00
Contributions and Donations from Private Sources	$0.00	$0.00	$0.00	$500.00	$0.00	-100.00
Refunds and reimbursements	$1,202.24	$1,000.00	$90.00	$1,500.00	$0.00	-100.00
Total Other Miscellaneous Revenues	$14,105.11	$4,300.00	$20,974.94	$9,300.00	$0.00	-100.00
Other Financing Sources						
Compensation for Loss of General Fixed Assets	$1,800.00	$2,400.00	$0.00	$2,400.00	$0.00	-100.00
Total Other Other Financing Sources	$1,800.00	$2,400.00	$0.00	$2,400.00	$0.00	-100.00
Inter Fund Transfers In						
Transfer From Governmental Fund	$8,638.27	$0.00	$0.00	$0.00	$0.00	N/A
Total Inter Fund Transfers In	$8,638.27	$0.00	$0.00	$0.00	$0.00	N/A
Misc. Other Financing Sources						
Escrow Funds	$400.00	$0.00	$0.00	$0.00	$0.00	N/A
Total Misc. Other Financing Sources	$400.00	$0.00	$0.00	$0.00	$0.00	N/A
Receipts Total	**$521,459.42**	**$447,986.00**	**$292,880.59**	**$484,721.00**	**$0.00**	**-100.00**

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
Legislative						
Council/Town Board						
Council/Commission Wages	$15,251.13	$14,500.00	$8,053.71	$17,292.67	$0.00	-100.00
Employer Contributions for Retirement: FICA Contributions	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Employer Paid Insurance: Medicare	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Office Contracts	$0.00	$0.00	$3,542.04	$5,550.00	$0.00	-100.00
Professional Services: Auditing and Accounting Services	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Professional Services: Engineering Fees	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Communications: Postage	$0.00	$0.00	$234.00	$750.00	$0.00	-100.00
Transportation: Travel Expense	$0.00	$500.00	$0.00	$0.00	$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Repairs and Maintenance - Contractual: Machinery and Equipment	$1,322.35	$0.00	$0.00	$0.00	$0.00	N/A
Miscellaneous: Dues and Subscriptions	$2,084.50	$3,045.15	$4,340.19	$7,500.00	$0.00	-100.00
Misc.: Undocumented Exp.	$2,485.00	$0.00	$0.00	$0.00	$0.00	N/A
Misc.: Conferences/Educ.	$30.00	$200.00	$0.00	$1,000.00	$0.00	-100.00
Legislative Committees and Special Bodies						
Council/Commission Wages	$1,277.98	$3,450.00	$0.00	$0.00	$0.00	N/A
Miscellaneous: Dues and Subscriptions	$404.84	$0.00	$0.00	$0.00	$0.00	N/A
Total Legislative	$22,855.80	$21,695.15	$16,169.94	$32,092.67	$0.00	-100.00
City/Town Clerk						
Elections						
Professional Services	$939.93	$0.00	$0.00	$1,200.00	$0.00	-100.00
Recording and Reporting						
Professional Services	$409.00	$0.00	$0.00	$0.00	$0.00	N/A
Printing and Binding: Legal Notices Publishing	$256.84	$0.00	$485.87	$600.00	$0.00	-100.00
Printing and Binding: General Notices and Public Information	$617.10	$0.00	$340.61	$450.00	$0.00	-100.00
Printing and Binding: Ordinance Publication	$2,631.46	$0.00	$1,200.24	$1,500.00	$0.00	-100.00

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
City/Town Clerk						
Clerk						
Wages and Salaries: Full-time Employees-Regular	$58,746.35	$59,470.98	$28,528.33	$44,058.00	$0.00	-100.00
Wages and Salaries: Part-time Employees	$1,378.12	$0.00	$4,000.61	$0.00	$0.00	N/A
Employee contribution for PERA	$5,299.88	$5,097.93	$2,694.05	$0.00	$0.00	N/A
Employer Contributions for Retirement: PERA Contributions	$0.00	$5,882.28	$0.00	$0.00	$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	$0.00	$5,465.82	$0.00	$0.00	$0.00	N/A
Employer Paid Insurance: Health	$0.00	$8,533.73	$0.00	$0.00	$0.00	N/A
Employer Paid Insurance: Medicare	$0.00	$1,278.30	$0.00	$0.00	$0.00	N/A
Unemployment Compensation: Insurance Premiums	$4,243.00	$8,000.00	$0.00	$0.00	$0.00	N/A
Employee Paid: Federal Income Tax	$0.00	$4,000.00	$0.00	$0.00	$0.00	N/A
Employee Paid: State Income Tax	$0.00	$2,300.00	$0.00	$0.00	$0.00	N/A
Child Support	$1,560.00	$1,560.00	$0.00	$0.00	$0.00	N/A
Office Supplies	$1,565.87	$750.00	$0.00	$0.00	$0.00	N/A
Office Supplies: Operating and general	$108.99	$0.00	$384.32	$0.00	$0.00	N/A
Office Contracts	$3,308.83	$2,000.00	$0.00	$0.00	$0.00	N/A
Operating Supplies: Cleaning Supplies	$0.00	$0.00	$66.36	$0.00	$0.00	N/A
Professional Services: Auditing and Accounting Services	$0.00	$0.00	$5,950.00	$0.00	$0.00	N/A
Professional Services	$168.75	$600.00	$0.00	$3,800.00	$0.00	-100.00
Communications: Postage	$443.00	$750.00	$0.00	$0.00	$0.00	N/A
Transportation: Travel Expense	$3,386.78	$2,000.00	$774.87	$3,500.00	$0.00	-100.00
Miscellaneous: Dues and Subscriptions	$4,324.12	$700.00	$0.00	$0.00	$0.00	N/A
Misc.: Undocumented Exp.	$121.40	$0.00	$0.00	$0.00	$0.00	N/A
Misc.: Conferences/Educ.	$1,130.00	$2,500.00	$985.96	$2,500.00	$0.00	-100.00
Capital Outlay: Office Equipment and Furnishings	$8,145.10	$0.00	$0.00	$0.00	$0.00	N/A
Total City/Town Clerk	$98,784.52	$110,889.04	$45,411.22	$57,608.00	$0.00	-100.00
Financial Administration						

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
Financial Administration						
Payroll Administration						
Employee contribution for PERA	$0.00	$0.00	$0.00	$5,656.31	$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	$7,086.50	$0.00	$4,331.00	$6,526.52	$0.00	-100.00
Employer Contributions for Retirement: FICA Contributions	$17,966.30	$0.00	$11,077.55	$5,884.87	$0.00	-100.00
Employer Paid Insurance: Health	$11,364.54	$0.00	$5,567.24	$11,931.40	$0.00	-100.00
Employer Paid Insurance: Medicare	$4,052.84	$0.00	$2,590.95	$1,376.30	$0.00	-100.00
Paid Leave Family Premium	$0.00	$0.00	$71.47	$0.00	$0.00	N/A
Paid Leave Medical Premium	$0.00	$0.00	$163.95	$0.00	$0.00	N/A
Unemployment Compensation: Insurance Premiums	$6,485.00	$0.00	$6,393.03	$10,000.00	$0.00	-100.00
Worker's Compensation: Insurance Premiums	$0.00	$0.00	$984.00	$1,800.00	$0.00	-100.00
Employee Paid: Income Tax	$9,171.43	$0.00	$7,114.14	$10,573.00	$0.00	-100.00
Employee Paid: State Income Tax	$3,823.54	$0.00	$3,611.13	$5,001.00	$0.00	-100.00
Child Support	$0.00	$0.00	$960.00	$1,560.00	$0.00	-100.00
Reserves	$0.00	$10,000.00	$0.00	$0.00	$0.00	N/A
Refunds and Reimbursements	$325.45	$0.00	$0.00	$0.00	$0.00	N/A
Accounting						
Professional Services: Auditing and Accounting Services	$8,000.00	$8,300.00	$9,000.00	$8,500.00	$0.00	-100.00
Printing and Binding: Legal Notices Publishing	$0.00	$100.00	$0.00	$0.00	$0.00	N/A
Total Financial Administration	$68,275.60	$18,400.00	$51,864.46	$68,809.40	$0.00	-100.00
Law						
City/Town Attorney						
Professional Services: Legal Fees	$6,632.50	$2,400.00	$606.00	$10,000.00	$0.00	-100.00
Total Law	$6,632.50	$2,400.00	$606.00	$10,000.00	$0.00	-100.00
Other General Government						
Planning and Zoning						
Professional Services: Engineering Fees	$0.00	$0.00	$3,745.50	$0.00	$0.00	N/A
Professional Services	$72.08	$0.00	$0.00	$0.00	$0.00	N/A
Professional Services: P & Z Contract	$2,106.00	$3,000.00	$3,132.50	$3,000.00	$0.00	-100.00
Printing and Binding: Legal Notices Publishing	$0.00	$500.00	$0.00	$0.00	$0.00	N/A

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
Other General Government						
General Government Buildings and Plant						
Office Supplies: Operating and general	$0.00	$0.00	$97.15	$4,000.00	$0.00	-100.00
Operating Supplies: Motor Fuels	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Operating Supplies: Shop/Office Materials	$1,084.93	$500.00	$374.98	$1,000.00	$0.00	-100.00
Repair and Maintenance Supplies: Building Repair Supplies	$7,605.18	$1,000.00	$6,865.83	$1,000.00	$0.00	-100.00
Repair and Maintenance Supplies: Sign Repair Materials	$0.00	$0.00	$1,759.69	$0.00	$0.00	N/A
Professional Services	$2,785.00	$2,500.00	$405.00	$2,500.00	$0.00	-100.00
Communications: Telephone	$2,144.36	$2,000.00	$1,259.30	$2,000.00	$0.00	-100.00
Utility Services: Electric Utilities	$3,672.19	$2,600.00	$2,351.96	$4,000.00	$0.00	-100.00
Utility Services: Gas Utilities	$2,332.17	$2,800.00	$1,794.83	$3,000.00	$0.00	-100.00
Utility Services: Refuse Disposal	$303.41	$0.00	$436.21	$1,500.00	$0.00	-100.00
Repairs and Maintenance - Contractual: Buildings	$1,329.19	$2,000.00	$252.00	$1,000.00	$0.00	-100.00
Rentals: Machinery and Equipment	$0.00	$0.00	$141.32	$0.00	$0.00	N/A
Capital Outlay: Buildings and Structures	$36,773.89	$0.00	$0.00	$0.00	$0.00	N/A
Refunds and Reimbursements	$125.88	$0.00	$0.00	$0.00	$0.00	N/A
Insurance						
Worker's Compensation: Insurance Premiums	$2,488.00	$1,734.00	$0.00	$0.00	$0.00	N/A
Insurance: General Liability	$1,229.00	$1,551.00	$1,231.00	$1,500.00	$0.00	-100.00
Insurance: Property	$5,295.00	$6,000.00	$5,449.00	$6,000.00	$0.00	-100.00
Insurance: Automotive	$1,007.00	$1,000.00	$1,038.00	$2,000.00	$0.00	-100.00
Total Other General Government	$70,353.28	$27,185.00	$30,334.27	$32,500.00	$0.00	-100.00
Public Safety						
Police						
Police Administration						
Professional Services: Police Contract	$39,655.00	$43,260.00	$28,840.00	$43,260.00	$0.00	-100.00
Total Police	$39,655.00	$43,260.00	$28,840.00	$43,260.00	$0.00	-100.00
Fire						
Fire Administration						
Professional Services: Legal Fees	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Professional Services: Fire Contract	$13,283.30	$15,000.00	$12,227.31	$12,227.20	$0.00	-100.00
Total Fire	$13,283.30	$15,000.00	$12,227.31	$12,227.20	$0.00	-100.00
Building Inspections						
Sewer Inspections						
Refunds and Reimbursements	$300.00	$0.00	$0.00	$0.00	$0.00	N/A
Total Building Inspections	$300.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Works						
Highways, Streets And Roadways						

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
Public Works						
Highways, Streets And Roadways						
Highways and Streets						
Operating Supplies: Motor Fuels	$761.74	$0.00	$0.00	$0.00	$0.00	N/A
Operating Supplies: Shop/Office Materials	$211.64	$0.00	$0.00	$0.00	$0.00	N/A
Repair and Maintenance Supplies: Street Maintenance Materials	$9,665.90	$12,000.00	$0.00	$11,000.00	$0.00	-100.00
Repair and Maintenance Supplies: Sign Repair Materials	$663.31	$500.00	$298.30	$750.00	$0.00	-100.00
Professional Services: Engineering Fees	$8,947.82	$5,000.00	$26,378.41	$10,000.00	$0.00	-100.00
Professional Services	$0.00	$0.00	$750.00	$3,000.00	$0.00	-100.00
Street Projects	$0.00	$0.00	$4,220.00	$0.00	$0.00	N/A
Contract M&R: Streets	$39,835.60	$40,000.00	$15,464.65	$40,000.00	$0.00	-100.00
Reserves	$0.00	$66,000.00	$0.00	$50,000.00	$0.00	-100.00
Debt Service: Bond Principal	$0.00	$23,465.00	$0.00	$45,982.00	$0.00	-100.00
Public Works/Maintenance						
Wages and Salaries: Part-time Employees	$18,460.49	$25,105.33	$12,448.46	$24,000.00	$0.00	-100.00
Employee contribution for PERA	$1,377.72	$0.00	$1,059.43	$0.00	$0.00	N/A
Employer Contributions for Retirement: PERA Contributions	$0.00	$2,345.03	$0.00	$0.00	$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	$0.00	$1,876.03	$0.00	$0.00	$0.00	N/A
Employer Paid Insurance: Health	$0.00	$4,476.98	$37.50	$0.00	$0.00	N/A
Employer Paid Insurance: Medicare	$0.00	$525.23	$0.00	$0.00	$0.00	N/A
Unemployment Compensation: Insurance Premiums	$0.00	$4,000.00	$0.00	$0.00	$0.00	N/A
Employee Paid: Income Tax	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Employee Paid: Federal Income Tax	$0.00	$1,100.00	$0.00	$0.00	$0.00	N/A
Employee Paid: State Income Tax	$0.00	$700.00	$0.00	$0.00	$0.00	N/A
Operating Supplies: Shop/Office Materials	$492.88	$1,500.00	$337.51	$0.00	$0.00	N/A
Repair and Maintenance Supplies: Equipment Parts	$1,313.26	$0.00	$536.79	$0.00	$0.00	N/A
Small Tools and Minor Equipment	$473.58	$750.00	$130.98	$750.00	$0.00	-100.00
Communications: Telephone	$360.00	$360.00	$240.00	$360.00	$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	$957.83	$0.00	$0.00	$0.00	$0.00	N/A
Rentals: Machinery and Equipment	$1,029.81	$750.00	$625.00	$750.00	$0.00	-100.00
Capital Outlay: Improvements Other Than Buildings	$15,491.99	$0.00	$0.00	$0.00	$0.00	N/A
Capital Outlay: Other Equipment	$50,845.87	$0.00	$0.00	$0.00	$0.00	N/A
Ice and Snow Removal						
Operating Supplies: Motor Fuels	$317.55	$0.00	$0.00	$0.00	$0.00	N/A
Repair and Maintenance Supplies: Street Maintenance Materials	$0.00	$1,650.00	$0.00	$1,650.00	$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	$1,747.75	$0.00	$0.00	$0.00	$0.00	N/A

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
Public Works						
Highways, Streets And Roadways						
Road and Bridge Equipment						
Operating Supplies: Motor Fuels	$1,407.55	$3,500.00	$2,073.92	$3,500.00	$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	$803.55	$1,000.00	$5,019.28	$3,500.00	$0.00	-100.00
Repair and Maintenance Supplies: Street Maintenance Materials	$99.94	$0.00	$0.00	$0.00	$0.00	N/A
Repairs and Maintenance - Contractual: Machinery and Equipment	$1,852.15	$2,000.00	$0.00	$2,000.00	$0.00	-100.00
Reserves	$23,903.17	$5,000.00	$0.00	$10,000.00	$0.00	-100.00
General Equipment						
Repair and Maintenance Supplies: Equipment Parts	$0.00	$0.00	$0.00	$2,000.00	$0.00	-100.00
Street Lighting						
Utility Services: Electric Utilities	$7,704.90	$8,000.00	$4,864.92	$8,000.00	$0.00	-100.00
Total Highways, Streets And Roadways	$188,726.00	$211,603.60	$74,485.15	$217,242.00	$0.00	-100.00
Sanitation						
Waste (Refuse) Collection						
Utility Services: Refuse Disposal	$713.46	$750.00	$0.00	$1,500.00	$0.00	-100.00
New Sewer Services						
Professional Services	$1,880.00	$1,000.00	$175.00	$1,000.00	$0.00	-100.00
Weed Control						
Repair and Maintenance Supplies: Landscaping Materials	$1,349.40	$1,200.00	$832.88	$1,500.00	$0.00	-100.00
Total Other Sanitation	$3,942.86	$2,950.00	$1,007.88	$4,000.00	$0.00	-100.00
Culture and Recreation						
Parks						
Park Areas						
Repair and Maintenance Supplies: Equipment Parts	$254.38	$500.00	$0.00	$0.00	$0.00	N/A
Repair and Maintenance Supplies: Landscaping Materials	$1,191.38	$3,000.00	$2,566.01	$3,500.00	$0.00	-100.00
Professional Services	$7,367.20	$3,000.00	$0.00	$0.00	$0.00	N/A
Transportation: Travel Expense	$189.59	$0.00	$0.00	$0.00	$0.00	N/A
Utility Services: Electric Utilities	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	$0.00	$1,500.00	$0.00	$0.00	$0.00	N/A
Repairs and Maintenance - Contractual: Improvements Other Than Buildings	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Misc.: Undocumented Exp.	$1,108.05	$200.00	$564.58	$1,500.00	$0.00	-100.00
Reserves	$0.00	$4,500.00	$0.00	$1,500.00	$0.00	-100.00
Capital Outlay: Land	$30,816.03	$0.00	$0.00	$0.00	$0.00	N/A
Capital Outlay: Improvements Other Than Buildings	$0.00	$2,000.00	$11,575.00	$0.00	$0.00	N/A
Refunds and Reimbursements	$792.89	$0.00	$0.00	$0.00	$0.00	N/A
Total Parks	$41,719.52	$14,700.00	$14,705.59	$6,500.00	$0.00	-100.00

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 8/20/2026	2026 Budget	2027 Proposed Budget	Percent Change
Conservation Of Natural Resources						
Wetland Credit						
Professional Services: Engineering Fees	$494.00	$400.00	$0.00	$500.00	$0.00	-100.00
Total Other Conservation Of Natural Resources	$494.00	$400.00	$0.00	$500.00	$0.00	-100.00
Disbursements Total	**$555,022.38**	**$468,482.79**	**$275,651.82**	**$484,739.27**	**$0.00**	**-100.00**

GateWay To The WhiteFish Chain
JENKINS

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JOSIE RUST
9337 VIKING STREET
BRAINERD, MINNESOTA 56401

AUGUST 25TH, 2026

RE: ***LETTER OF RECOGNITION FOR 2026 ADMINISTRATIVE INTERNSHIP***

Dear Josie,

On behalf of the elected and appointed officials of the City of Jenkins, we are pleased to formally recognize you and express our sincere appreciation for your service and contributions during your 2026 Administrative Internship.

Throughout your internship, you became a valued part of City operations. What began with several specific administrative projects quickly expanded as you demonstrated your ability to complete assignments efficiently, take on new responsibilities, and approach unfamiliar tasks with professionalism and a willingness to learn.

Your work touched nearly every area of municipal administration and provided you with meaningful, hands-on experience in the operation of local government. During your time with the City of Jenkins, you gained experience and assisted the City in areas including:

- ***Records Management and Administration*** *– completing the digitization of City records, reorganizing physical and electronic files, improving records accessibility, organizing safety and health records, and improving access to permit applications and other City information.*
- ***Municipal Finance and Accounting*** *– assisting with bank reconciliations, claims listings and disbursements, receipts, supporting financial documentation, purchasing, and other municipal financial processes.*
- ***Grants and Funding Development*** *– researching grant and funding opportunities, assisting with grant writing, gathering supporting information, obtaining project estimates, and communicating with vendors and governmental agencies.*
- ***Planning, Zoning, and Permitting*** *– assisting with permit applications, land-use and property research, historical records, investigative research concerning potential nonconforming properties, and preparation of information for the Planning Commission.*
- ***Election Administration*** *– assisting during the candidate filing period with the acceptance of Affidavits of Candidacy for Mayor and two four-year City Councilmember terms and gaining experience with election records, filing procedures, deadlines, accuracy, and neutrality.*
- ***Boards and Commissions Administration*** *– participating in the process following the resignation of a Planning Commissioner, including public notice of the vacancy, acceptance and organization of applications, and the appointment of a new Planning Commissioner.*

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- ***City Council, Planning Commission, and Committee Support*** *– assisting with draft resolutions, ordinance amendments, reports, public notices, supporting research, and agenda packet preparation.*
- ***Citizen Service and Regulatory Research*** *– assisting with resident concerns, including researching and following a citizen concern regarding a potentially noxious weed from initial inquiry through investigation and follow-up.*
- ***Facilities, Procurement, and Project Coordination*** *– requesting bids and estimates for City building repairs, communicating with contractors and vendors, gathering project information, and ordering project and office supplies.*
- ***Community Development and Public Communication*** *– researching and developing potential City festival activities, mapping possible 5K routes, helping establish a City social media presence, and identifying ways to improve communication and accessibility of City services.*
- ***Intergovernmental Relations and Professional Development*** *– communicating with county and state departments and attending a Clerk-Treasurer Network meeting, where you had the opportunity to interact with and learn from other area municipal clerks.*

Your involvement across these areas provided you with a unique opportunity to experience how the many functions of a small municipality work together. You saw firsthand that local government requires much more than what is visible at a public meeting or across the counter at City Hall. It requires careful research, accurate records, financial accountability, professional communication, responsiveness to residents, attention to statutory requirements and deadlines, and coordination among staff, elected and appointed officials, other governmental agencies, contractors, and community members. Just as importantly, your work provided ***real value*** *to the City of Jenkins.*

The records you digitized and reorganized will continue to improve efficiency and accessibility. The research you completed helped inform <u>*actual*</u> *City projects and decisions. Your work on grants and funding opportunities helped the City explore resources for future improvements. Your assistance with financial, planning and zoning, elections, appointments, procurement, and administrative processes provided valuable additional capacity to Clerk-Treasurer/Zoning Administrator Delougherty. Many of the projects you worked on will continue benefiting the City and its residents well beyond the conclusion of your internship.*

We are especially grateful for the initiative, adaptability, curiosity, and positive attitude you brought to your position. You demonstrated a willingness to learn new processes, research questions when the answer was not immediately known, communicate professionally with a wide variety of individuals and organizations, and help wherever you were needed. Those qualities allowed your internship to grow far beyond its original scope.

Your experience with the City provided opportunities to develop professional skills in ***research, critical thinking, written and verbal communication, problem-solving, records management, financial administration, project coordination, public-sector accountability, customer service,***

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***governmental processes, and professional adaptability**. These are skills that will serve you well throughout your education and in whatever professional path you choose.*

Most importantly, we want you to know that your contribution to the City of Jenkins was genuinely appreciated. You were not simply completing a summer job, internship hours, or observing the work of local government. You became part of our team, participated in meaningful municipal work, and helped us accomplish things that made our City operations more organized, efficient, accessible, and responsive.

We are honored and grateful that the City of Jenkins had the opportunity to be part of your education and professional development, and we hope that your experience here provided you with knowledge, confidence, and an appreciation for the important role local government plays in serving a community. We encourage you to consider the City of Jenkins for future internships or other employment opportunities in the future, should they arise.

The Elected & Appointed Officials of the City of Jenkins are proud of what you accomplished, thankful for everything you contributed, and confident that the professionalism, initiative, work ethic, and willingness to learn that you demonstrated here will serve you well in your continued education and future career.

It is our pleasure to recognize Josie Rust for her outstanding service as the City of Jenkins 2026 Administrative Intern and to confirm the broad municipal-government experience she gained during her time with the City.

*On Behalf of the City of Jenkins Elected and Appointed Officials: **Thank you, Josie**, for your hard work and for the positive difference you made in the City of Jenkins. We wish you continued success in all that comes next.*

With sincere appreciation,

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

AGENDA ITEM #

ZONING ADMINISTRATOR'S REPORT

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

- TBD EARLE JENKINS DRIVE, CONSTRUCTION OF A BARNDOMINIUM, SSTS DESIGN REVIEW/INSPECTION & E911 ADDRESSING REQUEST (PENDING SSTS DESIGN APPROVAL)
- 3826 BLAZE BLVD, CONSTRUCTION OF A PATIO HOME, SSTS DESIGN REVIEW/INSPECTION, E911 ADDRESSING REQUEST, AND DRIVEWAY ACCESS PERMIT
- 3544 CEMETERY RD ACCESSORY DWELLING UNIT, SSTS DESIGN REVIEW/INSPECTION, E911, DRIVEWAY ACCESS PERMIT

PENDING APPLICATIONS: THE FOLLOWING APPLICATIONS ARE PENDING:

- PENDING LAND USE APPLICATION FOR A 2,080FT^2 ADDITIONIN THE I-1 ZONING DISTRICT
    - IMPERVIOUS COVERAGE LIMITATIONS TO BE DISCUSSED WITH COUNCIL
- PENDING LAND USE PERMIT APPLICATION FOR A 9,000-18,000 FT^2 ACCESSORY STRUCTURE IN THE C-2 ZONING DISTRICT (SSTS COMPLIANCE AND FINAL CALCULATIONS PENDING)
- PRELIMINARY DISCUSSIONS WITH A RR PROPERTY OWNER REGARDING A POTENTIAL CAMPGROUND TOOK PLACE WITH DELOUGHERTY, J. BERSLIE AND K. KOSTOHRYZ OF SOURCEWELL. DELOUGHERTY CONDUCTED A SITE VISIT WITH THE DNR J. FRIE AND K.KOSTOHRYZ, SOURCEWELL. CAMPGROUNDS ARE PERMITTED BY CUP IN THE AG, C-2, AND P DISTRICTS, SO EITHER A REZONE APPLICATION OR ORDINANCE AMENDMENT APPLICATION WILL NEED TO BE COMPLETED TO PROCEED.
- .RESIDENTIAL STORAGE REZONE AND COMMON INTEREST COMMUNITY (CIC): INFORMATION HAS BEEN PROVIDED TO POTENTIAL PURCHASER REGARDING PROCESS STEPS. DELOUGHERTY IS AWAITING THIS INFORMATION AND FORMAL APPLICATION TO PROCEED. **CURRENTLY ON HOLD**
- AGRICULTURAL STRUCTURE IN AGRICULTURAL ZONING DISTRICT

RECENT/UPCOMING PUBLIC HEARINGS:

- ORDINANCE AMENDMENT O-26-53 **CITY-INITIATED REZONE OF 10 PROPERTIES NOT MEETING MINIMUM LOT REQUIREMENTS IN THE AGRICULTURAL ZONING DISTRICT** (PUBLIC HEARING SCHEDULED FOR SEPTEMBER 8TH, 2026)
- ORDINANCE AMENDMENT O-26-52 **DEFINING *'FISH HOUSES'* AND *'RECREATIONAL VEHICLES'*** (PUBLIC HEARING: 8/3/26, CC APPROVED: 8/10/26)

CURRENT PLANNING COMMISSION ITEMS & RECENTLY REVIEWED:

- AGRICULTURAL STRUCTURES/USES:
    - **ATTORNEY'S RECOMMENDATION IS TO STRIKE AGRICULTURAL STRUCTURE FROM THE LAND USE MATRIX**
- PRIMARY/ACCESSORY STRUCTURES/USES