



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

CITY COUNCIL MEETING AGENDA

MONDAY, SEPTEMBER 14TH, 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

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

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

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA ADDITIONS/DELETIONS
4. CONSENT AGENDA
 - A. AGENDA
 - B. MINUTES OF THE AUGUST 25RD, 2026 MEETING
 - C. AUGUST 2026 BANK RECONCILIATION
 - D. PREWRITTEN PAYROLL CHECK #'S 30654-30665 & EFT'S; **\$8,037.60**
 - E. PROPOSED CHECK #S 30666-30680 & EFT'S; **\$12,829.64** **TOTAL= \$20,867.24**

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- CITY-INITIATED REZONES
 - i. ORDINANCE AMENDMENT O-26-53
 - ii. SUMMARY ORDINANCE AMENDMENT FOR PUBLICATION
- B. SOURCEWELL COMMUNITY IMPACT GRANT
 - i. SIDING BIDS
 - ii. CONCRETE BIDS
 - iii. DRAINAGE BIDS
- C. 2027 FEE SCHEDULE REVIEW
- D. 2027 BUDGET DISCUSSION
 - i. PERSONNEL COMMITTEE RECOMMENDATIONS FOR CONSIDERATION

7. NEW BUSINESS

- A. AGRICULTURAL USE & STRUCTURES-PLANNING COMMISSION REPORT
- B. ACCESSORY USE- PLANNING COMMISSION REPORT
- C. REVIEW OF INCONSISTENCY BETWEEN RESIDENTIAL DWELLING
\$150.005 DEFINITIONS AND \$150.038 LAND USE MATRIX-PLANNING COMMISSION REPORT

8. REPORTS OF OFFICERS, COMMITTEES, STAFF

- A. MAYOR'S REPORT
- B. CLERK'S REPORT
- C. ROADS REPORT
- D. PARK COMMITTEE REPORT
 - i. ALLOCATION OF SURPLUS EQUIPMENT SALES

9. MISCELLANEOUS/COMMUNICATION

- A. ZONING ADMINISTRATOR'S REPORT

10. ADJOURNMENT

AUGUST 25TH, 2026
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

MAYOR RUDLANG CALLED THE CITY COUNCIL MEETING TO ORDER AT 6:00 PM AND LED THE PLEDGE OF ALLEGIANCE.

ROLL CALL

PRESENT: MAYOR ANDREW RUDLANG, COUNCILMEMBER JERIMEY FLATEGRAFF (MAYOR PRO-TEM), COUNCILMEMBER ROMAN SILTMAN, COUNCILMEMBER RYAN BARNETT, COUNCILMEMBER JORY CARLSON, CITY CLERK-TREASURER CASSANDRA DELOUGHERTY

ABSENT: NONE

AGENDA ADDITIONS/DELETIONS

MINOR ADDITIONS AND MODIFICATIONS TO THE AGENDA WERE NOTED, INCLUDING UPDATED FIGURES FOR CONSENT AGENDA ITEM 4D AND ADDITION OF A LETTER OF RECOGNITION TO AGENDA ITEM 8B, AS WELL AS AN ESTIMATE FOR AGENDA ITEM 8D.

MOTION TO APPROVE THE AGENDA WITH ADDITIONS MADE BY CARLSON, SECONDED BY SILTMAN, ALL AYES.

CONSENT AGENDA

MOTION TO APPROVE THE CONSENT AGENDA WAS MADE BY FLATEGRAFF AND SECONDED BY CARLSON. ALL VOTED AYE.

OPEN FORUM

NO MEMBERS OF THE PUBLIC WERE PRESENT TO ADDRESS THE COUNCIL DURING OPEN FORUM.

UNFINISHED BUSINESS

PEQUOT LAKES FIRE DISTRICT

CHIEF MIKE SCHWANKL PRESENTED A COMPREHENSIVE INFORMATIONAL PACKET TO THE COUNCIL ON BEHALF OF THE NORTHERN LAKES FIRE DISTRICT, THE NEW NAME AND BRAND BEING ADOPTED BY THE FORMER PEQUOT LAKES FIRE DISTRICT. HE EMPHASIZED THAT THE NAME CHANGE IS COSMETIC ONLY—A NEW LOGO AND NAME INTENDED TO BETTER REPRESENT THE FULL RANGE OF COMMUNITIES SERVED—WITH NO ADMINISTRATIVE OR OPERATIONAL CHANGES. A FORMAL UNVEILING OF THE NEW BRAND IS PLANNED FOR FIRE PREVENTION WEEKEND IN OCTOBER.

CHIEF SCHWANKL REVIEWED THE DISTRICT'S FINANCIAL PERFORMANCE FROM 2024 THROUGH 2028, DEMONSTRATING THAT ACTUAL CONTRACT AMOUNTS HAVE GENERALLY COME IN BELOW THE PROJECTIONS ESTABLISHED IN THE ORIGINAL 10-YEAR BUDGET AND 20-YEAR CAPITAL PLAN. HE

NOTED THAT THE CITY OF JENKINS HAS BEEN PAYING APPROXIMATELY \$12,200–\$13,400 ANNUALLY UNDER THE CURRENT CONTRACT MODEL, WHICH IS ITS 2028 FINAL CONTRACT AMOUNT.

THE BULK OF THE PRESENTATION FOCUSED ON THE DISTRICT'S INTENT TO FORM A FIRE PROTECTION SPECIAL TAXING DISTRICT UNDER MINNESOTA STATUTE §144F.01. CHIEF SCHWANKL EXPLAINED THAT THE CURRENT MINNESOTA MODEL—IN WHICH ONE MUNICIPALITY OWNS AND OPERATES A FIRE DEPARTMENT AND CONTRACTS WITH SURROUNDING COMMUNITIES—IS FISCALLY UNSUSTAINABLE. EQUIPMENT COSTS HAVE ESCALATED DRAMATICALLY (A BASIC FIRE ENGINE THAT COST \$415,000 IN 2014 NOW COSTS APPROXIMATELY \$1,000,000), WHILE CONTRACT PRICING PRESSURE HAS HISTORICALLY KEPT REVENUES TOO LOW TO ADEQUATELY FUND CAPITAL NEEDS. HE NOTED THAT MINNESOTA CONSISTENTLY RANKS IN THE BOTTOM FIVE STATES FOR FIRE SERVICE SPENDING NATIONALLY.

THE PROPOSED SOLUTION IS TO BRING ALL EIGHT ENTITIES CURRENTLY SERVED BY THE DISTRICT—including JENKINS, JENKINS TOWNSHIP, BREEZY POINT, PEQUOT LAKES, LOON LAKE TOWNSHIP, MAPLE TOWNSHIP, POPLAR TOWNSHIP, AND APPROXIMATELY 25% OF PELICAN TOWNSHIP—INTO A JOINT POWERS AGREEMENT THAT WOULD ESTABLISH A SPECIAL TAXING DISTRICT. THE KEY ADVANTAGES OUTLINED WERE: EQUITABLE COST DISTRIBUTION BASED ON NET TAX CAPACITY RATHER THAN NEGOTIATED CONTRACT PRICES; SHARED GOVERNANCE WITH REPRESENTATION FOR ALL MEMBER COMMUNITIES; AND LONG-TERM SUSTAINABILITY WITHOUT INCREASING THE OVERALL FUNDING LEVEL.

UNDER THE PROPOSED DISTRICT LEVY MODEL, JENKINS' ANNUAL FIRE PROTECTION COST WOULD INCREASE FROM APPROXIMATELY \$13,414 TO APPROXIMATELY \$24,866—A DIFFERENCE OF ROUGHLY \$11,452. HOWEVER, CHIEF SCHWANKL STRESSED THAT MUNICIPALITIES JOINING THE DISTRICT WOULD BE EXPECTED TO REMOVE THEIR CURRENT FIRE PROTECTION LINE ITEMS FROM THEIR ANNUAL LEVIES, SUBSTANTIALLY OFFSETTING THE INCREASE FOR INDIVIDUAL TAXPAYERS. FOR A RESIDENTIAL HOMESTEADED PROPERTY, ESTIMATED ANNUAL DISTRICT COSTS WOULD BE APPROXIMATELY \$47 FOR A \$200,000 HOME AND \$117 FOR A \$500,000 HOME. PEQUOT LAKES AND BREEZY POINT WOULD SEE DECREASES UNDER THE MODEL, AS THEY HAVE BEEN DISPROPORTIONATELY FUNDING THE DISTRICT UNDER THE CURRENT STRUCTURE.

COUNCIL MEMBERS ASKED CLARIFYING QUESTIONS ABOUT WHETHER COMMUNITIES THAT DECLINED TO JOIN WOULD FACE HIGHER COSTS REGARDLESS. MAYOR RUDLANG CONFIRMED THAT COSTS WILL INCREASE EITHER WAY—THE DISTRICT BOARD HAS ALREADY APPROVED A NEW CONTRACT FORMULA INCORPORATING CALL VOLUME AND TAXABLE BUILDING MARKET VALUE THAT WILL TAKE EFFECT IN 2028—SO COMMUNITIES THAT DO NOT JOIN WILL PAY MORE WITHOUT HAVING ANY REPRESENTATION. HE ALSO CLARIFIED THAT THE DISTRICT'S CURRENT BILLING POLICY DOES NOT AUTOMATICALLY CHARGE PROPERTY OWNERS FOR FIRE RESPONSE; IN THE FOUR YEARS SINCE THE DISTRICT FORMED, HE HAS ISSUED ONLY TWO BILLS, BOTH TO THE SAME INDIVIDUAL FOR ILLEGAL AND EGREGIOUS CONDUCT.

COMMUNITY MEMBER IN ATTENDANCE, JEFF HANSON, IDENTIFIED HIMSELF AS A RETIRED FIREFIGHTER NEW TO JENKINS EXPRESSED SUPPORT FOR THE CONCEPT AND APPRECIATION FOR THE NO-BILLING POLICY, NOTING HIS PRIOR EXPERIENCE WITH DEPARTMENTS THAT CHARGED FLAT RESPONSE FEES ON TOP OF TAXES.

CHIEF SCHWANKL OUTLINED HIS IMPLEMENTATION TIMELINE: OVER THE NEXT FEW MONTHS, HE WILL CONTINUE MEETING WITH ALL TOWNSHIPS AND CITIES; BY DECEMBER–JANUARY, HE INTENDS TO HAVE A DRAFT JOINT POWERS AGREEMENT PREPARED BY LEGAL COUNSEL; IN JANUARY–FEBRUARY, SAMPLE RESOLUTIONS WILL BE BROUGHT BEFORE THE RESPECTIVE GOVERNING BODIES; AND BY MAY–JUNE, FINAL DECISIONS WOULD BE MADE. HE HAS UNTIL JULY 2027 TO ACCOMPLISH THE FORMATION BEFORE THE NEW CONTRACT FORMULA TAKES EFFECT. THE COUNCIL RECEIVED THE PRESENTATION AS INFORMATIONAL, WITH NO ACTION TAKEN.

SOURCEWELL COMMUNITY IMPACT GRANT

I. SIDING BIDS

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT STAFF HAD REACHED OUT TO MULTIPLE CONTRACTORS TO OBTAIN BIDS FOR RE-SIDING CITY HALL, WITH PRELIMINARY NUMBERS COMING IN BETWEEN \$18,000 AND \$30,000 FOR VINYL OR STEEL SIDING. SOME CONTRACTORS HAD NOT YET RESPONDED, AND AT LEAST ONE WAS UNABLE TO VISIT THE SITE AT THAT TIME. IT WAS AGREED TO HOLD FINAL DISCUSSION ON SIDING SELECTION UNTIL THE FIRST SEPTEMBER MEETING, WHEN MORE COMPLETE BID INFORMATION WOULD BE AVAILABLE. COUNCIL DISCUSSED THE POSSIBILITY OF ALSO INCORPORATING A DRAINAGE SOLUTION FOR THE KNOWN FLOODING ISSUE NEAR CITY HALL INTO THE PROJECT SCOPE AND NOTED THE SOURCEWELL GRANT APPLICATION DEADLINE OF SEPTEMBER 25TH. STAFF WAS DIRECTED TO CONTINUE GATHERING BIDS,

II. OTHER PROJECTS RESOLUTION

COUNCIL DISCUSSED ADDITIONAL PROJECTS THAT COULD BE INCORPORATED INTO THE GRANT APPLICATION, INCLUDING A SIDEWALK IMPROVEMENT AT VETERANS PARK CONNECTING THE PARKING LOT, PORTA-POTTY AREA, PAVILION, WATER FOUNTAINS, AND FLAG/POLLINATOR GARDEN AREA, AS WELL AS A POTENTIAL WATER HOOKUP FOR THE MAINTENANCE SHOP. COUNCIL MEMBER ROMAN SILTMAN NOTED THE VALUE OF WATER ACCESS IN THE SHOP FOR WASHING EQUIPMENT AND REDUCING SALT CORROSION ON VEHICLES. STAFF WAS DIRECTED TO OBTAIN BIDS FOR THE PARK SIDEWALK PROJECT AND TO INCLUDE RELEVANT PROJECTS IN THE GRANT APPLICATION, WHICH WILL BE REVIEWED AT THE SEPTEMBER 14TH MEETING FOR FINAL APPROVAL PRIOR TO THE SEPTEMBER 25TH DEADLINE.

III. 26-08-345 REQUESTING FUNDS FROM PRAF

CITY CLERK-TREASURER DELOUGHERTY PRESENTED RESOLUTION No. 26-08-345, REQUESTING REIMBURSEMENT FROM THE PINE RIVER AREA FOUNDATION (PRAF) IN THE AMOUNT OF \$10,813.00 FOR SAFETY FENCING IMPROVEMENTS PREVIOUSLY PAID FOR BY THE CITY AT THE JENKINS BALLFIELD AND VETERANS PARK SOUTHEAST CORNER. THE IMPROVEMENTS INCLUDED BACKSTOP SAFETY FENCING (\$1,850.00), PARKING LOT SAFETY FENCING (\$3,450.00), AND VETERANS PARK SOUTHEAST CORNER FENCING (\$5,513.00).

MOTION TO APPROVE RESOLUTION No. 26-08-345 WAS MADE BY FLATEGRAFF AND SECONDED BY SILTMAN. ALL VOTED AYE.

NEW BUSINESS

2025 FEE SCHEDULE REVIEW

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE 2025 FEE SCHEDULE FOR REVIEW, WITH THE GOAL OF ADOPTING ADJUSTMENTS EFFECTIVE FOR 2027. DISCUSSION FOCUSED PRIMARILY ON THE RESIDENTIAL ACCESSORY BUILDING PERMIT FEE STRUCTURE, WHICH COUNCIL FOUND TO BE INCONSISTENTLY LOW AT THE CURRENT RATE OF \$0.15 PER SQUARE FOOT, RESULTING IN FEES AS LOW AS \$18 FOR A 120-SQUARE-FOOT STRUCTURE.

AFTER DELIBERATION, COUNCIL REACHED CONSENSUS ON THE FOLLOWING ADJUSTMENTS TO BE INCORPORATED INTO THE 2027 FEE SCHEDULE:

- RESIDENTIAL ACCESSORY BUILDINGS UP TO 100 SQ FT: FLAT FEE OF \$50.00
- RESIDENTIAL ACCESSORY BUILDINGS OVER 100 SQ FT, WITHOUT PLUMBING: \$50.00 PLUS \$0.15 PER SQUARE FOOT OVER 100
- RESIDENTIAL ACCESSORY BUILDINGS OVER 100 SQ FT, WITH PLUMBING: \$50.00 PLUS \$0.20 PER SQUARE FOOT OVER 100
- COMMERCIAL ACCESSORY BUILDINGS UP TO 100 SQ FT: FLAT FEE OF \$100.00, WITH SIMILAR PER-SQUARE-FOOT ADDITIONS OVER 100 SQ FT
- SEWAGE TREATMENT SYSTEM DESIGN REVIEW: INCREASED FROM \$35.00 TO \$50.00

- SEWAGE TREATMENT SYSTEM RE-INSPECTION FEE: MAINTAINED AT \$200.00 (TO PASS THROUGH INSPECTOR'S RATE DIRECTLY)

CITY CLERK-TREASURER DELOUGHERTY WAS DIRECTED TO DRAFT THE UPDATED FEE SCHEDULE IN WRITING FOR COUNCIL REVIEW AND CONFIRMATION AT THE NEXT MEETING.

MOTION TO ADOPT THE 2027 FEE SCHEDULE WITH THE DISCUSSED ADJUSTMENTS WAS MADE BY COUNCILMEMBER CARLSON AND SECONDED BY BARNETT. ALL VOTED AYE.

2027 BUDGET DISCUSSION

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE PROPOSED 2027 BUDGET REPORT AS PREPARED THROUGH AUGUST 20, 2026, NOTING THAT 2027 FIGURES WERE NOT YET POPULATED AS THE DOCUMENT REPRESENTS A WORKING DRAFT. COUNCIL DISCUSSED THE BUDGET AT A HIGH LEVEL, WITH THE FOLLOWING KEY ITEMS NOTED:

THE POSSIBILITY OF ADDING A PART-TIME STAFF PERSON OR ADMINISTRATIVE ASSISTANT WAS RAISED AS A SIGNIFICANT PERSONNEL CONSIDERATION FOR 2027. CITY CLERK-TREASURER DELOUGHERTY INDICATED THAT THE CURRENT WORKLOAD FREQUENTLY RESULTS IN UNPAID OVERTIME HOURS, LIMITING HER CAPACITY TO PURSUE GRANTS, ATTEND TRAININGS, AND ENGAGE IN PROACTIVE PLANNING. COUNCIL DISCUSSED VARIOUS OPTIONS INCLUDING A PART-TIME RECEPTIONIST/DEPUTY CLERK-IN-TRAINING, AND RECOGNIZED THAT ADDITIONAL STAFF COULD FREE UP THE CLERK-TREASURER'S TIME FOR HIGHER-LEVEL FUNCTIONS. IT WAS AGREED THAT THE PERSONNEL COMMITTEE SHOULD MEET IN ADVANCE OF THE NEXT COUNCIL MEETING TO DEVELOP A ROUGH COST ESTIMATE AND STAFFING RECOMMENDATION TO BRING BACK TO THE FULL COUNCIL.

COUNCIL AGREED TO DISCUSS A POSSIBLE WAGE ADJUSTMENT FOR ROGER (PUBLIC WORKS) THROUGH THE PERSONNEL COMMITTEE PROCESS AS WELL.

REGARDING CAPITAL ITEMS, COUNCIL NOTED THAT THE SNOWBLOWER ATTACHMENT FOR THE LOADER IS AGING (APPROXIMATELY 12 YEARS OLD) AND MAY NEED REPLACEMENT OR SUPPLEMENTATION. A LARGE PUSHER ATTACHMENT FOR THE LOADER WAS DISCUSSED AS AN OPTION THAT COULD ALSO SERVE AS A BACKUP. THE CITY'S CUTTING EDGE SUPPLY WAS NOTED TO BE ADEQUATE FOR APPROXIMATELY FOUR YEARS DUE TO A PRIOR PURCHASE MADE BEFORE SIGNIFICANT PRICE INCREASES. COLD PATCHING EXPENSES ARE EXPECTED TO DECREASE ONCE THE VETERANS STREET RECONSTRUCTION IS COMPLETE.

A BUDGET ALLOCATION OF \$2,000 FOR A SUMMER 2027 ADMINISTRATIVE INTERNSHIP WAS NOTED AS ALREADY INCLUDED IN THE DRAFT.

THE COUNCIL'S GENERAL DIRECTION WAS TO SET THE PRELIMINARY LEVY AT APPROXIMATELY THE SAME LEVEL AS THE PRIOR YEAR, WITH REFINEMENTS TO FOLLOW AS PERSONNEL AND CAPITAL DECISIONS ARE FINALIZED. NO FORMAL MOTION WAS MADE AT THIS MEETING; CONTINUED BUDGET DISCUSSIONS ARE PLANNED FOR THE SEPTEMBER 14TH AND SEPTEMBER 22ND MEETINGS, WITH A SPECIAL MEETING TO BE SCHEDULED IF NEEDED.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

MAYOR RUDLANG REPORTED ATTENDING THE VFW-HOSTED DAD'S FEST EVENT AT VETERANS PARK, NOTING STRONG COMMUNITY TURNOUT AND A SUCCESSFUL FIRST-YEAR EVENT. HE INDICATED THAT CONVERSATIONS WITH THE EVENT ORGANIZER, JESSE, REVEALED ENTHUSIASM FOR EXPANDING THE EVENT IN FUTURE YEARS, POTENTIALLY IN COLLABORATION WITH THE CITY AND PARKS BOARD.

CLERK'S REPORT

I. ADMINISTRATIVE INTERN LETTER OF RECOGNITION

CITY CLERK-TREASURER DELOUGHERTY PRESENTED A DRAFT LETTER OF RECOGNITION FOR 2026 ADMINISTRATIVE INTERN JOSIE RUST, ADDRESSED ON BEHALF OF THE CITY COUNCIL. THE LETTER DETAILED JOSIE'S CONTRIBUTIONS ACROSS NUMEROUS AREAS OF MUNICIPAL ADMINISTRATION, INCLUDING RECORDS MANAGEMENT, FINANCE, GRANT WRITING, PLANNING AND ZONING, ELECTION ADMINISTRATION, AND COMMUNITY DEVELOPMENT. DELOUGHERTY EXPRESSED GENUINE APPRECIATION FOR THE INTERN'S PRODUCTIVITY, NOTING THAT ASSIGNED PROJECTS WERE COMPLETED FASTER THAN ANTICIPATED. ONE COUNCIL MEMBER SUGGESTED SOFTENING THE ALL-CAPITALS FONT USED IN THE LETTER FOR A WARMER TONE, AND DELOUGHERTY AGREED TO REVISE THE FORMATTING. COUNCIL AUTHORIZED CITY CLERK-TREASURER DELOUGHERTY TO SIGN AND SEND THE LETTER ON BEHALF OF THE CITY.

MOTION TO AUTHORIZE CITY CLERK-TREASURER DELOUGHERTY TO SEND THE LETTER OF RECOGNITION FOR ADMINISTRATIVE INTERN JOSIE RUST ON BEHALF OF THE CITY WAS MADE BY CARLSON AND SECONDED BY SILTMAN. ALL VOTED AYE.

ROADS REPORT

COUNCIL MEMBER SILTMAN REPORTED THAT A PRE-CONSTRUCTION MEETING HAD BEEN HELD WITH ANDERSON BROTHERS FOR THE VETERANS STREET (WEST HALF) RECONSTRUCTION PROJECT. CONSTRUCTION IS ANTICIPATED TO BEGIN AROUND SEPTEMBER 8TH, WITH COMPLETION TARGETED AROUND SEPTEMBER 18TH. THE ROAD WILL REMAIN ACCESSIBLE DURING CONSTRUCTION UNDER SOFT CLOSURE CONDITIONS WITH SIGNAGE AND SINGLE-LANE TRAFFIC MANAGEMENT. THE PROJECT IS A FULL RECONSTRUCTION, NOT A MILL-AND-OVERLAY.

COUNCIL MEMBER SILTMAN ALSO REPORTED THAT HE AND COUNCIL MEMBER FLATEGRAFF HAD ATTENDED A JENKINS TOWNSHIP MEETING TO PRESENT THE JOINT POWERS AGREEMENT FOR THE CITY/TOWNSHIP ROAD MAINTENANCE ARRANGEMENT. JENKINS TOWNSHIP HAD NOT YET FORMALLY RESPONDED; MEMBERS EXPRESSED CONCERNS ABOUT THE LIABILITY SECTION AND A SPECIFIC ISSUE WITH TREE ENCROACHMENT AT THE NORTH OAK CUL-DE-SAC TURNAROUND, WHICH WAS LIMITING THE CITY'S ABILITY TO PLOW WITHOUT MIRROR DAMAGE. STAFF WAS DIRECTED TO FORMALLY REQUEST THAT THE TOWNSHIP ADDRESS TREE TRIMMING IN THAT AREA. A GRAVEL ATTACHMENT FOR THE LOADER WAS BRIEFLY MENTIONED AS A POTENTIAL ADDITION TO A FUTURE GRANT APPLICATION GIVEN ITS UTILITY FOR BOTH ROAD MAINTENANCE AND WINTER TRACTION.

PARK COMMITTEE REPORT

COUNCIL MEMBER SILTMAN REPORTED THAT TWO ELECTRICAL ESTIMATES HAD BEEN OBTAINED FROM AR ELECTRIC FOR PARK IMPROVEMENTS. THE FIRST ESTIMATE, FOR PERMANENT WIRING OF THE FLAGPOLE LIGHTING PLUS TWO WEATHERPROOF OUTDOOR OUTLETS NEAR THE FLAG AREA, CAME IN AT APPROXIMATELY \$712.25, WITH AN ADDITIONAL \$140 FOR THE TWO OUTLETS, FOR A TOTAL OF APPROXIMATELY \$852.25. THIS COST IS TO BE FUNDED IN PART BY A \$2,000 DONATION FROM THE VFW. THE SECOND ESTIMATE, FOR UNDERGROUND TRENCHING TO RUN POWER TO THE FENCE SECTION, CAME IN HIGHER THAN ANTICIPATED, AND THE COUNCIL AGREED TO DEFER THAT PORTION IN FAVOR OF RUNNING AN EXTENSION CORD AS A TEMPORARY SOLUTION. THE POSSIBILITY OF DOING THE TRENCHING WITH CITY VOLUNTEERS OR EQUIPMENT IN THE FUTURE WAS BRIEFLY DISCUSSED.

MOTION TO APPROVE THE AR ELECTRIC ESTIMATE FOR FLAGPOLE LIGHTING AND TWO WEATHERPROOF OUTLETS AT AN AMOUNT NOT TO EXCEED APPROXIMATELY \$852.25 WAS MADE BY COUNCILMEMBER CARLSON AND SECONDED BY FLATEGRAFF. THE VOTE WAS AYE BY ALL, WITH ONE ABSTENTION-COUNCILMEMBER SILTMAN.

MISCELLANEOUS/COMMUNICATION

ZONING ADMINISTRATOR'S REPORT

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE ZONING ADMINISTRATOR'S REPORT, HIGHLIGHTING ACTIVE PERMIT ACTIVITY AND SEVERAL PENDING MATTERS.

PERMITS RECENTLY ISSUED INCLUDE A BARNDOMINIUM CONSTRUCTION ON EARLE JENKINS DRIVE, A PATIO HOME AT 3826 BLAZE BLVD, AND AN ACCESSORY DWELLING UNIT AT 3544 CEMETERY ROAD.

A PENDING LAND USE APPLICATION FOR A 2,080 SQ FT ADDITION IN THE I-1 INDUSTRIAL ZONING DISTRICT WAS DISCUSSED IN THE CONTEXT OF IMPERVIOUS SURFACE COVERAGE. THE SUBJECT PROPERTY IS SLIGHTLY OVER THE IMPERVIOUS COVERAGE LIMIT BASED ON THE OFFICIAL SURVEY. CITY CLERK-TREASURER DELOUGHERTY, EXERCISING HER AUTHORITY AS ZONING ADMINISTRATOR, DETERMINED THAT BECAUSE THE PROPOSED ADDITION WOULD NOT INCREASE THE EXISTING DEGREE OF NONCONFORMITY, THE APPLICATION COULD PROCEED WITHOUT FIRST REQUIRING THE PROPERTY TO COME INTO FULL CONFORMANCE. THE APPLICANT HAS INDICATED WILLINGNESS TO REMOVE EXCESS IMPERVIOUS SURFACE IF REQUIRED, BUT STAFF DID NOT FIND THAT NECESSARY AT THIS TIME. ***THE COUNCIL ACCEPTED THIS INTERPRETATION WITH A CONSENSUS TO APPROVE THE APPLICATION.***

A PENDING APPLICATION FOR A 9,000–18,000 SQ FT ACCESSORY STRUCTURE IN THE C-2 COMMERCIAL ZONING DISTRICT WAS ALSO NOTED, PENDING SSTS COMPLIANCE REVIEW.

THE REPORT ALSO REFERENCED A PRELIMINARY DISCUSSION WITH AN RR-ZONED PROPERTY OWNER REGARDING A POTENTIAL CAMPGROUND USE, WHICH WOULD REQUIRE EITHER A REZONE OR ORDINANCE AMENDMENT TO PROCEED, AS CAMPGROUNDS ARE ONLY PERMITTED BY CUP IN THE AG, C-2, AND P ZONING DISTRICTS.

THE ISSUE OF "AGRICULTURAL STRUCTURE" IN THE AGRICULTURAL ZONING DISTRICT WAS BRIEFLY REVISITED. THE CITY ATTORNEY'S RECOMMENDATION IS TO STRIKE "AGRICULTURAL STRUCTURE" AS A PERMITTED USE FROM THE LAND USE MATRIX, AS THE TERM IS UNDEFINED IN CITY CODE AND LEGALLY AMBIGUOUS. COUNCIL ACKNOWLEDGED THE MATTER REMAINS UNRESOLVED AND WILL CONTINUE TO BE DISCUSSED AT THE PLANNING COMMISSION LEVEL.

A PUBLIC HEARING FOR ORDINANCE AMENDMENT O-26-53, THE CITY-INITIATED REZONE OF 10 NON-CONFORMING AGRICULTURAL PARCELS TO RURAL RESIDENTIAL, IS SCHEDULED FOR SEPTEMBER 8TH, 2026 BEFORE THE PLANNING COMMISSION.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN WAS MADE AND THE MEETING WAS ADJOURNED AT 8:43PM.

MOTION TO ADJOURN WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY CARLSON. ALL VOTED AYE.

ANDREW J. RUDLANG, MAYOR

ATTEST:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

August 2026

9/3/2026

For the Period : 8/1/2026 To 8/31/2026

<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	\$451,063.68	\$6,529.47	\$25,354.12	\$432,239.03	\$0.00	\$8,717.52	\$440,956.55
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	\$177,268.94	\$466.51	\$0.00	\$177,735.45	\$0.00	\$0.00	\$177,735.45
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	\$242,894.11	\$54.94	\$0.00	\$242,949.05	\$0.00	\$0.00	\$242,949.05
2023 Street Improvements Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$871,226.73	\$7,050.92	\$25,354.12	\$852,923.53	\$0.00	\$8,717.52	\$861,641.05

Date

Fund Name: All Funds
Date Range: 08/01/2026 To 08/31/2026

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
08/03/2026	MC2Invest LLC	40066	Land Use Permit #26-857 PD26220579 36x48 pole shed & E911	(08/03/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 345.60
						E-911 addressing/mailbox	100-32251-	\$ 100.00
								\$ 445.60
08/10/2026	DC Construction of Nisswa LLC	40067	LandUse26-858(408.60), E911(100),Driveway Access permit(50), SSTS design & inspection(235)	(08/11/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 411.60
						Building Permits (Excludes surcharge)	100-32210-	\$ 50.00
						Septic permits	100-32215-	\$ 235.00
						E-911 addressing/mailbox	100-32251-	\$ 100.00
								\$ 796.60
08/12/2026	Linda Brown	40068	Land Use Permit 26-859 32x24 house, 14x24 garage, E911, driveway, SSTS design review & ins	(08/12/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 187.20
						Building Permits (Excludes surcharge)	100-32210-	\$ 50.00
						Septic permits	100-32215-	\$ 235.00
						E-911 addressing/mailbox	100-32251-	\$ 100.00
								\$ 572.20
08/12/2026	MN State-CWC	40069	July fines trial court	(08/12/2026) -	N	Court Fines	100-35101-	\$ 739.91
								\$ 739.91
08/17/2026	A-Pine Restaurant	40070	Rick Beyer-2026-2027 Liquor License	(08/17/2026) -	N	Alcoholic Beverages	100-32110-	\$ 550.00
								\$ 550.00
08/19/2026	Jeff Hanson	40071	Suplus Equip Sale of Think Pad Computer	(08/19/2026) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 350.00
								\$ 350.00

Fund Name: Funds

Date Range: 08/01/2026 To 08/31/2026

<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>
08/19/2026	Richard Maurer	40072	Land Use Permit 26-860 52x80 barndominium, SSTS design review & insp, E911 Addressing	(08/19/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 880.00
						Septic permits	100-32215-	\$ 235.00
						E-911 addressing/mailbox	100-32251-	\$ 100.00
								<u>\$ 1,215.00</u>
08/31/2026	3457 LLC	40073	Land Use Permit 26-861 65ft x 32ft addition	(08/31/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 520.00
								<u>\$ 520.00</u>
08/31/2026	First National Bank	40074	chkg interest-\$22.57 svgs interest-\$54.94	(08/31/2026) -	N	Interest Earning	100-36210-	\$ 22.57
						Interest Earning	404-36210-	\$ 54.94
								<u>\$ 77.51</u>
08/31/2026	PMA	40075	Interest & dividends GO-\$466.51, MM-\$345.65, Res-\$721.94	(08/31/2026) -	N	Interest Earning	100-36210-	\$ 345.65
						Interest Earning	100-36210-	\$ 721.94
						Interest Earning	301-36210-	\$ 466.51
								<u>\$ 1,534.10</u>
08/31/2026	Nathan Lange-Northland	40076	CUP Amendment Fee-reduced by 50% per CC	(08/31/2026) -	N	Zoning and Subdivision Fees	100-34103-	\$ 250.00
								<u>\$ 250.00</u>
Total for Selected Receipts								<u>\$ 7,050.92</u>

Fund Name: All Funds
Date Range: 08/01/2026 To 08/31/2026

<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>
08/11/2026	Wideth Smith Nolting & Assoc., Inc	30626*	Inv.247180 Veterans Street Improvements Professional Services	N	Highways and Streets	100-43101-303-	\$ 1,255.00
Total For Check 30626							\$ 1,255.00
08/11/2026	City of Pequot Lakes	30627	Invoice No: 2630 August 2026 Police Contract	N	Police Administration	100-42110-315-	\$ 3,605.00
Total For Check 30627							\$ 3,605.00
08/11/2026	On Systems Inc.	30628	August Inv#13142 Managed services and web hosting	N	Council/Town Board	100-41110-209-	\$ 288.18
Total For Check 30628							\$ 288.18
08/11/2026	AT & T Mobility	30629	Roger Cell Phone	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
Total For Check 30629							\$ 30.00
08/11/2026	Schrupp Excavating	30630	2.5hrs grading on Aug 4th, 2026 @150/hr	N	Highways and Streets	100-43101-405-	\$ 375.00
Total For Check 30630							\$ 375.00
08/11/2026	Josalyn Rust	30631*	mileage for bank deposits, errands, and Sourcewell Staples Clerk Treasurers Network Event	N	Clerk	100-41425-331-	\$ 16.32
Total For Check 30631							\$ 16.32
08/11/2026	Payroll Period Ending 08/08/2026	30632	7/26-8/08/2026 pay period, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30632							\$ 230.87
08/11/2026	Payroll Period Ending 08/08/2026	30633	7/26-8/08/2026 pay period, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 180.87
Total For Check 30633							\$ 180.87
08/11/2026	Payroll Period Ending 08/08/2026	30634	7/26-8/08/2026 pay period, CC pay, health stipend	N	Clerk	100-41425-101-	\$ 1,678.14
Total For Check 30634							\$ 1,678.14
08/11/2026	Payroll Period Ending 08/08/2026	30635	7/26-8/08/2026 pay period, CC pay, health stipend	N	Payroll Administration	100-41501-131-	\$ 577.83

Fund Name: Funds

Date Range: 08/01/2026 To 08/31/2026

<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>
Total For Check		30635					\$ ✓ 577.83
08/11/2026	Payroll Period Ending 08/08/2026	30636	7/26-8/08/2026 pay period, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check		30636					\$ 0/s 230.87
08/11/2026	Payroll Period Ending 08/08/2026	30637	7/26-8/08/2026 pay period, CC pay, health stipend	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
Total For Check		30637					\$ ✓ 774.48
08/11/2026	Payroll Period Ending 08/08/2026	30638	7/26-8/08/2026 pay period, CC pay, health stipend	N	Payroll Administration	100-41501-131-	\$ 303.18
Total For Check		30638					\$ ✓ 303.18
08/11/2026	Payroll Period Ending 08/08/2026	30639	7/26-8/08/2026 pay period, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check		30639					\$ 0/s 277.05
08/11/2026	Payroll Period Ending 08/08/2026	30640	7/26-8/08/2026 pay period, CC pay, health stipend	N	Clerk	100-41425-103-	\$ 729.29
Total For Check		30640					\$ ✓ 729.29
08/11/2026	Payroll Period Ending 08/08/2026	30641	7/26-8/08/2026 pay period, CC pay, health stipend	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check		30641					\$ ✓ 230.87
08/11/2026	Internal Revenue Service	EFT43942189	July 2026 Q3 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,354.16
		EFT43942189				100-41501-135-	\$ 316.74
		EFT43942189				100-41501-170-	\$ 752.13
Total For Check		EFT43942189					\$ ✓ 2,423.03
08/11/2026	MN Power	EFT9454162-	building and grounds lights (\$434.17) street light (\$10.36)	N	General Government Buildings and Plant	100-41940-381-	\$ 10.36
		EFT9454162-			Street Lighting	100-43160-381-	\$ 434.17
Total For Check		EFT9454162-					\$ ✓ 444.53
08/13/2026	PERA	EFT00086273	7/26-8/08/26 pay period	N	Payroll Administration	100-41501-115-	\$ 157.66
		EFT00086273				100-41501-115-	\$ 72.38
		EFT00086273				100-41501-121-	\$ 265.44
Total For Check		EFT00086273					\$ ✓ 495.48
08/13/2026	State of IA	EFT2786772	CSE 7/26- 8/08/26 pay period	N	Payroll Administration	100-41501-175-	\$ 60.00

Fund Name: Funds

Date Range: 08/01/2026 To 08/31/2026

<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>
		Total For Check	EFT2786772				\$ ☒ 60.00
08/25/2026	Thurlow Hardware	30642	staining supplies for handicap ramp and entrance stairways	N	General Government Buildings and Plant	100-41940-223-	\$ 80.69
		Total For Check	30642				\$ <u>0/5</u> 80.69
08/25/2026	Pequot Lakes Sanitation	30643	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 80.45
		Total For Check	30643				\$ <u>0/5</u> 80.45
08/25/2026	MN Power	30644	street light	N	Street Lighting	100-43160-381-	\$ 588.48
		Total For Check	30644				\$ <u>0/5</u> 588.48
08/25/2026	Metro Sales	30645	Inv3158640Contract base5/14-8/13-14.25 Usage chrg 88.62 Rental chrg 333.90 MiscCred 142.50	N	Council/Town Board	100-41110-209-	\$ 294.27
		Total For Check	30645				\$ <u>0/5</u> 294.27
08/25/2026	Wilson Township	30646	1st half payment for street maintenance-12th Ave SW	N	Highways and Streets	100-43101-405-	\$ 2,500.00
		Total For Check	30646				\$ <u>0/5</u> 2,500.00
08/25/2026	TDS	30647	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.21
		Total For Check	30647				\$ <u>0/5</u> 178.21
08/25/2026	Brainerd Hydraulics & Air	30648	replacemnt hydraulic parts for 2007 International 70s Plow Truck	N	Road and Bridge Equipment	100-43126-221-	\$ 2,212.57
		Total For Check	30648				\$ <u>0/5</u> 2,212.57
08/25/2026	Earl F. Andersen	30649	firemarkers 3826 , 3880, 3544	N	Highways and Streets	100-43101-226-	\$ 103.70
		Total For Check	30649				\$ <u>0/5</u> 103.70
08/25/2026	Force America Distributing, LLC	30650	SO-1=2178079-1 1 Dual Axis Control Lever with Flat Head Knob (308721-F-P) for Plow Truck	N	Road and Bridge Equipment	100-43126-221-	\$ 161.70
		Total For Check	30650				\$ <u>0/5</u> 161.70

Fund Name: Funds

Date Range: 08/01/2026 To 08/31/2026

<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>
08/25/2026	Cassandra Delougherty	30651	mileage for round-trip run to Brainerd Hydraulics & Air and to Little Falls Machine	N	Clerk	100-41425-331-	\$ 85.12
		Total For Check	30651				\$  85.12
08/25/2026	Ratwik, Roszak & Maloney, P.A.	30652*	Inv3915 Review PC agenda, Phone conference regarding PC/Zoning Ord challenges & options	N	City/Town Attorney	100-41610-304-	\$ 231.00
		Total For Check	30652				\$  231.00
08/25/2026	Sourcewell	30653*	July 2026 P & Z Services	N	Planning and Zoning	100-41910-311-	\$  210.00
		Total For Check	30653				\$  210.00
08/25/2026	Payroll Period Ending 08/22/2026	30654	8/9-8/22/26 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
		Total For Check	30654				\$  1,678.14
08/25/2026	Payroll Period Ending 08/22/2026	30655	8/9-8/22/26 pay period	N	Public Works/Maintenance	100-43102-103-	\$  774.48
		Total For Check	30655				\$  774.48
08/25/2026	Payroll Period Ending 08/22/2026	30656	8/9-8/22/26 pay period	N	Clerk	100-41425-103-	\$  471.74
		Total For Check	30656				\$  471.74
08/25/2026	Crow Wing Power	EFT3005197	7/8/25 to 8/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 26.00
		Total For Check	EFT3005197				\$  26.00
08/25/2026	WEX BANK	EFT37690825	FUEL	N	Road and Bridge Equipment	100-43126-212-	\$ 252.44
		Total For Check	EFT37690825				\$  252.44
08/25/2026	Elan Financial Services	EFTCCDA066E	Adobe,NPNotices, CWCGIS subs, Irrigation parts, US&MN Flags, office supplies, step repair	N	Council/Town Board	100-41110-433-	\$ 46.45
		EFTCCDA066E			Recording and Reporting	100-41420-351-	\$ 86.79
		EFTCCDA066E			General Government Buildings and Plant	100-41940-223-	\$ 9.95
		EFTCCDA066E			General Equipment	100-43127-215-	\$ 141.90
		EFTCCDA066E			Park Areas	100-45202-221-	\$ 168.58
		EFTCCDA066E				100-45202-225-	\$ 119.79
		Total For Check	EFTCCDA066E				\$  573.46

Fund Name: Funds

Date Range: 08/01/2026 To 08/31/2026

<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>
08/25/2026	State of Minnesota Department of La	MN1DLI0008:	OSHA Vio. EISA Insp No. 8318242336X, OSHAIDC706604226 Inv318242336	N	General Government Buildings and Plant	100-41940-438-	\$ 90.00
Total For Check MN1DLI0008:							\$ ✓ 90.00
08/31/2026	PERA	EFT00086476	8/9-8/22/26 pay period	N	Payroll Administration	100-41501-115-	\$ 157.66
		EFT00086476				100-41501-115-	\$ 72.38
		EFT00086476				100-41501-121-	\$ 265.44
		EFT00086476				100-41501-438-	\$ 0.20
Total For Check EFT00086476							\$ ✓ 495.68
08/31/2026	State of IA	EFT2792183	CSE 8/9- 8/22/26 pay period	N	Payroll Administration	100-41501-175-	\$ 60.00
Total For Check EFT2792183							\$ ✓ 60.00
Total For Selected Checks							\$ ✓ 25,354.12

For the month ending:

August 31, 2026

Bank account	Account #	Balance
First National Bank		
Checking (NOW)	XXX769	257,648.84
Savings	XXXX989	107,862.88
4-year CD	XXXXX423	0.00
4 M Fund		
Bond	XXX201	150,874.88
Money Market	XXX101	111,775.08
Money Market - Street Reserves	XX102	233,479.37
CD #XXXX612-1 (Mat. 3/17/25)		0.00
		0.00
TS #XXXX98-1 (Mat. 5/29/25)	XXX102	
CD #XXXX270-1 (Mat. 5/28/25)	XXX102	
4M Fund TOTAL		496,129.33

Assigned Operational (6 months)	343,884.52
Operational Reserve	0.00
Committed Funds	377,751.37
Debt Service	131,287.64
Fund Balance Total	852,923.53

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.
8,717.52		248,931.32	30485	\$141.44
		107,862.88	30633	\$180.87
0.00	0.00	0.00	30636	\$230.87
		0.00	30639	\$277.05
		0.00	30642	\$80.69
		150,874.88	30643	\$80.45
		111,775.08	30644	\$588.48
		233,479.37	30645	\$294.27
		0.00	30646	\$2,500.00
		0.00	30647	\$178.21
		0.00	30648	\$2,212.57
		0.00	30649	\$103.70
	Totals	852,923.53	30650	\$161.70
	Cash per CTAS	852,923.53	30652	\$231.00
			30653	\$210.00
	Difference	0.00	30655	\$774.48
			30656	\$471.74

\$8,717.52

Disbursements Register

AGENDA ITEM: 4D

9/9/2026

City of Jenkins

Fund Name: All Funds
Date Range: 08/25/2026 To 09/09/2026

<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>
08/25/2026	Payroll Period Ending 08/22/2026	30654	8/9-8/22/26 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
	Total For Check	30654					\$ 1,678.14
08/25/2026	Payroll Period Ending 08/22/2026	30655	8/9-8/22/26 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
	Total For Check	30655					\$ 774.48
08/25/2026	Payroll Period Ending 08/22/2026	30656	8/9-8/22/26 pay period	N	Clerk	100-41425-103-	\$ 471.74
	Total For Check	30656					\$ 471.74
08/31/2026	PERA	EFT000864762	8/9-8/22/26 pay period	N	Payroll Administration	100-41501-115-	\$ 157.66
		EFT000864762				100-41501-115-	\$ 72.38
		EFT000864762				100-41501-121-	\$ 265.44
		EFT000864762				100-41501-438-	\$ 0.20
	Total For Check	EFT000864762					\$ 495.68
08/31/2026	State of IA	EFT2792183	CSE 8/9- 8/22/26 pay period	N	Payroll Administration	100-41501-175-	\$ 60.00
	Total For Check	EFT2792183					\$ 60.00
09/08/2026	Payroll Period Ending 09/05/2026	30657	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30657					\$ 230.87
09/08/2026	Payroll Period Ending 09/05/2026	30658	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 180.87
	Total For Check	30658					\$ 180.87
09/08/2026	Payroll Period Ending 09/05/2026	30659	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Clerk	100-41425-101-	\$ 1,678.14
	Total For Check	30659					\$ 1,678.14
09/08/2026	Payroll Period Ending 09/05/2026	30660	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Payroll Administration	100-41501-131-	\$ 547.67
	Total For Check	30660					\$ 547.67
09/08/2026	Payroll Period Ending 09/05/2026	30661	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30661					\$ 230.87

Disbursements Register

City of Jenkins

9/9/2026

09/08/2026	Payroll Period Ending 09/05/2026	30662	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Public Works/Maintenance	100-43102-103-	\$	869.89
	Total For Check	30662					\$	869.89
09/08/2026	Payroll Period Ending 09/05/2026	30663	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Payroll Administration	100-41501-131-	\$	311.33
	Total For Check	30663					\$	311.33
09/08/2026	Payroll Period Ending 09/05/2026	30664	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$	277.05
	Total For Check	30664					\$	277.05
09/08/2026	Payroll Period Ending 09/05/2026	30665	8/23-9/5/26 PAY PERIOD, cc PAY, AND HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$	230.87
	Total For Check	30665					\$	230.87
Total For Selected Checks							\$	8,037.60

Date Range : 8/10/2026 To 9/10/2026

<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>
08/25/2026	Bjerga's Feed Store	Inv.1490250 2.5 gallon Mad Dog herbicide	3035	\$62.88			
					100-43260-225-	Weed Control	30666 \$62.88
08/26/2026	Debbie Siltman	Supplies for new City Sign Installation (stain and wire)	3036	\$62.49			
					100-41940-810-	General Government Buildings and Plant	30667 \$62.49
08/31/2026	Auto Value	Invoice # 66287324Tire plugs and pistol-grip split-ey	3037	\$11.98			
					100-43102-215-	Public Works/Maintenance	30668 \$11.98
08/31/2026	Tri-County Septic Inspection	Design Review, DC Construction of Nisswa, TBD Blaze Blvd & R. Maurer TBD Earle Jenkins Dr	3038	\$70.00			
					100-43254-310-	New Sewer Services	30669 \$70.00
08/31/2026	Dallman Signs	Decal art prep, city pickup-plow truck-ToolCat install 2ea, remove old decal	3039*	\$615.00			
					100-43127-310-	General Equipment	30670 \$615.00
08/31/2026	City of Pequot Lakes	Invoice No: 2647 September 2026 Police Contract	3040	\$3,605.00			
					100-42110-315-	Police Administration	30671 \$3,605.00
09/01/2026	Pequot Lakes Sanitation	Garbage service	3041	\$85.45			
					100-41940-384-	General Government Buildings and Plant	30672 \$85.45
09/01/2026	AT & T Mobility	Roger Cell Phone Acct#199016054733 authorized by Personnel Policy-Cellular Phones	3042	\$30.00			
					100-43102-321-	Public Works/Maintenance	30673 \$30.00

Date Range : 8/10/2026 To 9/10/2026

<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>
09/01/2026	Crow Wing County Land Services	Property Taxes PID26340700 (\$171-1/2 payment)	3043	\$171.00			
					100-41110-433-	Council/Town Board	30674 \$171.00
09/01/2026	Text My Gov, Inc.	Text My Gov Software Management & Support October 2026-September 2027	3044	\$2,500.00			
					100-41110-433-	Council/Town Board	30675 \$2,500.00
09/03/2026	Widseth Smith Nolting & Assoc., Inc	Inv.247863 Veterans Street Improvements Professional Services rendered through 8/14/26	3045*	\$603.75			
					100-43101-303-	Highways and Streets	30676 \$603.75
09/08/2026	Earl F. Andersen	firemarkers 3484, 3096, 3351, 3614, 3776	3046	\$210.90			
					100-43101-226-	Highways and Streets	30677 \$210.90
09/08/2026	On Systems Inc.	September Inv#13228 Managed services and web hosting	3047	\$288.78			
					100-41110-209-	Council/Town Board	30678 \$288.78
09/09/2026	MN Power	street lights	3048	\$596.65			
					100-43160-381-	Street Lighting	30679 \$596.65
09/09/2026	PERA	8/23=9/5/26 pay period	EFT0008665 27	\$514.17			
					100-41501-115-	Payroll Administration	\$157.66
					100-41501-115-	Payroll Administration	\$81.06
					100-41501-121-	Payroll Administration	EFT \$275.45
09/09/2026	Internal Revenue Service	August 2026 Q3 941 obligation	EFT1326732 9	\$2,383.66			
					100-41501-122-	Payroll Administration	\$1,323.08
					100-41501-135-	Payroll Administration	\$309.50
					100-41501-170-	Payroll Administration	EFT \$751.08

Date Range : 8/10/2026 To 9/10/2026

<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>
09/09/2026	State of IA	CSE 8/23- 9/05/26 pay period	EFT2797061	\$60.00			
					100-41501-175-	Payroll Administration	EFT \$60.00
09/08/2026	WEX	fuel	EFT3769090 82026	\$354.77			
					100-43126-212-	Road and Bridge Equipment	EFT \$354.77
09/08/2026	MN Power	building and grounds lights (\$461.22) street light (\$11.26)	EFT7525705- 710	\$472.48			
					100-43160-381- 100-41940-381-	Street Lighting General Government Buildings and Plant	EFT \$11.26 \$461.22
Total For Selected Claims				\$12,698.96			\$12,698.96

Date



AGENDA ITEM #

6A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: SEPTEMBER 9TH, 2026

SUBJECT: PROPOSED ORDINANCE AMENDMENT O-26-53 CITY-INITIATED REZONES

REPORT: The purpose of the city-initiated rezoning is to address inconsistencies between existing zoning and district lot size requirements while implementing the City's Comprehensive Plan.

The proposed amendment would change the zoning classification of the properties identified below from the Agricultural Zoning District to the Rural Residential Zoning District. The City is initiating the rezoning because these parcels do not meet the minimum lot size requirement for property within the Agricultural Zoning District. The proposed Rural Residential classification is intended to provide a zoning designation that is more consistent with the existing parcel sizes and the requirements of the City's zoning ordinance

The proposed zoning district supports the City Council's long-term land-use vision.

Property Owner(s): Multiple

Applicant(s): City of Jenkins

Publication Date: August 26th, 2026

Mailed notice: August 24th, 2026

APPLICABLE ORDINANCES:

§ 150.013 AMENDMENTS.

(A) Generally. The City Council may adopt amendments by four-fifths vote to either the Zoning Ordinance, zoning map, or overlay maps in relation to the land uses within a district or the boundaries of the district(s). Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals of the community or changes in the conditions of the city.

(B) Procedure.

(1) An amendment may be initiated by the Planning Commission or by any property owner.

(2) The Zoning Administrator shall review the proposed changes and make a recommendation to the Planning Commission.

(3) The Planning Commission shall make a reasonable attempt to cause all property owners within a minimum of 350 feet of proposed zoning district change to be notified by regular mail and shall publish a hearing notice for either a zoning district change or zoning ordinance change in the legal section of the official newspaper and shall provide notice to the DNR at least ten days ahead of the public hearing. The Planning Commission shall hold the hearing and make a timely recommendation to the City Council. Adoption of a new zoning map shall require published notice only. The Planning Commission shall consider the criteria for land use categories, § 150.025(G), in its decision.

(4) The City Council shall review the recommendations and shall make a timely decision. An amendment requires a four-fifths vote to be enacted.



AGENDA ITEM

(5) The City Clerk-Treasurer shall publish a summary of the text of the change or description of boundary change or a new zoning map, whichever is appropriate, in the official newspaper within 30 days after action by the Council.

§ 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.

(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.

(2) Unless specifically allowed, no more than four leases per year, per dwelling, are allowed.

(F) Criteria for land use categories:

- (1) Preservation of natural sensitive areas;
- (2) Present ownership and development;
- (3) Shoreland soil types and their engineering capabilities;
- (4) Topographic characteristics;
- (5) Vegetative cover;
- (6) In-water physical characteristics;
- (7) Recreational use of surface water;
- (8) Road and service center accessibility;
- (9) Socio-economic development needs of the public;
- (10) Availability of public sewer and water utilities;



AGENDA ITEM

(11) The necessity to reserve and restore certain areas having significant historical or ecological value;

(12) Conflicts between land uses and Impacts of commercial uses or higher densities on adjacent properties;

(13) Alternatives available for desired land use;

(14) Prevention of spot zoning;

(15) Conformance to the City Comprehensive Plan; and

(16) Conformance to the city's future land use map and any other official maps of the city.

(G) Regardless of existence of purported copies of the official zoning map, which may from time to time be made or published, the official zoning map, which shall be located in the office of the City Clerk-Treasurer, shall be the final authority as the current zoning status of land and water areas, buildings, and other structures in the city.

(1) The location and boundaries of the districts established by this chapter are set forth on the official zoning map. District boundary lines as indicated on the zoning map follow lot lines, property lines, right-of-way or center lines of streets or alleys, right-of-way center lines of streets or alleys projected, the city limit lines, shorelines, all as they exist upon the effective date of this chapter. If said boundary lines do not follow any of the above, the district boundary lines are established as drawn on the zoning map.

(2) Whenever any street, alley, or other public way is vacated in the manner authorized by law, the zoning district adjoining each side of such street, alley, or public way shall be automatically extended to the center of such vacation, and all included in the vacation shall then and henceforth be subject to all regulations of the extended districts.

(3) Appeals concerning the exact location of a zoning district boundary line shall be heard by the Board of Adjustment.

§ 150.026 AGRICULTURAL DISTRICT (AG).

(A) *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.

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

	<i>One-Family</i>	<i>Other Uses</i>
Building height maximum	30 feet	30 feet*
Front yard minimum	50 feet	50 feet
Lot area minimum	10 acres	10 acres
Lot width minimum feet	150 feet	500 feet



AGENDA ITEM

Maximum lot coverage	10%	5%
Rear yard minimum	30 feet	30 feet
Side yard minimum	30 feet	30 feet
Note to table: * Silos, barns, and other agricultural buildings shall be exempt from the height requirements as long as they do not conflict with other area requirements.		

(C) Performance standards.

(1) The following performance standards apply to all development in this zone:

(2) Animals. There are no animal unit restrictions on agricultural-zoned parcels.(Ord. passed 4-10-2017; Ord. O-24-37, passed 12-9-2024)

§ 150.027 RURAL DISTRICT (RR).

(A) *Purpose and intent.* The (RR) Rural Residential District is intended to be semi-rural in character and to allow low density residential and compatible agricultural uses in shore land and non- shore land areas. Other compatible uses may be allowed under conditional use permits. Front yards shall be landscaped, and no off-street parking shall be permitted, except as would be characteristic and in harmony with the purposes of an RR District.

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

	<i>Single Family Dwelling</i>	<i>Duplex</i>	<i>Triplex</i>	<i>Four Plex</i>
Front/side yard minimum setback to right-of-way	30 feet	30 feet	30 feet	30 feet
Lot area minimum square foot	2 acres	3 acres	4 acres	5 acres
Lot width minimum foot	150 feet	225 feet	300 feet	375 feet
Maximum building height*	35 feet	35 feet	35 feet	35 feet
Maximum lot coverage	20%	20%	20%	20%
Minimum width of structures**	20 feet	20 feet	20 feet	20 feet
Rear yard minimum setback	30 feet	30 feet	30 feet	30 feet
Side yard minimum setback	20 feet	20 feet	20 feet	20 feet
Notes to table: * Church spires, belfries, domes which do not contain usable space, chimneys, and similar structures not intended for human occupancy, may be of a height which does not conflict with airport requirements. ** Manufactured homes located in a manufactured home park are excluded.				

(C) Performance standards.

(1) The following performance standards apply to all development in this zone:

(2) Animals. Livestock only allowed in Rural Residential (RR) district on parcels of ten acres or more. On RR parcels greater than ten acres, there are no animal unit restrictions. On RR-zoned parcels less than ten acres but more than one, small livestock is allowed as shown:



AGENDA ITEM

Acre(s)	Animal Units
1 acre	1.0
2 acres	2.0
2.5 acres	2.5
3 acres	3.0
Note to table: Minimum of 1 acre is required to allow 1.0 animal unit equivalent to be kept. For each additional whole acre over 3 acres, 1.0 additional animal unit equivalent is permitted. Partial acres on parcels greater than 3 acres do not increase the available animal unit equivalents.	

(Ord. passed 4-10-2017; Ord. O-24-37, passed 12-9-2024)

STAFF FINDINGS:

Staff provides the following findings for the City Council's consideration:

1. The City of Jenkins is proposing a city-initiated zoning ordinance amendment to rezone multiple parcels within the City, as identified in Exhibit D (Zoning Map)
2. The purpose of the city-initiated rezoning is to improve consistency within the City's zoning ordinance by conforming to district lot size requirements.
3. The proposed amendment would change the zoning classification of the properties identified below from the Agricultural Zoning District to the Rural Residential Zoning District.
4. The parcels proposed for rezoning include the following Parcel Identification Numbers: 26220519, 26220557, 26260526, 26260527, 26260529, 26260530, 26260540, 26260541, 26260542, and 26260543.
5. The proposed Zoning District Amendment is intended to support the City Council's long-term land use vision and are consistent with the goals and policies of the City's Comprehensive Plan.
6. The Planning Commission has considered the criteria for land use categories outlined in § 150.025(F) of the City Code, including existing development patterns, compatibility with surrounding land uses, availability of public services, prevention of land use conflicts, and conformance with official City maps.
7. The proposed rezoning applies to multiple parcels and is part of a coordinated, city-wide effort; it is not intended to benefit a single property owner and does not constitute spot zoning.
8. Notice of the public hearing was provided in accordance with § 150.013(B)(3) of the City Code and Minnesota Statutes § 462.357, including published notice and mailed notice to affected property owners.
9. The proposed rezoning IS compatible with the existing land uses and zoning classifications of surrounding properties.
10. The proposed rezoning IS consistent with the intent of the proposed zoning districts as established in the City's zoning ordinance.
11. Following the public hearing, the Planning Commission recommended approval of Ordinance Amendment O-26-53 and the rezoning of all ten identified parcels from Agricultural (AG) to Rural Residential (RR).

PLANNING COMMISSION RECOMMENDATION: Following the public hearing and review of the staff findings and applicable zoning criteria, the Planning Commission recommended approval of

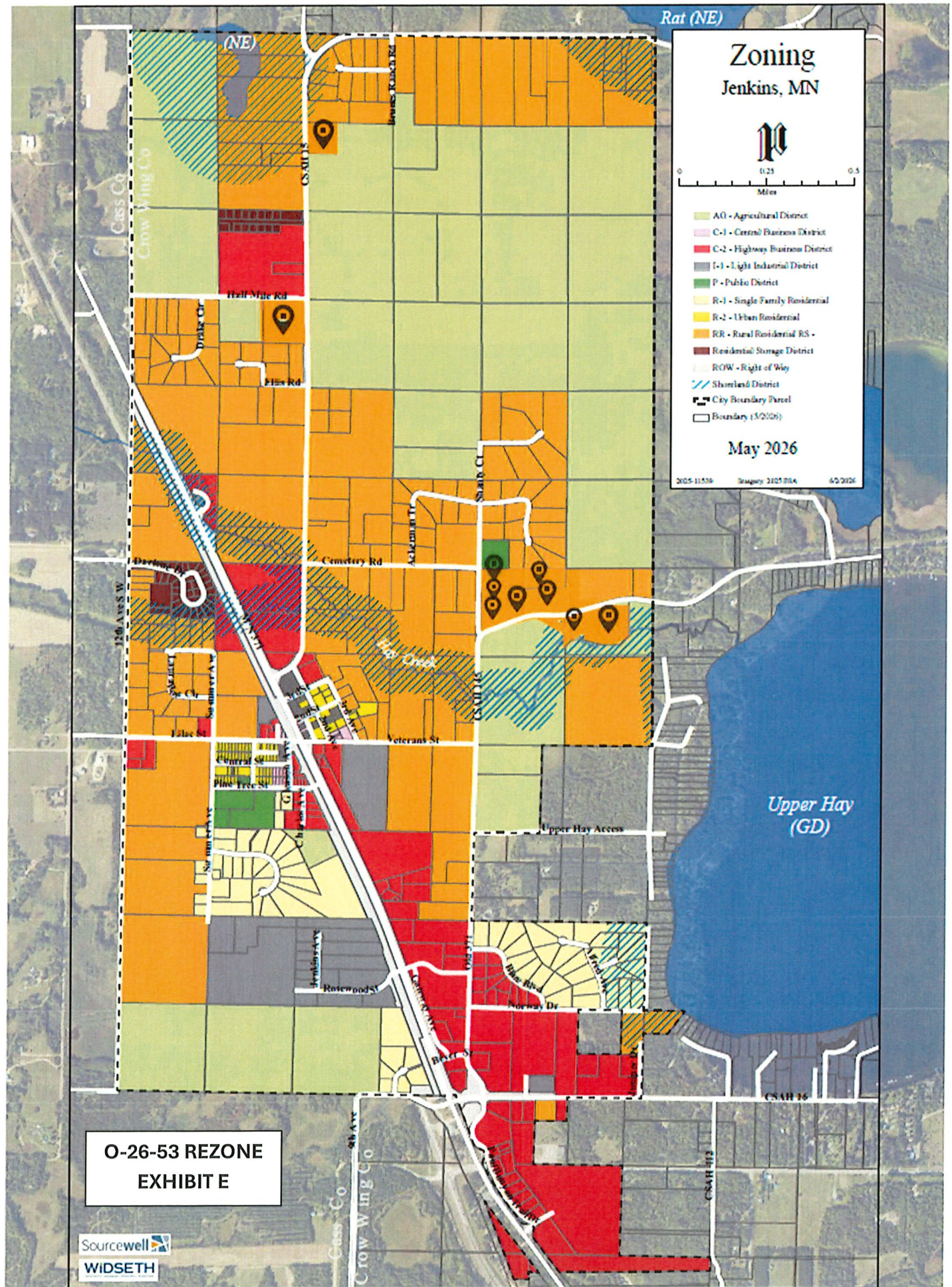


AGENDA ITEM #

Ordinance Amendment O-26-53 to rezone the ten identified parcels from the Agricultural (AG) Zoning District to the Rural Residential (RR) Zoning District.

REQUESTED ACTION: Staff recommends that the City Council accept the Planning Commission's recommendation and approve Ordinance Amendment O-26-53 AND Summary Ordinance O-26-53 for Publication, rezoning the ten parcels identified in this report from the Agricultural (AG) Zoning District to the Rural Residential (RR) Zoning District. Pursuant to § 150.013(B)(4), the amendment requires a four-fifths vote to be enacted.

- EXHIBIT A- PUBLIC HEARING NEIGHBORHOOD NOTICE PROVIDED TO PARCEL OWNERS PER MINNESOTA STATUTE §462.357 SUBD. 3
- EXHIBIT B- AFFIDAVIT OF MAILING WITH MAILING LIST PER MINNESOTA STATUTE §462.357 SUBD. 3
- EXHIBIT C- CROW WING COUNTY GIS IMAGERY OF PARCELS PROPOSED FOR ZONING DISTRICT AMENDMENT
- EXHIBIT D- EXISTING ZONING MAP IDENTIFYING PARCELS PROPOSED FOR ZONING AMENDMENT
- EXHIBIT E- PROPOSED ZONING MAP AMENDMENT- PARCELS PROPOSED FOR ZONING AMENDMENT IDENTIFIED



ORDINANCE NO. O-26-53
CITY OF JENKINS
CROW WING COUNTY, STATE OF MINNESOTA

AN ORDINANCE AMENDING CHAPTER 150, LAND USE AND SUBDIVISIONS,
ZONING DISTRICTS AND DISTRICT PROVISIONS OF THE JENKINS CITY CODE
OF ORDINANCES AND THE OFFICIAL ZONING MAP OF THE CITY OF JENKINS

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

THE ZONING MAP OF THE CITY OF JENKINS IS PART OF THE CITY'S ZONING ORDINANCE AND MAY
BE AMENDED FROM TIME TO TIME BY ORDINANCE; AND

WHEREAS, THE CITY OF JENKINS HAS INITIATED A CHANGE TO THE ZONING MAP TO CORRECT
OUTDATED ZONING CLASSIFICATIONS AND IMPROVE CONSISTENCY WITH THE CITY'S
COMPREHENSIVE PLAN AND FUTURE LAND USE GOALS; AND

WHEREAS, THE JENKINS PLANNING COMMISSION HAS REVIEWED THE PROPOSED ZONING MAP
CHANGES, HELD A PUBLIC HEARING ON TUESDAY, SEPTEMBER 8TH, 2026, AND MADE A
RECOMMENDATION TO THE CITY COUNCIL; AND

WHEREAS, THE CITY COUNCIL FINDS THE PROPOSED ZONING MAP AMENDMENT TO BE IN THE
BEST INTEREST OF THE PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE;

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

SECTION 1. ZONING MAP AMENDMENT

THE OFFICIAL ZONING MAP OF THE CITY OF JENKINS IS AMENDED AS FOLLOWS:

PARCEL ID	CURRENT ZONING	NEW ZONING
26220519	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: LOTS ONE (1), TWO (2), AND THREE (3), BLOCK ONE (1), THE WOODS.		
26220557	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: THE WEST 473 FEET OF THE NORTH 465 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 22, TOWNSHIP 137, RANGE 29		
26260526	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: THE SOUTH 260 FEET OF THE NORTH 300 FEET OF THE WEST 500 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER (NW ¼ SW (1/4), SECTION TWENTY-SIX (26), TOWNSHIP ONE HUNDRED THIRTY-SEVEN (137), RANGE TWENTY-NINE (29).		
26260527	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: THE NORTH 300 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 26, TOWNSHIP 137, RANGE 29, EXCEPT THE SOUTH 260 FEET OF THE NORTH 300 FEET OF THE WEST 500 FEET THEREOF, CROW WING COUNTY, MINNESOTA.		
26260529	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: THE WEST 321.00 FEET OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, SECTION 26, TOWNSHIP 137 NORTH, RANGE 29 WEST, CROW WING COUNTY, MINNESOTA, LYING SOUTH OF THE SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD NUMBER 145 AND LYING NORTHERLY OF HAY CREEK.		
26260530	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: THE EAST 641.00 FEET OF THE WEST 962.00 FEET OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, SECTION 26, TOWNSHIP 137 NORTH, RANGE 29 WEST, CROW WING COUNTY, MINNESOTA LYING SOUTH OF THE SOUTHERLY RIGHT OF WAY LINE OF COUNTY ROAD NUMBER 145 AND LYING NORTHERLY OF HAY CREEK.		
26260540	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: LOT 1, BLOCK 1, BEAN ESTATES, CROW WING COUNTY, MINNESOTA		
26260541	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: LOT 2, BLOCK 1, BEAN ESTATES, CROW WING COUNTY, MINNESOTA		
26260542	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: LOT 3, BLOCK 1, BEAN ESTATES, CROW WING COUNTY, MINNESOTA		
26260543	A (AGRICULTURAL)	RR (RURAL RESIDENTIAL)
LEGALLY DESCRIBED AS: LOT 4, BLOCK 1, BEAN ESTATES, CROW WING COUNTY, MINNESOTA		

SECTION 2. EFFECTIVE DATE

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON ITS PASSAGE AND PUBLICATION
ACCORDING TO LAW.

PASSED BY THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, THIS 14TH DAY OF
SEPTEMBER 2026.

ANDREW J. RUDLANG, MAYOR

ATTESTED:

CASSANDRA M. DELOUGHERTY
CITY CLERK-TREASURER
ZONING ADMINISTRATOR

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

**SUMMARY ORDINANCE FOR PUBLICATION
ORDINANCE AMENDMENT O-26-53
CITY OF JENKINS
COUNTY OF CROW WING, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 150, LAND USE AND
SUBDIVISIONS, ZONING DISTRICTS AND DISTRICT PROVISIONS OF THE
JENKINS CITY CODE OF ORDINANCES AND THE OFFICIAL ZONING MAP
OF THE CITY OF JENKINS**

ON SEPTEMBER 14TH, 2026 THE CITY COUNCIL OF THE CITY OF JENKINS ADOPTED
ORDINANCE AMENDMENT O-26-53 AMENDING THE CITY OF JENKINS ZONING ORDINANCE
AND OFFICIAL ZONING MAP.

THE ORDINANCE AMENDMENT WAS ADOPTED TO CORRECT OUTDATED ZONING
CLASSIFICATIONS AND IMPROVE CONSISTENCY WITH THE CITY'S COMPREHENSIVE PLAN.
TO MEET THE MINIMUM LOT SIZE REQUIREMENTS OF THE DISTRICTS, THIS ORDINANCE
AMENDMENT REZONES THE FOLLOWING PROPERTIES FROM THE AGRICULTURAL (A)
ZONING DISTRICT TO THE RURAL RESIDENTIAL (RR) ZONING DISTRICT:

PARCEL IDENTIFICATION NUMBERS:

26220519	26260530
26220557	26260540
26260526	26260541
26260527	26260542
26260529	26260543

A PRINTED COPY OF THE FULL ORDINANCE IS AVAILABLE FOR INSPECTION AT JENKINS CITY
HALL DURING REGULAR BUSINESS HOURS. THIS ORDINANCE TAKES EFFECT UPON
PUBLICATION.

THIS ORDINANCE AMENDMENT WAS APPROVED BY APPROVAL OF THE ABOVE REZONE BY
THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA ON SEPTEMBER 14TH, 2026.

THIS SUMMARY PUBLICATION WAS APPROVED THIS 14TH DAY OF SEPTEMBER, 2026 BY AT
LEAST 4/5 VOTE.

ATTEST:

ANDREW J. RUDLANG, MAYOR

CASSANDRA M. DELOUGHERTY, CLERK



AGENDA ITEM #

6B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: SEPTEMBER 9TH, 2026

SUBJECT: SIDING, CONCRETE, & DRAINAGE BIDS

REPORT: THE CITY HAS RECEIVED A NUMBER OF PROPOSALS FOR THE UPGRADES THAT COUNCIL HAS DISCUSSED IN PREVIOUS MEETINGS.

THERE ARE STILL AT LEAST 2 CONTRACTORS THAT HAVE EXPRESSED INTEREST IN SUBMITTING PROPOSALS FOR YOUR CONSIDERATION FOR SIDING AND CONCRETE.

REQUESTED ACTION: PLEASE REVIEW ALL BIDS THAT THE CITY IS CURRENTLY IN RECEIPT OF. STAFF KINDLY REQUESTS THAT THE CITY COUNCIL CONTINUE TO ACCEPT BIDS UNTIL JUST PRIOR TO THE SEPTEMBER 22ND, 2026 CITY COUNCIL MEETING FOR FINAL CONSIDERATION OF ALL PROPOSALS.

AGENDA ITEM: LBI

Vinyl Siding

Diederich	\$13,584
Stamm's	\$15,000
Miller Roofing and Siding	\$18,494
EZ Home Solutions	\$18,500
Hidde	22,916.30

Vinyl Siding with peaks shakes

EZ Home Solutions	\$20,900
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Steel Siding

Diederich	\$22,776
Miller Roofing and Siding	\$25,088
EZ Home Solutions	\$27,500
Hidde	\$31,513.23

Ascend Siding

EZ Home Solutions	\$26,900
Hidde	\$28,027.63

Gutters

EZ Home Solutions	\$660	Replace Current Gutters
EZ Home Solutions	\$2,235	Gutters Front Back Left

Terms

Miller Roofing and Siding	Requires 50% Deposit
EZ Home Solutions	Requires 50% Deposit
Hidde	Payment schedule provided after accepted

All bidders Any damage found under siding needs to be legally repaired
will be charged labor and material

AGENDA ITEM: BID

Concrete bids

Park Sidewalk

Rickard and Sons	\$22,500
Northfork Excavating	Waiting on bid
Fisher Concrete	Waiting on bid

Shop 40x60 Pad

Rickard and Sons	\$21,500
Northfork Excavating	Waiting on bid
Fisher Concrete	Waiting on bid

Drain Bids

Schrupp Excavating	\$2,250	Repair drain, haul out materials, 14 yards 1.5" rock, replace piping
Quality Excavating	\$3,450	Rock, Pvc, Drop Boxes, Insuation, Fabric, and Seed
Northfork Excavating	Waiting on bid	



CITY OF JENKINS 2027 FEE SCHEDULE

Adopted _____, 2027

Address assignment and 911 sign installation.....	\$100.00	\$150.00
911 sign and post replacement.....	\$80.00	\$120.00
911 Sign Post Replacement	\$35.00	\$70.00
911 Sign Replacement	\$45.00	\$90.00

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

Miscellaneous Fees

City Hall rental Signed Key Policy Required.....	\$50.00
Local non-profit and government agencies.....	\$25.00
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 \$150.00
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).....	\$0.20 sq ft
Additional Floors (included basement and attached garage).....	\$0.10 sq ft
Accessory Building (up to 100 sq ft)	\$50.00
Accessory Building (detached garage included) over 100 sq ft & without plumbing	\$50.00+
for the first 100 ft ² , then.....	\$0.15 sq ft
Accessory Building (detached garage included) over 100 sq ft & with plumbing	\$50.00+
for the first 100 ft ² , then.....	\$0.20 sq ft
Demolition permit.....	\$75.00

****Commercial:**

Main Floor (basement not included in cost factor).....	\$0.25 sq ft
Additional Floors (included basement and attached garage)	\$0.15 sq ft
Accessory Building (100 sq ft or less).....	\$100.00
Accessory Building (detached garage included; without plumbing).....	\$100.00+
for the first 100 ft ² , then.....	\$0.20 sq ft
Accessory Building (detached garage included; with plumbing).....	\$100.00+
for the first 100 ft ² , then.....	\$0.25 sq ft
Demolition permit.....	\$75.00

Sewage Treatment Systems:

Residential (Includes review, approval of design, and inspection):	\$250*
Re-inspection Fee.....	\$200*
Design review.....	\$50*

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
<u>Cannabis/Low potency hemp retail sales without valid registration</u>	<u>Zoning Ordinance</u>	<u>\$2,000/ each violation</u>

Receipts

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
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
Special Assessments						
Principal on Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$7,371.64	N/A
Penalties and Interest on Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$2,660.10	N/A
Total Other Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$10,031.74	N/A
Licenses And Permits						
Business Licenses And Permits						
Alcoholic Beverages	\$3,450.00	\$3,050.00	\$4,000.00	\$3,050.00	\$3,050.00	0.00
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	\$3,050.00	0.00
Non-Business Licenses And Permits						
Building Permits (Excludes surcharge)	\$5,698.00	\$3,000.00	\$8,216.60	\$3,500.00	\$3,500.00	0.00
Septic permits	\$1,320.00	\$1,000.00	\$1,410.00	\$600.00	\$600.00	0.00
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	\$500.00	0.00
Total Non-Business Licenses And Permits	\$7,943.00	\$4,400.00	\$10,426.60	\$4,600.00	\$4,600.00	0.00
Intergovernmental Revenues (Igr)						
State Igr						
Local Government Aid	\$28,868.00	\$28,868.00	\$11,889.00	\$23,378.00	\$18,608.00	-20.40
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	\$17,538.00	-7.05
Total State Igr	\$41,531.48	\$52,371.00	\$18,361.50	\$42,247.00	\$36,146.00	-14.44
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	\$1,875.00	\$2,500.00	\$1,500.00	-40.00
Total General Government	\$2,450.00	\$2,500.00	\$1,921.00	\$2,500.00	\$1,500.00	-40.00

Receipts

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 <u>Proposed Budget</u>	Percent <u>Change</u>
100: General Fund						
Charges For Services						
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						
Fines						
Court Fines	\$3,356.19	\$3,000.00	\$2,477.81	\$3,000.00	\$2,500.00	-16.67
Total Fines	\$3,356.19	\$3,000.00	\$2,477.81	\$3,000.00	\$2,500.00	-16.67
Miscellaneous Revenues						
MISCELLANEOUS REVENUES	\$0.00	\$300.00	\$13,933.00	\$300.00	\$0.00	-100.00
Interest Earning	\$12,902.87	\$3,000.00	\$8,392.10	\$7,000.00	\$7,000.00	0.00
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	\$22,415.10	\$9,300.00	\$7,000.00	-24.73
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	\$298,544.15	\$484,721.00	\$64,827.74	-86.63

Disbursements

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
Legislative						
Council/Town Board						
Council/Commission Wages	\$15,251.13	\$14,500.00	\$9,204.24	\$17,292.67	\$17,292.67	0.00
Office Contracts	\$0.00	\$0.00	\$3,836.31	\$5,550.00	\$5,550.00	0.00
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	\$750.00	0.00
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	\$4,632.64	\$7,500.00	\$7,000.00	-6.67
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	\$500.00	-50.00
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	\$17,907.19	\$32,092.67	\$31,092.67	-3.12
City/Town Clerk						
Elections						
Professional Services	\$939.93	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.00
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	\$572.66	\$600.00	\$600.00	0.00
Printing and Binding: General Notices and Public Information	\$617.10	\$0.00	\$340.61	\$450.00	\$1,500.00	233.33
Printing and Binding: Ordinance Publication	\$2,631.46	\$0.00	\$954.24	\$1,500.00	\$450.00	-70.00

Disbursements

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 <u>Proposed Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
City/Town Clerk						
Clerk						
Wages and Salaries: Full-time Employees-Regular	\$58,746.35	\$59,470.98	\$31,884.61	\$44,058.00	\$40,000.00	-9.21
Wages and Salaries: Part-time Employees	\$1,378.12	\$0.00	\$4,472.35	\$0.00	\$2,000.00	N/A
Employee contribution for PERA	\$5,299.88	\$5,097.93	\$0.00	\$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	\$0.00	\$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	\$859.99	\$3,500.00	\$2,000.00	-42.86
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	\$2,500.00	0.00
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	\$46,086.78	\$57,608.00	\$50,250.00	-12.77
Financial Administration						

Disbursements

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
Financial Administration						
Payroll Administration						
Employee contribution for PERA	\$0.00	\$0.00	\$4,213.56	\$5,656.31	\$5,345.34	-5.50
Employer Contributions for Retirement: PERA Contributions	\$7,086.50	\$0.00	\$4,861.88	\$6,526.52	\$6,167.70	-5.50
Employer Contributions for Retirement: FICA Contributions	\$17,966.30	\$0.00	\$11,077.55	\$5,884.87	\$5,251.12	-10.77
Employer Paid Insurance: Health	\$11,364.54	\$0.00	\$6,463.74	\$11,931.40	\$10,646.48	-10.77
Employer Paid Insurance: Medicare	\$4,052.84	\$0.00	\$2,590.95	\$1,376.30	\$1,228.08	-10.77
Paid Leave Family Premium	\$0.00	\$0.00	\$71.47	\$0.00	\$150.00	N/A
Paid Leave Medical Premium	\$0.00	\$0.00	\$163.95	\$0.00	\$350.00	N/A
Unemployment Compensation: Insurance Premiums	\$6,485.00	\$0.00	\$6,393.03	\$10,000.00	\$9,000.00	-10.00
Worker's Compensation: Insurance Premiums	\$0.00	\$0.00	\$984.00	\$1,800.00	\$1,800.00	0.00
Employee Paid: Income Tax	\$9,171.43	\$0.00	\$7,114.14	\$10,573.00	\$9,500.00	-10.15
Employee Paid: State Income Tax	\$3,823.54	\$0.00	\$3,611.13	\$5,001.00	\$5,000.00	-0.02
Child Support	\$0.00	\$0.00	\$1,080.00	\$1,560.00	\$1,560.00	0.00
Misc.: Undocumented Exp.	\$0.00	\$0.00	\$0.20	\$0.00	\$0.00	N/A
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	\$57,625.60	\$68,809.40	\$55,998.72	-18.62
Law						
City/Town Attorney						
Professional Services: Legal Fees	\$6,632.50	\$2,400.00	\$837.00	\$10,000.00	\$5,000.00	-50.00
Total Law	\$6,632.50	\$2,400.00	\$837.00	\$10,000.00	\$5,000.00	-50.00
Other General Government						
Planning and Zoning						
Professional Services: Engineering Fees	\$0.00	\$0.00	\$3,745.50	\$0.00	\$1,500.00	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	\$3,342.50	\$3,000.00	\$4,000.00	33.33
Printing and Binding: Legal Notices Publishing	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	N/A

Disbursements

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 <u>Proposed Budget</u>	Percent <u>Change</u>
100: General Fund						
General Government						
Other General Government						
General Government Buildings and Plant						
Office Supplies: Operating and general	\$0.00	\$0.00	\$481.47	\$4,000.00	\$2,000.00	-50.00
Operating Supplies: Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	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	\$6,956.47	\$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	\$1,437.51	\$2,000.00	\$2,150.00	7.50
Utility Services: Electric Utilities	\$3,672.19	\$2,600.00	\$2,351.96	\$4,000.00	\$4,000.00	0.00
Utility Services: Gas Utilities	\$2,332.17	\$2,800.00	\$1,794.83	\$3,000.00	\$3,000.00	0.00
Utility Services: Refuse Disposal	\$303.41	\$0.00	\$516.66	\$1,500.00	\$1,500.00	0.00
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
Misc.: Undocumented Exp.	\$0.00	\$0.00	\$90.00	\$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	\$1,500.00	0.00
Insurance: Property	\$5,295.00	\$6,000.00	\$5,449.00	\$6,000.00	\$6,000.00	0.00
Insurance: Automotive	\$1,007.00	\$1,000.00	\$1,038.00	\$2,000.00	\$2,000.00	0.00
Total Other General Government	\$70,353.28	\$27,185.00	\$31,367.89	\$32,500.00	\$31,150.00	-4.15
Public Safety						
Police						
Police Administration						
Professional Services: Police Contract	\$39,655.00	\$43,260.00	\$28,840.00	\$43,260.00	\$43,260.00	0.00
Total Police	\$39,655.00	\$43,260.00	\$28,840.00	\$43,260.00	\$43,260.00	0.00
Fire						
Fire Administration						
Professional Services: Fire Contract	\$13,283.30	\$15,000.00	\$12,227.31	\$12,227.20	\$12,227.20	0.00
Total Fire	\$13,283.30	\$15,000.00	\$12,227.31	\$12,227.20	\$12,227.20	0.00
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

	2025	2025	2026		2027	
	<u>Actual</u>	<u>Budget</u>	as of	2026	Proposed	Percent
100: General Fund			9/8/2026	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
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	\$402.00	\$750.00	\$0.00	-100.00
Professional Services: Engineering Fees	\$8,947.82	\$5,000.00	\$26,378.41	\$10,000.00	\$1,500.00	-85.00
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	\$17,964.65	\$40,000.00	\$45,000.00	12.50
Reserves	\$0.00	\$66,000.00	\$0.00	\$50,000.00	\$100,000.00	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	\$14,092.83	\$24,000.00	\$22,000.00	-8.33
Employee contribution for PERA	\$1,377.72	\$0.00	\$0.00	\$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	\$0.00	\$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	\$500.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$1,313.26	\$0.00	\$536.79	\$0.00	\$750.00	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	\$360.00	0.00
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	\$750.00	0.00
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	\$1,650.00	0.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$1,747.75	\$0.00	\$0.00	\$0.00	\$0.00	N/A

Disbursements

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 <u>Proposed Budget</u>	<u>Percent Change</u>
100: General Fund						
Public Works						
Highways, Streets And Roadways						
Road and Bridge Equipment						
Operating Supplies: Motor Fuels	\$1,407.55	\$3,500.00	\$2,326.36	\$3,500.00	\$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$803.55	\$1,000.00	\$7,393.55	\$3,500.00	\$5,500.00	57.14
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	\$5,000.00	-50.00
General Equipment						
Operating Supplies: Shop/Office Materials	\$0.00	\$0.00	\$141.90	\$0.00	\$0.00	N/A
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	\$5,479.40	\$8,000.00	\$8,000.00	0.00
Total Highways, Streets And Roadways	\$188,726.00	\$211,603.60	\$81,019.38	\$217,242.00	\$191,010.00	-12.08
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	\$1,000.00	0.00
Weed Control						
Repair and Maintenance Supplies: Landscaping Materials	\$1,349.40	\$1,200.00	\$832.88	\$1,500.00	\$1,500.00	0.00
Total Other Sanitation	\$3,942.86	\$2,950.00	\$1,007.88	\$4,000.00	\$2,500.00	-37.50
Culture and Recreation						
Parks						
Park Areas						
Repair and Maintenance Supplies: Equipment Parts	\$254.38	\$500.00	\$168.58	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Landscaping Materials	\$1,191.38	\$3,000.00	\$2,685.80	\$3,500.00	\$1,000.00	-71.43
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
Repairs and Maintenance - Contractual: Buildings	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	N/A
Events	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	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	\$1,500.00	0.00
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	\$14,993.96	\$6,500.00	\$3,500.00	-46.15
Conservation Of Natural Resources						

Disbursements

	2025 <u>Actual</u>	2025 <u>Budget</u>	2026 as of <u>9/8/2026</u>	2026 <u>Budget</u>	2027 Proposed <u>Budget</u>	Percent <u>Change</u>
100: General Fund						
Conservation Of Natural Resources						
Wetland Credit						
Professional Services: Engineering Fees	\$494.00	\$400.00	\$0.00	\$500.00	\$500.00	0.00
Total Other Conservation Of Natural Resources	\$494.00	\$400.00	\$0.00	\$500.00	\$500.00	0.00
Debt Service						
Principal Payments						
Bond Principal						
Debt Service: Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00	N/A
Total Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00	N/A
Interest Payments						
Interest - Bonds						
Debt Service: Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$10,959.00	N/A
Total Interest Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$10,959.00	N/A
Disbursements Total	\$555,022.38	\$468,482.79	\$291,912.99	\$484,739.27	\$469,447.59	-3.15



AGENDA ITEM # 7A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: SEPTEMBER 9TH, 2026

SUBJECT: AGRICULTURAL STRUCTURE CLASSIFICATION – CITY COUNCIL DIRECTION AND
POTENTIAL ORDINANCE AMENDMENT

REPORT: THE CITY HAS BEEN REVIEWING THE REGULATION OF AGRICULTURAL STRUCTURES WITHIN CHAPTER 150 OF THE JENKINS CITY CODE.

CURRENTLY, AGRICULTURAL STRUCTURE IS LISTED AS A PERMITTED USE WITHIN THE AGRICULTURAL ZONING DISTRICT UNDER §150.038, LAND USE MATRIX. HOWEVER, THE TERM IS NOT DEFINED WITHIN §150.005 OR ELSEWHERE IN THE CITY CODE.

THE LACK OF A DEFINITION CREATES UNCERTAINTY REGARDING WHAT TYPES OF STRUCTURES QUALIFY AS AGRICULTURAL STRUCTURES AND MAKES CONSISTENT ADMINISTRATION OF THE ZONING ORDINANCE DIFFICULT. A BROAD, UNDEFINED CLASSIFICATION MAY ALSO ALLOW STRUCTURES TO BE CHARACTERIZED AS AGRICULTURAL EVEN WHEN THEIR INTENDED USE IS PRIMARILY GENERAL STORAGE OR ANOTHER NON-AGRICULTURAL PURPOSE.

THE CITY COUNCIL PREVIOUSLY DISCUSSED WHETHER THE GENERAL AGRICULTURAL STRUCTURE CLASSIFICATION SHOULD BE REMOVED AND REPLACED WITH MORE SPECIFICALLY DEFINED AGRICULTURAL STRUCTURES. FOLLOWING COUNCIL'S DISCUSSION AND REVIEW BY THE CITY ATTORNEY, THE CITY ATTORNEY RECOMMENDED STRIKING AGRICULTURAL STRUCTURE FROM THE LAND USE MATRIX.

THE MATTER WAS SUBSEQUENTLY REVIEWED BY THE PLANNING COMMISSION.

PLANNING COMMISSION REVIEW: THE PLANNING COMMISSION HAS REVIEWED AND DELIBERATED ON THIS SUBJECT, AND REQUEST THAT THE COUNCIL CONSIDER THE FOLLOWING ACTIONS:

1. STRIKE “AGRICULTURAL STRUCTURE” FROM §150.038, LAND USE MATRIX;
2. AMEND §150.005, DEFINITIONS, TO ESTABLISH SPECIFIC DEFINITIONS FOR:
 - BARN
 - SILO
 - HAY SHED
3. ADD BARN, SILO, AND HAY SHED AS SEPARATELY REGULATED USES WITHIN §150.038, LAND USE MATRIX; AND
4. PERMIT BARNS, SILOS, AND HAY SHEDS WITHIN THE RURAL RESIDENTIAL (RR) ZONING DISTRICT ON PARCELS 10 ACRES IN SIZE OR GREATER.



AGENDA ITEM

REPLACING THE GENERAL AGRICULTURAL STRUCTURE CLASSIFICATION WITH SPECIFICALLY IDENTIFIED STRUCTURES WOULD PROVIDE CLEARER STANDARDS FOR PROPERTY OWNERS, THE PLANNING COMMISSION, CITY COUNCIL, AND STAFF.

THE PLANNING COMMISSION'S RECOMMENDATION WOULD ALSO RECOGNIZE THAT LARGER RURAL RESIDENTIAL PARCELS MAY SUPPORT LEGITIMATE AGRICULTURAL ACTIVITIES WHILE ESTABLISHING AN OBJECTIVE 10-ACRE MINIMUM PARCEL-SIZE THRESHOLD FOR THESE STRUCTURES WITHIN THE RR DISTRICT.

ADDITIONAL CONSIDERATIONS: AS ORDINANCE LANGUAGE IS DEVELOPED, THE CITY MAY ALSO WISH TO ESTABLISH APPROPRIATE STANDARDS GOVERNING THE USE OF THESE STRUCTURES, INCLUDING APPLICABLE SETBACKS, HEIGHT AND LOT COVERAGE REQUIREMENTS, LIMITATIONS ON CONVERSION TO NON-AGRICULTURAL USES, AND WHETHER ANY ADDITIONAL STANDARDS SHOULD APPLY WHEN A BARN, SILO, OR HAY SHED IS LOCATED ON A PARCEL WITHOUT A DWELLING OR OTHER PRINCIPAL STRUCTURE.

ANY PROPOSED DEFINITIONS AND REGULATORY STANDARDS SHOULD BE REVIEWED BY THE CITY ATTORNEY PRIOR TO FINAL ADOPTION TO ENSURE CONSISTENCY AND ENFORCEABILITY.

REQUESTED ACTION: STAFF RESPECTFULLY REQUESTS THAT THE CITY COUNCIL:

1. REVIEW THE PLANNING COMMISSION'S REQUEST FOR CONSIDERATION;
2. PROVIDE DIRECTION REGARDING REMOVAL OF AGRICULTURAL STRUCTURE FROM THE LAND USE MATRIX;
3. PROVIDE DIRECTION REGARDING THE ADDITION AND REGULATION OF BARNS, SILOS, AND HAY SHEDS WITHIN THE DEFINITIONS AND LAND USE MATRIX;
4. CONFIRM WHETHER COUNCIL SUPPORTS PERMITTING BARNS, SILOS, AND HAY SHEDS IN THE RURAL RESIDENTIAL ZONING DISTRICT ON PARCELS 10 ACRES OR GREATER; AND
5. IF COUNCIL IS SUPPORTIVE OF THE PROPOSED APPROACH, DIRECT STAFF TO PROCEED WITH PREPARATION OF THE APPROPRIATE ORDINANCE AMENDMENT.



AGENDA ITEM # 7B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: SEPTEMBER 9TH, 2026

SUBJECT: REVIEW OF ACCESSORY USES & ACCESSORY STRUCTURES

REPORT: THE PURPOSE OF THIS REPORT IS TO REQUEST CITY COUNCIL DIRECTION REGARDING THE PLANNING COMMISSION'S REVIEW OF ACCESSORY USES AND ACCESSORY STRUCTURES, INCLUDING THE SUGGESTED ORDINANCE LANGUAGE PRESENTED IN THE ORIGINAL STAFF REPORT AND AN ADDITIONAL PERCENTAGE-BASED STANDARD TIED TO THE BUILDABLE AREA OF A LOT.

BACKGROUND: THE PLANNING COMMISSION REVIEWED A STAFF REPORT REGARDING HOW ACCESSORY USES MAY BE DEFINED AND REGULATED SO THAT AN ACCESSORY USE REMAINS SECONDARY TO THE PRINCIPAL USE OF A PROPERTY. THE ORIGINAL REPORT EMPHASIZED THAT AN ACCESSORY USE SHOULD BE INCIDENTAL AND SUBORDINATE IN AREA, EXTENT, PURPOSE, INTENSITY, AND OPERATION, AND SHOULD NOT BECOME THE PREDOMINANT OR INDEPENDENT USE OF THE PROPERTY.

THE ORIGINAL REPORT ALSO PRESENTED A POSSIBLE NUMERICAL STANDARD BASED ON GROSS FLOOR AREA AND SUGGESTED THAT, UNLESS OTHERWISE SPECIFICALLY REGULATED, AN ACCESSORY USE COULD BE LIMITED TO TWENTY-FIVE PERCENT (25%) OF THE GROSS FLOOR AREA DEVOTED TO THE PRINCIPAL USE.

PLANNING COMMISSION DISCUSSION: FOLLOWING DISCUSSION, THE PLANNING COMMISSION WOULD LIKE THE CITY COUNCIL'S OPINION BEFORE MOVING FORWARD WITH DRAFTING AN ORDINANCE AMENDMENT. IN ADDITION TO THE SUGGESTED LANGUAGE FROM THE ORIGINAL REPORT, THE COMMISSION DISCUSSED ESTABLISHING A SEPARATE LIMITATION BASED ON THE TOTAL BUILDABLE AREA OF THE LOT.

THE INTENT OF THIS ADDITIONAL STANDARD WOULD BE TO PROVIDE AN OBJECTIVE WAY TO DETERMINE WHEN AN ACCESSORY USE HAS BECOME TOO LARGE TO REASONABLY REMAIN SECONDARY TO THE PRINCIPAL USE. UNDER THIS CONCEPT, THE AREA DEVOTED TO THE ACCESSORY USE WOULD BE REQUIRED TO REMAIN AT FORTY-NINE PERCENT (49%) OR LESS OF THE TOTAL BUILDABLE LOT AREA IN ORDER TO BE CONSIDERED ACCESSORY. A USE EXCEEDING THAT THRESHOLD WOULD NO LONGER MEET THE CITY'S PERCENTAGE STANDARD FOR ACCESSORY STATUS AND WOULD NEED TO BE EVALUATED AS A PRINCIPAL USE OR UNDER ANOTHER APPLICABLE LAND-USE CLASSIFICATION.

SUGGESTED LANGUAGE FROM ORIGINAL REPORT: *ACCESSORY USE. A USE THAT IS INCIDENTAL AND SUBORDINATE IN AREA, EXTENT, PURPOSE, INTENSITY, AND OPERATION TO AN ESTABLISHED PRINCIPAL USE LOCATED ON THE SAME PARCEL. AN ACCESSORY USE SHALL NOT OPERATE AS THE PREDOMINANT OR INDEPENDENT USE OF THE PROPERTY.*

UNLESS OTHERWISE SPECIFICALLY REGULATED, ACCESSORY USES SHALL NOT EXCEED TWENTY-FIVE PERCENT (25%) OF THE GROSS FLOOR AREA DEVOTED TO THE PRINCIPAL USE.



AGENDA ITEM

AN ACCESSORY USE SHALL NOT BE ESTABLISHED BEFORE THE PRINCIPAL USE AND SHALL CEASE IF THE PRINCIPAL USE CEASES.

A NOMINAL OR DE MINIMIS PRINCIPAL USE SHALL NOT BE ESTABLISHED OR MAINTAINED FOR THE PURPOSE OF QUALIFYING ANOTHER USE AS AN ACCESSORY USE.

ADDITIONAL STANDARD FOR COUNCIL CONSIDERATION: THE PLANNING COMMISSION ALSO REQUESTS COUNCIL FEEDBACK ON ADDING LANGUAGE SIMILAR TO THE FOLLOWING:

IN ADDITION TO ALL OTHER APPLICABLE REQUIREMENTS, THE TOTAL AREA DEVOTED TO AN ACCESSORY USE SHALL NOT EXCEED FORTY-NINE PERCENT (49%) OF THE TOTAL BUILDABLE AREA OF THE LOT. AN ACCESSORY USE EXCEEDING FORTY-NINE PERCENT (49%) OF THE BUILDABLE LOT AREA SHALL NOT BE CONSIDERED SUBORDINATE FOR PURPOSES OF THIS SECTION.

FOR PURPOSES OF ANY ORDINANCE AMENDMENT, STAFF RECOMMENDS THAT THE FINAL LANGUAGE CLEARLY DEFINE HOW "BUILDABLE AREA" WILL BE CALCULATED SO THAT THE STANDARD CAN BE APPLIED CONSISTENTLY TO FUTURE APPLICATIONS AND PROPERTIES.

QUESTIONS FOR CITY COUNCIL:

DOES THE CITY COUNCIL SUPPORT THE GENERAL ACCESSORY-USE DEFINITION AND SUBORDINATE-USE LANGUAGE PROPOSED IN THE ORIGINAL REPORT?

DOES THE CITY COUNCIL SUPPORT RETAINING THE PROPOSED TWENTY-FIVE PERCENT (25%) GROSS-FLOOR-AREA LIMITATION, MODIFYING THAT PERCENTAGE, OR REMOVING IT?

DOES THE CITY COUNCIL SUPPORT AN ADDITIONAL REQUIREMENT THAT AN ACCESSORY USE OCCUPY NO MORE THAN FORTY-NINE PERCENT (49%) OF THE TOTAL BUILDABLE LOT AREA IN ORDER TO QUALIFY AS ACCESSORY?

SHOULD THE PLANNING COMMISSION AND STAFF PREPARE DRAFT ORDINANCE LANGUAGE INCORPORATING THE COUNCIL'S PREFERRED STANDARDS FOR FORMAL PUBLIC HEARING AND CONSIDERATION?

PLANNING COMMISSION REQUEST: THE PLANNING COMMISSION RESPECTFULLY REQUESTS DIRECTION FROM THE CITY COUNCIL ON THE PROPOSED LANGUAGE AND PERCENTAGE STANDARDS BEFORE PROCEEDING WITH A FORMAL ORDINANCE AMENDMENT. COUNCIL FEEDBACK WILL ALLOW THE PLANNING COMMISSION AND STAFF TO REFINE THE LANGUAGE AND RETURN WITH A CLEAR, ENFORCEABLE STANDARD THAT PRESERVES THE SECONDARY NATURE OF ACCESSORY USES WHILE PROVIDING OBJECTIVE GUIDANCE TO PROPERTY OWNERS AND STAFF.



AGENDA ITEM #

7c

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: SEPTEMBER 9TH, 2026

SUBJECT: REVIEW OF INCONSISTENCY BETWEEN RESIDENTIAL DWELLING
§150.005 DEFINITIONS AND §150.038 LAND USE MATRIX

REPORT: STAFF PREVIOUSLY BROUGHT FORWARD AN INCONSISTENCY WITHIN CHAPTER 150 OF THE JENKINS CITY CODE REGARDING THE DEFINITIONS AND REGULATION OF DUPLEXES AND MULTI-FAMILY DWELLINGS.

CITY CODE §150.005 CURRENTLY DEFINES A **DWELLING, MULTI-FAMILY** AS TWO OR MORE DWELLING UNITS ATTACHED TOGETHER BY ANY POINT AND SPECIFICALLY INCLUDES DUPLEXES, TRIPLEXES, TOWNHOUSES, AND MULTI-LEVEL UNITS.

AT THE SAME TIME, THE CODE SEPARATELY DEFINES **DUPLEX, TRIPLEX, OR QUAD**, AND §150.038, LAND USE MATRIX, CONTAINS A SEPARATE LAND-USE CLASSIFICATION FOR **DWELLING, DUPLEX**.

BECAUSE A DUPLEX IS BOTH SEPARATELY DEFINED AND SEPARATELY REGULATED IN THE LAND USE MATRIX, BUT IS ALSO INCLUDED WITHIN THE DEFINITION OF A MULTI-FAMILY DWELLING, THE CURRENT LANGUAGE CREATES CONFLICTING ZONING CLASSIFICATIONS IN SEVERAL DISTRICTS.

FOR EXAMPLE:

- IN **R-1**, A DUPLEX IS A CONDITIONAL USE WHILE A MULTI-FAMILY DWELLING IS EXCLUDED.
- IN **R-2**, A DUPLEX IS PERMITTED WHILE A MULTI-FAMILY DWELLING IS CONDITIONAL.
- IN **C-1**, A DUPLEX IS EXCLUDED WHILE A MULTI-FAMILY DWELLING IS CONDITIONAL.

UNDER THE CURRENT DEFINITION, THE SAME PROPOSED DUPLEX COULD THEREFORE FALL UNDER TWO DIFFERENT CLASSIFICATIONS.

PLANNING COMMISSION RECOMMENDATION

BECAUSE **DUPLEX** IS ALREADY SEPARATELY DEFINED AND REGULATED WITHIN THE CITY'S ZONING ORDINANCE, THE PLANNING COMMISSION RECOMMENDS A LIMITED AMENDMENT TO THE DEFINITION OF **DWELLING, MULTI-FAMILY** IN §150.005.

STAFF RECOMMENDS STRIKING THE WORD **"TWO"** AND REPLACING IT WITH **"THREE"**, THEREBY CHANGING THE DEFINITION TO BEGIN:

DWELLING, MULTI-FAMILY. THREE OR MORE DWELLING UNITS ATTACHED TOGETHER BY ANY POINT...

THE AMENDMENT SHOULD ALSO REMOVE THE REFERENCE TO DUPLEXES FROM THE MULTI-FAMILY DWELLING DEFINITION.



AGENDA ITEM

THIS CHANGE WOULD ALLOW DUPLEXES TO CONTINUE TO BE REGULATED INDEPENDENTLY UNDER THE EXISTING **DWELLING, DUPLEX** CLASSIFICATION WHILE RESERVING THE MULTI-FAMILY DWELLING CLASSIFICATION FOR STRUCTURES CONTAINING THREE OR MORE DWELLING UNITS.

STAFF BELIEVES THIS TARGETED AMENDMENT WOULD RESOLVE THE MOST IMMEDIATE CONFLICT BETWEEN THE DEFINITIONS SECTION AND LAND USE MATRIX WITHOUT REQUIRING SUBSTANTIAL CHANGES TO THE CITY'S EXISTING TREATMENT OF DUPLEXES.

REQUESTED ACTION: STAFF RESPECTFULLY REQUESTS THAT THE CITY COUNCIL:

1. REVIEW THE IDENTIFIED INCONSISTENCY BETWEEN §150.005 AND §150.038;
2. PROVIDE DIRECTION REGARDING STAFF'S RECOMMENDATION TO AMEND THE DEFINITION OF **DWELLING, MULTI-FAMILY** BY REPLACING “TWO” WITH “THREE” AND REMOVING DUPLEXES FROM THAT DEFINITION; AND
3. IF COUNCIL IS SUPPORTIVE OF THE PROPOSED CHANGE, DIRECT STAFF TO PROCEED WITH PREPARATION OF THE APPROPRIATE ORDINANCE AMENDMENT FOR FURTHER REVIEW AND CONSIDERATION.



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
- 33040 ASPENWOOD DR. LAND USE APPLICATION FOR A 2,080FT² ADDITION
- 33740 STATE HWY 371 16,000 FT² ACCESSORY STRUCTURE IN THE C-2 ZONING DISTRICT (SSTS COMPLIANCE RECEIVED)

PENDING APPLICATIONS: THE FOLLOWING APPLICATIONS ARE 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-ON HOLD UNTIL NEXT YEAR PER PROPERTY OWNER

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)

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
- DEFINITION & LAND USE MATRIX REVIEW OF DWELLING TYPES