CITY COUNCIL MEETING AGENDA

TUESDAY, SEPTEMBER 22ND, 2026 @ 6:00 PM

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

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

JOIN ZOOM MEETING HTTPS://ZOOM.US/JOIN
MEETING ID: 353 029 2895 PASSWORD: 56474
DIAL BY LOCATION: (312) 626-6799 (US CHICAGO)
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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 SEPTEMBER 14TH, 2026 MEETING
   C. PREWRITTEN PAYROLL CHECK # 30680; **$200.50**
   D. PROPOSED CHECK #S 30681 & EFT'S; **$1,835.71** **TOTAL= $ 2,036.21**
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. 2027 PRELIMINARY BUDGET & LEVY
      i. REVIEW OF PERSONNEL COMMITTEE RECOMMENDATIONS
      ii. TRUTH IN TAXATION MEETING DATE & RESOLUTION
7. NEW BUSINESS
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
   A. MAYOR'S REPORT
   B. CLERK'S REPORT
   C. ROADS REPORT
   D. PARK COMMITTEE REPORT
9. MISCELLANEOUS/COMMUNICATION
10. ADJOURNMENT

AGENDA ITEM 4B

September 14th, 2026
Jenkins City Council
Meeting Minutes

Call to Order – Pledge of Allegiance

Mayor Rudlang called the City Council Regular 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, City Clerk-Treasurer Cassandra Delougherty
Absent: Councilmember Jory Carlson

Agenda Additions/Deletions

The agenda was amended to add a Veterans Street update under Unfinished Business and a presentation by ISD 186 Superintendent Kurt Stump as a late addition. The Personnel Committee recommendation item was noted for introductory discussion only, with full consideration deferred to allow Council time to review the materials.

> ***Motion to approve the amended agenda was made by Councilmember Flategraff and seconded by Councilmember Siltman. All voted aye.***

Consent Agenda

> ***Motion to approve the Consent Agenda was made by Councilmember Siltman and seconded by Councilmember Barnett. All voted aye.***

Open Forum

No members of the public were present for Open Forum, and no participants were on Zoom.

Unfinished Business

Veterans Street Update

Thomas from Widseth Smith & Nolting presented a construction update on Veterans Street (Sector 3). Work commenced Tuesday and was substantially complete by Thursday, including removals, Class 5 base installation, compaction testing, and two lifts of pavement. Drive approach tie-ins were completed the same day as the final lift, resulting in a smooth transition. Seeding was delayed due to rain. A final pay application will be submitted at the next meeting, with retainage held until 75% grass establishment is confirmed. No notable underground obstructions were found; a small piece of blacktop was the only unexpected material encountered. No resident complaints were received. Councilmember Siltman

PROVIDED AN APPROX. ONE FOOT LONG PIECE OF WIRE THAT WAS ONE OF AROUND 30 PIECES THAT HE FOUND AND REMOVED FROM THE NEW ROADWAY. THOMAS WILL REACH OUT TO THE CONTRACTOR FOR FURTHER INVESTIGATION. IT WAS MENTIONED THAT A MAGNET MAY PICK UP ANY REMAINING METAL WIRES.

PROPOSED ORDINANCE AMENDMENT – CITY-INITIATED REZONES

CITY CLERK-TREASURER DELOUGHERTY SUMMARIZED THE PURPOSE OF ORDINANCE AMENDMENT O-26-53, WHICH REZONES TEN AGRICULTURAL (AG) DISTRICT PARCELS THAT DO NOT MEET THE 10-ACRE MINIMUM LOT SIZE TO RURAL RESIDENTIAL (RR). NO PUBLIC CONCERNS WERE RAISED DURING THE PUBLIC HEARING PROCESS. COUNCIL APPROVED BOTH THE ORDINANCE AMENDMENT AND THE SUMMARY ORDINANCE FOR PUBLICATION. THE SUMMARY PUBLICATION REQUIRED A FOUR-FIFTHS VOTE.

> ***MOTION TO APPROVE ORDINANCE AMENDMENT O-26-53 WAS MADE BY COUNCILMEMBER SILTMAN AND SECONDED BY BARNETT. ALL VOTED AYE.***

> ***MOTION TO APPROVE THE SUMMARY ORDINANCE AMENDMENT O-26-53 FOR PUBLICATION WAS MADE BY COUNCILMEMBER FLATEGRAFF AND SECONDED BY COUNCILMEMBER SILTMAN. ALL 4 PRESENT MEMBERS VOTED AYE.***

SOURCEWELL COMMUNITY IMPACT GRANT

COUNCIL REVIEWED BIDS RECEIVED FOR SIDING, CONCRETE, AND DRAINAGE WORK AT CITY HALL AND THE PUBLIC WORKS SHOP, IN ADVANCE OF THE SOURCEWELL COMMUNITY IMPACT GRANT APPLICATION DEADLINE. BASED ON AVAILABLE BIDS, COUNCIL REACHED CONSENSUS TO INCLUDE VINYL SIDING FOR CITY HALL, SIDEWALKS AND EXPANDED SEATING FOR ADA ACCESSIBILITY IMPROVEMENTS AT VETERANS PARK, CITY HALL DRAINAGE REPAIR, AND CITY HALL GUTTERS AS A CONTINGENCY LINE ITEM TO MAXIMIZE USE OF GRANT FUNDS. COUNCILMEMBER SILTMAN WAS DESIGNATED AS GRANT LIAISON TO WORK WITH STAFF TO FINALIZE THE APPLICATION.

> ***MOTION TO AUTHORIZE SUBMISSION OF THE SOURCEWELL COMMUNITY IMPACT GRANT APPLICATION AS DISCUSSED, WITH COUNCILMEMBER SILTMAN DESIGNATED AS GRANT LIAISON, WAS MADE BY MAYOR RUDLANG AND SECONDED BY COUNCILMEMBER FLATEGRAFF. ALL VOTED AYE.***

2027 FEE SCHEDULE REVIEW

CITY CLERK-TREASURER DELOUGHERTY PRESENTED ADDITIONAL FEE SCHEDULE MODIFICATIONS FOR 2027, INCLUDING INCREASES TO E-911 ADDRESSING AND SIGN FEES, AND MAILBOX POST REPLACEMENT FEES, TO BETTER RECOVER ACTUAL COSTS. LAND USE PERMIT FEES FOR ACCESSORY BUILDINGS WERE ALSO CONFIRMED AS STRUCTURED IN THE PRIOR MEETING. THE FEE SCHEDULE NOTE REGARDING REMOVAL OF NON-PERMITTED WORK WAS BRIEFLY DISCUSSED; COUNCIL AGREED TO RETAIN THE EXISTING LANGUAGE AS A RECOURSE PROVISION. ALL CHANGES TAKE EFFECT JANUARY 1, 2027.

> ***MOTION TO APPROVE THE ADDITIONAL MODIFICATIONS TO THE 2027 FEE SCHEDULE WAS MADE BY MAYOR RUDLANG AND SECONDED BY COUNCILMEMBER BARNETT. ALL VOTED AYE.***

2027 BUDGET DISCUSSION

PERSONNEL COMMITTEE RECOMMENDATIONS FOR CONSIDERATION

COUNCILMEMBER BARNETT PRESENTED THE PERSONNEL COMMITTEE'S STAFFING RECOMMENDATIONS ON BEHALF OF THE COMMITTEE. THE CORE RECOMMENDATION IS TO TRANSITION THE CITY TO A SUSTAINABLE

TWO-PERSON OFFICE STRUCTURE BY: REDUCING CITY CLERK-TREASURER HOURS FROM 40 TO 34 PER WEEK; REDUCING PUBLIC WORKS HOURS FROM 25 TO 22 PER WEEK WITH A STEP INCREASE FROM STEP 4 TO STEP 5; AND AUTHORIZING A FLEXIBLE RECRUITMENT PROCESS FOR A SECOND PART-TIME ADMINISTRATIVE EMPLOYEE (SECRETARY/RECEPTIONIST, DEPUTY CLERK-TREASURER, OR FINANCE SPECIALIST/TREASURER, DEPENDING ON APPLICANT QUALIFICATIONS). THE PERSONNEL COMMITTEE ALSO RECOMMENDS A TWO-STEP WAGE INCREASE FOR THE CLERK-TREASURER FROM GRADE 6, STEP 6 TO GRADE 6, STEP 8, REFLECTING THE SCOPE OF THE POSITION AND SUPPORTED BY A FORMAL PERFORMANCE REVIEW. THE PROJECTED NET PAYROLL INCREASE RANGES FROM APPROXIMATELY $17,622 TO $27,494 ANNUALLY, WITH A RECOMMENDED PLANNING CEILING OF $28,000. NO FORMAL ACTION WAS TAKEN; THE ITEM WAS PRESENTED FOR COUNCIL REVIEW AND WILL BE CONSIDERED FURTHER AT THE SEPTEMBER 22ND MEETING.

NEW BUSINESS

AGRICULTURAL USE & STRUCTURES – PLANNING COMMISSION REPORT

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE PLANNING COMMISSION'S RECOMMENDATION TO REMOVE THE UNDEFINED TERM "AGRICULTURAL STRUCTURE" FROM THE LAND USE MATRIX AND REPLACE IT WITH SPECIFICALLY DEFINED USES—BARN, SILO, AND HAY SHED—WITH THOSE USES PERMITTED IN THE RURAL RESIDENTIAL DISTRICT ON PARCELS 10 ACRES OR GREATER. COUNCIL EXPRESSED CONSENSUS SUPPORT FOR THE APPROACH AND DIRECTED STAFF TO PROCEED WITH DRAFTING THE APPROPRIATE ORDINANCE AMENDMENT.

ACCESSORY USE – PLANNING COMMISSION REPORT

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE PLANNING COMMISSION'S PROPOSED ACCESSORY USE DEFINITION AND STANDARDS, INCLUDING A 25% GROSS FLOOR AREA LIMITATION AND AN ADDITIONAL STANDARD LIMITING ACCESSORY USES TO NO MORE THAN 49% OF THE TOTAL BUILDABLE LOT AREA. COUNCIL EXPRESSED GENERAL SUPPORT FOR THE PROPOSED LANGUAGE AND PERCENTAGE STANDARDS AND DIRECTED STAFF TO REFINE THE LANGUAGE AND RETURN WITH A DRAFT ORDINANCE AMENDMENT FOR FORMAL PUBLIC HEARING.
REVIEW OF INCONSISTENCY BETWEEN RESIDENTIAL DWELLING §150.005 DEFINITIONS AND §150.038

LAND USE MATRIX – PLANNING COMMISSION REPORT

CITY CLERK-TREASURER DELOUGHERTY PRESENTED AN IDENTIFIED INCONSISTENCY BETWEEN THE DEFINITION OF "DWELLING, MULTI-FAMILY" AND THE SEPARATE REGULATION OF DUPLEXES IN THE LAND USE MATRIX. THE PLANNING COMMISSION RECOMMENDED AMENDING THE DEFINITION OF DWELLING, MULTI-FAMILY TO READ "THREE OR MORE DWELLING UNITS" AND REMOVING THE REFERENCE TO DUPLEXES FROM THAT DEFINITION. COUNCIL EXPRESSED SUPPORT FOR THE PROPOSED CHANGE AND DIRECTED STAFF TO PROCEED WITH DRAFTING AN ORDINANCE AMENDMENT, WITH POSSIBLE CLARIFYING LANGUAGE TO BE REVIEWED AT THE NEXT MEETING.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

MAYOR RUDLANG NOTED THAT THE CITY'S DOT-COM WEBSITE WAS EXPERIENCING A DNS ISSUE AND THAT ON SYSTEMS HAD BEEN CONTACTED FOR RESOLUTION. THE TRANSITION TO THE DOT-GOV DOMAIN WAS

NOTED AS A LONGER-TERM SOLUTION. MAYOR RUDLANG ALSO DISCLOSED HE WOULD NOT BE IN ATTENDANCE AT THE SEPTEMBER 22ND COUNCIL MEETING DUE TO TRAVEL.

CLERK'S REPORT

CITY CLERK-TREASURER DELOUGHERTY REPORTED ATTENDING THE SOURCEWELL CLERK'S ACADEMY IN STAPLES. SHE REQUESTED AUTHORIZATION TO ATTEND THE FIRST-EVER CTAS TRAINING CLASS IN NOVEMBER AT A COST OF $70 PLUS MILEAGE.

> ***MOTION TO AUTHORIZE ATTENDANCE AT THE CTAS TRAINING WAS MADE BY COUNCILMEMBER FLATEGRAFF AND SECONDED BY COUNCILMEMBER SILTMAN. ALL VOTED AYE.***

ROADS REPORT

COUNCILMEMBER SILTMAN DISCUSSED A LONG-TERM ROAD STRATEGY, PROPOSING TO PURSUE AN LRIP GRANT FOR LILAC AVENUE RECONSTRUCTION RATHER THAN COMPLETING THE SECOND HALF OF VETERANS STREET IN THE NEAR TERM. A CHIP SEAL OF THE REMAINING VETERANS STREET SECTION MAY BE CONSIDERED TO EXTEND ITS LIFE. COUNCIL REACHED CONSENSUS THAT LILAC AVENUE IS A HIGHER PRIORITY GIVEN ITS DETERIORATING CONDITION, PARTICULARLY NEAR THE COUNTY LINE.

PARK COMMITTEE REPORT

ALLOCATION OF SURPLUS EQUIPMENT SALES

COUNCIL APPROVED REALLOCATING APPROXIMATELY $700 FROM THE SALE OF SURPLUS LENOVO TABLETS TOWARD PARK NEEDS, INCLUDING HIGH-VISIBILITY VESTS, EVENT BANNERS FOR TRUNK-OR-TREAT AND EASTER EGG HUNTS, AND PARK LIGHTING.

> ***MOTION TO APPROVE THE ALLOCATION OF SURPLUS EQUIPMENT PROCEEDS TO PARK USES WAS MADE BY MAYOR RUDLANG AND SECONDED BY COUNCILMEMBER BARNETT. ALL VOTED AYE.***

COUNCIL ALSO APPROVED APPLYING $3,000 IN SOURCEWELL BOOST FUNDS TOWARD A FIRST BASELINE FENCE AT THE BALL FIELD (TOTAL BID APPROXIMATELY $3,850), SUPPLEMENTED BY APPROXIMATELY $1,000 IN REMAINING PARK FUNDS.

> ***MOTION TO APPLY FOR BOOST GRANT FUNDS TOWARD THE FIRST BASELINE FENCE WAS MADE BY COUNCILMEMBER FLATEGRAFF AND SECONDED BY MAYOR RUDLANG. ALL VOTED AYE.***

COUNCILMEMBER SILTMAN IDENTIFIED THE INTERNSHIP REIMBURSEMENT GRANT OPPORTUNITY THAT IS ONCE AGAIN ACCEPTING FUNDING APPLICATIONS, NOTING THAT THE SUCCESS OF THE PROGRAM, WHILE ENCOURAGING COUNCIL TO APPROVE APPLICATION FOR THE FUNDING, SINCE IT IS AVAILABLE ONLY ON A FIRST-COME-FIRST SERVED BASIS.

MOTION TO APPLY FOR INTERNSHIP REIMBURSEMENT FUNDS FROM SOURCEWELL FOR AN ADMINISTRATIVE INTERN FOR SUMMER OF 2027 MADE BY COUNCILMEMBER FLATEGRAFF AND SECONDED BY SILTMAN. ALL PRESENT VOTED AYE.

COUNCILMEMBER FLATEGRAFF REPORTED THAT TELECOM CONSTRUCTION OFFERED TO DONATE EQUIPMENT USE AND LABOR TO RUN UNDERGROUND ELECTRICAL CONDUIT FOR THE PARK CHRISTMAS LIGHT DISPLAY. STAFF WAS DIRECTED TO COORDINATE WITH THE ELECTRICIAN AND PUBLIC WORKS TO DETERMINE CABLE NEEDS AND SCHEDULE THE WORK.

Miscellaneous/Communication

Zoning Administrator's Report

City Clerk-Treasurer Delougherty reported recent permit activity including an SSTS compliance received for the SPR Storage building (phase 3), which generated a $3,200 permit fee. Additional building permits have been processed. No matters requiring immediate Council action were identified.

Agenda Addition: ISD 186 Superintendent Kurt Stump

Superintendent Kurt Stump presented information regarding an operating levy referendum on the November 2026 ballot. The school board is seeking voter approval of an operating levy of $1,160 per student. Due to the district's high seasonal recreational tax base (52%), the district qualifies for state aid of up to 50%. If approved, the board intends to underlevy two other categories to produce a net tax decrease for district residents of approximately $400 per year for a homesteaded property. Council agreed to post the informational materials and assist with public outreach.

Adjournment

Motion to adjourn made by Councilmember Siltman and seconded by Flategraff at 8:30pm. All members present voted aye.

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Andrew J. Rudlang, Mayor

Attest:

____

Cassandra M. Delougherty, City Clerk-Treasurer

City of Jenkins

Disbursements Register

AGENDA ITEM: 4C

9/17/2026

Fund Name: All Funds

Date Range: 09/16/2026 To 09/17/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/16/2026	Pequot Sand & Gravel	30680	rock for City welcome sign Community Boost Funds	N	Public Works/Maintenance	100-43102-226-902	$ 200.50
	Total For Check	**30680**					**$ 200.50**
Total For Selected Checks							**$ 200.50**

City of Jenkins | Claims List for Approval | AGENDA ITEM 4D 9/17/2026

Date Range : **8/17/2026 To 9/17/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name		Detail
09/11/2026	Cassandra Delougherty	mileage reimbursement for errands (3x Brainerd Hydraulics; 2x Staples-Sourcewell)	3049	$252.63				
					100-41425-331-	Clerk	30381	$252.63
09/15/2026	Crow Wing Power	8/8/26 to 9/8/2026 electric service	EFT3023210	$26.00				
					100-43160-381-	Street Lighting	EFT	$26.00
09/14/2026	Elan Financial Services	Adobe, O-26-53 PHN & O-26-52 Smry, shop/office supplies, small tools, postage, AED batts	EFTC3329ED 169	$1,510.60				
					100-41110-433-	Council/Town Board	EFT	$246.45
					100-43127-215-	General Equipment		$247.89
					100-43102-240-	Public Works/Maintenance		$100.28
					100-41420-351-	Recording and Reporting		$83.64
					100-41425-440-	Clerk		$250.00
					100-41940-322-	General Government Buildings and Plant		$82.00
					100-43127-221-	General Equipment		$477.80
					100-43101-212-	Highways and Streets		$22.54
09/14/2026	Xcel Energy	Natural gas service	EFTd4b13	$46.48				
					100-41940-383-	General Government Buildings and Plant	EFT	$46.48
Total For Selected Claims				**$1,835.71**				**$1,835.71**

____________________________________ ________________
Date

Receipts

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
Taxes						
General Property Taxes						
Current Ad Valorem Taxes	$328,529.50	$375,465.00	$227,469.55	$417,624.00	$429,619.85	2.87
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	$429,619.85	2.87
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	$14,233.15	$0.00	$0.00	N/A
Total Igr From Other Local Governmental Units	$91,087.97	$0.00	$14,233.15	$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

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
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	$2,864.41	$3,000.00	$2,500.00	-16.67
Total Fines	$3,356.19	$3,000.00	$2,864.41	$3,000.00	$2,500.00	-16.67
Miscellaneous Revenues						
MISCELLANEOUS REVENUES	$0.00	$300.00	$6.00	$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	$10,813.00	$500.00	$3,000.00	500.00
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	$19,301.10	$9,300.00	$10,000.00	7.53
Other Financing Sources						
Sales of General Fixed Assets	$0.00	$0.00	$13,852.00	$0.00	$0.00	N/A
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	$13,852.00	$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**	**$313,068.95**	**$484,721.00**	**$497,447.59**	**2.63**

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
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	$4,125.09	$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	$7,303.64	$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	$20,866.97	$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

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
City/Town Clerk						
Clerk						
Wages and Salaries: Full-time Employees-Regular	$58,746.35	$59,470.98	$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
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	$28,000.00	636.84
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	$46,020.42	$57,608.00	$78,250.00	35.83
Financial Administration						

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
Financial Administration						
Payroll Administration						
Employee contribution for PERA	$0.00	$0.00	$4,452.28	$5,656.31	$5,345.34	-5.50
Employer Contributions for Retirement: PERA Contributions	$7,086.50	$0.00	$5,137.33	$6,526.52	$6,167.70	-5.50
Employer Contributions for Retirement: FICA Contributions	$17,966.30	$0.00	$12,400.63	$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	$2,900.45	$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	$7,865.22	$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	$1,140.00	$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	$60,583.43	$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

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
General Government						
Other General Government						
General Government Buildings and Plant						
Office Supplies: Operating and general	$0.00	$0.00	$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	$441.34	$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	$2,813.18	$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	$602.11	$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	$62.49	$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	$32,043.41	$32,500.00	$31,150.00	-4.15
Public Safety						
Police						
Police Administration						
Professional Services: Police Contract	$39,655.00	$43,260.00	$32,445.00	$43,260.00	$43,260.00	0.00
Total Police	$39,655.00	$43,260.00	$32,445.00	$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

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
Public Works						
Highways, Streets And Roadways						
Highways and Streets						
Operating Supplies: Motor Fuels	$761.74	$0.00	$0.00	$0.00	$0.00	N/A
Operating Supplies: Shop/Office Materials	$211.64	$0.00	$0.00	$0.00	$0.00	N/A
Repair and Maintenance Supplies: Street Maintenance Materials	$9,665.90	$12,000.00	$0.00	$11,000.00	$0.00	-100.00
Repair and Maintenance Supplies: Sign Repair Materials	$663.31	$500.00	$612.90	$750.00	$0.00	-100.00
Professional Services: Engineering Fees	$8,947.82	$5,000.00	$26,982.16	$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	$349.49	$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	$270.00	$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

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
Public Works						
Highways, Streets And Roadways						
Road and Bridge Equipment						
Operating Supplies: Motor Fuels	$1,407.55	$3,500.00	$2,681.13	$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
Professional Services	$0.00	$0.00	$615.00	$0.00	$0.00	N/A
Street Lighting						
Utility Services: Electric Utilities	$7,704.90	$8,000.00	$6,087.31	$8,000.00	$8,000.00	0.00
Total Highways, Streets And Roadways	$188,726.00	$211,603.60	$83,453.69	$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	$245.00	$1,000.00	$1,000.00	0.00
Weed Control						
Repair and Maintenance Supplies: Landscaping Materials	$1,349.40	$1,200.00	$895.76	$1,500.00	$1,500.00	0.00
Total Other Sanitation	$3,942.86	$2,950.00	$1,140.76	$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

Disbursements

100: General Fund	2025 Actual	2025 Budget	2026 as of 9/17/2026	2026 Budget	2027 Proposed Budget	Percent Change
Conservation Of Natural Resources						
Wetland Credit						
Professional Services: Engineering Fees	$494.00	$400.00	$0.00	$500.00	$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**	**$304,611.95**	**$484,739.27**	**$497,447.59**	**2.62**

AGENDA ITEM: 6Ai

CITY OF JENKINS

2027 Staffing and Payroll Impact

Overall Recommendation to City Council

Administrative Capacity • Internal Controls • Continuity • Work-Life Sustainability • Public Works

Preliminary 2027 budget range: the second administrative employee is estimated at approximately $29,833-$39,705 annually depending on classification and Step 1-to-Step 10 placement. The full proposed staffing strategy produces an estimated net annual payroll increase of approximately $13,834-$23,706 without the optional Clerk step increase, or approximately $17,622-$27,494 if the Clerk is advanced to Grade 6, Step 8. Recommended planning ceiling to preserve all modeled options: approximately $28,000.

Purpose and Summary

The purpose of this report is for the Personnel Committee to present the City Council with the overall operational and payroll impact of a proposed 2027 staffing strategy. The strategy reduces the City Clerk-Treasurer/Zoning Administrator from 40 to 34 hours per week, adds a second part-time administrative employee selected through a flexible recruitment process, and reduces Public Works from 25 to 22 hours per week while advancing the employee from Step 4 to Step 5 on the City wage scale. The report also includes an optional recommended two-step adjustment for the Clerk-Treasurer/Zoning Administrator from Grade 6, Step 6 ($30.32/hour) to Grade 6, Step 8 ($32.17/hour) in recognition of the breadth and complexity of the position.

The staffing proposal is intended to address two related issues: the internal-control and key-person risks identified in the June 8, 2026 Abdo Financial Process Evaluation, and the practical service-capacity pressures created by placing nearly all administrative, financial, zoning, compliance, records, Council-support, grant, project, and resident-service responsibilities on one administrative employee.

A critical point is that the proposed reduction of the Clerk position to 34 hours is not intended to compress the same workload into fewer hours. The reduced schedule is sustainable only if responsibilities are intentionally transferred, cross-trained, and supported by the new administrative position.

Process Evaluation Context

The Abdo Financial Process Evaluation concluded that the City's core financial systems are functioning and financial information is ultimately reliable, while also identifying concentration of duties, key-person dependency, limited secondary staff involvement, manual processes, and inconsistent documentation as areas needing improvement. The evaluation recommends written procedures, documented review controls, improved system utilization, stronger segregation of duties, and backup/continuity capacity.

Source: Abdo Financial Solutions, Financial Process Evaluation, City of Jenkins, June 8, 2026.

Present-Day Administrative Responsibilities and Workload

The City's current administrative position combines multiple statutory, financial, customer-service, planning, and operational functions. Examples of the responsibilities presently competing for the same staff time include:

Responsibility Area	Examples of Current Work
Clerk & Council governance	Agenda preparation and packets; minutes; resolutions and ordinances; public notices; meeting follow-up; statutory filings; Council research; implementation of Council direction.
Treasurer & finance	Budget and levy preparation; receipts and deposits; claims and disbursements; payroll; payroll taxes and PERA; bank reconciliations; financial reporting; audit/AUP support; internal controls.
Planning & zoning	Applications and permits; code interpretation; Planning Commission support; public hearings and notices; enforcement follow-up; land-use research; ordinance and land-use matrix updates.
Elections, records & compliance	Election administration; candidate filings; notices and reporting; records retention; data requests; compliance calendars; policies and procedures; statutory and regulatory reporting.
Resident & office services	Front counter; telephone and email; complaints and questions; permits; correspondence; website/news updates; scheduling; records requests; vendor and contractor communication.
Grants, projects & administration	Grant research and applications; reimbursement documentation; procurement and quotes; project coordination; engineer/contractor follow-up; HR/personnel administration; training; records digitization.

Present-Day Workload Pressure and Missed Capacity

Many municipal responsibilities have fixed deadlines and cannot simply be postponed. Payroll, claims, deposits, Council and Planning Commission meeting cycles, zoning notices, election deadlines, resident service, statutory filings, and required financial reporting must be completed when due. These immediate responsibilities necessarily take priority over work that may be important but less time-sensitive.

As a result, the current one-person administrative structure can limit the City's ability to pursue or complete opportunities such as:

- Grant searches, competitive applications, reimbursement requests, and funding opportunities;
- Records digitization, retention cleanup, and electronic workflow improvements;
- Written procedures, checklists, compliance calendars, and stronger internal-control documentation;
- Long-range budgeting, capital planning, financial analysis, and proactive Council research;
- Project development, procurement, implementation, grant closeout, and contractor/engineer coordination;
- Training, certification, professional development, and proactive process improvement.

The concern is not a lack of effort or willingness to complete these items. The concern is that required daily work consumes the available administrative capacity, meaning valuable opportunities may be delayed or missed because there is no second employee available to keep routine operations moving.

Work-Life Balance, PTO, and Continuity of Operations

The current workload also creates a work-life balance and continuity concern. At the present staffing level, the Clerk is effectively unable to take meaningful time off without creating a backlog of required work, delaying resident service or statutory tasks, or leaving City Hall without a trained administrative backup.

The City personnel policy permits accumulation of PTO only up to a set maximum. Because unused leave cannot simply be accumulated indefinitely, a workload that prevents the employee from using earned PTO creates a practical personnel issue in addition to an operational issue. A sustainable staffing structure should allow an employee to use earned leave while City business continues without significant disruption.

A second trained administrative employee would provide planned PTO coverage, cross-training, continuity during illness or emergencies, and transfer of institutional knowledge — while also making a 34-hour Clerk schedule realistic.

Work-life balance is therefore not separate from the City's internal-control and continuity goals. Adequate coverage supports accuracy, focus, employee retention, succession planning, and the City's ability to operate reliably during peak workloads, vacations, illness, turnover, or unexpected events.

Proposed 2027 Staffing Strategy

The Personnel Committee recommends a flexible recruitment process rather than limiting the City to one predetermined administrative title. The Council would accept applications at multiple qualification levels, review the applicant pool, interview the strongest candidates, and then determine which applicant, classification, and appropriate wage-step placement provide the greatest value to Jenkins. For budget planning, Step 1 is shown as the minimum starting-cost scenario and Step 10 as the maximum cost scenario for each assigned grade.

Potential Position	Schedule / Grade	Step 1 Minimum	Step 10 Maximum	Est. Annual Payroll Cost Range
Secretary / Receptionist	24 hrs/week Grade 2	$18.53/hr	$24.17/hr	$31,553.10 - $39,704.65
Deputy Clerk-Treasurer	20 hrs/week Grade 4	$22.22/hr	$28.98/hr	$30,738.58 - $38,880.48
Finance Specialist / Treasurer	18 hrs/week Grade 5	$24.22/hr	$31.60/hr	$29,832.68 - $37,832.47

Payroll Assumptions

- City Clerk-Treasurer/Zoning Administrator: current Grade 6, Step 6 at $30.32/hour; optional recommended advancement to Grade 6, Step 8 at $32.17/hour; proposed reduction from 40 to 34 hours/week if a second administrative employee is added.
- Health stipend: $3.53 per hour worked.
- Employer FICA/Medicare: 7.65% on taxable wages and stipend for estimating purposes.
- Employer PERA: 7.5% of regular wages for estimating purposes.
- Employer Paid Leave premium: 0.66%.
- Workers' compensation and unemployment insurance are not included in the estimates below. For the second administrative employee, Step 1 is used as the minimum budgetary impact and Step 10 as the maximum budgetary impact. Step 10 is presented as a planning ceiling only; actual placement on the wage scale would be determined by Council based on qualifications, municipal experience, and the hiring decision.
- Public Works: Step 4 to Step 5; 25 to 22 hours/week; Grade 3 seasonal rate April 1–October 31 and Grade 4 seasonal rate November 1–March 31.

Optional Clerk Compensation Adjustment

Personnel Committee recommends that Council consider advancing the City Clerk-Treasurer/Zoning Administrator from Grade 6, Step 6 ($30.32/hour) to Grade 6, Step 8 ($32.17/hour). The $1.85 hourly adjustment is approximately 6.1% and recognizes the scope of financial administration, statutory Clerk duties, planning and zoning administration, Council support, grants, projects, records, elections, compliance, resident service, and overall City Hall operations assigned to the position.

The compensation adjustment should be considered separately from the proposed reduction in scheduled hours. The reduced 34-hour schedule is intended to improve workload distribution and work-life sustainability through the addition of a second administrative employee; it is not a reduction in the complexity or responsibility of the Clerk position.

Clerk Scenario	Hourly Rate	Estimated Annual Payroll	Change vs. Current
Current Step 6 - 40 hrs/week	$30.32	$80,988.82	-
Optional Step 8 - 40 hrs/week	$32.17	$85,445.19	+$4,456.37
Optional Step 8 - 34 hrs/week	$32.17	$72,628.41	-$8,360.41

If Council approves both the two-step wage adjustment and the 34-hour schedule, the Clerk position would still cost approximately $8,360 less annually than the current Step 6, 40-hour structure. The hour reduction therefore offsets the compensation adjustment while recognizing the level of responsibility assigned to the position.

Clerk and Public Works Adjustments

Component	Current	Proposed - Step 6 Clerk	Proposed - Step 8 Clerk
Clerk-Treasurer/Zoning Administrator	$80,988.82	$68,840.50	$72,628.41
Public Works	$39,759.38	$35,909.04	$35,909.04
Combined before adding second administrative employee	$120,748.20	$104,749.54	$108,537.45
Savings before adding second administrative employee	-	**($15,998.66)**	**($12,210.75)**

Overall 2027 Payroll Impact by Administrative Option

Administrative Path	2nd Employee Cost Range	Net Impact: Clerk Step 6	Net Impact: Clerk Step 8	Total Hours/Week
Current: Clerk Step 6, 40 hrs + PW 25 hrs	-	-	-	65
Secretary / Receptionist	$31,553 - $39,705	+$15,554 - $23,706	+$19,342 - $27,494	80
Deputy Clerk-Treasurer	$30,739 - $38,880	+$14,740 - $22,882	+$18,528 - $26,670	76
Finance Specialist / Treasurer	$29,833 - $37,832	+$13,834 - $21,834	+$17,622 - $25,622	74

Overall budget finding: the second administrative employee alone is estimated to cost approximately $29,833 to $39,705 annually, depending on classification and placement between Step 1 and Step 10. With the Clerk remaining at Grade 6, Step 6 and reduced to 34 hours, the estimated net annual payroll investment for the full staffing proposal ranges from approximately $13,834 to $23,706. If Council also approves the recommended Clerk advancement to Grade 6, Step 8, the estimated net annual investment ranges from approximately $17,622 to $27,494. Across all modeled options, this provides Council with a reasonable minimum-to-maximum budget range while preserving flexibility to select the strongest candidate and appropriate starting step.

Overall Service and Capacity Impact

Administrative Path	Admin Hours/Week	Total City Hours/Week*	Net Increase vs. Current	Operational Emphasis
Secretary / Receptionist	58	80	+15	Maximum front-office/admin capacity; training and succession pathway.
Deputy Clerk-Treasurer	54	76	+11	Balanced administrative backup, municipal knowledge, and financial controls.

Finance Specialist / Treasurer	52	74	+9	Strongest immediate financial specialization and segregation of duties.

**Total scheduled hours shown here combine the administrative structure and Public Works hours included in this proposal.*

Regardless of which applicant pathway is selected, a second administrative employee would provide benefits that are not fully captured by payroll cost alone:

- More dependable front-counter, phone, email, permit, and resident follow-up coverage;
- Greater ability to separate transaction preparation, reconciliation, review, and documentation responsibilities;
- Planned PTO coverage and continuity during illness, emergencies, training, or turnover;
- Additional capacity to pursue grants and funding opportunities that can offset local costs;
- More time for project development, procurement, implementation, reporting, and closeout;
- Progress on records digitization, retention, written procedures, and modernization;
- More complete Council research, agenda preparation, reporting, and follow-through;
- More capacity for planning and zoning responsibilities and proactive code/ordinance work;
- Improved succession planning and reduced reliance on one person for institutional knowledge.

Personnel Committee Recommendation to Council

The Personnel Committee recommends that the Council treat the proposed changes as one coordinated 2027 workforce strategy rather than as isolated payroll adjustments. The strategy should increase service capacity, strengthen internal controls, create reliable backup coverage, and restore a sustainable workload while keeping the net payroll impact relatively modest.

As part of that strategy, the Personnel Committee recommends that Council consider the two-step Clerk adjustment to Grade 6, Step 8 as an optional compensation action. If approved together with the 34-hour schedule and a second administrative hire, the overall net payroll impact is estimated at approximately $17,622 to $27,494 depending on the administrative classification and wage-step placement selected by Council.

- Authorize a flexible recruitment process accepting applications for a Secretary/Receptionist willing to learn municipal government, an experienced Deputy Clerk-Treasurer, or an experienced Finance Specialist/Treasurer.
- Review the actual applicant pool and interview qualified candidates before deciding the final classification and duty structure.
- For preliminary 2027 budgeting, Personnel Committee recommends reserving up to approximately $28,000 in additional payroll capacity above the current combined Clerk and Public Works structure if Council wishes to preserve the full range of options, including the Clerk Step 8 adjustment and the possibility of hiring a highly qualified second administrative employee at a higher step. If the Clerk step increase is not approved, a planning ceiling of approximately $24,000 would cover the modeled Step 1-to-Step 10 range. If Council anticipates hiring at Step 1, the earlier planning amounts of approximately $16,000 without the Clerk adjustment or $20,000 with the Clerk adjustment remain appropriate.
- Consider advancing the Clerk-Treasurer/Zoning Administrator from Grade 6, Step 6 to Grade 6, Step 8, and reduce the schedule from 40 to 34 hours only in conjunction with onboarding, duty transfer, cross-training, and reliable PTO/absence coverage. The compensation adjustment recognizes the position responsibilities; the hour reduction addresses workload distribution and sustainability.
- Advance Public Works from Step 4 to Step 5 while reducing the regular schedule from 25 to 22 hours per week, producing an estimated annual payroll savings of approximately $3,850.
- Adopt a written division-of-duties and training plan identifying which responsibilities remain with the Clerk, which are assigned to the second employee, and which require Council or external review.

- Review the staffing arrangement after implementation to confirm that service coverage, financial controls, PTO usage, workload distribution, and budget assumptions are functioning as intended.

The goal is not simply to add a position. The goal is to move Jenkins from a single-point-of-dependency model to a sustainable administrative team while preserving Council flexibility to hire the best-qualified applicant. Budgeting from Step 1 through Step 10 establishes a realistic minimum-to-maximum cost range without requiring Council to predetermine the successful candidate's wage placement before recruitment and interviews.

Requested Council Action

Discuss the proposed 2027 staffing strategy and provide direction to the Personnel Committee regarding:
(1) flexible recruitment for the second administrative position;
(2) authority to place the selected candidate within the assigned grade based on qualifications and experience, with Step 1 representing the minimum budget scenario and Step 10 the maximum planning scenario;
(3) whether to approve the optional Clerk advancement from Grade 6, Step 6 to Grade 6, Step 8;
(4) the proposed Clerk and Public Works hour adjustments;
(5) a preliminary additional payroll budget of up to approximately $28,000 if Council wishes to preserve the full range of modeled options; and
(6) development of a formal duty-transfer, cross-training, and PTO coverage plan for Council review.

Budget figures are preliminary planning estimates based on the wage, stipend, payroll-rate, and schedule assumptions described in this report. Actual 2027 costs may vary.

AGENDA ITEM: 6Aii

INSTRUCTIONS - PAYABLE 2027 PRELIMINARY LEVY CERTIFICATION

PRELIMINARY CITY TAXES LEVIED FORM **:**

1) Fill in the date the levy was adopted by the City Council.

2) Levies that were certified the prior year are pre-printed on the form and only the dollar amounts for Payable 2027 need to be filled in.

3) **To add a net tax capacity levy:** Write the name of the new levy on a blank line under net tax capacity based levies and fill in the dollar amount requested for payable 2027.

4) **To add a general obligation bond debt levy:** Write the name of the new levy on a blank line under general obligation bonds and fill in the dollar amount requested for payable 2027. (General obligation bonds must be reported separately from net tax capacity levies for state reporting purposes.)

5) **To delete a levy:** Write remove on the dollar amount line, or paid on the dollar amount line if the levy is a bond that has been paid off.

Note: The levy numbers are assigned by the county tax system and are for county data entry purposes only.

BOND LEVY CERTIFICATION FORM :

This is a list of all bonds for your city currently registered in the Crow Wing County Bond Registry. Please provide an explanation if you are not levying the 2026 amount required for the bond payment.

MEETING INFORMATION FORM :

Provide the date and time of your Truth in Taxation meeting, the meeting location, contact person, contact address and phone number. This data will be used to mail parcel specific notices to each taxpayer. Website Addresses are now required. Write N/A if there isn't one.

(For Cities with less than 500 population, only the contact information is necessary. The meeting date, time and location are not required.)

PRELIMINARY CITY TAXES LEVIED

DUE DATE: SEPTEMBER 30, 2026	CITY OF: JENKINS
STATE OF MINNESOTA COUNTY OF CROW WING	I HEREBY CERTIFY the following sums are the preliminary levy adopted by the City Council at their meeting held on ______________________, 2026 (Enter meeting date) for taxes payable in 2027 for the following purposes to wit:

Levy No.	PURPOSE/FUND NET TAX CAPACITY BASED LEVIES	PRELIMINARY LEVY BY FUND
10	GENERAL OPERATING FUND	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	GENERAL OBLIGATION BONDS	
370	G.O. IMPROVEMENT NOTE SERIES 2023A	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	____________	$ ____________
	FINAL CERTIFIED LEVY TOTAL	$ ____________

Dated this _____ day of ________________, 2026. City Clerk:______________________

Forms for Final levy certification will be sent to you in November 2026 to be certified by December 30, 2026.

Even if you do not change your levy from the Preliminary, you must submit the Final Levy Form.

Meeting and Contact Information for Truth in Taxation Notices

Provide the date and time of your public Truth in Taxation meeting. Review the information below and note any changes if needed. This form must be returned, even if your city is not required to hold a public Truth in Taxation meeting.

Meeting Date: ____________________
Meeting Time: ____________________

Meeting Location:
Jenkins City Hall ____________________

Contact Information:
City of Jenkins ____________________
Cassandra Delougherty, Clk ____________________
33861 Cottage Ave ____________________
Jenkins, MN 56474 ____________________
www.cityofjenkins.com ____________________
218-568-4637 ____________________

____________________ ____________________
Signature Date

CITY OF JENKINS
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 26-09-346

A RESOLUTION APPROVING THE PRELIMINARY TAX LEVY, COLLECTIBLE IN 2027 FOR THE CITY OF JENKINS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JENKINS, COUNTY OF CROW WING, MINNESOTA AS FOLLOWS:

That the following sun of money is levied for the current year, collectible in 2027, upon taxable property in the City of Jenkins to maintain the preliminary operational budget and services for the City of Jenkins.

Total Levy: $______________________

The City Clerk is hereby instructed to transit a certified copy of this resolution to the County Auditor of Crow Wing County, Minnesota.

Passed by the Jenkins City Council this _____ day of ____________, 2026.

____
Andrew Rudlang, Mayor

ATTESTED:

____
Cassandra M. Delougherty, City Clerk-Treasurer