



CITY COUNCIL MEETING AGENDA

TUESDAY, OCTOBER 13TH, 2026 @ 6:00 PM

MAYOR:

ANDREW RUDLANG

CITY ATTORNEY:

JOE LANGEL

CITY CLERK-TREASURER:

CASSANDRA DELOUGHERTY

CITY COUNCIL:

JERIMEY FLATEGRAFF

(MAYOR PRO-TEM)

ROMAN SILTMAN

RYAN BARNETT

JORY CARLSON

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

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

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 22ND, 2026 MEETING
 - C. SEPTEMBER 2026 BANK RECONCILIATION
 - D. PREWRITTEN CHECK # 30687 -30695 & EFTs; **\$9,717.44**
 - E. PROPOSED CHECK #s 30696-30709 & EFT's; **\$20,675.36**

TOTAL= \$ 30,392.80

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. 2026 VETERANS STREET IMPROVEMENT PROJECT
 - i. PAY APP #1
 - ii. WIDSETH ENGINEERING COSTS
 - iii. APPRECIATION LETTER FROM BRIAN GOERGES, PEQUOT MANUFACTURING
- B. PROPOSED ORDINANCE AMENDMENT O-26-54 MULTI-FAMILY DWELLINGS, AGRICULTURAL USES/STRUCTURES, AND ACCESSORY USES/STRUCTURES
 - i. OCTOBER 5TH, 2026 PLANNING COMMISSION DRAFT MEETING MINUTES
 - ii. ORDINANCE AMENDMENT O-26-54
- C. 2027 PRELIMINARY BUDGET
 - i. RESOLUTION 26-09-347
- D. UPDATED CODE ENFORCEMENT & COMPLAINT POLICY DETAILS
 - i. PROPOSED POLICY UPDATE

7. NEW BUSINESS

- A. LEAGUE OF MN CITIES INSURANCE TRUST DIVIDEND
- B. CTAS ACCOUNTING SYSTEM/STATE FINANCIAL REPORTING-REQUEST FOR THIRD-PARTY REIMBURSEMENT
- C. 2027 FINAL LEVY/BUDGET
 - i. 2027 PROPOSED BUDGET WORKSHEET REPORT

8. REPORTS OF OFFICERS, COMMITTEES, STAFF

- A. MAYOR'S REPORT
- B. CLERK'S REPORT
- C. ROADS REPORT
- D. PARK COMMITTEE REPORT
- E. ZONING ADMINISTRATOR'S REPORT

9. MISCELLANEOUS/COMMUNICATION

- A. SOURCEWELL 2027 INTERNSHIP REIMBURSEMENT GRANT **APPROVED**

10. ADJOURNMENT

SEPTEMBER 22ND, 2026
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

MAYOR PRO-TEM FLATEGRAFF CALLED THE MEETING TO ORDER AND LED THE PLEDGE OF ALLEGIANCE.

ROLL CALL

PRESENT: MAYOR PRO-TEM JERIMEY FLATEGRAFF, COUNCILMEMBER ROMAN SILTMAN, COUNCILMEMBER RYAN BARNETT **ABSENT:** MAYOR ANDREW RUDLANG, COUNCILMEMBER JORY CARLSON

AGENDA ADDITIONS/DELETIONS

CITY CLERK-TREASURER DELOUGHERTY PRESENTED THE FOLLOWING ADDITIONS: AN UPDATED TOTAL FOR CONSENT AGENDA ITEM 4D, INCREASING PROPOSED CHECKS AND EFTs FROM \$1,835.71 TO \$2,582.09, BRINGING THE TOTAL FROM \$2,036.21 TO \$2,782.59; AN OPEN MEETING LAW AND DATA PRACTICES INFORMATIONAL ITEM UNDER THE CLERK'S REPORT (ITEM 8B); AND A CODE ENFORCEMENT PURPOSE AND INTENT DISCUSSION UNDER MISCELLANEOUS/COMMUNICATION. A PARKS COMMITTEE NEW MEMBER REQUEST WAS ALSO ADDED.

MOTION TO APPROVE THE AGENDA WITH ADDITIONS WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY COUNCILMEMBER SILTMAN. ALL VOTED AYE.

CONSENT AGENDA

- A. AGENDA
- B. MINUTES OF THE SEPTEMBER 14TH, 2026 MEETING
- C. PREWRITTEN CHECK # 30680; **\$200.50**
- D. PROPOSED CHECK #S 30681 & EFT'S; **\$2,582.09** TOTAL= **\$ 2,782.59**

MOTION TO APPROVE THE CONSENT AGENDA WITH ADDITIONS/UPDATES AS DISCUSSED ABOVE WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY COUNCILMEMBER SILTMAN. ALL VOTED AYE.

OPEN FORUM

NO MEMBERS OF THE PUBLIC WERE PRESENT FOR OPEN FORUM, AND NO PARTICIPANTS WERE ON ZOOM.

UNFINISHED BUSINESS

2027 PRELIMINARY BUDGET & LEVY

I. REVIEW OF PERSONNEL COMMITTEE RECOMMENDATIONS

CITY CLERK-TREASURER DELOUGHERTY NOTED THAT THE MAXIMUM POTENTIAL BUDGET IMPACT OF THE PERSONNEL COMMITTEE'S STAFFING RECOMMENDATIONS HAD BEEN INCLUDED IN THE

PROPOSED BUDGET AS A PLACEHOLDER UNDER PROFESSIONAL SERVICES, REFLECTING A LEVY INCREASE OF APPROXIMATELY \$11,995, OR 2.87%, OVER THE PRIOR YEAR.

COUNCILMEMBER BARNETT PRESENTED A SPECIFIC STAFFING SCENARIO FOR COUNCIL CONSIDERATION: REDUCING THE CLERK TO 30 HOURS PER WEEK AT \$30.32/HOUR AND ADDING A DEPUTY CLERK-TREASURER AT 20 HOURS PER WEEK AT \$22.50/HOUR. THIS STRUCTURE WOULD RESULT IN A NET PAYROLL INCREASE OF APPROXIMATELY \$10,766, ALLOWING THE LEVY TO REMAIN AT ITS CURRENT LEVEL WITH APPROXIMATELY \$2,000 IN RESERVE. COUNCIL DISCUSSED THE BENEFITS OF THE TWO-POSITION STRUCTURE, INCLUDING IMPROVED SEPARATION OF DUTIES AND THE POTENTIAL LONG-TERM SAVINGS FROM REDUCED AUDIT-RELATED COSTS. COUNCIL EXPRESSED GENERAL SATISFACTION WITH THE PRELIMINARY BUDGET AND AGREED TO ADVANCE IT FOR FORMAL APPROVAL, NOTING THAT THE LEVY CAN BE REDUCED BUT NOT INCREASED AFTER THE PRELIMINARY CERTIFICATION.

MOTION TO APPROVE THE PRELIMINARY BUDGET PER RESOLUTION No. 26-09-346 WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY COUNCILMEMBER SILTMAN. ALL VOTED AYE.

II. TRUTH IN TAXATION MEETING DATE & RESOLUTION

CITY CLERK-TREASURER DELOUGHERTY ADVISED THAT THE PRELIMINARY LEVY CERTIFICATION MUST BE SUBMITTED TO THE COUNTY BY THE END OF SEPTEMBER, AND THAT A TRUTH IN TAXATION MEETING MUST BE HELD BEFORE THE END OF THE CALENDAR YEAR. COUNCIL SET THE TRUTH IN TAXATION MEETING FOR DECEMBER 14, 2026, AT 6:00 PM.

MOTION TO SET THE TRUTH IN TAXATION MEETING FOR DECEMBER 14, 2026 AT 6:00 PM WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY COUNCILMEMBER SILTMAN.

NEW BUSINESS

NO NEW BUSINESS WAS PRESENTED.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

NO REPORT

CLERK'S REPORT

CITY CLERK-TREASURER DELOUGHERTY INFORMED THE COUNCIL THAT SOURCEWELL WILL BE HOSTING AN OPEN MEETING LAW AND DATA PRACTICES TRAINING IN STAPLES IN THE FALL, WITH A SECOND SESSION ANTICIPATED IN CROSS LAKE IN THE SPRING. ATTENDANCE IS FREE, WITH MILEAGE REIMBURSEMENT AVAILABLE FROM THE EXISTING TRAINING BUDGET. COUNCIL REACHED CONSENSUS TO EXTEND THE INVITATION TO PLANNING COMMISSION MEMBERS AND OTHER APPOINTED OFFICIALS AS WELL.

ROADS REPORT

COUNCILMEMBER SILTMAN REPORTED THAT HE HAD CONTACTED LAKE AREA PAVEMENT MAINTENANCE TO OBTAIN MAINTENANCE RECOMMENDATIONS AND BIDS FOR VETERANS STREET AND LILAC AVENUE (BLADES). AN UPDATE ON THE VETERANS STREET PAYMENT FROM THE

CONTRACTOR WAS ANTICIPATED BUT NOT YET RECEIVED, LIKELY DUE TO THE SHORT INTERVAL BETWEEN THE SEPTEMBER MEETING DATES.

PARK COMMITTEE REPORT

NEW MEMBER: COUNCIL APPROVED THE APPOINTMENT OF DEBBIE SILTMAN TO THE PARKS COMMITTEE.

MOTION TO APPOINT DEBBIE SILTMAN TO THE PARKS COMMITTEE WAS MADE BY COUNCILMEMBER FLATEGRAFF AND SECONDED BY COUNCILMEMBER BARNETT. ALL VOTED AYE.

TRUNK-OR-TREAT EVENT: THE LIONS CLUB WILL AGAIN HOST A TRUNK-OR-TREAT EVENT AT THE PARK ON HALLOWEEN AT 5:00 PM. THE CITY WILL SERVE AS HOST, ASSUMING LIABILITY. COUNCIL APPROVED THE CREATION OF AN EVENT BANNER TO BE DISPLAYED ON THE PARK FENCE AND AUTHORIZED THE CLOSURE OF 3RD STREET FOR THE EVENT.

MOTION TO APPROVE THE CREATION OF A TRUNK-OR-TREAT EVENT BANNER, CLOSURE OF 3RD STREET, AND TO HOST THE TRUNK-OR-TREAT EVENT ON HALLOWEEN AT 5:00 PM WAS MADE BY COUNCILMEMBER SILTMAN AND SECONDED BY COUNCILMEMBER BARNETT. ALL VOTED AYE.

MISCELLANEOUS/COMMUNICATION

CITY WELCOME SIGN – TREE REMOVAL AND REPLACEMENT:

CITY CLERK-TREASURER DELOUGHERTY REPORTED THAT THE SPRUCE TREES NEAR THE CITY WELCOME SIGN ARE DYING AND MAY PRESENT A SAFETY HAZARD. SHE CONFIRMED WITH THE DNR THAT, AS THE RIGHT-OF-WAY IS JOINTLY MANAGED BY THE STATE AND DNR, REMOVAL AND REPLACEMENT WITH A DIFFERENT TREE SPECIES IS PERMISSIBLE AS A MAINTENANCE MATTER, SUBJECT TO PRIOR NOTIFICATION. COUNCIL DIRECTED STAFF TO CONTACT MNDOT TO EXPLORE WHETHER STATE CREWS COULD PERFORM THE REMOVAL AT NO COST, AND TO OBTAIN BIDS FROM PRIVATE TREE SERVICES IF THAT AVENUE PROVES UNAVAILING.

CODE ENFORCEMENT POLICY – PURPOSE AND INTENT:

CITY CLERK-TREASURER DELOUGHERTY RAISED A QUESTION REGARDING THE INTERPRETATION OF THE CITY'S COMPLAINT-BASED CODE ENFORCEMENT POLICY. A FORMAL COMPLAINT HAD BEEN RECEIVED REGARDING INOPERABLE FARM EQUIPMENT FROM AN INDIVIDUAL WHO IS NOT A CITY RESIDENT, BUT WHO REGULARLY PASSES THE PROPERTY. WHILE THE CURRENT POLICY EXEMPTS SAFETY-RELATED VIOLATIONS FROM THE ABUTTING-PROPERTY-OWNER COMPLAINT REQUIREMENT, COUNCIL EXPRESSED CONCERN THAT APPLYING THIS EXEMPTION BROADLY TO LONGSTANDING, NON-IMMINENT CONDITIONS COULD OPEN THE CITY TO INCONSISTENT ENFORCEMENT AND A FLOOD OF SIMILAR COMPLAINTS. COUNCIL REACHED CONSENSUS THAT THE POLICY SHOULD BE AMENDED TO LIMIT THE SAFETY EXCEPTION TO IMMINENT AND IMMEDIATE THREATS TO HEALTH AND SAFETY, RATHER THAN ALL CODE VIOLATIONS CATEGORIZED UNDER PUBLIC SAFETY NUISANCE ORDINANCES. CITY CLERK-TREASURER DELOUGHERTY WILL WORK WITH TO DRAFT REVISED POLICY LANGUAGE FOR COUNCIL REVIEW AT A FUTURE MEETING.

ADJOURNMENT

*MOTION TO ADJOURN MADE BY COUNCILMEMBER **BARNETT** AND SECONDED BY **SILTMAN**
AT 6:51PM. ALL MEMBERS PRESENT VOTED AYE.*

ANDREW J. RUDLANG, MAYOR

ATTEST:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

City of Jenkins

Cash Control Statement

September
2026

For the Period : 9/1/2026 To 9/30/2026

<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	\$432,164.03	\$19,481.79	\$25,577.04	\$426,068.78	\$0.00	\$3,751.23	\$429,820.01
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	\$177,735.45	\$462.15	\$0.00	\$178,197.60	\$0.00	\$0.00	\$178,197.60
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	\$243,024.05	\$53.19	\$0.00	\$243,077.24	\$0.00	\$0.00	\$243,077.24
2023 Street Improvements Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$852,923.53	\$19,997.13	\$25,577.04	\$847,343.62	\$0.00	\$3,751.23	\$851,094.85

Date

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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>
09/01/2026	Watt Computer Solutions-Roman Siltm	40077	Sale of Surplus equipment-IBM ThinkPad	(09/01/2026) -	N	Sales of General Fixed Assets	100-39101-	\$ 350.00
								\$ 350.00
09/03/2026	SPR Motorsports (SCM LLC)	40078	Land Use Permit 26-862 200 x 80 accessory building	(09/03/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 3,200.00
								\$ 3,200.00
09/08/2026	Riley Peterson	040079	SSTS design review and inspection	(09/08/2026) -	N	Septic permits	100-32215-	\$ 235.00
								\$ 235.00
09/08/2026	Linda Brown	040080	Land Use Permit 26-859 increase in 92 sq ft (original permit was 24x46, now 26x46)	(09/08/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 18.40
								\$ 18.40
09/08/2026	Pine River Area Foundation	40081	Resoltion 26-08-345 Funding for Park Project (safety/boundary fencing at ballfield & Park)	(09/08/2026) -	N	Contributions and Donations from Private Sources	100-36230-	\$ 10,813.00
								\$ 10,813.00
09/08/2026	Sourcewell	40082	Intern reimbursement	(09/08/2026) -	N	Funding from Other Sources	100-33640-	\$ 3,400.20
								\$ 3,400.20
09/14/2026	Crow Wing County	40083	August 2026 fines ACH MN State MMB	(09/10/2026) -	N	Court Fines	100-35101-	\$ 386.60
								\$ 386.60
09/30/2026	PTMA	40084	Interest/Dividends GO Bond-\$462.15; MM-\$342.33; Reserves-\$715.15	(09/30/2026) -	N	Interest Earning	100-36210-	\$ 342.33
								Interest Earning 100-36210- \$ 715.15
								Interest Earning 301-36210- \$ 462.15
								\$ 1,519.63

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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>
09/30/2026	First National Bank	40085	Interest checking-\$21.11; savings-\$53.19	(09/30/2026) -	N	Interest Earning	100-36210-\$	21.11
						Interest Earning	404-36210-\$	53.19
							\$	74.30
Total for Selected Receipts							\$ ✓	19,997.13

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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>
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					\$ 0/5 180.87
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					\$ 0/5 230.87
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					\$ 0/5 277.05
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
09/15/2026	Bjerga's Feed Store	30666	Inv.1490250 2.5 gallon Mad Dog herbicide	N	Weed Control	100-43260-225-	\$ 62.88
	Total For Check	30666					\$ ✓ 62.88

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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>
09/15/2026	Debbie Siltman	30667	Supplies for new City Sign Installation (stain and wire)	N	General Government Buildings and Plant	100-41940-810-	\$ 62.49
	Total For Check	30667					\$ 62.49
09/15/2026	Auto Value	30668	Invoice # 66287324Tire plugs and pistol-grip split-ey	N	Public Works/Maintenance	100-43102-215-	\$ 11.98
	Total For Check	30668					\$ 11.98
09/15/2026	Tri-County Septic Inspection	30669	Design Review, DC Construction of Nisswa, TBD Blaze Blvd & R. Maurer TBD Earle Jenkins Dr	N	New Sewer Services	100-43254-310-	\$ 70.00
	Total For Check	30669					\$ 70.00
09/15/2026	Dallman Signs	30670*	Decal art prep, city pickup-plow truck-ToolCat install 2ea, remove old decal	N	General Equipment	100-43127-310-	\$ 615.00
	Total For Check	30670					\$ 615.00
09/15/2026	City of Pequot Lakes	30671	Invoice No: 2647 September 2026 Police Contract	N	Police Administration	100-42110-315-	\$ 3,605.00
	Total For Check	30671					\$ 3,605.00
09/15/2026	Pequot Lakes Sanitation	30672	Garbage service	N	General Government Buildings and Plant	100-41940-384-	\$ 85.45
	Total For Check	30672					\$ 85.45
09/15/2026	AT & T Mobility	30673	Roger Cell Phone Acct#199016054733 authorized by Personnel Policy-Cellular Phones	N	Public Works/Maintenance	100-43102-321-	\$ 30.00
	Total For Check	30673					\$ 30.00
09/15/2026	Crow Wing County Land Services	30674	Property Taxes PID26340700 (\$171-1/2 payment)	N	Council/Town Board	100-41110-433-	\$ 171.00
	Total For Check	30674					\$ 171.00
09/15/2026	Text My Gov, Inc.	30675	Text My Gov Software Management & Support October 2026-September 2027	N	Council/Town Board	100-41110-433-	\$ 2,500.00
	Total For Check	30675					\$ 2,500.00

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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>
09/15/2026	Widseth Smith Nolting & Assoc., Inc	30676*	Inv.247863 Veterans Street Improvements Professional Services rendered through 8/14/26	N	Highways and Streets	100-43101-303-	\$ 603.75
		Total For Check	30676				\$ 603.75
09/15/2026	Earl F. Andersen	30677	firemarkers 3484, 3096, 3351, 3614, 3776	N	Highways and Streets	100-43101-226-	\$ 210.90
		Total For Check	30677				\$ 210.90
09/15/2026	On Systems Inc.	30678	September Inv#13228 Managed services and web hosting	N	Council/Town Board	100-41110-209-	\$ 288.78
		Total For Check	30678				\$ 288.78
09/15/2026	MN Power	30679	street lights	N	Street Lighting	100-43160-381-	\$ 596.65
		Total For Check	30679				\$ 596.65
09/15/2026	PERA	EFT00086652	8/23=9/5/26 pay period	N	Payroll Administration	100-41501-115-	\$ 157.66
		EFT00086652				100-41501-115-	\$ 81.06
		EFT00086652				100-41501-121-	\$ 275.45
		Total For Check	EFT00086652				\$ 514.17
09/15/2026	State of IA	EFT12797061	CSE 8/23- 9/05/26 pay period	N	Payroll Administration	100-41501-175-	\$ 60.00
		Total For Check	EFT12797061				\$ 60.00
09/15/2026	Internal Revenue Service	EFT13267329	August 2026 Q3 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,323.08
		EFT13267329				100-41501-135-	\$ 309.50
		EFT13267329				100-41501-170-	\$ 751.08
		Total For Check	EFT13267329				\$ 2,383.66
09/15/2026	WEX	EFT37690908	fuel	N	Road and Bridge Equipment	100-43126-212-	\$ 354.77
		Total For Check	EFT37690908				\$ 354.77
09/15/2026	MN Power	EFT7525705-	building and grounds lights (\$461.22) street light (\$11.26)	N	General Government Buildings and Plant	100-41940-381-	\$ 461.22
		EFT7525705-			Street Lighting	100-43160-381-	\$ 11.26
		Total For Check	EFT7525705-				\$ 472.48
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
09/22/2026	Payroll Period Ending 09/19/2026	30681	9/6/26-9/19/26	N	Clerk	100-41425-101-	\$ 1,678.14

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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	30681				\$ ✓ 1,678.14
09/22/2026	Payroll Period Ending 09/19/2026	30682	9/6/26-9/19/26	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
		Total For Check	30682				\$ ✓ 774.48
09/23/2026	Cassandra Delougherty	30683	mileage reimbursement for errands (3x Brainerd Hydraulics; 2x Staples-Sourcewell)	N	Clerk	100-41425-331-	\$ 252.63
		Total For Check	30683				\$ ✓ 252.63
09/23/2026	Schrupp Excavating	30684	2.5hrs grading on September 15th, 2026 @150/hr	N	Highways and Streets	100-43101-405-	\$ 375.00
		Total For Check	30684				\$ 0/S 375.00
09/23/2026	Crow Wing County Land Services	30685	Recording Fee Ordinance Amendment O-26-53 City-Initiated Rezones of 10PIDs from Ag to RR	N	Recording and Reporting	100-41420-353-	\$ 46.00
		Total For Check	30685				\$ 0/S 46.00
09/23/2026	Crow Wing County Land Services	30686*	Inv. 10839 E911 addressing x4	N	Council/Town Board	100-41110-310-	\$ 100.00
		Total For Check	30686				\$ ✓ 100.00
09/23/2026	TDS	EFT06196052	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	\$ 178.21
		Total For Check	EFT06196052				\$ ✓ 178.21
09/23/2026	Crow Wing Power	EFT3023210	8/8/26 to 9/8/2026 electric service	N	Street Lighting	100-43160-381-	\$ 26.00
		Total For Check	EFT3023210				\$ ✓ 26.00
09/23/2026	Elan Financial Services	EFTC3329ED1	Adobe, O-26-53 PHN & O-26-52 Smry, shop/office supplies, small tools, postage, AED batts	N	Council/Town Board	100-41110-433-	\$ 246.45
		EFTC3329ED1			Recording and Reporting	100-41420-351-	\$ 83.64
		EFTC3329ED1			Clerk	100-41425-440-	\$ 250.00
		EFTC3329ED1			General Government Buildings and Plant	100-41940-322-	\$ 82.00
		EFTC3329ED1			Highways and Streets	100-43101-212-	\$ 22.54
		EFTC3329ED1			Public Works/Maintenance	100-43102-240-	\$ 100.28
		EFTC3329ED1			General Equipment	100-43127-215-	\$ 247.89
		EFTC3329ED1				100-43127-221-	\$ 477.80

Fund Name: All Funds

Date Range: 09/01/2026 To 09/30/2026

<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	EFTC3329ED1				\$ ✓ 1,510.60
09/23/2026	Xcel Energy	EFTd4b13	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 46.48
		Total For Check	EFTd4b13				\$ ✓ 46.48
09/23/2026	Xcel Energy	EFTfeafc	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	\$ 47.17
		Total For Check	EFTfeafc				\$ ✓ 47.17
09/30/2026	PERA	EFT00868675	9/6=9/19/26 pay period	N	Payroll Administration	100-41501-115-	\$ 157.66
		EFT00868675				100-41501-115-	\$ 72.38
		EFT00868675				100-41501-121-	\$ 265.44
		Total For Check	EFT00868675				\$ ✓ 495.48
09/30/2026	Dept. of Employment and Econ Dev	EFT14715076	Unemployment Insurance Quarter 2 2026 (\$1249) Workforce Development Assessment (\$17)	N	Payroll Administration	100-41501-141-	\$ 1,266.00
		Total For Check	EFT14715076				\$ ✓ 1,266.00
09/30/2026	State of IA	EFT2803670	CSE 9/06- 9/19/26 pay period	N	Payroll Administration	100-41501-175-	\$ 60.00
		Total For Check	EFT2803670				\$ ✓ 60.00
09/30/2026	Dept. of Employment and Econ Dev	EFT330776	Paid Family and Medical Leave Quarter 2 2026	N	Payroll Administration	100-41501-136-	\$ 54.08
		EFT330776				100-41501-137-	\$ 124.39
		Total For Check	EFT330776				\$ ✓ 178.47
09/30/2026	Dept. of Employment and Econ Dev	EFT330787	PAID LEAVE ONLY ACCT Paid Family and Medical Leave Quarter 3 2026	N	Payroll Administration	100-41501-136-	\$ 10.53
		EFT330787				100-41501-137-	\$ 23.79
		Total For Check	EFT330787				\$ ✓ 34.32
09/30/2026	MN Revenue	EFT63015118	3rd Quarter State Withholding 2026	N	Payroll Administration	100-41501-172-	\$ 1,051.04
		Total For Check	EFT63015118				\$ ✓ 1,051.04
Total For Selected Checks							\$ ✓ 25,577.04

City of Jenkins Disbursements Register

Fund Name: All Funds
Date Range: 09/24/2026 To 10/08/2026

<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>
09/30/2026	PERA	EFT00868675	9/6=9/19/26 pay period	N	Payroll Administration	100-41501-115-	\$ 157.66
		EFT00868675				100-41501-115-	\$ 72.38
		EFT00868675				100-41501-121-	\$ 265.44
	Total For Check	EFT00868675					\$ 495.48
09/30/2026	Dept. of Employment and Econ Dev	EFT14715076	Unemployment Insurance Quarter 2 2026 (\$1249) Workforce Development Assessment (\$17)	N	Payroll Administration	100-41501-141-	\$ 1,266.00
	Total For Check	EFT14715076					\$ 1,266.00
09/30/2026	State of IA	EFT2803670	CSE 9/06- 9/19/26 pay period	N	Payroll Administration	100-41501-175-	\$ 60.00
	Total For Check	EFT2803670					\$ 60.00
09/30/2026	Dept. of Employment and Econ Dev	EFT330776	Paid Family and Medical Leave Quarter 2 2026	N	Payroll Administration	100-41501-136-	\$ 54.08
		EFT330776				100-41501-137-	\$ 124.39
	Total For Check	EFT330776					\$ 178.47
09/30/2026	Dept. of Employment and Econ Dev	EFT330787	PAID LEAVE ONLY ACCT Paid Family and Medical Leave Quarter 3 2026	N	Payroll Administration	100-41501-136-	\$ 10.53
		EFT330787				100-41501-137-	\$ 23.79
	Total For Check	EFT330787					\$ 34.32
09/30/2026	MN Revenue	EFT63015118	3rd Quarter State Withholding 2026	N	Payroll Administration	100-41501-172-	\$ 1,051.04
	Total For Check	EFT63015118					\$ 1,051.04
10/01/2026	Internal Revenue Service	EFT2063813	September 2026 Q3 941 obligation	N	Payroll Administration	100-41501-122-	\$ 1,174.74
		EFT2063813				100-41501-135-	\$ 274.80
		EFT2063813				100-41501-170-	\$ 763.63
	Total For Check	EFT2063813					\$ 2,213.17
10/06/2026	Payroll Period Ending 10/03/2026	30687	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 230.87
	Total For Check	30687					\$ 230.87

Fund Name: All Funds

Date Range: 09/24/2026 To 10/08/2026

<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>
10/06/2026	Payroll Period Ending 10/03/2026	30688	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 180.87
Total For Check 30688							<u>\$ 180.87</u>
10/06/2026	Payroll Period Ending 10/03/2026	30689	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Clerk	100-41425-101-	\$ 1,678.14
Total For Check 30689							<u>\$ 1,678.14</u>
10/06/2026	Payroll Period Ending 10/03/2026	30690	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Payroll Administration	100-41501-131-	\$ 533.82
Total For Check 30690							<u>\$ 533.82</u>
10/06/2026	Payroll Period Ending 10/03/2026	30691	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30691							<u>\$ 230.87</u>
10/06/2026	Payroll Period Ending 10/03/2026	30692	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
Total For Check 30692							<u>\$ 774.48</u>
10/06/2026	Payroll Period Ending 10/03/2026	30693	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Payroll Administration	100-41501-131-	\$ 281.99
Total For Check 30693							<u>\$ 281.99</u>
10/06/2026	Payroll Period Ending 10/03/2026	30694	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 277.05
Total For Check 30694							<u>\$ 277.05</u>
10/06/2026	Payroll Period Ending 10/03/2026	30695	9/25/26-10/3/26 PAY PERIOD, CC PAY, HEALTH STIPEND	N	Council/Town Board	100-41110-106-	\$ 230.87
Total For Check 30695							<u>\$ 230.87</u>
Total For Selected Checks							<u><u>\$ 9,717.44</u></u>

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

<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>
09/23/2026	A&R Electric LLC	9-Flag Display Lighting	3054	\$712.25	100-45202-530-	Park Areas	30696 \$712.25
09/23/2026	Sourcewell	August 2026 P & Z Services	3055*	\$420.00	100-41910-311-	Planning and Zoning	30697 \$420.00
09/24/2026	Ratwik, Roszak & Maloney, P.A.	Inv. Num. 4297 Review and respond to emails regarding Ag structures (0.4hrs @ \$210/hr)	3056	\$84.00	100-41610-304-	City/Town Attorney	30698 \$84.00
09/30/2026	Tri-County Septic Inspection	Design Review, Peterson (Drake) Insps TW Miller (Norway) DC Const (Blaze) Rudback(2nd Ave)	3057	\$635.00	100-43254-310-	New Sewer Services	30699 \$635.00
09/30/2026	Crow Wing County Land Services	Inv. 10368 E911 addressing 26260527, 26350540	3058	\$50.00	100-41110-310-	Council/Town Board	30700 \$50.00
09/30/2026	Keep Out Pest Control	Invoice #26989 Seasonal exterior power treatment for pests/bugs	3059	\$171.80	100-41940-401-	General Government Buildings and Plant	30701 \$171.80
09/30/2026	Joe Johnson Septic Service	2 satellites at Jenkins Ball Field from 5/5/26 to 9/16/26 \$130/month per satellite	3060	\$1,170.00	100-45202-310-	Park Areas	30702 \$1,170.00
10/01/2026	Melvin Templin	Plow Truck control lever replacement (\$297.50) Pickup plow mount troubleshooting (\$85)	3061	\$382.50	100-43126-221-	Road and Bridge Equipment	30703 \$382.50

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

<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>
10/01/2026	City of Pequot Lakes	Invoice No: 2669 October 2026 Police Contract	3062	\$3,605.00			
					100-42110-315-	Police Administration	30704 \$3,605.00
10/05/2026	Widseth Smith Nolting & Assoc., Inc	Inv248713 V St Impmnts (\$8136.25) & Inv248712 TH-371 project mtg w/MnDOT & D. Reese (\$375)	3063*	\$8,511.25			
					100-43101-303-	Highways and Streets	30705 \$8,511.25
10/05/2026	On Systems Inc.	October Inv#1309 Managed services and web hosting	3064	\$298.26			
					100-41110-209-	Council/Town Board	30706 \$298.26
10/05/2026	Auto Value	Invoice# ID-23465729	3066	\$2.97			
					100-43102-215-	Public Works/Maintenance	30708 \$2.97
10/08/2026	Crow Wing County	Invoice Number 10714 Mail Balloting fees 2026 Primary	3067	\$648.60			
					100-41410-310-	Elections	30709 \$648.60
10/06/2026	PERA	9/20=10/03/26 pay period	EFT0087031 0	\$495.48			
					100-41501-115- 100-41501-121- 100-41501-115-	Payroll Administration Payroll Administration Payroll Administration	EFT \$72.38 \$265.44 \$157.66
10/01/2026	Internal Revenue Service	September 2026 Q3 941 obligation	EFT0206381 3	\$2,213.17			
					100-41501-122- 100-41501-135- 100-41501-170-	Payroll Administration Payroll Administration Payroll Administration	EFT \$1,174.74 \$274.80 \$763.63
10/06/2026	State of IA	CSE 9/20- 10/3/26 pay period	EFT0280798 4	\$60.00			
					100-41501-175-	Payroll Administration	EFT \$60.00
10/08/2026	WEX BANK	FUEL	EFT3769100 82026	\$233.50			

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

<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>
10/07/2026	MN Power	B & G and street lights	EFT9604006-4013	\$981.58	100-43126-212-	Road and Bridge Equipment	EFT	\$233.50
					100-43160-381-	Street Lighting		\$616.06
					100-41940-381-	General Government Buildings and Plant	EFT	\$365.52
Total For Selected Claims				\$20,675.36				\$20,675.36

Date



AGENDA ITEM # 6A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 6TH, 2026

SUBJECT: PAY APPLICATION NO. 1 – 2026 VETERANS STREET IMPROVEMENTS

REPORT: ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC HAS SUBMITTED PAY APPLICATION NO. 1 FOR WORK COMPLETED ON THE 2026 VETERANS STREET IMPROVEMENTS PROJECT DURING THE PERIOD OF SEPTEMBER 1 THROUGH SEPTEMBER 30, 2026.

THE ORIGINAL AND CURRENT CONTRACT AMOUNT IS \$199,297.23. WORK COMPLETED TO DATE TOTALS \$191,283.64. AFTER WITHHOLDING 5% RETAINAGE OF \$9,564.18, THE AMOUNT CURRENTLY ELIGIBLE FOR PAYMENT IS \$181,719.46. THE REMAINING CONTRACT BALANCE, INCLUDING RETAINAGE, IS \$8,013.59. THE APPLICATION HAS BEEN REVIEWED AND RECOMMENDED FOR PAYMENT BY THE PROJECT ENGINEER.

REQUESTED ACTION: APPROVE AND AUTHORIZE PAYMENT OF PAY APPLICATION NO. 1 IN THE AMOUNT OF \$181,719.46 TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC FOR THE 2026 VETERANS STREET IMPROVEMENTS PROJECT.

AGENDA ITEM: 6A1

EJCDC C-620 Contractor's Application for Payment
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Veterans Street Improvements 2026

Vendor: Widseth

Project # 2026-10527

	March		April		May		June		July		August		September	
	Invoice # 243909		Invoice # 244814		Invoice # 245378		Invoice # 246227		Invoice # 247180		Invoice # 247863		Invoice # 248713	
	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$
Engineer II @ \$170/hr	2	\$340.00	46.75	\$7,947.50	31.75	\$5,397.50			7.25	\$1,232.50	3.25	\$552.50	39.75	\$6,757.50
Engineer IV @ \$205/hr	1.25	\$256.25	2.25	\$461.25	5	\$1,025.00					0.25	\$51.25	1.25	\$256.25
Land Surveyor I @ \$145/hr	10	\$1,450.00					10.5	\$1,785.00						
Land Surveyor II @ \$170/hr	8	\$1,360.00											1	\$205.00
Land Surveyor IV @ \$205/hr	2	\$410.00	1.5	\$307.50										
Project Manager I @ \$145/hr	1	\$145.00												
Technician I @ \$105/hr	1	\$105.00	1	\$105.00									3	\$315.00
Technician II @ \$125/hr	13	\$1,625.00	1	\$125.00										
Technician III @ \$145/hr	4	\$580.00											4	\$580.00
Admin Assistant @ \$90			4.5	\$405.00	7	\$630.00	2.75	\$247.50	0.25	\$22.50			0.25	\$22.50
Ad for Bids				\$275.91										
		\$6,271.25		\$9,627.16		\$7,052.50		\$2,032.50		\$1,255.00		\$603.75		\$8,136.25
		Claim # 2938		Claim # 2950		Claim # 2972		Claim # 2992		Claim # 3017		Claim # 3045		Claim #3063
		Check # 30504		Check # 30519		Check # 30555		Check # 30588		Check # 30626		Check #30676	PROPOSED	Check #30705

Cassandra Delougherty

From: Brian Goerges <...>
Sent: Thursday, September 24, 2026 12:26 PM
To: Cassandra Delougherty
Cc: Ryan Trumble; Laura O'Brien
Subject: Big Thank You to the City of Jenkins!

Hi Cassandra,

We very much appreciate the Veterans Street improvement project. Please let the city council, planning & The City of Jenkins know that we are very grateful, as it helps our business & other business's along with the residents who drive this street daily, to travel on a smoother, safer and more defined road surface!

Brian Goerges

Business Development



P.O. Box 580
Pequot Lakes, MN 56472
(C) 1-800-555-XXXX
(P) 218-835-XXXX
(F) 218-835-XXXX
Email: brian@pequottool.com
Web: www.pequottool.com

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AGENDA ITEM #

6B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 6TH, 2026

SUBJECT: PROPOSED ORDINANCE AMENDMENT O-26-54 MULTI-FAMILY DWELLINGS,
AGRICULTURAL USES/STRUCTURES, AND ACCESSORY USES/STRUCTURES

REPORT: THE PURPOSE OF THIS REPORT IS TO PROVIDE THE CITY COUNCIL WITH AN UPDATE ON THE PLANNING COMMISSION'S REVIEW AND RECOMMENDATIONS CONCERNING SEVERAL RELATED ZONING ORDINANCE ISSUES THAT HAVE BEEN DISCUSSED BY BOTH THE PLANNING COMMISSION AND CITY COUNCIL OVER THE PAST SEVERAL MONTHS.

THESE ITEMS HAVE NOW BEEN CONSOLIDATED INTO PROPOSED ORDINANCE AMENDMENT O-26-54, WHICH WOULD AMEND CITY CODE §150.005, *DEFINITIONS*, AND §150.038, *LAND USE MATRIX*. THE PROPOSED AMENDMENT ADDRESSES THE DEFINITIONS AND REGULATION OF MULTI-FAMILY DWELLINGS, AGRICULTURAL STRUCTURES, ACCESSORY USES, AND ACCESSORY STRUCTURES.

AT ITS OCTOBER 5, 2026 MEETING, THE PLANNING COMMISSION REVIEWED THE DRAFT ORDINANCE AMENDMENT AND PROVIDED FINAL DIRECTION ON THEIR RECOMMENDATION OF THE PROPOSED LANGUAGE.

MULTI-FAMILY DWELLINGS

PREVIOUS REVIEW IDENTIFIED AN INCONSISTENCY BETWEEN THE DEFINITION OF DWELLING, MULTI-FAMILY IN §150.005 AND THE SEPARATE TREATMENT OF DUPLEXES WITHIN THE §150.038 LAND USE MATRIX. UNDER THE EXISTING LANGUAGE, THE MULTI-FAMILY DEFINITION BEGINS WITH TWO DWELLING UNITS AND THEREFORE OVERLAPS WITH THE SEPARATELY DEFINED AND REGULATED DUPLEX LAND-USE CATEGORY.

THE PROPOSED AMENDMENT RESOLVES THIS CONFLICT BY ESTABLISHING THAT A DWELLING, MULTI-FAMILY CONSISTS OF THREE OR MORE DWELLING UNITS, ALLOWING DUPLEXES TO CONTINUE TO BE SEPARATELY DEFINED AND REGULATED UNDER THE EXISTING DUPLEX CLASSIFICATION.

DURING ITS OCTOBER 5 REVIEW, THE PLANNING COMMISSION IDENTIFIED THAT THE DRAFT LANGUAGE STILL CONTAINED REFERENCES TO DUPLEXES AND DIRECTED STAFF TO CORRECT THE DEFINITION SO THAT MULTI-FAMILY DWELLINGS BEGIN WITH THREE OR MORE DWELLING UNITS.

THIS CHANGE IS INTENDED TO PROVIDE A CLEARER DISTINCTION BETWEEN:

- DUPLEXES – TWO DWELLING UNITS; AND
- MULTI-FAMILY DWELLINGS – THREE OR MORE DWELLING UNITS.



AGENDA ITEM

AGRICULTURAL USES AND STRUCTURES

A PRIMARY CONCERN THROUGHOUT THE PLANNING COMMISSION'S REVIEW HAS BEEN THE EXISTING USE OF THE TERM "AGRICULTURAL STRUCTURE" IN THE LAND USE MATRIX EVEN THOUGH THAT TERM IS NOT SPECIFICALLY DEFINED WITHIN §150.005.

TO PROVIDE GREATER CLARITY AND ADMINISTRATIVE CONSISTENCY, THE PROPOSED ORDINANCE WOULD REMOVE THE GENERAL AGRICULTURAL STRUCTURE CLASSIFICATION AND REPLACE IT WITH SPECIFICALLY DEFINED STRUCTURE TYPES:

- BARN – A STRUCTURE USED TO SHELTER LIVESTOCK, LIVESTOCK FEED, OR LIVESTOCK BEDDING;
- GRAIN SILO – A TALL, CYLINDRICAL STRUCTURE USED SOLELY FOR STORING HARVESTED GRAINS; AND
- HAY SHED – A STRUCTURE USED SOLELY FOR STORING HAY, STRAW, OR LIVESTOCK BEDDING.

THE PROPOSED LAND USE MATRIX WOULD CONTINUE TO PERMIT THESE STRUCTURES WITHIN THE AGRICULTURAL DISTRICT AND WOULD ALLOW THEM BY PERMIT ON RURAL RESIDENTIAL PARCELS OF 10 ACRES OR GREATER, WHILE REGULATING EACH SPECIFIC STRUCTURE INDIVIDUALLY.

STANDALONE STRUCTURE CLASSIFICATION

DURING THE OCTOBER 5 MEETING, THE PLANNING COMMISSION DISCUSSED WHETHER A BARN, GRAIN SILO, OR HAY SHED LOCATED ON PROPERTY WITHOUT A PRINCIPAL DWELLING SHOULD BE CONSIDERED A PRIMARY STRUCTURE.

THE COMMISSION EXPRESSED CONCERN THAT DESIGNATING ONE OF THESE AGRICULTURAL STRUCTURES AS A PRIMARY STRUCTURE COULD UNINTENTIONALLY ALLOW THE STRUCTURE TO ESTABLISH ACCESSORY STRUCTURE RIGHTS, POTENTIALLY PERMITTING ADDITIONAL UNRELATED STORAGE BUILDINGS WITHOUT A PRINCIPAL DWELLING.

TO ADDRESS THIS CONCERN, THE PLANNING COMMISSION RECOMMENDED CREATION OF A NEW CLASSIFICATION OF "STANDALONE STRUCTURE."

UNDER THE PROPOSED LANGUAGE, A STANDALONE STRUCTURE WOULD:

- BE NEITHER A PRINCIPAL STRUCTURE NOR AN ACCESSORY STRUCTURE;
- EXIST INDEPENDENTLY ON A PARCEL;
- BE PROHIBITED FROM HAVING ACCESSORY BUILDINGS, STRUCTURES, OR FACILITIES SUBORDINATE TO IT; AND



AGENDA ITEM

- BE LIMITED EXCLUSIVELY TO A BARN, HAY SHED, OR SILO.

THE COMMISSION DIRECTED STAFF TO INCORPORATE THIS DEFINITION INTO ORDINANCE O-26-54.

THIS APPROACH ALLOWS CERTAIN LIMITED AGRICULTURAL STRUCTURES ON QUALIFYING RURAL RESIDENTIAL PARCELS WHILE PREVENTING THOSE STRUCTURES FROM BEING USED AS A BASIS FOR ESTABLISHING ADDITIONAL ACCESSORY STORAGE DEVELOPMENT.

ACCESSORY USES AND ACCESSORY STRUCTURES

THE PLANNING COMMISSION AND CITY COUNCIL HAVE ALSO PREVIOUSLY REVIEWED THE CITY'S DEFINITION AND REGULATION OF ACCESSORY USES AND STRUCTURES.

THE PROPOSED ORDINANCE SEPARATES THE EXISTING COMBINED "ACCESSORY USE OR STRUCTURE" DEFINITION INTO TWO INDIVIDUAL DEFINITIONS TO PROVIDE CLEARER STANDARDS FOR EACH.

FOR ACCESSORY USES, THE PROPOSED LANGUAGE PROVIDES THAT THE USE MUST REMAIN INCIDENTAL AND SUBORDINATE TO THE PRINCIPAL USE AND ESTABLISHES:

- A MAXIMUM OF 25% OF THE GROSS FLOOR AREA OF A BUILDING CONTAINING THE PRINCIPAL USE; AND
- A MAXIMUM OF 49% OF THE TOTAL BUILDABLE LOT AREA FOR ACCESSORY USES. O-26-54 DEFINITIONS

FOR ACCESSORY STRUCTURES, THE PROPOSED LANGUAGE CLARIFIES THAT THE STRUCTURE MUST BE SUBORDINATE AND SUPPORTIVE OF THE PRINCIPAL USE OR STRUCTURE AND PROVIDES THAT THE TOTAL AREA OCCUPIED BY ACCESSORY STRUCTURES SHALL NOT EXCEED 49% OF THE TOTAL BUILDABLE LOT AREA.

AT THE OCTOBER 5 MEETING, THE PLANNING COMMISSION CONFIRMED THAT THE PREVIOUSLY REVIEWED 25% GROSS-FLOOR-AREA LIMITATION AND 49% BUILDABLE-LOT-AREA LIMITATION SHOULD REMAIN WITHIN THE PROPOSED ORDINANCE AMENDMENT.

PLANNING COMMISSION RECOMMENDATION

FOLLOWING DISCUSSION, THE PLANNING COMMISSION APPROVED THE PROPOSED CHANGES TO ORDINANCE O-26-54, INCLUDING:

1. REVISING THE DEFINITION OF DWELLING, MULTI-FAMILY TO APPLY TO THREE OR MORE DWELLING UNITS;
2. REMOVING THE UNDEFINED AGRICULTURAL STRUCTURE CLASSIFICATION FROM THE LAND USE MATRIX;



AGENDA ITEM #

3. ESTABLISHING INDIVIDUAL DEFINITIONS AND LAND USE MATRIX CLASSIFICATIONS FOR BARN, GRAIN SILO, AND HAY SHED;
4. ALLOWING THOSE SPECIFIED AGRICULTURAL STRUCTURES BY PERMIT ON QUALIFYING RURAL RESIDENTIAL PARCELS OF 10 ACRES OR GREATER;
5. ESTABLISHING THE NEW STANDALONE STRUCTURE CLASSIFICATION TO PREVENT THESE AGRICULTURAL STRUCTURES FROM CREATING ACCESSORY STRUCTURE RIGHTS; AND
6. RETAINING THE PROPOSED STANDARDS GOVERNING ACCESSORY USES AND ACCESSORY STRUCTURES, INCLUDING THE 25% AND 49% LIMITATIONS.

A MOTION TO APPROVE RECOMMENDATION OF THE CHANGES TO ORDINANCE O-26-54 AS DISCUSSED WAS MADE BY COMMISSIONER ROMAN SILTMAN AND SECONDED BY COMMISSIONER DEBBIE SILTMAN. THE MOTION CARRIED WITH ALL AYES.

REQUESTED ACTION: STAFF REQUESTS THAT THE CITY COUNCIL REVIEW THE PLANNING COMMISSION'S OCTOBER 5TH, 2026 RECOMMENDATIONS AS WELL AS THE REVISED DRAFT OF ORDINANCE AMENDMENT O-26-54 AND AUTHORIZE STAFF TO PROCEED WITH THE ORDINANCE AMENDMENT PROCESS BY SCHEDULING AND PUBLISHING NOTICE OF A PUBLIC HEARING ON NOVEMBER 2ND, 2026 FOR CONSIDERATION OF ATTACHED ORDINANCE AMENDMENT O-26-54.

FOLLOWING THE PUBLIC HEARING AND PLANNING COMMISSION RECOMMENDATION, ORDINANCE O-26-54 WOULD BE RETURNED TO THE CITY COUNCIL FOR FINAL CONSIDERATION AND POSSIBLE ADOPTION.

**OCTOBER 5TH, 2026 6:00 PM
JENKINS PLANNING COMMISSION
MEETING MINUTES**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ROLL CALL

PRESENT: COMMISSION CHAIR SIMON STRICKER; PLANNING COMMISSIONERS JOBY GOERGES, ROMAN SILTMAN AND DEBBIE SILTMAN; CITY CLERK/ZONING ADMINISTRATOR CASSANDRA DELOUGHERTY. NOT PRESENT: PLANNING COMMISSIONER COREY DERKSEN.

APPROVAL

CORRECTIONS TO THE DRAFT MINUTES WERE IDENTIFIED, INCLUDING A DUPLICATE NOTATION OF COMMISSIONER DEBBIE SILTMAN AS BOTH PRESENT AND ABSENT UNDER ROLL CALL, AND MISSPELLED NAMES IN THE APPROVAL SECTION. STAFF ACKNOWLEDGED THE ERRORS. THE MINUTES WERE APPROVED AS CORRECTED.

MOTION TO APPROVE THE MINUTES FROM THE SEPTEMBER 8TH, 2026 PLANNING COMMISSION MEETING AS CORRECTED WAS MADE BY COMMISSIONER D. SILTMAN AND SECONDED COMMISSIONER GOERGES. MOTION CARRIED.

UNFINISHED BUSINESS

AGRICULTURAL USES AND AGRICULTURAL STRUCTURES

CITY CLERK/ZONING ADMINISTRATOR DELOUGHERTY PRESENTED A DRAFT OF PROPOSED ORDINANCE AMENDMENT O-26-54, WHICH CONSOLIDATES SEVERAL PREVIOUSLY DISCUSSED CHANGES INTO A SINGLE AMENDMENT. THE DRAFT PROPOSED REMOVING THE UNDEFINED TERM "AGRICULTURAL STRUCTURE" FROM THE LAND USE MATRIX AND REPLACING IT WITH SPECIFIC, NARROWLY DEFINED STRUCTURE TYPES—BARN, GRAIN SILO, AND HAY SHED—EACH WITH LIMITED, PURPOSE-SPECIFIC DEFINITIONS.

THE CENTRAL ISSUE BEFORE THE COMMISSION WAS HOW TO CLASSIFY THESE STRUCTURES IN THE LAND USE MATRIX, PARTICULARLY FOR RURAL RESIDENTIAL (RR) PARCELS OF 10 ACRES OR MORE. DISCUSSION FOCUSED ON WHETHER SUCH STRUCTURES SHOULD BE DESIGNATED AS PRIMARY STRUCTURES, WHICH WOULD TRIGGER ACCESSORY STRUCTURE RIGHTS, OR CLASSIFIED IN A WAY THAT PREVENTS THE BARN, SILO, OR HAY SHED FROM SERVING AS A SPRINGBOARD FOR UNRELATED STORAGE DEVELOPMENT. THE COMMISSION EXPRESSED CONCERN THAT LABELING THEM AS PRIMARY STRUCTURES COULD ALLOW PROPERTY OWNERS TO SUBSEQUENTLY CONSTRUCT

ACCESSORY STRUCTURES—INCLUDING LARGE STORAGE BUILDINGS—WITHOUT A PRIMARY DWELLING.

AFTER DELIBERATION, THE COMMISSION AGREED TO INTRODUCE A NEW CLASSIFICATION, "STAND ALONE STRUCTURE," TO BE DEFINED IN THE ORDINANCE AND INCORPORATED INTO THE LAND USE MATRIX ALONGSIDE BARN, GRAIN SILO, AND HAY SHED. THIS DESIGNATION WOULD CLARIFY THAT THESE THREE STRUCTURE TYPES ARE NEITHER PRIMARY NOR ACCESSORY STRUCTURES, THEREBY PREVENTING THE TRIGGERING OF ACCESSORY STRUCTURE RIGHTS. THE DEFINITION OF "STAND ALONE STRUCTURE" WOULD SPECIFY THAT ONLY A BARN, GRAIN SILO, OR HAY SHED QUALIFIES UNDER THAT CLASSIFICATION. STAFF WAS DIRECTED TO DRAFT THE UPDATED DEFINITION AND INCORPORATE IT INTO THE REVISED ORDINANCE AMENDMENT. ADDITIONALLY, THE COMMISSION IDENTIFIED THAT THE DRAFT DEFINITION OF "DWELLING, MULTI-FAMILY" IN SECTION 2 OF THE ORDINANCE STILL REFERENCED DUPLEXES AND DIRECTED THAT THE THRESHOLD BE CORRECTED TO THREE OR MORE DWELLING UNITS.

MOTION TO APPROVE THE CHANGES TO ORDINANCE No. O-26-54 AS DISCUSSED, INCLUDING THE INCORPORATION OF A "STAND ALONE STRUCTURE" DEFINITION AND THE CORRECTION TO THE "DWELLING, MULTI-FAMILY" DEFINITION, WAS MADE BY COMMISSIONER R. SILTMAN AND SECONDED BY D. SILTMAN. MOTION CARRIED WITH ALL AYES.

ACCESSORY USES AND ACCESSORY STRUCTURES

NO ADDITIONAL DISCUSSION BEYOND MATTERS ADDRESSED UNDER ITEM 4A ABOVE. THE PROPOSED 25% GROSS FLOOR AREA AND 49% TOTAL BUILDABLE LOT AREA LIMITATIONS FOR ACCESSORY USES, AS PREVIOUSLY REVIEWED BY THE CITY COUNCIL, WERE CONFIRMED TO REMAIN IN THE DRAFT AMENDMENT.

INCONSISTENCY BETWEEN RESIDENTIAL DWELLING §150.005 DEFINITIONS AND §150.038 LAND USE MATRIX

ADDRESSED THROUGH THE CORRECTION TO THE "DWELLING, MULTI-FAMILY" DEFINITION INCORPORATED INTO ORDINANCE No. O-26-54, AS DISCUSSED UNDER ITEM 4A.

PROPOSED ORDINANCE AMENDMENT O-26-54 AMENDING DEFINITIONS AND LAND USE MATRIX

ADDRESSED IN FULL UNDER ITEM 4A ABOVE.

NEW BUSINESS

CITIZEN CONCERN/COMPLAINT POLICY AMENDMENT

DELOUGHERTY PRESENTED A PROPOSED AMENDMENT TO THE CITY'S CODE ENFORCEMENT AND COMPLAINT DETAILS POLICY, ORIGINALLY ADOPTED JUNE 9, 2025. THE AMENDMENT WAS

PROMPTED BY A SITUATION IN WHICH A NON-RESIDENT, NON-ABUTTING INDIVIDUAL FILED A FORMAL COMPLAINT REGARDING LONG-STANDING INOPERABLE EQUIPMENT ON A PROPERTY THEY DROVE PAST ON THEIR WAY TO PROPERTY LOCATED OUTSIDE THE MUNICIPALITY.

THE PROPOSED AMENDMENT CLARIFIES THAT THE EXISTING COMPLAINT-FILED LIMITATIONS—INCLUDING COMPLAINANT PROXIMITY REQUIREMENTS—APPLY TO ALL CODE ENFORCEMENT COMPLAINTS UNLESS THE ALLEGED VIOLATION PRESENTS A MAJOR, IMMEDIATE, OR IMMINENT THREAT TO PUBLIC HEALTH OR SAFETY. THE COMMISSION SUPPORTED THE AMENDMENT AND FURTHER DIRECTED STAFF TO ADD LANGUAGE IN BOTH RELEVANT POLICY LOCATIONS SPECIFYING THAT IN CASES OF A MAJOR, IMMEDIATE, OR IMMINENT THREAT, COMPLAINANTS SHOULD CONTACT LOCAL LAW ENFORCEMENT OR EMERGENCY SERVICES DIRECTLY, RATHER THAN FILING THROUGH THE CITY'S STANDARD COMPLAINT PROCESS.

NO FORMAL MOTION WAS REQUIRED AS THE ITEM IS A POLICY MATTER TO BE ADOPTED BY THE CITY COUNCIL.

CITY STREET RIGHT-OF-WAY ROAD WIDTH REVIEW

REQUESTED BY COMMISSIONER DEBBIE SILTMAN, THIS ITEM ADDRESSED INCONSISTENCIES BETWEEN THE CITY'S ADOPTED 66-FOOT RIGHT-OF-WAY STANDARD AND SEVERAL EXISTING STREETS RECORDED AT WIDTHS OF 72, 77, AND 80 FEET. DELOUGHERTY DISPLAYED THE CITY'S GIS MAPPING TO ILLUSTRATE THE DISCREPANCIES. THE COMMISSION NOTED THE HISTORICAL RATIONALE FOR WIDER RIGHT-OF-WAYS AND ACKNOWLEDGED THAT ANY FORMAL REDUCTION WOULD INVOLVE SIGNIFICANT ENGINEERING AND LEGAL COSTS.

THE COMMISSION REACHED A CONSENSUS THAT RIGHT-OF-WAY WIDTH REVIEWS SHOULD BE CONDUCTED ON A STREET-BY-STREET BASIS AS INDIVIDUAL ROAD PROJECTS ARISE, RATHER THAN UNDERTAKING A CITYWIDE REVIEW AT THIS TIME.

MISCELLANEOUS/COMMUNICATION

ZONING ADMINISTRATOR'S REPORT

DELOUGHERTY REPORTED ON A PENDING BARNDOMINIUM PERMIT APPLICATION ON A RURAL RESIDENTIAL PARCEL. THE APPLICANT WAS REQUIRED TO ADJUST PLANS TO MEET THE MINIMUM DWELLING AREA REQUIREMENT—THE GREATER OF 400 SQUARE FEET OR 25% OF THE TOTAL STRUCTURE SQUARE FOOTAGE—PRIOR TO PERMIT ISSUANCE. THE PERMIT IS PENDING FINAL SSTS DESIGN APPROVAL.

DELOUGHERTY ALSO SHARED A LETTER OF APPRECIATION FROM BRIAN GOERGES OF PEQUOT MANUFACTURING REGARDING THE RECENTLY COMPLETED VETERANS STREET IMPROVEMENT PROJECT, AND NOTED THAT THE PROJECT HAD GENERATED POSITIVE COMMUNITY FEEDBACK. SOME MINOR DRAINAGE CONCERNS AT THE EAST END OF THE PARKING LOT WERE DISCUSSED WITH THE PROJECT ENGINEER, WHO INDICATED DRAINAGE WAS PERFORMING AS DESIGNED GIVEN SITE

CONDITIONS. STAFF WAS TO CONTINUE MONITORING AND ADDRESS ANY OUTSTANDING PUNCH LIST ITEMS.

ADDITIONALLY, DELOUGHERTY NOTED AWARENESS OF A PENDING PRELIMINARY PLAT APPLICATION IN THE VICINITY OF LOWER WHITEFISH LAKE, RECEIVED FOR CITY COMMENT. STAFF INDICATED THEY WOULD MONITOR THE MATTER AND COULD SUBMIT WRITTEN COMMENTS OR PARTICIPATE VIA ZOOM ON BEHALF OF THE CITY IF THE COMMISSION OR COUNCIL HAD INPUT TO PROVIDE.

ADJOURNMENT

MOTION TO ADJOURN THE MEETING AT 7:31PM MADE BY COMMISSIONER GOERGES AND SECONDED BY R. SILTMAN. MOTION CARRIED.

RESPECTFULLY SUBMITTED THIS 2ND DAY OF NOVEMBER, 2026.

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER
ZONING ADMINISTRATOR

**ORDINANCE NO. O-26-54
CITY OF JENKINS
COUNTY OF CROW WING, STATE OF MINNESOTA**

AN ORDINANCE AMENDING TITLE XV 'LAND USAGE', CHAPTER 150 'LAND USE AND SUBDIVISIONS' SUBSECTIONS 150.005 'DEFINITIONS' AND 150.038 "LAND USE MATRIX" OF THE JENKINS CODE OF ORDINANCES

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

PURPOSE AND INTENT: THE PURPOSE AND INTENT OF THIS ORDINANCE IS TO AMEND THE JENKINS CODE OF ORDINANCES, TITLE XV: LAND USAGE, CHAPTER 150: LAND USE AND SUBDIVISIONS SUBSECTIONS 150.005: DEFINITIONS TO AMEND, STRIKE, AND INCLUDE THE FOLLOWING DEFINITIONS.

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

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

SECTION 2. TITLE XV, CHAPTER 150, SUBSECTION 150.005 TITLED "DEFINITIONS" IS AMENDED TO INCLUDE THE FOLLOWING:

ACCESSORY USE. A USE OF LAND, A BUILDING, OR A PORTION OF A BUILDING THAT IS CUSTOMARILY INCIDENTAL AND SUBORDINATE TO THE PRINCIPAL USE OF THE PROPERTY AND IS LOCATED ON THE SAME LOT OR PARCEL AS THE PRINCIPAL USE. AN ACCESSORY USE SHALL NOT BECOME THE PRIMARY OR DOMINANT USE OF THE PROPERTY. WHEN CONDUCTED WITHIN A BUILDING CONTAINING THE PRINCIPAL USE, THE ACCESSORY USE SHALL OCCUPY NO MORE THAN **25% OF THE GROSS FLOOR AREA OF THE BUILDING**. THE TOTAL AREA OCCUPIED BY ACCESSORY USES SHALL NOT EXCEED **49% OF THE TOTAL BUILDABLE LOT AREA OF THE PARCEL**.

ACCESSORY STRUCTURE. A DETACHED OR SUBORDINATE BUILDING OR STRUCTURE LOCATED ON THE SAME LOT OR PARCEL AS THE PRINCIPAL USE OR PRINCIPAL STRUCTURE AND CUSTOMARILY INCIDENTAL TO AND SUPPORTIVE OF THAT PRINCIPAL USE OR STRUCTURE. AN ACCESSORY STRUCTURE SHALL NOT BE USED IN A MANNER THAT CAUSES IT TO FUNCTION AS THE PRINCIPAL USE OF THE PROPERTY. THE TOTAL AREA OCCUPIED BY ACCESSORY STRUCTURES SHALL NOT EXCEED **49% OF THE TOTAL BUILDABLE LOT AREA OF THE PARCEL**.

BARN. A STRUCTURE TO SHELTER LIVESTOCK, LIVESTOCK FEED, OR LIVESTOCK BEDDING.

DWELLING, MULTI-FAMILY. ~~Two~~ **THREE** OR MORE DWELLING UNITS ATTACHED TOGETHER BY ANY POINT, INCLUDING **DUPLEXES**, TRIPLEXES, TOWNHOUSES, AND MULTI-LEVEL UNITS, REGARDLESS OF TYPE OF OWNERSHIP.

GRAIN SILO. A TALL, CYLINDRICAL STRUCTURE WITH THE SOLE PURPOSE OF STORING HARVESTED GRAINS.

HAY SHED. A STRUCTURE WITH THE SOLE PURPOSE OF STORING HAY, STRAW, OR LIVESTOCK BEDDING.

STANDALONE STRUCTURE: A CONSTRUCTED OR ERECTED OBJECT OR BUILDING HAVING A FIXED LOCATION ON THE GROUND THAT IS NEITHER A PRINCIPAL (PRIMARY) STRUCTURE NOR AN ACCESSORY

STRUCTURE. A **STANDALONE STRUCTURE** EXISTS INDEPENDENTLY ON A LOT, IS STRICTLY PROHIBITED FROM HAVING ANY ACCESSORY BUILDINGS, STRUCTURES, OR FACILITIES SUBORDINATE TO IT, AND IS **EXCLUSIVELY LIMITED TO THE FOLLOWING AGRICULTURAL USES: 1. BARN 2. HAYSHED 3. SILO.** NO OTHER BUILDING OR STRUCTURE TYPES SHALL BE PERMITTED TO EXIST AS A STANDALONE STRUCTURE UNDER THIS ORDINANCE.

SECTION 3. TITLE XV, CHAPTER 150, SUBSECTION 150.038 TITLED “LAND USE MATRIX” IS AMENDED TO STRIKE FROM THE EXISTING TABLE THE FOLLOWING USE:

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

NOTES TO TABLE:

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

SECTION 4. TITLE XV, CHAPTER 150, SUBSECTION 150.038 TITLED “LAND USE MATRIX” IS AMENDED TO INSERT ALPHABETICALLY INTO THE EXISTING TABLE THE FOLLOWING USES AND “NOTES TO TABLE”:

USE	AG	RR	R-1	R-2	RS	P	C-1	C-2	I-1
BARN	P	E/P10+	E	E	E	E	P	P	E
GRAIN SILO	P	E/P10+	E	E	E	E	E	E	E
HAY SHED	P	E/P10+	E	E	E	E	E	E	E

NOTES TO TABLE:

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

AC - ACCESSORY USE **P10+- PERMIT REQUIRED ON PARCELS 10 ACRES IN SIZE OR GREATER**

SECTION 5. REPEAL: THIS ORDINANCE SHALL REPEAL ALL ORDINANCES INCONSISTENT HERewith.

SECTION 6. EFFECTIVE DATE: THIS ORDINANCE AMENDMENT SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE AND PUBLICATION ACCORDING TO STATE LAW. PASSED BY THE JENKINS CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, THIS _____ DAY OF _____, 2026.

ANDREW RUDLANG, MAYOR

ATTEST:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

**Summary Ordinance for Publication
ORDINANCE NO. O-26-54**

**AN ORDINANCE AMENDING TITLE XV LAND USAGE, CHAPTER 150 LAND USE AND
SUBDIVISIONS SUBSECTIONS 150.005: DEFINITIONS, AND 150.038 “*LAND USE MATRIX*”
OF THE JENKINS CODE OF ORDINANCES**

The City Council of the City of Jenkins, Minnesota has approved this summary publication of Ordinance #O-26-54, which amends the Jenkins Code of Ordinances, Title XV: “*LAND USAGE*”, Chapter 150: LAND USE AND SUBDIVISIONS Subsections 150.005: DEFINITIONS, and 150.038 “*LAND USE MATRIX*” to better define and regulate ‘DWELLING, MULTI-FAMILY’, ‘ACCESSORY USES & STRUCTURES’, ‘AGRICULTURAL STRUCTURES’, and ‘NOTES TO TABLE’ while protecting the property rights of the citizens of the City of Jenkins.

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

Dated this ____ day of _____, 2026.

Cassandra M. Delougherty
City Clerk-Treasurer
City of Jenkins



AGENDA ITEM

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 6TH, 2026

SUBJECT: PRELIMINARY BUDGET

REPORT: AT THE SEPTEMBER 22, 2026 CITY COUNCIL MEETING, THE COUNCIL APPROVED RESOLUTION 26-09-346, ESTABLISHING THE CITY'S PRELIMINARY PROPERTY TAX LEVY FOR 2027.

THE NEXT STEP IS TO FORMALLY ADOPT THE 2027 PRELIMINARY OPERATIONAL BUDGET THROUGH RESOLUTION 26-09-347. THE PROPOSED PRELIMINARY BUDGET TOTALS \$497,447.59 IN BOTH REVENUES AND EXPENDITURES.

PRELIMINARY BUDGET BREAKDOWN

DISBURSEMENTS:

- GENERAL FUND PRELIMINARY OPERATING BUDGET: \$344,955.59
- CAPITAL IMPROVEMENTS/RESERVES: \$106,500.00
- GO IMPROVEMENT BOND 2023A STREET IMPROVEMENTS: \$46,552.00
- TOTAL: \$497,447.59

RECEIPTS:

- GENERAL FUND LEVY FOR PRELIMINARY OPERATIONAL BUDGET: \$390,947.59
- GENERAL FUND AMOUNT FOR CAPITAL IMPROVEMENTS/RESERVES: \$106,500.00
- TOTAL: \$497,447.59

THE PRELIMINARY BUDGET WILL CONTINUE TO BE REVIEWED AND ADJUSTED AS NECESSARY PRIOR TO ADOPTION OF THE FINAL 2027 BUDGET.

REQUESTED ACTION: STAFF REQUESTS THAT THE CITY COUNCIL APPROVE RESOLUTION 26-09-347, A RESOLUTION ADOPTING THE PRELIMINARY 2027 OPERATIONAL BUDGET FOR THE CITY OF JENKINS.

RESOLUTION NO. 26-09-347

**A RESOLUTION ADOPTING THE PRELIMINARY 2027 OPERATIONAL BUDGET
FOR THE CITY OF JENKINS**

WHEREAS, a preliminary operational budget for the City of Jenkins has been prepared for the 2027 calendar year; and

WHEREAS, line items within the budget may be changed from time to time to meet the needs of the City; and

WHEREAS, a resolution certifying the preliminary property tax levy has been approved and said levy is sufficient to meet the needs of the budget.

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

That the 2027 preliminary operational budget showing General Fund Disbursements of \$497,447.59 and Receipts of \$497,447.59 be adopted as the preliminary 2027 budget. The allocation is as follows:

Disbursements:

General Fund Preliminary Operating Budget:	\$344,955.59
Capital Improvements/Reserves:	\$106,500.00
<u>GO Improvement Bond 2023A Street Imprvmts.</u>	<u>\$46,552.00</u>
TOTAL	\$497,447.59

Receipts:

General Fund Levy amount for Preliminary Operational Budget:	\$390,947.59
<u>General Fund amount for CIP/Reserves:</u>	<u>\$106,500.00</u>
TOTAL	\$497,447.59

Passed by the City Council of Jenkins, Minnesota this 22th day of September, 2026.

Andrew J. Rudlang, Mayor

Attested:

Cassandra M. Delougherty, City Clerk-Treasurer



AGENDA ITEM # 6D

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 6TH, 2026

SUBJECT: UPDATED CODE ENFORCEMENT & COMPLAINT POLICY DETAILS

REPORT: AT ITS OCTOBER 5, 2026 MEETING, THE PLANNING COMMISSION REVIEWED A PROPOSED AMENDMENT TO THE CITY'S CODE ENFORCEMENT AND COMPLAINT DETAILS POLICY, ORIGINALLY ADOPTED JUNE 9, 2025.

THE AMENDMENT WAS BROUGHT FORWARD TO CLARIFY WHICH COMPLAINTS ARE SUBJECT TO THE CITY'S EXISTING COMPLAINT-FILING REQUIREMENTS, INCLUDING THE REQUIREMENT THAT A COMPLAINANT BE AN ADJOINING PROPERTY OWNER, TENANT, OR HAVE A DIRECT LINE OF SIGHT TO THE ALLEGED VIOLATION.

PLANNING COMMISSION RECOMMENDATION: THE PLANNING COMMISSION SUPPORTED CLARIFYING THE POLICY SO THAT THE COMPLAINT LIMITATIONS APPLY TO ALL CODE ENFORCEMENT COMPLAINTS UNLESS THE ALLEGED VIOLATION PRESENTS A MAJOR, IMMEDIATE, OR IMMINENT THREAT TO PUBLIC HEALTH OR SAFETY.

DURING ITS DISCUSSION, THE COMMISSION ALSO DIRECTED STAFF TO INCLUDE LANGUAGE STATING THAT WHEN A CONDITION PRESENTS A MAJOR, IMMEDIATE, OR IMMINENT HEALTH OR SAFETY THREAT, THE COMPLAINANT SHOULD CONTACT LOCAL LAW ENFORCEMENT OR EMERGENCY SERVICES DIRECTLY, RATHER THAN RELYING ON THE CITY'S STANDARD COMPLAINT PROCESS.

BECAUSE ADOPTION OF THE POLICY IS A CITY COUNCIL MATTER, NO FORMAL PLANNING COMMISSION MOTION WAS REQUIRED.

UPDATED POLICY

THE ATTACHED UPDATED POLICY INCORPORATES THE PLANNING COMMISSION'S DIRECTION.

UNDER THE REVISED LANGUAGE:

- MAJOR, IMMEDIATE, OR IMMINENT THREATS TO PUBLIC HEALTH OR SAFETY ARE DIRECTED TO LOCAL LAW ENFORCEMENT OR EMERGENCY SERVICES.
- ALL OTHER CODE ENFORCEMENT COMPLAINTS REMAIN SUBJECT TO THE CITY'S ESTABLISHED COMPLAINT REQUIREMENTS.
- THE COMPLAINT MUST IDENTIFY A SPECIFIC CONDITION OR ACTIVITY REASONABLY BELIEVED TO VIOLATE CITY CODE.
- THE COMPLAINANT MUST GENERALLY BE AN ADJOINING PROPERTY OWNER OR TENANT, OR AN OWNER OR TENANT WITH A DIRECT LINE OF SIGHT TO THE ALLEGED VIOLATION.



AGENDA ITEM

- SUBSEQUENT COMPLAINTS REGARDING SUBSTANTIALLY THE SAME CONDITION OR VIOLATION WILL NOT BE ACCEPTED FOR TWELVE MONTHS FOLLOWING THE MOST RECENTLY ACCEPTED COMPLAINT.

THE UPDATED POLICY CONTINUES TO MAINTAIN THE CITY'S COMPLAINT-BASED ENFORCEMENT APPROACH AND ITS OVERALL GOAL OF OBTAINING COMPLIANCE RATHER THAN PUNISHMENT.

THE REVISED POLICY ALSO STATES THAT CITY STAFF MAY OBSERVE AND RESPOND TO CODE VIOLATIONS DURING REGULAR BUSINESS HOURS, WHILE MAINTAINING THE CITY'S ACTIVE ENFORCEMENT OF TALL GRASS AND RIGHT-OF-WAY SIGN PROVISIONS.

REQUESTED ACTION: THE PLANNING COMMISSION RECOMMENDS THAT THE CITY COUNCIL CONSIDER APPROVAL OF THE UPDATED CODE ENFORCEMENT AND COMPLAINT DETAILS POLICY AS PRESENTED.

THE AMENDMENT DOES NOT CHANGE THE OVERALL INTENT OF THE CITY'S COMPLAINT-BASED ENFORCEMENT PROCESS. RATHER, IT PROVIDES CLEARER DIRECTION REGARDING WHICH COMPLAINTS ARE SUBJECT TO THE NORMAL FILING REQUIREMENTS AND DIRECTS URGENT PUBLIC HEALTH OR SAFETY CONCERNS TO THE APPROPRIATE EMERGENCY OR LAW ENFORCEMENT AGENCY.



Code Enforcement and Complaint Details Policy

Amended _____, 2026.

Property maintenance and code enforcement activities promote vibrant, attractive, and desirable neighborhoods; help maintain property values and the significant investments made by City residents; eliminate blight, deter crime, and support effective housing maintenance standards. Like most communities, the City of Jenkins uses a complaint-based code enforcement process. The overriding goal of enforcement is compliance, not punishment.

Residents are encouraged to take steps to comply with the ordinances on their own property before complaining against others and to discuss issues with their neighbors, when possible. The City's enforcement process steps in when this is not possible. No two enforcement issues are the same. In many instances, residents are simply unaware of the Code and correct the situation immediately. However, in other situations, a resolution of compliance can take more time.

When a violation is confirmed, appropriate action is taken. Due to staff and time constraints, and extraneous circumstances outside the City's control, it is sometimes necessary to prioritize complaints and violations. When this happens, complaints are prioritized as follows:

1. Immediate risk to public health and safety.
2. High risk to health and safety through potential environmental impacts.
3. Work begun or actions taken without necessary permits.
4. Aesthetic and nuisance violations.

All complaints made to the city must include the complaints' name and contact information. Complaints submitted anonymously will not be considered valid.

Limitations on Filing Certain Code Enforcement Complaints

*****IF AN ALLEGED VIOLATION PRESENTS A MAJOR, IMMEDIATE, OR IMMINENT THREAT TO PUBLIC HEALTH OR SAFETY, CONTACT LOCAL LAW ENFORCEMENT/EMERGENCY SERVICES IMMEDIATELY. *****

The following limitations apply to all other complaints involving alleged code violations:

1. The complaint must identify a specific condition or activity that is reasonably believed to constitute a violation of City Code.
2. In order to file a complaint, the complainant must be one of the following:
 - a. An adjoining landowner listed in the Crow Wing County real property records, or a landowner whose property has a direct line of sight to the alleged code violation.
 - b. A tenant legally occupying an adjoining property, or a tenant legally occupying property that has a direct line of sight to the alleged code violation.
3. Once a complaint regarding a particular property and code violation has been accepted pursuant to this section, subsequent complaints concerning substantially the same condition or violation will not be accepted for twelve (12) months from the date of the most recently accepted complaint.

The limitations above do not apply when the City receives information concerning an alleged code violation that may constitute a **major, immediate, or imminent threat to public health or safety.**

*****SUCH CONCERNS SHOULD BE IMMEDIATELY BROUGHT TO THE ATTENTION OF LOCAL LAW ENFORCEMENT/ EMERGENCY SERVICES BY THE COMPLAINANT. *****

As required by Statute, the City shall keep the complaints' name and contact information confidential, and it shall not be shared. The City does actively enforce the City's tall grass ordinance and sign provisions as it relates to right-of-way signs. City staff may also observe and respond to code violations during regular business hours.



AGENDA ITEM # 7A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 6TH, 2026

SUBJECT: LEAGUE OF MN CITIES INSURANCE TRUST DIVIDEND

REPORT: THE CITY HAS RECEIVED ITS 2026 DIVIDEND FROM THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (LMCIT) WORKERS' COMPENSATION PROGRAM. THE ACCOMPANYING LETTER STATES THAT LMCIT IS RETURNING A TOTAL OF \$20 MILLION IN DIVIDENDS TO PARTICIPATING MEMBERS AND ENCOURAGES CITIES TO CONSIDER USING THE FUNDS FOR EMPLOYEE SAFETY, TRAINING, EQUIPMENT, OR OTHER LOSS-CONTROL INITIATIVES THAT MAY HELP REDUCE INJURIES AND STRENGTHEN LONG-TERM PROGRAM STABILITY.

REQUESTED ACTION: DIRECTION REGARDING THE ALLOCATION AND INTENDED USE OF THE CITY'S LMCIT DIVIDEND FUNDS.



September 28, 2026

Re: Dividend Check Enclosed

Dear Member:

Enclosed is a check for your share of the \$20 million dividend being returned to members of the League of Minnesota Cities Insurance Trust (LMCIT) workers' compensation program.

Your top appointed official received an email announcing this dividend, which included your dividend history and calculation. The same information has also been shared with your insurance agent.

We encourage you to share that information with your city council, governing boards, and leadership team. Members may wish to consider using their dividend to support employee safety, training, equipment, or other loss control initiatives that help reduce injuries and strengthen long-term program stability.

Thank you for your continued participation in our member-owned insurance pool. If you have any questions, please contact Program Coordinator Sarah Fredericks at sfredericks@lmc.org or (651) 281-1228.

**League of Minnesota Cities Insurance Trust
Board of Trustees**

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AGENDA ITEM # 7B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 6TH, 2026

SUBJECT: CTAS ACCOUNTING/STATE FINANCIAL REPORTING

REPORT: I RECENTLY MET WITH LISA SOVA, ASSISTANT FINANCE DIRECTOR WITH THE LEAGUE OF MINNESOTA CITIES, AND ANGIE STORLIE, LEAGUE OF MINNESOTA CITIES RESEARCH ANALYST, TO REVIEW THE CITY'S CURRENT FINANCIAL REPORTING PROCESS AND DISCUSS IMPLEMENTING THE INDEBTEDNESS AND INVESTMENTS MODULES WITHIN CTAS FOR STATE FINANCIAL REPORTING.

LISA AND ANGIE REVIEWED OUR CURRENT PROCESS AND RECOMMENDED THAT THE CITY WORK WITH AN ACCOUNTING FIRM TO PROPERLY ESTABLISH AND IMPLEMENT THESE MODULES SO THAT CTAS CAN BE UTILIZED TO ITS FULL CAPABILITY. BOTH INDICATED THAT THIS IS NOT A PROCESS I AM ABLE TO COMPLETE INDEPENDENTLY, EVEN WITH ASSISTANCE FROM LEAGUE STAFF, AND STRONGLY ENCOURAGED THE CITY TO OBTAIN PROFESSIONAL ACCOUNTING ASSISTANCE. LISA RECOMMENDS REACHING OUT TO ABDO SOLUTIONS, CONSIDERING THEIR UNDERSTANDING OF JENKINS AND OUR SPECIFIC NEEDS.

FOLLOWING THEIR RECOMMENDATION, I CONTACTED JODI BURSHEIM WITH ABDO SOLUTIONS. JODI PREVIOUSLY WORKED WITH THE CITY THROUGH SOURCEWELL'S THIRD-PARTY REIMBURSEMENT FUNDING FOR A FINANCIAL PROCESS EVALUATION, AND ABDO ALSO COMPLETED THE CITY'S 2025 AGREED-UPON PROCEDURES ENGAGEMENT.

I MET WITH JODI ON TUESDAY, OCTOBER 6, 2026, TO DISCUSS ABDO'S AVAILABILITY AND WILLINGNESS TO ASSIST THE CITY WITH THIS PROJECT. ABDO HAS STAFF WITH EXTENSIVE CTAS EXPERIENCE AND DISCUSSED STRUCTURING THE WORK AS A ONE-TIME PROJECT TO PROPERLY SET UP AND ORGANIZE THE CITY'S CTAS FINANCIAL REPORTING, INCLUDING BOND, INDEBTEDNESS, INVESTMENT, GRANT REPORTING, AND IMPLEMENTATION OF COMMISSIONER'S TRANSITION FROM INDEPENDENT CONTRACTORS TO EMPLOYEES PAID THROUGH PAYROLL.

JODI WILL BE PREPARING A PROPOSAL FOR THE PROJECT AND EXPLORING WHETHER THE WORK CAN BE FUNDED THROUGH SOURCEWELL'S THIRD-PARTY REIMBURSEMENT PROGRAM. ABDO MEETING OCTOBER 6TH, 2026.

REQUESTED ACTION: APPROVAL TO APPLY FOR THIRD-PARTY REIMBURSEMENT FUNDS FROM SOURCEWELL WHEN AN ELIGIBLE PROPOSAL IS PROVIDED BY ABDO.



AGENDA ITEM # 7c

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 8TH, 2026

SUBJECT: 2027 FINAL LEVY & BUDGET

REPORT: AS THE CITY PREPARES TO FINALIZE THE 2027 BUDGET AND LEVY, I AM REQUESTING THAT THE NEXT REGULAR CITY COUNCIL MEETING BE DESIGNATED AS A BUDGET WORKSHOP TO ALLOW COUNCIL MEMBERS AN OPPORTUNITY TO REVIEW PROPOSED EXPENDITURES, DISCUSS NECESSARY ADJUSTMENTS, AND PROVIDE DIRECTION BEFORE FINAL ADOPTION.

THE 2027 TRUTH IN TAXATION HEARING IS SCHEDULED FOR DECEMBER 14, 2026, AT WHICH TIME THE CITY SHOULD BE PREPARED TO APPROVE THE FINAL BUDGET AND LEVY.

DECEMBER MEETING SCHEDULE

THE PLANNING COMMISSION'S REGULAR MEETING SCHEDULED FOR DECEMBER 7, 2026, HAS BEEN CANCELED. ANY PLANNING COMMISSION MATTERS ARISING FROM THE NOVEMBER 2ND MEETING THAT REQUIRE ACTION BEFORE YEAR-END WILL BE BROUGHT TO THE CITY COUNCIL FOR CONSIDERATION, AS APPROPRIATE AND WITHIN ITS AUTHORITY.

WITH THE CANCELLATION OF THE DECEMBER 7 PLANNING COMMISSION MEETING, THAT DATE IS NOW AVAILABLE AS AN OPTION FOR A **SPECIAL CITY COUNCIL BUDGET MEETING**, IF NEEDED, TO FINALIZE BUDGET FIGURES AHEAD OF THE DECEMBER 14 TRUTH IN TAXATION HEARING.

REQUESTED ACTION: I AM REQUESTING COUNCIL CONSIDERATION AND DIRECTION ON THE FOLLOWING:

1. DESIGNATE THE NEXT REGULAR CITY COUNCIL MEETING AS A 2027 BUDGET WORKSHOP.
2. CONSIDER RESERVING DECEMBER 7, 2026, FOR A SPECIAL BUDGET MEETING, IF NECESSARY.
3. PLAN FOR FINAL APPROVAL OF THE 2027 BUDGET AND LEVY AT THE DECEMBER 14, 2026, TRUTH IN TAXATION HEARING AND ASSOCIATED COUNCIL MEETING.

Receipts

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Taxes				
General Property Taxes				
Current Ad Valorem Taxes	\$417,624.00	\$429,619.85	\$11,995.85	2.87
Special Assessments				
Principal on Special Assessments	\$0.00	\$7,371.64	\$7,371.64	N/A
Penalties and Interest on Special Assessments	\$0.00	\$2,660.10	\$2,660.10	N/A
Licenses And Permits				
Business Licenses And Permits				
Alcoholic Beverages	\$3,050.00	\$3,050.00	\$0.00	0.00
Non-Business Licenses And Permits				
Building Permits (Excludes surcharge)	\$3,500.00	\$3,500.00	\$0.00	0.00
Septic permits	\$600.00	\$600.00	\$0.00	0.00
E-911 addressing/mailbox	\$500.00	\$500.00	\$0.00	0.00
Intergovernmental Revenues (Igr)				
State Igr				
Local Government Aid	\$23,378.00	\$18,608.00	(\$4,770.00)	-20.40
Small Cities Assistance	\$18,869.00	\$17,538.00	(\$1,331.00)	-7.05
Charges For Services				
General Government				
Zoning and Subdivision Fees	\$2,500.00	\$1,500.00	(\$1,000.00)	-40.00
Fines And Forfeits				
Fines				
Court Fines	\$3,000.00	\$2,500.00	(\$500.00)	-16.67
Miscellaneous Revenues				
MISCELLANEOUS REVENUES	\$300.00	\$0.00	(\$300.00)	-100.00
Interest Earning	\$7,000.00	\$7,000.00	\$0.00	0.00
Contributions and Donations from Private Sources	\$500.00	\$3,000.00	\$2,500.00	500.00
Refunds and reimbursements	\$1,500.00	\$0.00	(\$1,500.00)	-100.00
Other Financing Sources				
Compensation for Loss of General Fixed Assets	\$2,400.00	\$0.00	(\$2,400.00)	-100.00
Receipts Total	\$484,721.00	\$497,447.59	\$12,726.59	2.63

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
General Government				
Legislative				
Council/Town Board				
Council/Commission Wages	\$17,292.67	\$17,292.67	\$0.00	0.00
Office Contracts	\$5,550.00	\$5,550.00	\$0.00	0.00
Professional Services: Auditing and Accounting Services	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Engineering Fees	\$0.00	\$0.00	\$0.00	N/A
Communications: Postage	\$750.00	\$750.00	\$0.00	0.00
Transportation: Travel Expense	\$0.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$7,500.00	\$7,000.00	(\$500.00)	-6.67
Misc.: Conferences/Educ.	\$1,000.00	\$500.00	(\$500.00)	-50.00
City/Town Clerk				
Elections				
Professional Services	\$1,200.00	\$1,200.00	\$0.00	0.00
Recording and Reporting				
Printing and Binding: Legal Notices Publishing	\$600.00	\$600.00	\$0.00	0.00
Printing and Binding: General Notices and Public Information	\$450.00	\$1,500.00	\$1,050.00	233.33
Printing and Binding: Ordinance Publication	\$1,500.00	\$450.00	(\$1,050.00)	-70.00
Clerk				
Wages and Salaries: Full-time Employees-Regular	\$44,058.00	\$40,000.00	(\$4,058.00)	-9.21
Wages and Salaries: Part-time Employees	\$0.00	\$2,000.00	\$2,000.00	N/A
Professional Services	\$3,800.00	\$28,000.00	\$24,200.00	636.84
Transportation: Travel Expense	\$3,500.00	\$2,000.00	(\$1,500.00)	-42.86
Misc.: Conferences/Educ.	\$2,500.00	\$2,500.00	\$0.00	0.00
Financial Administration				
Payroll Administration				
Employee contribution for PERA	\$5,656.31	\$5,345.34	(\$310.97)	-5.50
Employer Contributions for Retirement: PERA Contributions	\$6,526.52	\$6,167.70	(\$358.82)	-5.50
Employer Contributions for Retirement: FICA Contributions	\$5,884.87	\$5,251.12	(\$633.75)	-10.77
Employer Paid Insurance: Health	\$11,931.40	\$10,646.48	(\$1,284.92)	-10.77
Employer Paid Insurance: Medicare	\$1,376.30	\$1,228.08	(\$148.22)	-10.77
Paid Leave Family Premium	\$0.00	\$150.00	\$150.00	N/A
Paid Leave Medical Premium	\$0.00	\$350.00	\$350.00	N/A
Unemployment Compensation: Insurance Premiums	\$10,000.00	\$9,000.00	(\$1,000.00)	-10.00
Worker's Compensation: Insurance Premiums	\$1,800.00	\$1,800.00	\$0.00	0.00
Employee Paid: Income Tax	\$10,573.00	\$9,500.00	(\$1,073.00)	-10.15
Employee Paid: State Income Tax	\$5,001.00	\$5,000.00	(\$1.00)	-0.02
Child Support	\$1,560.00	\$1,560.00	\$0.00	0.00
Accounting				
Professional Services: Auditing and Accounting Services	\$8,500.00	\$0.00	(\$8,500.00)	-100.00
Law				
City/Town Attorney				
Professional Services: Legal Fees	\$10,000.00	\$5,000.00	(\$5,000.00)	-50.00

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
General Government				
Other General Government				
Planning and Zoning				
Professional Services: Engineering Fees	\$0.00	\$1,500.00	\$1,500.00	N/A
Professional Services: P & Z Contract	\$3,000.00	\$4,000.00	\$1,000.00	33.33
General Government Buildings and Plant				
Office Supplies: Operating and general	\$4,000.00	\$2,000.00	(\$2,000.00)	-50.00
Operating Supplies: Motor Fuels	\$0.00	\$3,500.00	\$3,500.00	N/A
Operating Supplies: Shop/Office Materials	\$1,000.00	\$0.00	(\$1,000.00)	-100.00
Repair and Maintenance Supplies: Building Repair Supplies	\$1,000.00	\$0.00	(\$1,000.00)	-100.00
Professional Services	\$2,500.00	\$0.00	(\$2,500.00)	-100.00
Communications: Telephone	\$2,000.00	\$2,150.00	\$150.00	7.50
Utility Services: Electric Utilities	\$4,000.00	\$4,000.00	\$0.00	0.00
Utility Services: Gas Utilities	\$3,000.00	\$3,000.00	\$0.00	0.00
Utility Services: Refuse Disposal	\$1,500.00	\$1,500.00	\$0.00	0.00
Repairs and Maintenance - Contractual: Buildings	\$1,000.00	\$0.00	(\$1,000.00)	-100.00
Insurance				
Insurance: General Liability	\$1,500.00	\$1,500.00	\$0.00	0.00
Insurance: Property	\$6,000.00	\$6,000.00	\$0.00	0.00
Insurance: Automotive	\$2,000.00	\$2,000.00	\$0.00	0.00
Public Safety				
Police				
Police Administration				
Professional Services: Police Contract	\$43,260.00	\$43,260.00	\$0.00	0.00
Fire				
Fire Administration				
Professional Services: Fire Contract	\$12,227.20	\$12,227.20	\$0.00	0.00

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Public Works				
Highways, Streets And Roadways				
Highways and Streets				
Repair and Maintenance Supplies: Street Maintenance Materials	\$11,000.00	\$0.00	(\$11,000.00)	-100.00
Repair and Maintenance Supplies: Sign Repair Materials	\$750.00	\$0.00	(\$750.00)	-100.00
Professional Services: Engineering Fees	\$10,000.00	\$1,500.00	(\$8,500.00)	-85.00
Professional Services	\$3,000.00	\$0.00	(\$3,000.00)	-100.00
Contract M&R: Streets	\$40,000.00	\$45,000.00	\$5,000.00	12.50
Reserves	\$50,000.00	\$100,000.00	\$50,000.00	100.00
Debt Service: Bond Principal	\$45,982.00	\$0.00	(\$45,982.00)	-100.00
Public Works/Maintenance				
Wages and Salaries: Part-time Employees	\$24,000.00	\$22,000.00	(\$2,000.00)	-8.33
Operating Supplies: Shop/Office Materials	\$0.00	\$500.00	\$500.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$750.00	\$750.00	N/A
Small Tools and Minor Equipment	\$750.00	\$0.00	(\$750.00)	-100.00
Communications: Telephone	\$360.00	\$360.00	\$0.00	0.00
Rentals: Machinery and Equipment	\$750.00	\$750.00	\$0.00	0.00
Ice and Snow Removal				
Repair and Maintenance Supplies: Street Maintenance Materials	\$1,650.00	\$1,650.00	\$0.00	0.00
Road and Bridge Equipment				
Operating Supplies: Motor Fuels	\$3,500.00	\$0.00	(\$3,500.00)	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$3,500.00	\$5,500.00	\$2,000.00	57.14
Repairs and Maintenance - Contractual: Machinery and Equipment	\$2,000.00	\$0.00	(\$2,000.00)	-100.00
Reserves	\$10,000.00	\$5,000.00	(\$5,000.00)	-50.00
General Equipment				
Repair and Maintenance Supplies: Equipment Parts	\$2,000.00	\$0.00	(\$2,000.00)	-100.00
Street Lighting				
Utility Services: Electric Utilities	\$8,000.00	\$8,000.00	\$0.00	0.00
Sanitation				
Waste (Refuse) Collection				
Utility Services: Refuse Disposal	\$1,500.00	\$0.00	(\$1,500.00)	-100.00
New Sewer Services				
Professional Services	\$1,000.00	\$1,000.00	\$0.00	0.00
Weed Control				
Repair and Maintenance Supplies: Landscaping Materials	\$1,500.00	\$1,500.00	\$0.00	0.00
Culture and Recreation				
Parks				
Park Areas				
Repair and Maintenance Supplies: Landscaping Materials	\$3,500.00	\$1,000.00	(\$2,500.00)	-71.43
Events	\$0.00	\$1,000.00	\$1,000.00	N/A
Misc.: Undocumented Exp.	\$1,500.00	\$0.00	(\$1,500.00)	-100.00
Reserves	\$1,500.00	\$1,500.00	\$0.00	0.00
Conservation Of Natural Resources				
Wetland Credit				
Professional Services: Engineering Fees	\$500.00	\$500.00	\$0.00	0.00

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Debt Service				
Principal Payments				
Bond Principal				
Debt Service: Bond Principal	\$0.00	\$32,000.00	\$32,000.00	N/A
Interest Payments				
Interest - Bonds				
Debt Service: Bond Interest	\$0.00	\$10,959.00	\$10,959.00	N/A
Disbursements Total	\$484,739.27	\$497,447.59	\$12,708.32	2.62



AGENDA ITEM # 8B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 7TH, 2026

SUBJECT: CLERK'S REPORT – UPCOMING OFFICE CLOSURES AND TRAINING

OVER THE REMAINDER OF THE YEAR, CITY HALL WILL BE CLOSED ON SEVERAL DATES DUE TO REQUIRED MEETINGS, TRAINING, AND SCHEDULED LEAVE. THE FOLLOWING DATES ARE CURRENTLY ANTICIPATED:

OCTOBER 14, 2026 - REGIONAL ZONING ADMINISTRATORS QUARTERLY MEETING AT SOURCEWELL IN STAPLES. IMMEDIATELY FOLLOWING THE MEETING, I WILL MEET WITH JUSTIN BURLIE AND KATIE KOSTOHRYZ, SOURCEWELL COMMUNITY DEVELOPMENT PARTNERS, TO DISCUSS SERVICES AND RESOURCES THAT MAY BE AVAILABLE TO THE CITY OF JENKINS IN 2027.

OCTOBER 26, 2026 - MMUA REGIONAL SAFETY COMMITTEE TRAINING SESSION AT LAKE SHORE CITY HALL. THE TRAINING IS SCHEDULED THROUGH NOON.

OCTOBER 28, 2026 - REGIONAL CLERK-TREASURERS QUARTERLY MEETING AT SOURCEWELL IN STAPLES.

NOVEMBER 6, 2026 - MCFOA REGION II ANNUAL TRAINING IN FINLAYSON. REGISTRATION IS \$20, AND THE TRAINING LOCATION IS APPROXIMATELY 100 MILES FROM JENKINS. REGISTRATION FORM AND MCFOA FLYER ATTACHED.

NOVEMBER 11, 2026 - CITY OFFICES CLOSED IN OBSERVANCE OF VETERAN'S DAY.

NOVEMBER 16-17, 2026 - CITY HALL WILL BE CLOSED DUE TO SCHEDULED PERSONAL LEAVE FOR MY HUSBAND'S SURGERY. RECOVERY TIME AND REQUIRED LEVEL OF CARE WILL BE DETERMINED BY THE SURGEON FOLLOWING THE PROCEDURE.

NOVEMBER 18, 2026 - CTAS TRAINING IN ST. CLOUD. ATTENDANCE AT THIS TRAINING WAS APPROVED AT A PREVIOUS CITY COUNCIL MEETING.

NOVEMBER 23, 2026 - MMUA REGIONAL SAFETY COMMITTEE TRAINING SESSION AT BREEZY POINT CITY HALL. THE TRAINING IS SCHEDULED THROUGH NOON.

NOVEMBER 26-27, 2026 – CITY OFFICES CLOSED IN OBSERVANCE OF THE THANKSGIVING HOLIDAY.

THESE MEETINGS AND TRAINING OPPORTUNITIES PROVIDE CONTINUING EDUCATION, REGIONAL COORDINATION, SAFETY TRAINING, AND ACCESS TO RESOURCES THAT SUPPORT THE CITY'S ADMINISTRATIVE, ZONING, FINANCIAL, AND COMMUNITY DEVELOPMENT RESPONSIBILITIES.

THE CALENDAR POSTED AT CITY HALL IDENTIFIES DAYS/TIMES THAT THE CITY CLERK'S OFFICE WILL BE CLOSED AND PROVIDES CONTACT INFORMATION TO ACCOMMODATE ANYONE WHO WOULD LIKE ASSISTANCE OUTSIDE OF STANDARD BUSINESS HOURS. THIS CONTACT INFORMATION INCLUDES THE CITY CLERK'S OFFICE TELEPHONE NUMBER (WITH VOICEMAIL) AS WELL AS THE EMAIL ADDRESS AND MOBILE PHONE NUMBER TO THE CITY CLERK.

REQUESTED ACTION: NO FORMAL ACTION IS REQUIRED UNLESS COUNCIL WOULD LIKE TO PROVIDE ADDITIONAL DIRECTION REGARDING THE UPCOMING SCHEDULE. APPROVAL IS REQUESTED FOR ATTENDANCE AT THE NOVEMBER 6, 2026 MCFOA REGION II ANNUAL TRAINING, INCLUDING THE \$20 REGISTRATION FEE AND APPLICABLE MILEAGE REIMBURSEMENT.



MCFOA REGION II TRAINING

BOARD MEMBERS

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Ragini Varma, MMMC
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Past President
Beth Carlson, MMC
City of Chatfield

Administrative Assistant
Betsy Snyder, MMC
City of Milroy

Friday, November 6, 2026
City of Finlayson
2195 Finland Avenue
Finlayson, MN 55735

The Following will be presented from:

1. Angie Storlie, Research Analyst and Josephine Rosene both from LMC:

Meeting Mastery: Orientation, Agendas, Minutes and Everything in Between

Time: 9:00 a.m. to 9:30 a.m. Registration & Refreshments
9:30 a.m. to 12:00 p.m. Presentation
12:00 p.m. to 12:30 p.m. MCFOA Region II Meeting & Lunch
12:30 p.m. to 2:30 p.m. Roundtable/Networking

Cost: \$20.00 per MCFOA Member and \$25.00 per Non-Members
(includes morning refreshments and lunch)

RSVP: Please return by Monday, November 2, 2026

**Please return the registration form to Attn: Pamela LaBine
AND INCLUDE With A check made payable to:**

**MCFOA Region II
327 1st Street South
Virginia MN 55792**

NAME: _____ Email: _____

CITY: _____ TOUR: YES _____ NO _____

NAME: _____ Email: _____

CITY: _____ TOUR: YES _____ NO _____



Municipal Clerks & Finance Officers
of Minnesota

Stronger Professionals.

**STRONGER
COMMUNITIES.**



WHY MEMBERSHIP IN MUNICIPAL CLERKS AND FINANCE OFFICERS OF MINNESOTA (MCFOA) MATTERS

MCFOA provides valuable professional resources, training, and networking opportunities for municipal staff who are responsible for the day-to-day operations, financial management, records, elections, and administration of local government.

THE BENEFITS OF MEMBERSHIP



PROFESSIONAL DEVELOPMENT & TRAINING

MCFOA provides access to educational opportunities designed specifically for municipal clerks and finance professionals. Training helps members stay current on laws, regulations, procedures, and best practices that directly impact municipal operations.



STAYING CURRENT ON LAWS & REGULATIONS

Municipal responsibilities are constantly changing. Membership provides opportunities to learn about legislative changes, election requirements, records management, budgeting, financial procedures, and other issues affecting Minnesota municipalities.



NETWORKING WITH OTHER MUNICIPAL PROFESSIONALS

Connect with clerks, finance officers, and municipal professionals from across Minnesota. Sharing experiences and solutions with colleagues can provide practical answers to challenges that municipalities face every day.



ACCESS TO BEST PRACTICES & RESOURCES

Membership provides a valuable source of information, guidance, and practical resources. Learning how other cities handle similar issues can help improve efficiency, consistency, and service delivery.



STRENGTHENING MUNICIPAL OPERATIONS

The knowledge gained through MCFOA can be brought back to the organization to improve policies, procedures, financial practices, records management, elections, and overall administrative operations.



CAREER GROWTH & PROFESSIONAL RECOGNITION

MCFOA supports continued professional growth and encourages municipal employees to expand their knowledge and expertise. Investing in professional development helps build a stronger and more knowledgeable municipal workforce.



WHY IT MATTERS TO OUR CITY

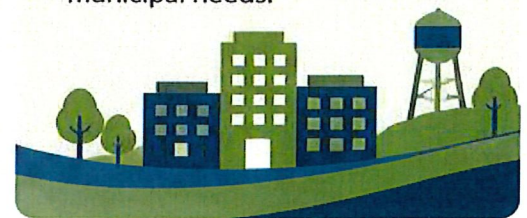
Membership in MCFOA is an investment in **our employees** and **our community**.

.....

Municipal staff are responsible for managing public resources, maintaining accurate records, supporting elections, following state requirements, and providing essential services to residents.

.....

Having staff who are connected to professional organizations and committed to continuing education helps ensure that the City remains informed, efficient, compliant, and prepared to meet changing municipal needs.



BOTTOM LINE:

MCFOA MEMBERSHIP IS MORE THAN A PROFESSIONAL MEMBERSHIP—
IT IS AN INVESTMENT IN **KNOWLEDGE, PROFESSIONAL DEVELOPMENT,**
AND THE **EFFECTIVE OPERATION** OF OUR CITY.



*Stronger municipal professionals help create stronger municipal operations
and better service for our community. ★ ♥*



ZONING ADMINISTRATOR'S REPORT

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

- BROWN BOULEVARD, 50FT X 80FT BARNDOMINIUM (1000FT² LIVING SPACE ON MAIN FLOOR + 1000FT² LOFTED LIVING SPACE) & SSTS DESIGN-APPROVED

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. **CURRENTLY ON HOLD**
- 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- **CURRENTLY ON HOLD** UNTIL NEXT YEAR PER PROPERTY OWNER

RECENT/UPCOMING PUBLIC HEARINGS:

- ORDINANCE AMENDMENT O-26-54 PROPOSED ORDINANCE AMENDMENT O-26-54 MULTI-FAMILY DWELLINGS, AGRICULTURAL USES/STRUCTURES, AND ACCESSORY USES/STRUCTURES –**PENDING COUNCIL APPROVAL** (POTENTIAL PUBLIC HEARING NOVEMBER 2ND, 2026)

CURRENT PLANNING COMMISSION ITEMS & RECENTLY REVIEWED:

- CODE ENFORCEMENT CITIZEN CONCERN/COMPLAINT POLICY DETAILS
- CITY STREET & RIGHT-OF-WAY WIDTHS

ZONING ADMINISTRATOR ACTION ITEMS:

- OCTOBER 14TH, 2026 REGIONAL ZONING ADMINISTRATOR'S QUARTERLY MEETING
- OCTOBER 14TH, 2026 MEETING WITH J. BURLIE, ASSOCIATE DIRECTOR OF COMMUNITY DEVELOPMENT & K. KOSTOHRYZ, COMMUNITY DEVELOPMENT ADMINISTRATOR WITH SOURCEWELL TO REVIEW PROFESSIONAL SERVICES PROVIDED TO THE CITY IN 2026 AND DISCUSS 2027 PROFESSIONAL SERVICES.
- 2026 MPCA ANNUAL REPORTING OF SUB-SEWAGE TREATMENT SYSTEMS
- SUBMIT Q3 2026 APPROVED LAND USE PERMIT APPLICATIONS TO COUNTY ASSESSOR'S OFFICE

From: Marlee Morrison <Marlee.Morrison@sourcewell-mn.gov>
Sent: Thursday, October 8, 2026 11:42 AM
To: Cassandra Delougherty
Subject: Sourcewell - Internship Reimbursement - Local Government

Entity: City of Jenkins
Department: Administration
Career discipline: Administrative Intern
Application ID: IA-0000001631

Hi Cassandra,

Thank you for the application. We are pleased to inform you that we would like to offer City of Jenkins an opportunity for an internship for the approximate dates of 4/15/2027 - 8/20/2027.

Congratulations! Here are the next steps:

- Recruit and hire using your entity's hiring process. Once an intern is identified, go to the [Sourcewell funding portal](#) and enter their name. Please complete this step at least two weeks before the start of the placement.
- A DocuSign (electronic signature) document with the agreement will be sent to the authorized signers for the entity and then Sourcewell for signature. **Both parties must sign the agreement before hours are eligible for reimbursement.**
 - For example, the intern starts working on June 1, and the agreement is signed by all parties on June 5. Eligible hours for reimbursement will start on June 5. The agreement must be signed **before** the internship start date so all days worked by the intern will be reimbursed.
- A final report will need to be submitted through the Sourcewell funding portal no more than 30 days after the internship has ended to receive reimbursement. Payroll documentation is required.
- A friendly reminder: the intern must become an employee of your entity for the entirety of the placement.
- For your reference, the program eligibility can be found [HERE](#).

If you have any questions, please do not hesitate to contact me. We look forward to partnering with you!

Marlee Morrison | Resource Development Administrator

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Website: mn.sourcewell.org