



CITY COUNCIL MEETING AGENDA

TUESDAY, OCTOBER 27TH, 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 OCTOBER 13TH, 2026 MEETING
 - C. PREWRITTEN CHECK #30709-30710; **\$2,452.62**
 - D. PROPOSED CHECK #S 30711- 30717 & EFT'S; **\$187,901.63** **TOTAL= \$ 190,354.25**
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. A. AUTHORIZATION TO TRANSFER STREET RESERVE FUNDS – ANDERSON BROTHERS PAY APPLICATION #1PAY APP #1
 - i. RESOLUTION 26-10-348
 - B. 2027 FINAL LEVY/BUDGET
 - i. 2027 PROPOSED BUDGET WORKSHEET REPORT
 - ii. 2026 RECEIPTS/DISBURSEMENTS TO DATE
7. NEW BUSINESS
 - A. RESOLUTION 26-10-349 – ACCEPTANCE OF DONATION OF CHRISTMAS DECORATIONS
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
 - A. MAYOR'S REPORT
 - B. CLERK'S REPORT
 - C. PARK COMMITTEE REPORT
9. MISCELLANEOUS/COMMUNICATION
 - A. FOUNDATION FOR RURAL SERVICE GRANT **APPROVED**
10. ADJOURNMENT

OCTOBER 13TH, 2026
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

MAYOR RUDLANG CALLED THE MEETING TO ORDER AND LED THE PLEDGE OF ALLEGIANCE.

ROLL CALL

MAYOR ANDREW RUDLANG, MAYOR PRO-TEM JERIMEY FLATEGRAFF, COUNCILMEMBER ROMAN SILTMAN, COUNCILMEMBER RYAN BARNETT, COUNCILMEMBER JORY CARLSON, AND CITY CLERK-TREASURER CASSANDRA DELOUGHERTY.

AGENDA ADDITIONS/DELETIONS

CLERK-TREASURER DELOUGHERTY PRESENTED TWO ADDITIONS. THE FIRST WAS AN UPDATED ESTIMATE FROM A&R ELECTRIC, TO BE TAKEN UP UNDER THE PARKS COMMITTEE REPORT. THE SECOND WAS A REPLACEMENT SECOND PAGE FOR ITEM 6.B.II (ORDINANCE AMENDMENT O-26-54), CORRECTING THE LAND USE MATRIX AND CHANGING "SILO" TO "GRAIN SILO."

CONSENT AGENDA

- A. AGENDA
- B. MINUTES OF THE SEPTEMBER 22ND, 2026 MEETING
- C. SEPTEMBER 2026 BANK RECONCILIATION
- D. PREWRITTEN CHECK #30687-30695 & EFT's; \$9,717.44
- E. PROPOSED CHECK #30696-30709 & EFT's; \$20,675.36
- TOTAL = \$30,392.80

CLERK-TREASURER DELOUGHERTY REQUESTED TWO CORRECTIONS TO THE SEPTEMBER 22, 2026 MINUTES (ITEM 4.B). ON PAGE 2, LINE 3, THE ATTRIBUTION OF THE STAFFING SCENARIO WAS TO BE CORRECTED. THE FINAL LINE OF PAGE 2 WAS TO READ "VETERANS STREET AND BLAZE BOULEVARD," WITH NO REFERENCE TO LILAC AVENUE. ADDITION OF A&R ELECTRIC BID.

MOTION TO APPROVE THE CONSENT AGENDA, WITH THE CORRECTIONS TO THE SEPTEMBER 22, 2026 MINUTES, ADDITIONS AND CORRECTIONS, WAS MADE BY COUNCILMEMBER CARLSON AND SECONDED BY SILTMAN. THE MOTION CARRIED BY VOICE VOTE.

OPEN FORUM

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

UNFINISHED BUSINESS

2026 VETERANS STREET IMPROVEMENT PROJECT

I. PAY APP #1

CLERK-TREASURER DELOUGHERTY REPORTED THAT ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC SUBMITTED PAY APPLICATION NO. 1. THE CONTRACT AMOUNT IS \$199,297.23 AND WORK COMPLETED TO DATE IS \$191,283.64. AFTER 5% RETAINAGE OF \$9,564.18, THE AMOUNT DUE IS \$181,719.46. THE PROJECT ENGINEER RECOMMENDED PAYMENT. COUNCIL NOTED THAT THE PROJECT CAME IN SLIGHTLY UNDER THE ORIGINAL ESTIMATE. MEMBERS ASKED WHEN RETAINAGE WOULD BE RELEASED, AND IT WAS EXPECTED TO BE REQUESTED ONCE VEGETATION IS ESTABLISHED, POSSIBLY NEXT SPRING. THE CLERK-TREASURER WILL ASK THE ENGINEER ABOUT THE TIMING. A PUNCH LIST HAD BEEN COMPLETED WITH THE CONTRACTOR, BUT REMAINING ITEMS WERE UNLIKELY TO BE DONE THIS YEAR.

MOTION TO APPROVE PAYMENT OF PAY APPLICATION NO. 1 IN THE AMOUNT OF \$181,719.46 TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC WAS MADE BY MAYOR PRO-TEM FLATEGRAFF AND SECONDED BY CARLSON. THE MOTION CARRIED UNANIMOUSLY.

II. WIDSETH ENGINEERING COSTS

THE ENGINEERING COSTS WERE PRESENTED FOR INFORMATION ONLY. THE PROPOSED SEPTEMBER PAYMENT (CHECK NO. 30705) WAS THE FINAL ENGINEERING CLAIM FOR THE PERIOD, AND ALL PRIOR ENGINEERING INVOICES HAD BEEN PAID. ENGINEERING COSTS TO DATE WERE A LITTLE OVER HALF OF THE ENGINEER'S ESTIMATE FOR THE FULL PROJECT. THE CLERK-TREASURER NOTED THAT THE ENGINEER WAS ALREADY IN THE AREA FOR ANOTHER PROJECT AND AGREED TO REDUCED MILEAGE CHARGES. NO ACTION WAS TAKEN.

III. APPRECIATION LETTER FROM BRIAN GOERGES, PEQUOT MANUFACTURING

COUNCIL ACKNOWLEDGED THE LETTER OF APPRECIATION REGARDING THE PROJECT. NO ACTION WAS TAKEN.

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

CLERK-TREASURER DELOUGHERTY EXPLAINED THAT THE AMENDMENT CONSOLIDATES SEVERAL ITEMS TO AVOID MULTIPLE HEARINGS. IT WOULD DEFINE "DWELLING, MULTI-FAMILY" AS THREE OR MORE UNITS, WITH DUPLEXES REGULATED SEPARATELY. IT WOULD REMOVE THE UNDEFINED "AGRICULTURAL STRUCTURE" CLASSIFICATION AND REPLACE IT WITH DEFINED BARN, GRAIN SILO, AND HAY SHED USES. THOSE USES WOULD BE ALLOWED IN THE AGRICULTURAL DISTRICT AND BY PERMIT ON RURAL RESIDENTIAL PARCELS OF 10 ACRES OR MORE. A NEW "STAND ALONE STRUCTURE" DEFINITION WOULD PREVENT THESE STRUCTURES FROM CREATING ACCESSORY-STRUCTURE RIGHTS ON PARCELS WITHOUT A DWELLING. THE AMENDMENT WOULD ALSO SET ACCESSORY-USE LIMITS OF 25% OF GROSS FLOOR AREA AND 49% OF BUILDABLE LOT AREA. THE PLANNING COMMISSION APPROVED THE CHANGES ON OCTOBER 5, 2026.

DURING DISCUSSION, COUNCILMEMBER SILTMAN NOTED THAT THE BARN DEFINITION SHOULD STATE A "SOLE PURPOSE" OF SHELTERING LIVESTOCK, LIVESTOCK FEED, OR LIVESTOCK BEDDING. THIS CORRECTION WILL BE MADE IN THE DRAFT. COUNCIL MEMBERS AGREED THAT NO ORDINANCE IS AIRTIGHT BUT THAT THE LANGUAGE REFLECTS THE INTENT AND COVERS THE CITY IF A USE IS ABUSED. THE MAYOR THANKED THE PLANNING COMMISSION FOR ITS WORK. THE ACTION TONIGHT WAS LIMITED TO SETTING THE PUBLIC HEARING, WHICH IS ON SCHEDULE FOR NOVEMBER 2ND.

MOTION TO SET A PUBLIC HEARING ON NOVEMBER 2ND FOR ORDINANCE AMENDMENT O-26-54, WITH THE NOTED CORRECTIONS, WAS MADE BY MAYOR RUDLANG AND SECONDED BY CARLSON. THE MOTION CARRIED.

2027 PRELIMINARY BUDGET

RESOLUTION 26-09-347

CLERK-TREASURER DELOUGHERTY PRESENTED RESOLUTION 26-09-347, ADOPTING THE 2027 PRELIMINARY OPERATIONAL BUDGET WITH REVENUES AND EXPENDITURES OF \$497,447.59. SHE EXPLAINED THAT \$390,947.59 OF THE LEVY SUPPORTS OPERATIONS. THE \$106,500 FOR CAPITAL IMPROVEMENTS AND RESERVES COMES FROM OTHER SOURCES (STREETS \$100,000, EQUIPMENT \$5,000, PARKS \$1,500). THE MAYOR ASKED THAT THE LABEL "GENERAL FUND LEVY" BE CHANGED TO "OPERATING BUDGET EXPENDITURES" FOR CLARITY, AND THE CLERK-TREASURER AGREED. THE SEPTEMBER 22 DATE ON THE RESOLUTION REFLECTS THE DATE THE LEVY WAS APPROVED.

MOTION TO ADOPT RESOLUTION 26-09-347, ADOPTING THE PRELIMINARY 2027 OPERATIONAL BUDGET, WITH THE LABEL CLARIFICATION, WAS MADE BY MAYOR PRO-TEM FLATEGRAFF AND SECONDED BY SILTMAN. THE MOTION CARRIED UNANIMOUSLY.

UPDATED CODE ENFORCEMENT & COMPLAINT POLICY DETAILS

I. PROPOSED POLICY UPDATE

CLERK-TREASURER DELOUGHERTY EXPLAINED THAT THE AMENDMENT RESPONDS TO COMPLAINTS FILED BY NON-RESIDENTS OR NON-ABUTTING INDIVIDUALS ABOUT CONDITIONS THAT ARE NOT MAJOR SAFETY ISSUES. UNDER THE AMENDMENT, THE COMPLAINT-FILING LIMITATIONS APPLY TO ALL COMPLAINTS UNLESS THE ALLEGED VIOLATION PRESENTS A MAJOR, IMMEDIATE, OR IMMINENT THREAT TO PUBLIC HEALTH OR SAFETY. SUCH THREATS ARE TO BE REPORTED DIRECTLY TO LOCAL LAW ENFORCEMENT OR EMERGENCY SERVICES. THE CITY CONTRACTS WITH PEQUOT LAKES FOR POLICE SERVICES, AND LAW ENFORCEMENT REPORTS GIVE THE CITY DOCUMENTATION IT CAN ACT ON. COUNCIL AGREED THE AMENDMENT BALANCES PROTECTING HEALTH AND SAFETY AGAINST FRIVOLOUS COMPLAINTS AND LIMITED STAFF CAPACITY. NO PUBLIC HEARING IS REQUIRED FOR A POLICY.

MOTION TO APPROVE THE AMENDED CODE ENFORCEMENT AND COMPLAINT DETAILS POLICY WAS MADE BY MAYOR PRO-TEM FLATEGRAFF AND SECONDED BY CARLSON. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

LEAGUE OF MN CITIES INSURANCE TRUST DIVIDEND

THE CITY RECEIVED A WORKERS' COMPENSATION DIVIDEND FROM THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST, REPORTED AT \$1,209, WHICH WILL APPEAR IN NEXT MONTH'S RECEIPTS. THE LEAGUE ENCOURAGES USE OF THE FUNDS FOR EMPLOYEE SAFETY, TRAINING, EQUIPMENT, OR LOSS-CONTROL INITIATIVES. COUNCIL NOTED THAT \$700 IN SURPLUS EQUIPMENT PROCEEDS WAS ALREADY DESIGNATED FOR BANNERS AND HIGH-VISIBILITY VESTS. MEMBERS DISCUSSED SHOP ELECTRICAL AND LIGHTING UPGRADES, INCLUDING AN OUTLET FOR THE NEW OVERHEAD DOOR, AND PERSONAL PROTECTIVE EQUIPMENT FOR PUBLIC WORKS, INCLUDING TREE-TRIMMING GEAR. THE CLERK-TREASURER AND MEMBERS WILL CONFIRM WITH ROGER WHAT EQUIPMENT IS ON HAND. COUNCIL NOTED THE ALLOCATION CAN BE REVISITED IF OTHER NEEDS ARISE.

MOTION TO ALLOCATE THE DIVIDEND FUNDS TO PUBLIC WORKS SHOP SAFETY AND PPE (SAFETY AND EFFICIENCY UPGRADES) WAS MADE BY MAYOR RUDLANG AND SECONDED BY CARLSON. THE MOTION CARRIED.

CTAS ACCOUNTING SYSTEM/STATE FINANCIAL REPORTING-REQUEST FOR THIRD-PARTY REIMBURSEMENT

CLERK-TREASURER DELOUGHERTY REPORTED ON MEETINGS WITH LEAGUE OF MINNESOTA CITIES STAFF (LISA SOVA AND ANGIE STORLIE) ABOUT IMPLEMENTING THE INDEBTEDNESS AND INVESTMENTS MODULES IN CTAS. THESE MODULES GENERATE THE DEBT DATA FILE AND FINANCIAL STATEMENT REQUIRED BY THE STATE. THE CITY HAS NOT USED THEM HISTORICALLY, AND THE STATE FOLLOWED UP THIS YEAR ON THE MISSING PORTION. LEAGUE STAFF CONCLUDED THAT, GIVEN THE CITY'S HISTORICAL RECORDS, AN ACCOUNTING FIRM SHOULD BE ENGAGED TO SET UP THE MODULES. THE CLERK-TREASURER MET WITH JODI BURSHEIM OF ABDO SOLUTIONS, WHO WILL PREPARE A PROPOSAL AND INFORMATION ON OTHER AVAILABLE SERVICES. THE WORK MAY QUALIFY FOR SOURCEWELL THIRD-PARTY REIMBURSEMENT. NO APPROVAL WAS NEEDED AT THIS TIME, AND COUNCIL WILL REVIEW ANY PROPOSAL BEFORE AN APPLICATION IS SUBMITTED. THE
MAYOR AND COUNCIL SUPPORTED PURSUING THE PROJECT.

2027 FINAL LEVY/BUDGET

2027 PROPOSED BUDGET WORKSHEET REPORT

CLERK-TREASURER DELOUGHERTY CONFIRMED THE TRUTH IN TAXATION HEARING FOR DECEMBER 14, 2026. COUNCIL AGREED BY CONSENSUS THAT THE NEXT REGULAR MEETING (OCTOBER 27) WILL FOCUS ON THE BUDGET WHILE STILL HANDLING REGULAR BUSINESS. THE DECEMBER 7 DATE, NOW OPEN BECAUSE THE PLANNING COMMISSION MEETING WAS CANCELED, MAY BE USED FOR A SPECIAL BUDGET MEETING. COUNCIL WILL DECIDE ON NOVEMBER 9 WHETHER IT IS NEEDED, AND WHETHER TO CANCEL THE SECOND NOVEMBER MEETING. COUNCIL MEMBERS NOTED UPCOMING AVAILABILITY CONSTRAINTS. THE WORKSHEET REPORT WAS INFORMATIONAL, AND MEMBERS MAY REQUEST ADDITIONAL INFORMATION FROM THE CLERK-TREASURER, WHO WILL SHARE IT WITH ALL MEMBERS.

REPORTS OF OFFICERS, COMMITTEES, STAFF

MAYOR'S REPORT

THE MAYOR REPORTED THAT THE CITYOFJENKINS.COM DOMAIN WAS SUCCESSFULLY TRANSFERRED TO THE CITY'S REGISTRAR. THE TRANSITION TO A .GOV DOMAIN CONTINUES, AND WEBSITE WORK REMAINS. THE MAYOR WILL REVIEW AN INCREASE IN AN IT VENDOR INVOICE.

CLERK'S REPORT

CLERK-TREASURER DELOUGHERTY REVIEWED THE UPCOMING OFFICE CLOSURES AND TRAINING SCHEDULE THROUGH NOVEMBER. ON OCTOBER 14 SHE WILL ATTEND THE REGIONAL ZONING ADMINISTRATORS MEETING AT SOURCEWELL AND MEET WITH SOURCEWELL COMMUNITY DEVELOPMENT STAFF ABOUT POSSIBLE EXPANDED PLANNING AND ZONING SUPPORT IN 2027. DETAILS WILL BE PRESENTED WITH THE BUDGET DISCUSSION. COUNCIL VOICED NO CONCERNS ABOUT THE SCHEDULE.

MOTION TO APPROVE THE Q4 SCHEDULE AS PRESENTED, INCLUDING THE NOVEMBER 6 MCFOA REGION II TRAINING (\$20 REGISTRATION PLUS MILEAGE), WAS MADE BY MAYOR RUDLANG AND SECONDED BY CARLSON. THE MOTION CARRIED.

PARK COMMITTEE REPORT

COUNCIL REVIEWED AN ESTIMATE FROM A&R ELECTRIC FOR WIRING AND BREAKERS, TO COINCIDE WITH TRENCHING, FOR PARK OUTLETS FOR THE HOLIDAY LIGHTING.

MOTION TO APPROVE THE A&R ELECTRIC ESTIMATE FOR THE PARK OUTLETS WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY FLATEGRAFF. THE MOTION CARRIED.

THE PARKS COMMITTEE REQUESTED AUTHORIZATION OF UP TO \$3,000 FOR THE DECEMBER 5 PARK LIGHTING EVENT, INCLUDING BANNERS, LIGHTS, AND GIVEAWAYS. THE COST WILL BE PAID FROM PARK FUNDS AND OFFSET BY DONATIONS AND SPONSORSHIPS WHERE POSSIBLE. PLANNED ACTIVITIES INCLUDE SOUP, S'MORES, AND ADVERTISING BY FLYER AND SOCIAL MEDIA.

MOTION TO APPROVE UP TO \$3,000 FOR THE PARK LIGHTING EVENT WAS MADE BY MAYOR RUDLANG AND SECONDED BY BARNETT. THE MOTION CARRIED.

MISCELLANEOUS/COMMUNICATION

SOURCEWELL 2027 INTERNSHIP REIMBURSEMENT GRANT APPROVED

CLERK-TREASURER DELOUGHERTY REPORTED THAT THE CITY'S SOURCEWELL INTERNSHIP REIMBURSEMENT APPLICATION WAS APPROVED FOR AN INTERNSHIP PERIOD OF APPROXIMATELY APRIL 15 THROUGH AUGUST 20, 2027. SHE ALSO REPORTED THAT THE CITY RECEIVED COMMUNITY IMPACT FUNDING FOR THE DRAIN AND JOB SITE, THE CEMENT PAD AND SIDING AT CITY HALL, AND SIDEWALK AND ADA IMPROVEMENTS AT THE PARK. THE FUNDER WILL BE ANNOUNCED AFTER A FORMAL ANNOUNCEMENT ON THE 15TH. ANOTHER GRANT AWARD WILL BE REPORTED LATER.

ADJOURNMENT

MOTION TO ADJOURN MADE BY MAYOR PRO-TEM FLATEGRAFF AND SECONDED BY CARLSON AT 7:25PM. ALL MEMBERS PRESENT VOTED AYE.

ANDREW J. RUDLANG, MAYOR

ATTEST:

CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

Fund Name: All Funds

Date Range: 10/14/2026 To 10/22/2026

<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>
10/20/2026	Payroll Period Ending 10/17/2026	30709	10/4-10/17/2026 pay period	N	Clerk	100-41425-101-	\$ 1,678.14
Total For Check		30709					<u>\$ 1,678.14</u>
10/20/2026	Payroll Period Ending 10/17/2026	30710	10/4-10/17/2026 pay period	N	Public Works/Maintenance	100-43102-103-	\$ 774.48
Total For Check		30710					<u>\$ 774.48</u>
Total For Selected Checks							<u><u>\$ 2,452.62</u></u>

Date Range : 9/22/2026 To 10/22/2026

<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>
10/15/2026	Anderson Brothers Construction	Pay App #1 Engineer's Project No: 2026-10527 2026 Veterans Street Improvements	3065	\$181,719.46			
					100-43101-312-	Highways and Streets	30711 \$181,719.46
10/15/2026	Keep Out Pest Control Inc.	Invoice # 28237 Asian Lady Beetle & Box Elder Treatment	3068	\$171.80			
					100-41940-401-	General Government Buildings and Plant	30712 \$171.80
10/19/2026	Ratwik, Roszak & Maloney, P.A.	Inv. Num. 4744 Receive, review, research & respond to email	3069*	\$105.00			
					100-41610-304-	City/Town Attorney	30713 \$105.00
10/19/2026	Chosen Valley Testing, Inc.	COstruction Materials Testing Veterans Street Reconstruct Project 2-27479-26	3070	\$2,297.00			
					100-43101-312-	Highways and Streets	30714 \$2,297.00
10/21/2026	MCFOA Region II	November 6th, 2026 Region II Training in Finlayson	3071	\$20.00			
					100-41425-440-	Clerk	30715 \$20.00
10/21/2026	Sourcewell	September 2026 P & Z Services	3072	\$405.00			
					100-41910-311-	Planning and Zoning	30716 \$405.00
10/22/2026	Cassandra Delougherty	mileage and safety meeting snacks	3073	\$187.60			
					100-41425-331- 100-41120-810-	Clerk Legislative Committees and Special Bodies	30717 \$136.80 \$50.80
10/20/2026	PERA	10/04=10/17/26 pay period	EFT0087240 8	\$495.48			
					100-41501-115- 100-41501-115- 100-41501-121-	Payroll Administration Payroll Administration Payroll Administration	EFT \$157.66 \$72.38 \$265.44

Date Range : 9/22/2026 To 10/22/2026

<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>
10/20/2026	State of IA	CSE 10/04- 10/17/26 pay period	EFT2814474	\$60.00	100-41501-175-	Payroll Administration	EFT \$60.00
10/15/2026	Crow Wing Power	9/8/26 to 10/8/2026 electric service	EFT3045666	\$26.00	100-43160-381-	Street Lighting	EFT \$26.00
10/15/2026	Pequot Lakes Sanitation	Garbage service	EFT3162077 1	\$75.45	100-41940-384-	General Government Buildings and Plant	EFT \$75.45
10/15/2026	TDS	Phone and internet	EFT5684687 9052	\$178.60	100-41940-321-	General Government Buildings and Plant	EFT \$178.60
10/21/2026	Elan Financial Services	Adobe, CWC GIS, training reg. Smry, shop/office supplies, irrigation rental small tools,	EFTCD70075 DF1*	\$1,071.81	100-41110-433- 100-43102-240- 100-41425-440- 100-41940-215- 100-43101-221- 100-45202-416- 100-45202-221-	Council/Town Board Public Works/Maintenance Clerk General Government Buildings and Plant Highways and Streets Park Areas Park Areas	\$36.45 \$50.24 \$70.00 \$217.04 \$377.39 \$222.41 \$98.28
10/19/2026	Xcel Energy	Natural gas service	EFTd6601	\$53.43	100-41940-383-	General Government Buildings and Plant	EFT \$53.43
10/20/2026	LMCIT C/O Berkley Risk Admin.	Workers' Compensation 1004586-10 Agreement Period 10/01/2026-10/01/2027	EFT0826F4J SPK	\$1,035.00	100-41501-151-	Payroll Administration	EFT \$1,035.00

Date Range : 9/22/2026 To 10/22/2026

<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>
Total For Selected Claims				\$187,901.63			\$187,901.63

Date



AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 22ND, 2026

SUBJECT: AUTHORIZATION TO TRANSFER STREET RESERVE FUNDS – ANDERSON BROTHERS
PAY APPLICATION #1

REPORT: THE CITY CURRENTLY HAS \$234,194.52 IN ITS 4M FUND DESIGNATED FOR STREET RESERVES. ADDITIONALLY, THE CITY BUDGETED \$50,000 FOR STREETS IN THE 2026 GENERAL FUND BUDGET. TO COVER THE COST OF PAY APPLICATION #1 SUBMITTED BY ANDERSON BROTHERS FOR STREET IMPROVEMENTS, I AM REQUESTING COUNCIL AUTHORIZATION TO TRANSFER \$131,719.46 FROM THE 4M STREET RESERVE FUND AND UTILIZE THE \$50,000 BUDGETED FOR 2026 STREETS.

PROPOSED FUNDING ALLOCATION

FUNDING SOURCE	AMOUNT
4M STREET RESERVE FUND TRANSFER	\$131,719.46
2026 BUDGETED STREET FUNDS	\$50,000.00
TOTAL FUNDING REQUIRED FOR PAY APP #1 \$181,719.46	

FOLLOWING THE PROPOSED TRANSFER, THE REMAINING BALANCE IN THE 4M STREET RESERVE FUND WOULD BE \$102,475.06, EXCLUDING ANY ADDITIONAL INTEREST EARNED OR OTHER TRANSACTIONS.

REQUESTED ACTION: MOTION TO APPROVE RESOLUTION 26-10-348 AUTHORIZING THE TRANSFER OF \$131,719.46 FROM THE 4M STREET RESERVE FUND TO THE APPROPRIATE CITY OPERATING ACCOUNT AND APPROVE THE USE OF \$50,000 FROM THE 2026 STREETS BUDGET TO FUND ANDERSON BROTHERS PAY APPLICATION #1. THIS ALLOCATION WILL UTILIZE FUNDS PREVIOUSLY DESIGNATED FOR STREET IMPROVEMENTS WHILE MAINTAINING A BALANCE IN THE CITY'S STREET RESERVES FOR FUTURE PROJECTS.

RESOLUTION NO. 26-10-348

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE 4M STREET RESERVE ACCOUNT AND ALLOCATION OF 2026 BUDGETED STREET FUNDS FOR ANDERSON BROTHERS PAY APPLICATION #1

WHEREAS, THE CITY OF JENKINS MAINTAINS FUNDS DESIGNATED FOR STREET IMPROVEMENTS WITHIN ITS 4M STREET RESERVE ACCOUNT; AND

WHEREAS, THE CURRENT BALANCE OF THE 4M STREET RESERVE ACCOUNT IS \$234,194.52; AND

WHEREAS, THE CITY COUNCIL ALLOCATED \$50,000.00 FOR STREET IMPROVEMENTS WITHIN THE ADOPTED 2026 BUDGET; AND

WHEREAS, ANDERSON BROTHERS HAS SUBMITTED PAY APPLICATION #1 FOR STREET IMPROVEMENTS, REQUIRING A TOTAL FUNDING ALLOCATION OF \$181,719.46; AND

WHEREAS, THE CITY COUNCIL DESIRES TO UTILIZE EXISTING STREET RESERVES AND BUDGETED FUNDS TO SATISFY THIS FINANCIAL OBLIGATION WHILE MAINTAINING SUFFICIENT RESERVES FOR FUTURE STREET IMPROVEMENTS.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF JENKINS, MINNESOTA, HEREBY AUTHORIZES THE FOLLOWING:

1. THE TRANSFER OF \$131,719.46 FROM THE 4M STREET RESERVE ACCOUNT TO THE APPROPRIATE CITY OPERATING ACCOUNT FOR PAYMENT OF ANDERSON BROTHERS PAY APPLICATION #1.
2. THE ALLOCATION OF \$50,000.00 FROM THE ADOPTED 2026 STREETS BUDGET TOWARD THE SAME PAYMENT.
3. THE COMBINED ALLOCATION OF \$181,719.46 TOWARD ANDERSON BROTHERS PAY APPLICATION #1.
4. THE CITY CLERK-TREASURER IS HEREBY AUTHORIZED AND DIRECTED TO COMPLETE THE NECESSARY FUND TRANSFER, ACCOUNTING ENTRIES, AND RELATED FINANCIAL TRANSACTIONS IN ACCORDANCE WITH THE CITY'S ESTABLISHED FINANCIAL PROCEDURES.

BE IT FURTHER RESOLVED, THAT FOLLOWING THE AUTHORIZED TRANSFER, THE 4M STREET RESERVE ACCOUNT WILL RETAIN AN ESTIMATED BALANCE OF \$102,475.06, SUBJECT TO ANY ADDITIONAL INTEREST EARNINGS OR ACCOUNT ACTIVITY.

PASSED BY THE CITY COUNCIL OF THE CITY OF JENKINS, CROW WING COUNTY, MINNESOTA, THIS 27TH DAY OF OCTOBER, 2026.

ANDREW J. RUDLANG, MAYOR

ATTESTED:

CASSANDRA DELOUGHERTY, CITY CLERK-TREASURER

(LB)

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

Combined Statement of Receipts and Disbursements

As of 10/23/2026

	100 : General Fund	301 : 2023A Improvement Program Fund Account	404 : Savings Account	Total
Receipts:				
Taxes - General Property Taxes				
Current Ad Valorem Taxes	\$227,469.55	\$12,682.91	\$0.00	\$240,152.46
Penalties and Interest on Ad valorem Taxes	\$89.64	\$0.00	\$0.00	\$89.64
Principal on Special Assessments	\$0.00	\$19,067.61	\$0.00	\$19,067.61
Penalties and Interest on Special Assessments	\$0.00	\$1,895.89	\$0.00	\$1,895.89
Total	\$227,559.19	\$33,646.41	\$0.00	\$261,205.60
Licenses and Permits				
Alcoholic Beverages	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Building Permits (Excludes surcharge)	\$9,365.80	\$0.00	\$0.00	\$9,365.80
Septic permits	\$1,645.00	\$0.00	\$0.00	\$1,645.00
E-911 addressing/mailbox	\$900.00	\$0.00	\$0.00	\$900.00
Total	\$15,910.80	\$0.00	\$0.00	\$15,910.80
Intergovernmental Revenues (IGR)				
Local Government Aid	\$11,889.00	\$0.00	\$0.00	\$11,889.00
Small Cities Assistance	\$6,472.50	\$0.00	\$0.00	\$6,472.50
Funding from Other Sources	\$69,216.29	\$0.00	\$0.00	\$69,216.29
Total	\$87,577.79	\$0.00	\$0.00	\$87,577.79
Charges for Services				
Recording of Legal Instruments	\$46.00	\$0.00	\$0.00	\$46.00
Zoning and Subdivision Fees	\$1,875.00	\$0.00	\$0.00	\$1,875.00
Cemetery Revenues	\$550.00	\$0.00	\$0.00	\$550.00
Total	\$2,471.00	\$0.00	\$0.00	\$2,471.00
Fines and Forfeits				
Court Fines	\$3,294.34	\$0.00	\$0.00	\$3,294.34
Total	\$3,294.34	\$0.00	\$0.00	\$3,294.34
Miscellaneous Revenue				
MISCELLANEOUS REVENUES	\$6.00	\$0.00	\$250.00	\$256.00
Interest Earning	\$9,470.69	\$4,069.56	\$483.09	\$14,023.34
Contributions and Donations from Private Sources	\$10,813.00	\$0.00	\$153.00	\$10,966.00
Refunds and reimbursements	\$1,299.00	\$0.00	\$0.00	\$1,299.00
Total	\$21,588.69	\$4,069.56	\$886.09	\$26,544.34
Total Receipts	\$358,401.81	\$37,715.97	\$886.09	\$397,003.87
Other Financing Sources				
Sale of Assets	\$13,852.00	\$0.00	\$0.00	\$13,852.00
Total	\$13,852.00	\$0.00	\$0.00	\$13,852.00
Total Receipts and Other Financing Sources	\$372,253.81	\$37,715.97	\$886.09	\$410,855.87

Disbursements:

General Government

Council/Town Board- Current	\$22,712.21	\$0.00	\$0.00	\$22,712.21
Elections- Current	\$648.60	\$0.00	\$0.00	\$648.60
Recording and Reporting- Current	\$1,997.15	\$0.00	\$0.00	\$1,997.15
Clerk- Current	\$49,689.96	\$0.00	\$0.00	\$49,689.96
Payroll Administration- Current	\$60,466.37	\$0.00	\$0.00	\$60,466.37
Accounting- Current	\$9,000.00	\$0.00	\$0.00	\$9,000.00
City/Town Attorney- Current	\$921.00	\$0.00	\$0.00	\$921.00
Planning and Zoning- Current	\$7,508.00	\$0.00	\$0.00	\$7,508.00
General Government Buildings and Plant- Current	\$18,128.59	\$0.00	\$0.00	\$18,128.59
Insurance- Current	\$7,718.00	\$0.00	\$0.00	\$7,718.00
Total	\$178,789.88	\$0.00	\$0.00	\$178,789.88

Public Safety

Police Administration- Current	\$36,050.00	\$0.00	\$0.00	\$36,050.00
Fire Administration- Current	\$12,227.31	\$0.00	\$0.00	\$12,227.31
Total	\$48,277.31	\$0.00	\$0.00	\$48,277.31

Public Works

Highways and Streets- Current	\$59,438.50	\$0.00	\$0.00	\$59,438.50
Public Works/Maintenance- Current	\$18,632.28	\$0.00	\$0.00	\$18,632.28
Road and Bridge Equipment- Current	\$10,690.68	\$0.00	\$0.00	\$10,690.68
General Equipment- Current	\$1,482.59	\$0.00	\$0.00	\$1,482.59
Street Lighting- Current	\$6,729.37	\$0.00	\$0.00	\$6,729.37
New Sewer Services- Current	\$880.00	\$0.00	\$0.00	\$880.00
Weed Control- Current	\$895.76	\$0.00	\$0.00	\$895.76
Total	\$98,749.18	\$0.00	\$0.00	\$98,749.18

Culture-Recreation

Park Areas- Current	\$4,588.96	\$0.00	\$0.00	\$4,588.96
Total	\$4,588.96	\$0.00	\$0.00	\$4,588.96

Debt Service

Bond Principal- Current	\$0.00	\$31,000.00	\$0.00	\$31,000.00
Interest - Bonds- Current	\$0.00	\$12,187.50	\$0.00	\$12,187.50
Total	\$0.00	\$43,187.50	\$0.00	\$43,187.50

Total Disbursements	\$330,405.33	\$43,187.50		\$373,592.83
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AGENDA ITEM #

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 22ND, 2026

SUBJECT: RESOLUTION 26-10-349 – ACCEPTANCE OF DONATION OF CHRISTMAS DECORATIONS

REPORT: DEBBIE SILTMAN HAS GENEROUSLY OFFERED TO DONATE CHRISTMAS DECORATIONS TO THE CITY OF JENKINS FOR USE IN DECORATING CITY PROPERTY DURING THE HOLIDAY SEASON.

THE DONATION WILL PROVIDE AN OPPORTUNITY TO ENHANCE THE CITY'S HOLIDAY DISPLAYS, PROMOTE COMMUNITY SPIRIT, AND CREATE A FESTIVE ATMOSPHERE FOR RESIDENTS AND VISITORS AT NO COST TO THE CITY FOR THE DECORATIONS THEMSELVES.

THE CITY SINCERELY APPRECIATES MS. SILTMAN'S GENEROSITY AND WILLINGNESS TO CONTRIBUTE TO THE BEAUTIFICATION OF OUR COMMUNITY.

REQUESTED ACTION: MOTION TO APPROVE RESOLUTION 26-10-349 ACCEPTING DONATION.

RESOLUTION NO. 26-10-349
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, THE CITY OF JENKINS IS GENERALLY AUTHORIZED TO ACCEPT DONATIONS OF REAL AND PERSONAL PROPERTY PURSUANT TO MINNESOTA STATUTES SECTION 465.03 ET SEQ. FOR THE BENEFIT OF ITS CITIZENS AND IS SPECIFICALLY AUTHORIZED TO ACCEPT GIFTS.

WHEREAS, THE FOLLOWING PERSONS AND ENTITIES HAVE OFFERED TO CONTRIBUTE THE CASH AMOUNTS SET FORTH BELOW TO THE CITY:

<u>NAME OF DONOR</u>	<u>AMOUNT/ITEM</u>
DEBBIE SILTMAN	CHRISTMAS DECORATIONS

WHEREAS, THE TERMS OR CONDITIONS OF THE DONATIONS, IF ANY, ARE AS FOLLOWS:

FOR USE ON CITY GROUNDS

WHEREAS, ALL SUCH DONATIONS HAVE BEEN CONTRIBUTED TO THE CITY FOR THE BENEFIT OF ITS CITIZENS, AS ALLOWED BY LAW; AND

WHEREAS, THE CITY COUNCIL FINDS THAT IT IS APPROPRIATE TO ACCEPT THE DONATIONS OFFERED.

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

1. THE DONATION DESCRIBED ABOVE ARE ACCEPTED AND SHALL BE USED TO ESTABLISH AND/OR OPERATE SERVICES EITHER ALONE OR IN COOPERATION WITH OTHERS, AS ALLOWED BY LAW.

PASSED BY THE CITY COUNCIL OF JENKINS, MINNESOTA THIS 27TH DAY OF OCTOBER, 2026.

ANDREW J. RUDLANG, MAYOR

ATTESTED:

CASSANDRA DELOUGHERTY, CITY CLERK-TREASURER



AGENDA ITEM

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 22ND, 2026

SUBJECT: FOUNDATION FOR RURAL SERVICE GRANT AWARD

REPORT: THE CITY OF JENKINS HAS BEEN AWARDED **\$4,983.14** THROUGH THE FOUNDATION FOR RURAL SERVICE (FRS) COMMUNITY GRANT PROGRAM, IN PARTNERSHIP WITH EMILY COOPERATIVE TELEPHONE COMPANY.

THE GRANT WILL FULLY FUND THE PURCHASE AND SHIPPING OF **TWO ADA-ACCESSIBLE PICNIC TABLES AND FOUR ADDITIONAL PICNIC TABLES** FOR VETERANS PARK. THESE IMPROVEMENTS WILL PROVIDE MORE ACCESSIBLE AND COMFORTABLE SEATING FOR RESIDENTS AND VISITORS WHILE ENCOURAGING GREATER COMMUNITY USE OF THE PARK.

CURRENT ACTION ITEM: THANK-YOU VIDEO

AS PART OF THE GRANT AWARD REQUIREMENTS, THE CITY MUST SUBMIT A **THANK-YOU VIDEO BY NOVEMBER 6, 2026.**

THE VIDEO MUST FEATURE GRANT BENEFICIARIES EXPRESSING THEIR APPRECIATION AND INCLUDE A BRIEF OVERVIEW OF THE PROJECT AND HOW THE IMPROVEMENTS WILL BENEFIT THE COMMUNITY.

THE PARK COMMITTEE IS ENCOURAGED TO ASSIST WITH COORDINATING COMMUNITY MEMBERS OR PARK USERS WHO WOULD BE WILLING TO PARTICIPATE IN THE VIDEO.

THE FRS GRANT FUNDS WERE RECEIVED ON OCTOBER 21ST AND THE BENCHES AND TABLES WILL BE ORDERED THIS WEEK.

ADDITIONAL GRANT REQUIREMENTS

THE SIGNED AWARD LETTER, W-9, AND PHOTO RELEASE FORM WERE SUBMITTED BY CLERK-TREASURER DELOUGHERTY ON OCTOBER 5TH, AHEAD OF THE OCTOBER 30TH DEADLINE. PROJECT PHOTOGRAPHS, RECEIPTS, AND A FINAL REPORT WILL BE REQUIRED FOLLOWING IMPLEMENTATION.

REQUESTED ACTION: FOR INFORMATIONAL PURPOSES. COUNCIL PARTICIPATION MAY BE REQUESTED BY THE PARKS COMMITTEE FOR THE THANK-YOU VIDEO.