CITY COUNCIL MEETING AGENDA-UPDATED

MONDAY, NOVEMBER 9TH, 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
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DIAL BY LOCATION: (312) 626-6799 (US CHICAGO)
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NOTE: PRINTED MATERIALS RELATING TO AGENDA ITEMS ARE AVAILABLE FOR PUBLIC INSPECTION IN A THREE-RING BINDER BY COUNCIL CHAMBER ENTRANCE.

AGENDA UPDATES/ADDITIONS HIGHLIGHTED IN YELLOW

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA ADDITIONS/DELETIONS
4. CONSENT AGENDA
   - A. AGENDA
   - B. MINUTES OF THE OCTOBER 27TH, 2026 MEETING
   - C. OCTOBER 2026 BANK RECONCILIATION
   - D. PREWRITTEN PAYROLL CHECKS #30718-30726; **$4,364.35**
   - E. PROPOSED CHECK #S ~~30727- 30730 & EFT'S; **$8,773.92** TOTAL= $13,138.27~~
     30727-30733 & EFT'S; **$13,306.74** **TOTAL=$17,671.09**
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. NEW BUSINESS
7. UNFINISHED BUSINESS
   - A. VETERANS STREET IMPROVEMENT PROJECT
     - i. PAY APP #2 AND CHANGE ORDER REQUEST
   - B. PROPOSED ORDINANCE AMENDING DEFINITIONS, LAND USE MATRIX, AND NOTES TO TABLE
     - i. ORD. AMENDMENT O-26-54
     - ii. SUMMARY ORDINANCE FOR PUBLICATION
   - C. PERMANENT PARK LIGHTING FUNDING REQUEST FROM PRAF
     - i. RESOLUTION 26-11-350
   - D. CITY OF JENKINS/JENKINS TOWNSHIP MUTUAL AID AGREEMENT
     - i. DRAFT AGREEMENT FOR APPROVAL
   - E. 2027 FINAL LEVY/BUDGET
     - i. 2027 PROPOSED BUDGET WORKSHEET REPORT
     - ii. 2026 INTERIM FINANCIAL REPORT
     - iii. PERSONNEL COMMITTEE REPORT & RECOMMENDATIONS
8. REPORTS OF OFFICERS, COMMITTEES, STAFF
   - A. MAYOR'S REPORT
   - B. CLERK'S REPORT
     - i. GRANT UPDATES
       1. FRS GRANT
          - a. RESOLUTION 26-11-351 ACCEPTING DONATION
       2. COMMUNITY IMPACT
       3. COMMUNITY MATCH APPLICATION
   - C. PARK COMMITTEE REPORT
9. MISCELLANEOUS/COMMUNICATION
10. ADJOURNMENT

OCTOBER 27TH, 2026
JENKINS CITY COUNCIL
MEETING MINUTES

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ROLL CALL

PRESENT: MAYOR ANDREW RUDLANG, COUNCILMEMBER ROMAN SILTMAN, COUNCILMEMBER RYAN BARNETT, COUNCILMEMBER JORY CARLSON, CITY CLERK-TREASURER CASSANDRA DELOUGHTERTY
ABSENT: MAYOR PRO-TEM JERIMEY FLATEGRAFF (ABSENT AT ROLL CALL; JOINED THE MEETING DURING UNFINISHED BUSINESS: ITEM A AT 6:06PM)

AGENDA ADDITIONS/DELETIONS

NO ADDITIONS OR DELETIONS WERE REQUESTED.

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**

NO ITEMS WERE PULLED FOR DISCUSSION.

MOTION TO APPROVE THE CONSENT AGENDA WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY COUNCILMEMBER CARLSON. ALL PRESENT VOTED AYE. THE MOTION CARRIED.

OPEN FORUM

NO MEMBERS OF THE PUBLIC WISHED TO SPEAK DURING OPEN FORUM IN PERSON OR VIA ZOOM.

UNFINISHED BUSINESS

A. AUTHORIZATION TO TRANSFER STREET RESERVE FUNDS – ANDERSON BROTHERS PAY APPLICATION #1

I. RESOLUTION 26-10-348

CLERK-TREASURER DELOUGHTERTY EXPLAINED THAT PAY APPLICATION #1 HAD BEEN APPROVED AT THE PREVIOUS MEETING, BUT THE FUNDING SOURCE HAD NOT BEEN IDENTIFIED. THE 4M STREET RESERVE FUND HELD $234,194.52. THE 2026 GENERAL FUND BUDGET INCLUDED $50,000 FOR STREETS. SHE REQUESTED THAT $131,719.46 BE TRANSFERRED FROM THE 4M STREET RESERVE FUND AND THAT THE $50,000 IN BUDGETED STREET FUNDS BE USED, FOR A COMBINED $181,719.46. THIS WOULD LEAVE AN ESTIMATED $102,475.06 IN THE 4M STREET RESERVE FUND. MAYOR RUDLANG SAID A RESOLUTION PROVIDED A DELIBERATE RECORD OF WHY THE FUNDS WERE MOVING. COUNCIL DISCUSSED RETAINAGE. THE CLERK-TREASURER REPORTED THAT THE ENGINEER EXPECTED TO SUBMIT ONE FINAL, SMALLER PAY APPLICATION, POSSIBLY BY THE NOVEMBER 9 MEETING. COUNCIL AGREED TO DOCUMENT THE FUNDING SOURCE FOR THAT PAYMENT IN THE SAME MANNER.

MOTION TO APPROVE RESOLUTION 26-10-348, AUTHORIZING THE TRANSFER OF $131,719.46 FROM THE 4M STREET RESERVE FUND AND THE ALLOCATION OF $50,000.00 FROM THE 2026 BUDGETED STREET FUNDS FOR ANDERSON BROTHERS PAY APPLICATION #1, WAS MADE BY COUNCILMEMBER CARLSON AND SECONDED BY COUNCILMEMBER SILTMAN. THE MOTION CARRIED WITH ALL AYES.

B. 2027 Final Levy/Budget

i. 2027 Proposed Budget Worksheet Report

Clerk-Treasurer Deloughterty verified that Council had received a more detailed Excel report via email. She reported that the 2026 employer payroll tax and related lines may have been underbudgeted after payroll costs were consolidated into Payroll Administration. Additional voluntary withholdings and the Minnesota Paid Leave premiums, which were not initially set up in CTAS, may also have affected the lines. She will further report the variance at the next meeting.

Mayor Rudlang reported that the Personnel Committee had met before the meeting and that a further recommendation may follow at a later date.

The Mayor also raised the possibility of budgeting about $20–$25 per month for an AI subscription for office staff, to assist with grant writing and research. Council members expressed general support, noted that all output must be reviewed by staff, and suggested it could replace the current minutes service. The Clerk-Treasurer will run a side-by-side comparison of this meeting's recording and check for League of Minnesota Cities guidance on data use. A formal proposal will be brought to a future meeting.

The Clerk-Treasurer also reported that the public works pickup plow and its mount were worn and bent. She will bring replacement and attachment options to Council.

No budget action was taken.

ii. 2026 receipts/disbursements to date

Mayor Pro-Tem Flategraff identified a duplicate entry in the disbursements for the September IRS payroll tax EFT, which appeared on both the October 1 and October 13 listings. Clerk-Treasurer Deloughterty confirmed the duplicate, thanked him for the catch, and will remove it and review similar entries.

New Business

A. Resolution 26-10-349 – Acceptance of Donation of Christmas Decorations

Mayor Rudlang explained that a formal resolution accepting donations, whether cash, in-kind or physical items, is a good practice. The Clerk-Treasurer noted that the resolution's reference to "cash amounts" should be corrected because the donation was Christmas decorations. Council asked that a thank-you card be sent to the donor, Debbie Siltman.

Motion to adopt Resolution 26-10-349, accepting the donation of Christmas decorations, was made by Mayor Pro-Tem Flategraff and seconded by Mayor Rudlang. The motion carried with all ayes.

Reports of Officers, Committees, Staff

A. Mayor's Report

Mayor Rudlang reported that the Scenic Byway's annual dinner would be held November 11. The cost was $40 per person, and the dinner is a fundraiser for the byway. Members wishing to attend were asked to notify the Clerk-Treasurer so a notice of a possible quorum can be posted.

B. Clerk's Report

Clerk-Treasurer Deloughterty reported that she had successfully acquired four patio tables with four chairs each at no cost through a Sourcewell public surplus auction. They are being stored at the ball field, and a few replacement foot caps will need to be purchased. She reported that the City had received a $4,983 Foundation for Rural Service grant for ADA-accessible and standard picnic tables. She was pursuing the best shipping options with the vendor, since adding benches changed the shipping cost considerably. Drainage work and vinyl siding at City Hall were expected to proceed, with the siding contractor to advise on any cost difference for a darker color.

A PUBLIC HEARING IS SCHEDULED FOR NEXT MONDAY RELATED TO DEFINING & REGULATING ACCESSORY USES & STRUCTURES, AGRICULTURAL USES & STRUCTURES, AND MULTI-FAMILY DWELLINGS. THE PLANNING COMMISSION WILL NOT MEET IN DECEMBER, FREEING THAT DATE FOR BUDGET DISCUSSION.

C. PARK COMMITTEE REPORT

COUNCILMEMBER SILTMAN REPORTED ON BEHALF OF THE PARK COMMITTEE THAT THE **NOVEMBER AND DECEMBER PARK COMMITTEE MEETINGS WOULD MOVE TO THE THIRD THURSDAY OF THE MONTH BECAUSE THE FOURTH THURSDAY FALLS ON THANKSGIVING AND CHRISTMAS EVE.**
THE OUTLET WORK BY A&R ELECTRIC AND THE TRENCHING BY MAYOR PRO-TEM FLATEGRAFF & COMMUNITY MEMBER AARON HAFF HAD BEEN COMPLETED. COUNCIL ASKED THAT A THANK-YOU CARD BE SENT TO MR. HAFF. THE TRUNK-OR-TREAT WAS SCHEDULED FOR SATURDAY FROM 4:00 TO 8:00 PM, WITH VOLUNTEERS LINING UP AROUND 3:30 PM AND THE ROAD CLOSED AT 4:00 PM. COUNCIL HAD NO OBJECTION TO PRINTING CITY-BRANDED FLYERS FOR THE PARK LIGHTING EVENT AND EASTER EGG HUNT. THE COUNCIL DISCUSSED ORDERING HIGH-VISIBILITY VESTS. **BY COUNCIL CONSENSUS, CLERK-TREASURER WAS AUTHORIZED TO RESEARCH MINIMUM ORDER QUANTITIES AND PRICING, AND WORK WITH COUNCILMEMBER SILTMAN TO ORDER VESTS AND BANNERS FOR THE PARK LIGHTING.**

MOTION MADE BY MAYOR PRO-TEM FLATEGRAFF AND SECONDED BY MAYOR RUDLANG AUTHORIZING CLERK-TREASURER TO PREPARE A RESOLUTION REQUESTING THE FUNDS EXPENDED FOR TWO A&R ELECTRIC BILLS FOR PERMANENT PARK LIGHTING FROM PRAF.

MOTION TO AUTHORIZE THE SALE OF SPONSORSHIPS FOR THE PARK LIGHTING EVENT, WITH PROCEEDS TO THE CITY'S CHRISTMAS LIGHT FUNDS, WAS MADE BY MAYOR PRO-TEM FLATEGRAFF AND SECONDED BY COUNCILMEMBER BARNETT. THE MOTION CARRIED.

COUNCIL NOTED THAT THE CITY MAY SOLICIT SPONSORSHIPS BUT MAY NOT SOLICIT DONATIONS, ALTHOUGH DONATIONS THAT ARE OFFERED MAY BE ACCEPTED. COUNCILMEMBER SILTMAN SHARED THAT A SPONSORSHIP LETTER WAS BEING PREPARED. CLERK DELOUGHERTY WAS ASKED BY MAYOR RUDLANG IF SHE HAD ANY KNOWLEDGE ON WHAT'S ALLOWED RELATING TO CITY SPONSORSHIPS. DELOUGHERTY STATED THAT SHE IS ADMITTEDLY NOT WELL-VERSED ON THE TYPES OF CITY SOLICITATIONS THAT ARE LAWFULLY ALLOWED AND HAS DONE LITTLE RESEARCH ON THE MATTER OF DONATIONS AND SOLICITATIONS SINCE THE CITY BEGAN WORKING WITH PRAF AS A NON-PROFIT PARTNER. SHE WILL DO DEEPER RESEARCH ON REQUIREMENTS AND RESTRICTIONS ONCE THE LETTER/FLYER IS PREPARED AND THE SCOPE OF SPONSORSHIPS IS CLEARLY DEFINED.

MISCELLANEOUS/COMMUNICATION

A. FOUNDATION FOR RURAL SERVICE GRANT APPROVED

COUNCIL WAS REMINDED BY COUNCILMEMBER SILTMAN THAT THE GRANT REQUIRES A THANK-YOU VIDEO BY NOVEMBER 6. MAYOR PRO-TEM FLATEGRAFF AGREED TO MEET COUNCILMEMBER SILTMAN AT THE PARK AROUND 3:00 PM SATURDAY, BEFORE THE TRUNK-OR-TREAT, TO RECORD A SHORT VIDEO. PARKS REPRESENTATIVES WILL PREPARE A SCRIPT. COUNCIL ALSO AGREED TO SEND THANK-YOU CORRESPONDENCE ON BEHALF OF THE CITY.

ADJOURNMENT

MOTION TO ADJOURN WAS MADE BY COUNCILMEMBER BARNETT AND SECONDED BY MAYOR PRO-TEM FLATEGRAFF AT 6:59 PM. MOTION CARRIED WITH ALL AYES.

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ANDREW J. RUDLANG, MAYOR

ATTEST:

_____
CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

City of Jenkins

Cash Control Statement OCTOBER 2026

11/3/2026

For the Period : **10/1/2026 To 10/31/2026**

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	$426,068.78	$59,876.68	$215,448.57	$270,496.89	$0.00	$184,859.70	$455,356.59
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	$178,197.60	$496.78	$0.00	$178,694.38	$0.00	$0.00	$178,694.38
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	$243,077.24	$53.22	$0.00	$243,130.46	$0.00	$0.00	$243,130.46
2023 Street Improvements Construction	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$847,343.62**	**$60,426.68**	**$215,448.57**	**$692,321.73**	**$0.00**	**$184,859.70**	**$877,181.43**

Date

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
10/05/2026	LMC	40086	LMCIT workers' comp dividend	(10/05/2026) -	N	Refunds and reimbursements	100-36240-	$ 1,209.00
								$ 1,209.00
10/06/2026	Zachary Knoblauch	40087	Land Use Permit 26-863 50x80 shouse and SSTS design review & inspection	(10/06/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	$ 600.00
						Septic permits	100-32215-	$ 235.00
								$ 835.00
10/13/2026	Chad Weik	40088	Land Use Permit 26-864 40x64 & 12x64 accessory structure w/out plumbing	(10/15/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	$ 499.20
								$ 499.20
10/15/2026	Evan Mykkanen	40089	Driveway Permit and E911 Application	(10/15/2026) -	N	Building Permits (Excludes surcharge)	100-32210-	$ 50.00
						E-911 addressing/mailbox	100-32251-	$ 100.00
								$ 150.00
10/15/2026	Crow Wing County	40093	September 2026 Fines	(10/13/2026) -	N	Court Fines	100-35101-	$ 429.93
								$ 429.93
10/21/2026	Sourcewell	40090	2026-2027 Comm. Impact Funding for City hall siding&drainage/VPark ADA imprmts-sidewalks	(10/21/2026) -	N	Funding from Other Sources	100-33640-903	$ 50,000.00
								$ 50,000.00
10/23/2026	Foundation for Rural Service	40091	FRS Grant ADA Benches & Tables	(10/23/2026) -	N	Funding from Other Sources	100-33640-906	$ 4,983.14
								$ 4,983.14
10/28/2026	City of Lake Shore	40092	1/2 cost of diesel air compressor rental for end of season irrigation blow out	(10/28/2026) -	N	Refunds and reimbursements	100-36240-	$ 111.21
								$ 111.21

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P		Total
10/30/2026	State of Minnesota	40094	Market Value Agricultural Credit	(10/30/2026) -	N	Agricultural Market Value Credit	100-33426-	$	501.91
								$	**501.91**
10/30/2026	First National Bank	40095	interest	(10/30/2026) -	N	Interest Earning	100-36210-	$	20.46
						Interest Earning	404-36210-	$	53.22
								$	**73.68**
10/30/2026	PMA-4M	40096	interest & dividends GO-$496.78, MM-$368.04 Reserves-$768.79	(10/31/2026) -	N	Interest Earning	100-36210-	$	368.04
						Interest Earning	100-36210-	$	768.79
						Interest Earning	301-36210-	$	496.78
								$	**1,633.61**
Total for Selected Receipts								**$**	**60,426.68**

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
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**
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**					**$ 180.87**
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**					**$ 1,678.14**
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**					**$ 533.82**
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**					**$ 230.87**
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**					**$ 774.48**
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**					**$ 281.99**
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**					**$ 277.05**
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**					**$ 230.87**
10/13/2026	A&R Electric LLC	30696	9-Flag Display Lighting	N	Park Areas	100-45202-530-	$ 712.25
	Total For Check	**30696**					**$ 712.25**

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/13/2026	Sourcewell	30697*	August 2026 P & Z Services	N	Planning and Zoning	100-41910-311-	$ 420.00
	Total For Check	**30697**					**$ 420.00**
10/13/2026	Ratwik, Roszak & Maloney, P.A.	30698	Inv. Num. 4297 Review and respond to emails regarding Ag structures (0.4hrs @ $210/hr)	N	City/Town Attorney	100-41610-304-	$ 84.00
	Total For Check	**30698**					**$ 84.00**
10/13/2026	Tri-County Septic Inspection	30699	Design Review, Peterson (Drake) Insps TW Miller (Norway) DC Const (Blaze) Rudback(2nd Ave)	N	New Sewer Services	100-43254-310-	$ 635.00
	Total For Check	**30699**					**$ 635.00**
10/13/2026	Crow Wing County Land Services	30700	Inv. 10368 E911 addressing 26260527, 26350540	N	Council/Town Board	100-41110-310-	$ 50.00
	Total For Check	**30700**					**$ 50.00**
10/13/2026	Keep Out Pest Control	30701	Invoice #26989 Seasonal exterior power treatment for pests/bugs	N	General Government Buildings and Plant	100-41940-401-	$ 171.80
	Total For Check	**30701**					**$ 171.80**
10/13/2026	Joe Johnson Septic Service	30702	2 satellites at Jenkins Ball Field from 5/5/26 to 9/16/26 $130/month per satellite	N	Park Areas	100-45202-310-	$ 1,170.00
	Total For Check	**30702**					**$ 1,170.00**
10/13/2026	Melvin Templin	30703	Plow Truck control lever replacement ($297.50) Pickup plow mount troubleshooting ($85)	N	Road and Bridge Equipment	100-43126-221-	$ 382.50
	Total For Check	**30703**					**$ 382.50**
10/13/2026	City of Pequot Lakes	30704	Invoice No: 2669 October 2026 Police Contract	N	Police Administration	100-42110-315-	$ 3,605.00
	Total For Check	**30704**					**$ 3,605.00**
10/13/2026	Widseth Smith Nolting & Assoc., Inc	30705*	Inv248713 V St Impmnts ($8136.25) & Inv248712 TH-371 project mtg w/MnDOT & D. Reese ($375)	N	Highways and Streets	100-43101-303-	$ 8,511.25
	Total For Check	**30705**					**$ 8,511.25**

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/13/2026	On Systems Inc.	30706	October Inv#1309 Managed services and web hosting	N	Council/Town Board	100-41110-209-	$ 298.26
	Total For Check	**30706**					**$ 298.26**
10/13/2026	Auto Value	30707	Invoice# ID-23465729	N	Public Works/Maintenance	100-43102-215-	$ 2.97
	Total For Check	**30707**					**$ 2.97**
10/13/2026	Crow Wing County	30708	Invoice Number 10714 Mail Balloting fees 2026 Primary	N	Elections	100-41410-310-	$ 648.60
	Total For Check	**30708**					**$ 648.60**
10/13/2026	PERA	EFT00870310	9/20=10/03/26 pay period	N	Payroll Administration	100-41501-115-	$ 157.66
		EFT00870310				100-41501-115-	$ 72.38
		EFT00870310				100-41501-121-	$ 265.44
	Total For Check	**EFT00870310**					**$ 495.48**
10/13/2026	Internal Revenue Service	EFT02063813	September 2026 Q3 941 obligation	N	Payroll Administration	100-41501-122-	$ 1,174.74
		EFT02063813				100-41501-135-	$ 274.80
		EFT02063813				100-41501-170-	$ 763.63
	Total For Check	**EFT02063813**					**$ 2,213.17**
10/13/2026	State of IA	EFT02807984	CSE 9/20- 10/3/26 pay period	N	Payroll Administration	100-41501-175-	$ 60.00
	Total For Check	**EFT02807984**					**$ 60.00**
10/13/2026	WEX BANK	EFT37691008	FUEL	N	Road and Bridge Equipment	100-43126-212-	$ 233.50
	Total For Check	**EFT37691008**					**$ 233.50**
10/13/2026	MN Power	EFT9604006-4	B & G and street lights	N	General Government Buildings and Plant	100-41940-381-	$ 365.52
		EFT9604006-4			Street Lighting	100-43160-381-	$ 616.06
	Total For Check	**EFT9604006-4**					**$ 981.58**
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**					**$ 1,678.14**
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**					**$ 774.48**
10/27/2026	Anderson Brothers Construction	30711	Pay App #1 Engineer's Project No: 2026-10527 2026 Veterans Street Improvements	N	Highways and Streets	100-43101-312-	$ 181,719.46

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
	Total For Check	**30711**					**$ 181,719.46**
10/27/2026	Keep Out Pest Control Inc.	30712	Invoice # 28237 Asian Lady Beetle & Box Elder Treatment	N	General Government Buildings and Plant	100-41940-401-	$ 171.80
	Total For Check	**30712**					**$ 171.80**
10/27/2026	Ratwik, Roszak & Maloney, P.A.	30713*	Inv. Num. 4744 Receive, review, research & respond to email	N	City/Town Attorney	100-41610-304-	$ 105.00
	Total For Check	**30713**					**$ 105.00**
10/27/2026	Chosen Valley Testing, Inc.	30714	COnstruction Materials Testing Veterans Street Reconstruct Project 2-27479-26	N	Highways and Streets	100-43101-312-	$ 2,297.00
	Total For Check	**30714**					**$ 2,297.00**
10/27/2026	MCFOA Region II	30715	November 6th, 2026 Region II Training in Finlayson	N	Clerk	100-41425-440-	$ 20.00
	Total For Check	**30715**					**$ 20.00**
10/27/2026	Sourcewell	30716	September 2026 P & Z Services	N	Planning and Zoning	100-41910-311-	$ 405.00
	Total For Check	**30716**					**$ 405.00**
10/27/2026	Cassandra Delougherty	30717	mileage and safety meeting snacks	N	Legislative Committees and Special Bodies	100-41120-810-	$ 50.80
		30717			Clerk	100-41425-331-	$ 136.80
	Total For Check	**30717**					**$ 187.60**
10/27/2026	PERA	EFT00872408	10/04=10/17/26 pay period	N	Payroll Administration	100-41501-115-	$ 157.66
		EFT00872408				100-41501-115-	$ 72.38
		EFT00872408				100-41501-121-	$ 265.44
	Total For Check	**EFT00872408**					**$ 495.48**
10/27/2026	State of IA	EFT2814474	CSE 10/04- 10/17/26 pay period	N	Payroll Administration	100-41501-175-	$ 60.00
	Total For Check	**EFT2814474**					**$ 60.00**
10/27/2026	Crow Wing Power	EFT3045666	9/8/26 to 10/8/2026 electric service	N	Street Lighting	100-43160-381-	$ 26.00
	Total For Check	**EFT3045666**					**$ 26.00**
10/27/2026	Pequot Lakes Sanitation	EFT31620771	Garbage service	N	General Government Buildings and Plant	100-41940-384-	$ 75.45
	Total For Check	**EFT31620771**					**$ 75.45**

Fund Name: All Funds

Date Range: 10/01/2026 To 10/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P		Total
10/27/2026	TDS	EFT56846879	Phone and internet	N	General Government Buildings and Plant	100-41940-321-	$	178.60
	Total For Check	**EFT56846879**					**$**	**178.60**
10/27/2026	Elan Financial Services	EFTCD70075[	Adobe, CWC GIS, training reg. Smry, shop/office supplies, irrigation rental small tools,	N	Council/Town Board	100-41110-433-	$	36.45
		EFTCD70075[			Clerk	100-41425-440-	$	70.00
		EFTCD70075[			General Government Buildings and Plant	100-41940-215-	$	217.04
		EFTCD70075[			Highways and Streets	100-43101-221-	$	377.39
		EFTCD70075[			Public Works/Maintenance	100-43102-240-	$	50.24
		EFTCD70075[			Park Areas	100-45202-221-	$	98.28
		EFTCD70075[				100-45202-416-	$	222.41
	Total For Check	**EFTCD70075[**					**$**	**1,071.81**
10/27/2026	Xcel Energy	EFTd6601	Natural gas service	N	General Government Buildings and Plant	100-41940-383-	$	53.43
	Total For Check	**EFTd6601**					**$**	**53.43**
10/27/2026	LMCIT C/O Berkley Risk Admin.	EFTO826F4JS[	Workers' Compensation 1004586-10 Agreement Period 10/01/2026- 10/01/2027	N	Payroll Administration	100-41501-151-	$	1,035.00
	Total For Check	**EFTO826F4JS[**					**$**	**1,035.00**
Total For Selected Checks							**$**	**215,448.57**

For the month ending:	October 31, 2026							
Bank account	Account #	Balance	O/S Checks	O/S Deposits	Ending Bal.	Check #	O/S check amt.
First National Bank						30485	$141.44
Checking (NOW)	XXX769	269,929.57	184,859.70		85,069.87	30711	$181,719.46
Savings	XXXX989	107,969.29			107,969.29	30712	$171.80
4-year CD	XXXXX423	0.00	0.00	0.00	0.00	30713	$105.00
4 M Fund					0.00	30714	$2,297.00
Bond	*XXX201*	*151,833.81*			151,833.81	30715	$20.00
Money Market	XXX101	112,485.45			112,485.45	30716	$405.00
Money Market - Street Reserves	XX102	234,963.31			234,963.31		
CD #XXXX612-1 (Mat. 3/17/25)		0.00			0.00		
		0.00			0.00		
TS #XXXX98-1 (Mat. 5/29/25)	XXX102				0.00		
CD #XXXX270-1 (Mat. 5/28/25)	XXX102				0.00		
4M Fund TOTAL		**499,282.57**		Totals	692,321.73		
				Cash per CTAS	692,321.73		
				Difference	0.00		

Assigned Operational (6 months)	194,879.76
Operational Reserve	0.00
Committed Funds	366,154.33
Debt Service	131,287.64
Fund Balance Total	**692,321.73**

Commited Funds Breakdown

Future Streets	345,031.90	(4M fund)
Parks and Rec	6,086.74	donations
Gambling Proceeds	0.00	
Heavy Equipment**	15,035.69	

match funds, surplus equipment sales of $3,601 (Zero-Turn) and $,9551 (Bobcat) PLUS $10K added to equipment reserves in 2026 budget

TOTAL	**366,154.33**

Commited Funds total balance to remain unchanged unless approved by City Council.

$184,859.70

City of Jenkins

Disbursements Register

AGENDA ITEM: 4D 11/5/2026

Fund Name: All Funds

Date Range: 10/28/2026 To 11/05/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P		Total
11/03/2026	Payroll Period Ending 10/31/2026	30718	10/18-10/31/2026 pay period, CC pay, health stipen	N	Council/Town Board	100-41110-106-	$	230.87
	Total For Check	**30718**					**$**	**230.87**
11/03/2026	Payroll Period Ending 10/31/2026	30719	10/18-10/31/2026 pay period, CC pay, health stipen	N	Council/Town Board	100-41110-106-	$	180.87
	Total For Check	**30719**					**$**	**180.87**
11/03/2026	Payroll Period Ending 10/31/2026	30720	10/18-10/31/2026 pay period, CC pay, health stipen	N	Clerk	100-41425-101-	$	1,678.14
	Total For Check	**30720**					**$**	**1,678.14**
11/03/2026	Payroll Period Ending 10/31/2026	30721	10/18-10/31/2026 pay period, CC pay, health stipen	N	Payroll Administration	100-41501-131-	$	518.33
	Total For Check	**30721**					**$**	**518.33**
11/03/2026	Payroll Period Ending 10/31/2026	30722	10/18-10/31/2026 pay period, CC pay, health stipen	N	Council/Town Board	100-41110-106-	$	230.87
	Total For Check	**30722**					**$**	**230.87**
11/03/2026	Payroll Period Ending 10/31/2026	30723	10/18-10/31/2026 pay period, CC pay, health stipen	N	Public Works/Maintenance	100-43102-103-	$	774.48
	Total For Check	**30723**					**$**	**774.48**
11/03/2026	Payroll Period Ending 10/31/2026	30724	10/18-10/31/2026 pay period, CC pay, health stipen	N	Payroll Administration	100-41501-131-	$	242.87
	Total For Check	**30724**					**$**	**242.87**
11/03/2026	Payroll Period Ending 10/31/2026	30725	10/18-10/31/2026 pay period, CC pay, health stipen	N	Council/Town Board	100-41110-106-	$	277.05
	Total For Check	**30725**					**$**	**277.05**
11/03/2026	Payroll Period Ending 10/31/2026	30726	10/18-10/31/2026 pay period, CC pay, health stipen	N	Council/Town Board	100-41110-106-	$	230.87
	Total For Check	**30726**					**$**	**230.87**
Total For Selected Checks							**$**	**4,364.35**

City of Jenkins **Claims List for Approval** UPDATED AGENDA ITEM: 4E **11/9/2026**

Date Range : **10/27/2026 To 11/9/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name		Detail
10/28/2026	Auto Value	Invoice# 66290837	3074	$438.96				
					100-43127-221-	General Equipment	30727	$438.96
11/04/2026	Widseth Smith Nolting & Assoc., Inc	Inv#249342 Project2026-10527 Constr. Admin Veterans St,	3075*	$3,047.50				
					100-43101-303-	Highways and Streets	30728	$3,047.50
11/05/2026	On Systems Inc.	November Inv#13389 Managed services and web hosting	3076	$298.42				
					100-41110-209-	Council/Town Board	30729	$298.42
11/05/2026	Cassandra Delougherty	mileage reimbursement	3077	$158.08				
					100-41425-331-	Clerk	30730	$158.08
11/09/2026	City of Pequot Lakes	Invoice No: 2691 November 2026 Police Contract	3078	$3,605.00				
					100-42110-315-	Police Administration	30731	$3,605.00
11/09/2026	Tri-County Septic Inspection	Des Review: PID 26270773, Inspections: PIDs26220511, 26270773, 26270736, 26220530	3079*	$835.00				
					100-43254-310-	New Sewer Services	30732	$835.00
11/09/2026	Victor Lundeen Company	Invoice# 471583 Product# ENVCTAS-2 Double Window Envelope CTAS	3080	$92.82				
					100-41425-208-	Clerk	30733	$92.82
11/03/2026	PERA	10/18=10/31/26 pay period	EFT0874193	$495.48				
					100-41501-115-	Payroll Administration	EFT	$157.66
					100-41501-115-	Payroll Administration		$72.38
					100-41501-121-	Payroll Administration		$265.44
11/03/2026	State of IA	CSE 10/18- 10/31/26 pay period	EFT2819452	$60.00				

Date Range : **10/27/2026 To 11/9/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name		Detail
					100-41501-175-	Payroll Administration	EFT	$60.00
11/04/2026	Pequot Lakes Sanitation	Garbage service	EFT31817653	$45.35				
					100-41940-384-	General Government Buildings and Plant	EFT	$45.35
11/05/2026	Internal Revenue Service	October 2026 Q4 941 obligation	EFT448747	$3,429.92				
					100-41501-122-	Payroll Administration	EFT	$928.25
					100-41501-135-	Payroll Administration		$217.15
					100-41501-170-	Payroll Administration		$2,284.52
11/05/2026	MN Power	B & G and street lights	EFT9673935-942	$800.21				
					100-43160-381-	Street Lighting	EFT	$619.03
					100-41940-381-	General Government Buildings and Plant		$181.18
Total For Selected Claims				**$13,306.74**				**$13,306.74**

_____ _____

Date

Contractor's Application for Payment

Owner:	City of Jenkins	**Owner's Project No.:**	
Engineer:	Widseth Smith Nolting & Assoc Inc.	**Engineer's Project No.:**	2026-10527
Contractor:	Anderson Brothers Construction Co of Bra	**Contractor's Project No.:**	
Project:	2026 Veterans Street Improvements		
Contract:	2026 Veterans Street Improvements		
Application No.:	02	**Application Date:**	11/1/2026
Application Period:	**From** 10/1/2026	**to**	10/31/2026

1. Original Contract Price		$ 199,297.23
2. Net change by Change Orders		$ -
3. Current Contract Price (Line 1 + Line 2)		$ 199,297.23
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		$ 191,283.64
5. Retainage		
a. 2% X $ 191,283.64 Work Completed		$ 3,825.67
b. X $ - Stored Materials		$ -
c. Total Retainage (Line 5.a + Line 5.b)		$ 3,825.67
6. Amount eligible to date (Line 4 - Line 5.c)		$ 187,457.97
7. Less previous payments (Line 6 from prior application)		$ 181,719.46
8. Amount due this application		$ 5,738.51
9. Balance to finish, including retainage (Line 3 - Line 4)		$ 8,013.59

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Anderson Brothers Construction of Brainerd, LLC

Signature: [signature] **Date:** 11/6/2026

Recommended by Engineer	**Approved by Owner**
By: [signature]	**By:**
Title: Project Engineer	**Title:** City Clerk - Treasurer
Date: 11-06-2026	**Date:**
Approved by Funding Agency	
By:	**By:**
Title:	**Title:**
Date:	**Date:**

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Jenkins
Engineer:	Widseth Smith Nolting & Assoc Inc.
Contractor:	Anderson Brothers Construction Co of Brainerd, LLC
Project:	2026 Veterans Street Improvements
Contract:	2026 Veterans Street Improvements

Owner's Project No.:	
Engineer's Project No.:	2026-10527
Contractor's Project No.:	

Application No.: 02 **Application Period:** From 10/01/26 to 10/31/26 **Application Date:** 11/01/26

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
	Original Contract										
1	MOBILIZATION	1	LUMP SUM	16,500.00	16,500.00	1.00	16,500.00		16,500.00	100%	-
2	CLEARING	3	EACH	125.00	375.00	-	-		-	0%	375.00
3	GRUBBING	3	EACH	125.00	375.00	-	-		-	0%	375.00
4	SALVAGE MAIL BOX SUPPORT	3	EACH	55.00	165.00	3.00	165.00		165.00	100%	-
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	373	LIN FT	2.30	857.90	373.00	857.90		857.90	100%	-
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	648	SQ YD	5.00	3,240.00	648.00	3,240.00		3,240.00	100%	-
7	REMOVE CONCRETE PAVEMENT	200	SQ YD	10.00	2,000.00	-	-		-	0%	2,000.00
8	SALVAGE SIGN	6	EACH	110.00	660.00	4.00	440.00		440.00	67%	220.00
9	SALVAGE SIGN SPECIAL	2	EACH	44.00	88.00	2.00	88.00		88.00	100%	-
10	EXCAVATION - COMMON	843	CU YD	16.50	13,909.50	843.00	13,909.50		13,909.50	100%	-
11	SELECT GRANULAR EMBANKMENT (CV)	86	CU YD	11.00	946.00	-	-		-	0%	946.00
12	RECLAIMED AGGREGATE BASE PREPARATION	12	ROAD STA	66.50	827.93	12.45	827.93		827.93	100%	-
13	AGGREGATE SURFACING (LV); CLASS 5	87	CU YD	36.00	3,132.00	15.73	566.28		566.28	18%	2,565.72
14	SKID LOADER	4	HOUR	135.00	540.00	-	-		-	0%	540.00
15	STREET SWEEPER (WITH PICKUP BROOM)	6	HOUR	135.00	810.00	2.00	270.00		270.00	33%	540.00
16	COMMON LABORERS	5	HOUR	65.00	325.00	-	-		-	0%	325.00
17	AGGREGATE BASE (CV) CLASS 5	300	CU YD	50.00	15,000.00	494.65	24,732.50		24,732.50	165%	(9,732.50)
18	FULL DEPTH RECLAMATION	3,656	SQ YD	2.20	8,043.20	3,656.00	8,043.20		8,043.20	100%	-
19	SHOULDER BASE AGGREGATE (LV) CLASS 5	192	CU YD	45.00	8,640.00	229.17	10,312.65		10,312.65	119%	(1,672.65)
20	COMMERCIAL BITUMINOUS DRIVEWAY REPLACEMENT	570	SQ YD	30.00	17,100.00	570.00	17,100.00		17,100.00	100%	-
21	RESIDENTIAL BITUMINOUS DRIVEWAY REPLACEMENT	48	SQ YD	40.00	1,920.00	48.00	1,920.00		1,920.00	100%	-
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2;C)	407	TON	82.50	33,577.50	473.27	39,044.78		39,044.78	116%	(5,467.28)
23	TYPE SP 12.5 WEARING COURSE MIXTURE (2;C)	407	TON	81.50	33,170.50	405.33	33,034.40		33,034.40	100%	136.10
24	ADJUST SPRINKER SYSTEM	713	LIN FT	1.80	1,283.40	-	-		-	0%	1,283.40
25	INSTALL MAIL BOX SUPPORT	3	EACH	100.00	300.00	3.00	300.00		300.00	100%	-
26	TRAFFIC CONTROL	1	LUMP SUM	1,800.00	1,800.00	1.00	1,800.00		1,800.00	100%	-
27	INSTALL SIGN	6	EACH	600.00	3,600.00	4.00	2,400.00		2,400.00	67%	1,200.00
28	INSTALL SIGN SPECIAL	2	EACH	350.00	700.00	2.00	700.00		700.00	100%	-
29	STABILIZED CONSTRUCTION EXIT	2	LUMP SUM	750.00	1,500.00	-	-		-	0%	1,500.00
30	SILT FENCE; TYPE MS	767	LIN FT	4.40	3,374.80	-	-		-	0%	3,374.80
31	SEDIMENT CONTROL LOG TYPE COMPOST	790	LIN FT	4.40	3,476.00	740.00	3,256.00		3,256.00	94%	220.00
32	SCREENED TOPSOIL BORROW	354	CU YD	35.00	12,390.00	75.00	2,625.00		2,625.00	21%	9,765.00
33	FERTILIZER TYPE 3	132	POUND	1.00	132.00	150.00	150.00		150.00	114%	(18.00)
34	SEEDING	1	ACRE	1,050.00	693.00	0.66	693.00		693.00	100%	-
35	HYDRAULIC REINFORCED FIBER MATRIX	2,574	POUND	2.75	7,078.50	2,700.00	7,425.00		7,425.00	105%	(346.50)
36	SEED TWO-YEAR COVER CROP	17	POUND	16.00	272.00	20.00	320.00		320.00	118%	(48.00)
37	SEED TURFGRASS	132	POUND	3.75	495.00	150.00	562.50		562.50	114%	(67.50)
				Original Contract Totals	$ 199,297.23		$ 191,283.64	$ -	$ 191,283.64	96%	$ 8,013.59

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Jenkins
Engineer:	Widseth Smith Nolting & Assoc Inc.
Contractor:	Anderson Brothers Construction Co of Brainerd, LLC
Project:	2026 Veterans Street Improvements
Contract:	2026 Veterans Street Improvements

Owner's Project No.:
Engineer's Project No.: 2026-10527
Contractor's Project No.:

Application No.: 02 **Application Period:** From 10/01/26 to 10/31/26 **Application Date:** 11/01/26

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Change Orders											
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
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					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
				Change Order Totals	$ -		$ -	$ -	$ -		$ -
Original Contract and Change Orders											
				Project Totals	$ 199,297.23		$ 191,283.64	$ -	$ 191,283.64	96%	$ 8,013.59

EJCDC C-620 Contractor's Application for Payment
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CHANGE ORDER NO.: 1

Owner:	**City of Jenkins**	Owner's Project No.:	
Engineer:	**Widseth**	Engineer's Project No.:	**2026-10527**
Contractor:	**Anderson Brothers Construction Co of Brainerd, LLC**	Contractor's Project No.:	
Project:	**Veterans Street Reconstruct**		
Contract Name:	**Veterans Street Reconstruct**		
Date Issued:	11/09/2026	Effective Date of Change Order:	11/09/2026

The Contract is modified as follows upon execution of this Change Order:

Description:

Due to rain after the greenspace was seeded, the ditches filled with water and drowned out the seeding/grass. Since we are past any seeding window until spring, the final competition date will be changed to June 30th, 2027. Anderson Brothers did dormant seed the ditch again this fall so grass can start growing again this spring. This final completion date change is to provide time to achieve the 70% turf establishment.

Attachments:

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 199,297.23	Original Contract Times: Substantial Completion: August 1st, 2026 Ready for final payment: September 4th, 2026
Increase from previously approved Change Orders No. 1 to No. 1: $ 0.00	**Increase** from previously approved Change Orders No.1 to No. 1: Substantial Completion: Ready for final payment:
Contract Price prior to this Change Order: $ 199,297.23	Contract Times prior to this Change Order: Substantial Completion: September 18th, 2026 Ready for final payment:
Increase this Change Order: $ 0.00	**Increase** this Change Order: Substantial Completion: Ready for final payment: June 30th, 2027
Contract Price incorporating this Change Order: $ 199,297.23	Contract Times with all approved Change Orders: Substantial Completion: September 18th, 2026 Ready for final payment: June 30th, 2027

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	Recommended by Engineer	Accepted by Contractor
By:		
Title:	Project Engineer	Project Manager
Date:	11/06/26	11/6/26
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

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AGENDA ITEM # 7A

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: NOVEMBER 4TH, 2026
SUBJECT: PROPOSED ORDINANCE AMENDMENT O-26-54: ORDINANCE AMENDMENT O-26-54 DEFINITIONS AND LAND USE MATRIX, INCLUDING 'NOTES TO TABLE'

REPORT: OVER THE PAST SEVERAL MONTHS, THE PLANNING COMMISSION HAS REVIEWED AND DISCUSSED SEVERAL ZONING ORDINANCE PROVISIONS RELATING TO MULTI-FAMILY DWELLINGS, AGRICULTURAL USES AND STRUCTURES, AND ACCESSORY USES AND STRUCTURES. THESE DISCUSSIONS RESULTED IN PROPOSED ORDINANCE AMENDMENT O-26-54, WHICH WOULD AMEND §150.005, DEFINITIONS, AND §150.038, LAND USE MATRIX, INCLUDING THE NOTES TO TABLE. THE PROPOSED AMENDMENT IS INTENDED TO PROVIDE GREATER CLARITY, CONSISTENCY, AND GUIDANCE WHEN INTERPRETING AND ADMINISTERING THE CITY'S ZONING REGULATIONS.
THE PRIMARY CHANGES INCLUDE:

- **MULTI-FAMILY DWELLINGS**: CLARIFYING THE DEFINITION AND PERMITTED USES OF MULTI-FAMILY RESIDENTIAL DEVELOPMENT WITHIN THE CITY'S ZONING DISTRICTS.
- **AGRICULTURAL USES AND STRUCTURES:** ESTABLISHING CLEARER DEFINITIONS AND DISTINCTIONS BETWEEN AGRICULTURAL ACTIVITIES, AGRICULTURAL-TYPE STRUCTURES, AND ACCESSORY STRUCTURES TO BETTER ADDRESS THEIR USE ON RESIDENTIAL AND AGRICULTURAL PROPERTIES.
- **ACCESSORY USES AND STRUCTURES**: UPDATING DEFINITIONS AND REGULATIONS TO CLARIFY HOW ACCESSORY USES AND STRUCTURES ARE CLASSIFIED AND REGULATED.
- **LAND USE MATRIX**: UPDATING APPLICABLE USE CLASSIFICATIONS AND THE NOTES TO TABLE, INCLUDING THE ADDITION OF THE P10+ DESIGNATION, TO CLARIFY PERMITTING REQUIREMENTS FOR CERTAIN USES.

AT ITS OCTOBER 5TH, 2026 MEETING, THE PLANNING COMMISSION REVIEWED THE PROPOSED LANGUAGE AND PROVIDED FINAL DIRECTION ON THE RECOMMENDED CHANGES.

AT THE OCTOBER 12TH, 2026 CITY COUNCIL MEETING, THE COUNCIL REVIEWED THE PLANNING COMMISSION'S PROPOSED LANGUAGE AND RECOMMENDED CHANGES. FOLLOWING DISCUSSION, THE COUNCIL AUTHORIZED DELOUGHERTY TO SCHEDULE A PUBLIC HEARING TO ALLOW FOR PUBLIC INPUT ON THE PROPOSED ORDINANCE AMENDMENT.

THE PLANNING COMMISSION HELD A DULY NOTICED PUBLIC HEARING ON NOVEMBER 2ND, 2026, TO PROVIDE AN OPPORTUNITY FOR PUBLIC INPUT REGARDING ORDINANCE AMENDMENT O-26-54. NO PUBLIC COMMENTS WERE RECEIVED. FOLLOWING THE PUBLIC HEARING, THE PLANNING COMMISSION RECOMMENDED APPROVAL OF ORDINANCE AMENDMENT O-26-54 FOR CITY COUNCIL CONSIDERATION.

REQUESTED ACTION: PLEASE REVIEW AND DISCUSS THE ATTACHED ORDINANCE AMENDMENT O-26-54 AMENDING JENKINS CITY CODE §150.005, DEFINITIONS, AND §150.038, LAND USE MATRIX, INCLUDING THE NOTES TO TABLE, ALONG WITH THE SUMMARY ORDINANCE FOR PUBLICATION, AND APPROVE AS RECOMMENDED BY THE PLANNING COMMISSION. THE COUNCIL CAN ALSO CHOOSE TO DENY OR TABLE THE ORDINANCE AMENDMENT. IF TABLING, STAFF REQUEST FURTHER DIRECTION.

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 WITH THE SOLE PURPOSE OF SHELTERING 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. ***HAY SHED*** 3. ***GRAIN 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	E	E	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 # 7B

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: NOVEMBER 5TH, 2026
SUBJECT: RESOLUTION 26-11-350 FUNDING REQUEST FOR VETERANS PARK LIGHTING IMPROVEMENTS

REPORT: THE CITY HAS BEEN WORKING TOWARD INSTALLING PERMANENT LIGHTING AT VETERANS PARK TO IMPROVE VISIBILITY AND SAFETY WHILE SUPPORTING COMMUNITY EVENTS AND SEASONAL DECORATIONS. THE JENKINS VFW POST 3839 GENEROUSLY PROVIDED A DONATION IN THE AMOUNT OF $2000 TO THE PINE RIVER AREA FOUNDATION (PRAF) FOR USES TO INCLUDE PERMANENT PARK LIGHTING FOR THE CITY OF JENKINS.

A&R ELECTRIC LLC HAS PROVIDED AN INVOICE AND ESTIMATE FOR ELECTRICAL IMPROVEMENTS ASSOCIATED WITH PERMANENT FLAG LIGHTING AND ELECTRICAL ACCESS FOR CHRISTMAS LIGHTING. THE COSTS ARE AS FOLLOWS:

INVOICE #1626 – FLAG LIGHTING: $712.25

ESTIMATE #419 – CHRISTMAS LIGHTING OUTLET: $325.50

TOTAL PROJECT COST: $1,037.75

THE PINE RIVER AREA FOUNDATION PROVIDES FUNDING OPPORTUNITIES FOR PROJECTS THAT BENEFIT LOCAL COMMUNITIES. THE CITY IS REQUESTING FUNDING TO COVER THESE ELECTRICAL IMPROVEMENTS, WHICH WILL PROVIDE LONG-TERM BENEFITS TO VETERANS PARK AND SUPPORT FUTURE COMMUNITY EVENTS.

REQUESTED ACTION: MOTION TO APPROVE RESOLUTION 26-11-350, AUTHORIZING THE CITY OF JENKINS TO REQUEST $1,037.75 FROM THE PINE RIVER AREA FOUNDATION TO COVER THE COSTS ASSOCIATED WITH PERMANENT LIGHTING IMPROVEMENTS AT VETERANS PARK.

A&R Electric LLC

P.O. Box 701
Pequot Lakes, MN 56472
Venmo:@Adrian-Newton-4
Adrian (218) 838-2821

Invoice

DATE	INVOICE #
9/22/2026	1626

BILL TO

Jenkins

flag lights

P.O. NO.	TERMS	PROJECT

ITEM	DESCRIPTION	Est Amt	Prior Amt	Prior %	QTY	RATE	Curr %	Total %	AMOUNT
12/2uf	12/2 UF	92.25			75	1.23	100.00%	100.00%	92.25
misc	flood light	300.00			5	60.00	100.00%	100.00%	300.00
misc	4x4 post	20.00				20.00	100.00%	100.00%	20.00
labor 1	Labor 1 Man	300.00			3	100.00	100.00%	100.00%	300.00

Total $712.25

A&R Electric LLC

P.O. Box 701
Pequot Lakes, MN 56472
Venmo:@Adrian-Newton-4
Adrian (218) 838-2821

Estimate

DATE	ESTIMATE NO.
8/24/2026	419

NAME / ADDRESS

Jenkins city of

outlet for christmas lights

PROJECT

DESCRIPTION	QTY	RATE	TOTAL
12/2 UF	110	1.23	135.30
In Use Weatherproof Cover		24.27	24.27
15 Amp Ground Fault Outlet		33.65	33.65
120 Square D QO Breaker		24.89	24.89
Weatherproof Box With 3 1/2" Hubs		7.39	7.39
Labor 1 Man	1	100.00	100.00

TOTAL $325.50

CITY OF JENKINS
COUNTY OF CROW WING, STATE OF MINNESOTA
RESOLUTION NO. 26-11-350

A RESOLUTION REQUESTING FUNDING FROM THE PINE RIVER AREA FOUNDATION (PRAF) FOR PERMANENT LIGHTING IMPROVEMENTS AT VETERANS PARK

WHEREAS, THE CITY OF JENKINS IS COMMITTED TO MAINTAINING AND IMPROVING VETERANS PARK FOR THE ENJOYMENT, ACCESSIBILITY, AND BENEFIT OF RESIDENTS AND VISITORS; AND

WHEREAS, THE CITY HAS UNDERTAKEN IMPROVEMENTS TO INSTALL PERMANENT LIGHTING AT VETERANS PARK TO ENHANCE SAFETY, VISIBILITY, AND FUNCTIONALITY DURING COMMUNITY EVENTS AND THROUGHOUT THE YEAR; AND

WHEREAS, A&R ELECTRIC LLC HAS PROVIDED THE FOLLOWING INVOICE AND ESTIMATE FOR ELECTRICAL MATERIALS AND LABOR ASSOCIATED WITH THE INSTALLATION OF PERMANENT LIGHTING:

- INVOICE #1626, DATED SEPTEMBER 22, 2026, FOR ELECTRICAL MATERIALS, FLOODLIGHTS, POSTS, AND LABOR ASSOCIATED WITH FLAG LIGHTING, TOTALING $712.25.
- ESTIMATE #419, DATED AUGUST 24, 2026, FOR ELECTRICAL MATERIALS AND LABOR ASSOCIATED WITH INSTALLING AN OUTLET FOR CHRISTMAS LIGHTING, TOTALING $325.50.

WHEREAS, THE TOTAL COST OF THESE ELECTRICAL IMPROVEMENTS IS $1,037.75; AND

WHEREAS, THE CITY COUNCIL RECOGNIZES THE PINE RIVER AREA FOUNDATION AS A VALUABLE COMMUNITY PARTNER SUPPORTING PROJECTS THAT ENHANCE PUBLIC SPACES AND BENEFIT AREA RESIDENTS.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF JENKINS HEREBY AUTHORIZES THE SUBMISSION OF A FUNDING REQUEST TO THE PINE RIVER AREA FOUNDATION IN THE AMOUNT OF $1,037.75 TO COVER THE COSTS ASSOCIATED WITH PERMANENT LIGHTING IMPROVEMENTS AT VETERANS PARK.

BE IT FURTHER RESOLVED, THAT THE CITY CLERK-TREASURER IS AUTHORIZED TO SUBMIT THE NECESSARY DOCUMENTATION, INCLUDING THE SUPPORTING INVOICE AND ESTIMATE, AND TAKE ANY ADDITIONAL ADMINISTRATIVE ACTIONS NECESSARY TO FACILITATE THE FUNDING REQUEST.

PASSED BY THE CITY COUNCIL OF JENKINS, MINNESOTA THIS 9TH DAY OF NOVEMBER, 2026.

_____
ANDREW J. RUDLANG, MAYOR

ATTESTED:

_____
CASSANDRA M. DELOUGHERTY, CITY CLERK-TREASURER

AGENDA ITEM # 7C

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: NOVEMBER 5TH, 2026
SUBJECT: CITY OF JENKINS/JENKINS TOWNSHIP PUBLIC WORKS MUTUAL AID AGREEMENT

REPORT: MAYOR PRO-TEM FLATEGRAFF AND COUNCILMEMBER SILTMAN ATTENDED THE JENKINS TOWNSHIP BOARD MEETING ON AUGUST 18, 2026, TO DISCUSS THE PROPOSED PUBLIC WORKS MUTUAL AID AGREEMENT BETWEEN THE CITY OF JENKINS AND JENKINS TOWNSHIP. TOWNSHIP BOARD MEMBERS RAISED QUESTIONS REGARDING THE LIABILITY PROVISIONS OF THE AGREEMENT AND DETERMINED THAT THEY WOULD HAVE THEIR ATTORNEY REVIEW THE PROPOSED LANGUAGE BEFORE PROCEEDING WITH APPROVAL.

I HAVE SINCE RECEIVED CONFIRMATION FROM JENKINS TOWNSHIP CLERK JIM OLSEN THAT THE TOWNSHIP BOARD HAS APPROVED THE AGREEMENT. A SIGNED COPY HAS BEEN RETURNED TO MY OFFICE FOR CITY COUNCIL CONSIDERATION.

THE AGREEMENT ESTABLISHES A FRAMEWORK FOR COOPERATION BETWEEN THE CITY AND TOWNSHIP IN PROVIDING PUBLIC WORKS SERVICES, PARTICULARLY FOR SHARED ROADWAYS, INCLUDING UPPER HAY ACCESS, NORWAY DRIVE, AND SOUTH OAK DRIVE.

KEY PROVISIONS OF THE AGREEMENT INCLUDE:

- MAINTENANCE RESPONSIBILITIES: IDENTIFIES EACH ENTITY'S RESPONSIBILITIES FOR SUMMER AND WINTER ROAD MAINTENANCE, INCLUDING PLOWING, SANDING, GRADING, MOWING, AND DUST CONTROL.
- COST SHARING: ESTABLISHES PROCEDURES FOR ALLOCATING COSTS ASSOCIATED WITH JOINTLY APPROVED PROJECTS, REPAIRS, MATERIALS, AND OTHER SHARED EXPENSES.
- LIABILITY AND INSURANCE: ADDRESSES RESPONSIBILITY FOR PERSONNEL, EQUIPMENT, WORKERS' COMPENSATION, AND LIABILITY CLAIMS ARISING FROM MUTUAL AID ACTIVITIES.
- EMERGENCY WORK: AUTHORIZES NECESSARY EMERGENCY WORK TO PROTECT PUBLIC SAFETY AND INFRASTRUCTURE, WITH DOCUMENTATION AND REVIEW BY BOTH PARTIES.
- COORDINATION AND COMMUNICATION: REQUIRES ADVANCE NOTIFICATION AND APPROVAL FOR MAJOR PROJECTS AND PROVIDES FOR ANNUAL MEETINGS TO REVIEW MAINTENANCE NEEDS, RESPONSIBILITIES, AND POTENTIAL AMENDMENTS.

THE AGREEMENT PROVIDES FOR AN INITIAL THREE-YEAR TERM, WITH AUTOMATIC ANNUAL RENEWALS UNLESS EITHER PARTY PROVIDES WRITTEN NOTICE OF ITS INTENT NOT TO RENEW.

WITH THE TOWNSHIP BOARD'S APPROVAL AND SIGNED AGREEMENT RECEIVED, THE DRAFT IS NOW BEING PRESENTED TO THE CITY COUNCIL FOR FINAL REVIEW AND CONSIDERATION.

REQUESTED ACTION: PLEASE REVIEW THE ATTACHED PROPOSED PUBLIC WORKS MUTUAL AID AGREEMENT BETWEEN THE CITY OF JENKINS & JENKINS TOWNSHIP AND, IF ACCEPTABLE, MAKE A MOTION TO APPROVE THE AGREEMENT AS PRESENTED AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY. IF THE COUNCIL CHOOSES TO DENY OR TABLE THE AGREEMENT, PLEASE PROVIDE STAFF WITH FURTHER DIRECTION.

JENKINS TOWNSHIP AND THE CITY OF JENKINS
COUNTY OF CROW WING
STATE OF MINNESOTA
PUBLIC WORKS MUTUAL AID AGREEMENT

Purpose

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available between the City of Jenkins ("City") and Jenkins Township ("Township") as detailed in this agreement.

Definitions

1. "City" means City of Jenkins.

2. "Township" means Jenkins Township.

3. "Line share road" means Upper Hay Access and Norway Drive.

4. "Assistance" means Public Works personnel and equipment.

Purpose

The purpose of this Agreement is to provide the basis for and outline the terms and conditions upon which Township and City will exercise public works services within the boundaries of the City and Township. The Township and City hereby engage each entity to provide such service in accordance with and subject to the terms of this agreement.

Administration and Services.

The Administration of public works services under this Agreement shall be the sole responsibility of the appropriate offices of the Local Government Unit. If is further agreed that the Jenkins City Mayor or his or her designee, shall confer with the Jenkins Township Board Chairman or his or her designee, when requested by either party, on any matter relating to public works services being provided pursuant to this Agreement.

Annual Review Meeting.

The City and Township shall meet at least once each calendar year, preferably before the winter maintenance season, to review this Agreement, road conditions, maintenance standards, anticipated projects, cost-sharing, equipment and staffing considerations, and any recommended amendments. Any amendment to this Agreement must be approved in writing by both governing bodies.

Personnel policies and fringe benefits.

All personnel used in providing public works service under this Agreement shall be and remain employees or under the contract or services of each governmental unit.

Workers' compensation

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of each party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of each governmental unit.

2. The Township agrees to defend and indemnify the City against any claims brought or actions filed against the City or any officer, employee, or volunteer of the City for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Township pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Township a limited duty to defend and indemnify a City for claims arising within the Township's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Emergency Work Authority.

In an emergency involving an immediate threat to public safety, property, roadway access, drainage, or essential public services, the Public Works Supervisor, road authority, or other authorized representative of either party may perform or direct work reasonably necessary to address the emergency without prior approval of both governing bodies. The other party shall be notified as soon as reasonably practicable. Emergency work that creates a shared cost shall be documented and presented to both parties for review.

Notification Before Major Work.

Except for emergency work, neither party shall begin major maintenance, repair, reconstruction, drainage, culvert, or other work on a line share road that is reasonably expected to create a shared cost or materially affect the roadway without advance notice to the other party. The parties shall confer regarding the proposed scope, schedule, estimated cost, traffic impacts, and cost allocation before work begins. Work requiring joint approval under this Agreement shall not proceed until the required approval is obtained.

Scope and Description of Services.

By Jenkins Township

Upper Hay Access ..... Summer and Winter Maintenance

South Oak Drive ..... Summer Maintenance

By City of Jenkins

Norway Drive ..... Summer and Winter Maintenance

South Oak Drive ..... Winter Maintenance

Maintenance responsibilities.

Winter maintenance on gravel ..... Plowing

Winter maintenance on bituminous ..... Plowing and sanding

Summer maintenance on gravel ..... Mowing, grading and dust control

Summer maintenance on bituminous ..... Mowing

Winter Maintenance and Plow Truck Dispatch.

For purposes of coordinating winter maintenance, plow trucks will generally be dispatched when approximately two (2) to three (3) inches of snow has accumulated or is reasonably expected to accumulate, subject to roadway conditions, drifting, icing, visibility, timing of the storm, and public safety needs. The responsible road authority retains discretion to dispatch earlier or later when conditions warrant. On gravel or dirt roads, the first snowfall or early-season storm may not be plowed when the roadbed is not sufficiently frozen and plowing is likely to remove gravel, damage the road surface, or create unsafe conditions. Nothing in this section requires either party to maintain bare pavement or guarantees a specific completion time.

Other responsibilities.

Materials. Materials, other than what is required for sanding and dust control, that are applied on line roads shall be a cost-shared project. Any materials put on a line share road must be done with the approval of both the City Council and Township Board. If approval is not given, cost-share materials can be denied.

Cost Sharing.

Unless a different allocation is approved in writing by both governing bodies, costs for jointly approved work on a line share road shall be shared in proportion to each party's road ownership or jurisdictional share. Shared costs may include materials, contracted services, equipment use, and labor when specifically approved as part of the project. Routine work assigned to one party under the Scope and Description of Services is the responsibility of that party unless otherwise agreed in writing. Before non-emergency work that will create a shared cost begins, the parties shall agree on the scope of work, estimated cost, and allocation of costs. Each party shall provide reasonable supporting documentation for amounts submitted for reimbursement.

Minor Repairs. Minor pot holes or shouldering repairs to be done by each perspective entity.

Repairs. Road surface and shoulders will be done by joint agreement for entire roadway with costs split in proportion to road ownership.

Drainage and Culvert Responsibilities.

Each party is responsible for routine inspection and maintenance of drainage features and culverts located within the portion of roadway for which that party has maintenance responsibility, including keeping inlets and outlets reasonably clear and addressing minor obstructions. Replacement, relocation, upsizing, or major repair of a culvert or drainage facility serving a line share road shall be coordinated by both parties when the work affects both jurisdictions or creates a shared cost. Unless otherwise agreed in writing, jointly approved drainage or culvert work shall be cost-shared in accordance with the Cost Sharing section. Emergency drainage work may proceed under the Emergency Work Authority section.

Signage Responsibilities.

The municipality or governmental unit having jurisdiction over the applicable roadway segment shall be responsible for the installation, inspection, maintenance, repair, and replacement of regulatory, warning, street-name, and other traffic-control signage on that segment. For signage serving a line share road or a location where jurisdiction is shared or unclear, the City and Township shall coordinate placement and responsibility before installation. Costs for jointly approved shared signage shall be allocated under the Cost Sharing section unless otherwise agreed in writing.

Tree removal. Removing trees from the road right-of-way as needed to avoid interference with travel, maintenance, or safety will be the responsibility of the entity who owns the road on that portion in which trees are located.

Duration

This Agreement shall begin on the date of execution and shall remain in effect for an initial term of three (3) years. Thereafter, it shall automatically renew for successive one (1) year terms unless either party provides at least thirty (30) days' written notice of its intent not to renew or to withdraw from the Agreement. The parties may amend or terminate this Agreement at any time by mutual written agreement approved by both governing bodies.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on this 14th day of OCT, 2026.

Township:

By: Edward Walter

Its Town Board Chair

By: _____

Its Town Clerk

City:

By: _____

Its Mayor

By: _____

Its City Clerk

Receipts

100: General Fund	Previous	Proposed	Variance	Change (%)
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	Previous	Proposed	Variance	Change (%)
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	Previous	Proposed	Variance	Change (%)
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	Previous	Proposed	Variance	Change (%)
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		Previous	Proposed	Variance	Change (%)
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 # ADDITION 7Eiii

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: NOVEMBER 5TH, 2026
SUBJECT: PERSONNEL COMMITTEE RECOMMENDATIONS & POLICY AMENDMENTS

REPORT: THE PERSONNEL COMMITTEE MET ON TUESDAY OCTOBER 27TH AT 4PM TO REVIEW SEVERAL AREAS OF THE CITY'S PERSONNEL POLICY AND DISCUSS CHANGES THAT WOULD BETTER ACCOMMODATE OUR SMALL STAFF, REDUCE UNNECESSARY ADMINISTRATIVE WORK, AND ADDRESS CONCERNS WITH EMPLOYEE BENEFITS AND ACCUMULATED LEAVE.

THE COMMITTEE IS PRESENTING THE FOLLOWING RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

1. COMPENSATORY TIME: THE COMMITTEE RECOMMENDS PAYING OUT ALL EXISTING COMPENSATORY TIME BALANCES IN A LUMP SUM AND REMOVING COMPENSATORY TIME FROM THE PERSONNEL POLICY GOING FORWARD.

EMPLOYEES ALREADY HAVE DIFFICULTY FINDING TIME TO USE THEIR ACCUMULATED PTO. ALLOWING ADDITIONAL COMPENSATORY TIME TO ACCRUE ONLY ADDS TO THAT PROBLEM AND CREATES A FINANCIAL LIABILITY THAT CARRIES INTO THE NEXT YEAR OR MUST BE PAID WHEN AN EMPLOYEE LEAVES THE CITY.

THE COMMITTEE FEELS IT MAKES MORE SENSE TO PAY OVERTIME AS IT IS EARNED RATHER THAN CONTINUE ACCUMULATING ANOTHER FORM OF LEAVE.

2. CELL PHONE STIPEND: THE COMMITTEE RECOMMENDS CHANGING THE CURRENT CELL PHONE REIMBURSEMENT TO A MONTHLY STIPEND PAID THROUGH PAYROLL.

THE CURRENT POLICY ALLOWS $30 PER MONTH FOR PUBLIC WORKS AND THE MAYOR, PAID DIRECTLY TO THE CELL PHONE PROVIDER. LISA SOVA WITH THE LEAGUE OF MINNESOTA CITIES CONFIRMED THAT PAYMENTS SHOULD INSTEAD BE MADE TO THE INDIVIDUAL, EITHER THROUGH PAYROLL OR BY MONTHLY REIMBURSEMENT WITH AN INVOICE.

THE STIPEND WOULD ELIMINATE THE NEED TO PROCESS MONTHLY INVOICES AND REIMBURSEMENTS.

THE COMMITTEE REQUESTS COUNCIL DIRECTION ON WHICH POSITIONS SHOULD RECEIVE THE STIPEND:

- OPTION 1: PUBLIC WORKS AND MAYOR
- OPTION 2: PUBLIC WORKS ONLY
- OPTION 3: PUBLIC WORKS, MAYOR, AND CITY CLERK

COUNCIL SHOULD ALSO CONFIRM THE MONTHLY AMOUNT.

3. EMPLOYEE PERFORMANCE REVIEWS: THE COMMITTEE RECOMMENDS CLARIFYING THE POLICY TO REQUIRE FORMAL EMPLOYEE EVALUATIONS ANNUALLY, WITH ADDITIONAL REVIEWS AS NEEDED.

THE COMMITTEE ALSO RECOMMENDS CREATING A SIMPLE QUESTIONNAIRE FOR COUNCILMEMBERS TO PROVIDE FEEDBACK ON EMPLOYEE PERFORMANCE. THIS WOULD GIVE EACH COUNCILMEMBER AN OPPORTUNITY TO SHARE THEIR INPUT, WHICH COULD THEN BE CONSIDERED DURING THE ANNUAL EVALUATION.

AGENDA ITEM #

4. PTO USAGE – YEAR-END OFFICE CLOSURE: THE COMMITTEE RECOMMENDS CLOSING CITY HALL FOR THE LAST TWO WEEKS OF THE YEAR TO ALLOW EMPLOYEES AN OPPORTUNITY TO USE ACCRUED PTO AND BRING THEIR BALANCES BELOW THE 160-HOUR CARRYOVER LIMIT.

WITH LIMITED STAFFING, TAKING TIME OFF CAN BE DIFFICULT WITHOUT FALLING BEHIND ON WORK OR LEAVING CITY HALL WITHOUT COVERAGE. RATHER THAN INCREASING THE CARRYOVER LIMIT, THE COMMITTEE WOULD LIKE TO PROVIDE EMPLOYEES WITH A BETTER OPPORTUNITY TO USE THE TIME THEY HAVE EARNED.

THE COMMITTEE RECOMMENDS REVISITING THIS ARRANGEMENT **AFTER THE SECOND QUARTER OF 2027** TO SEE WHETHER STAFFING AND OFFICE OPERATIONS HAVE IMPROVED ENOUGH TO ALLOW EMPLOYEES TO USE MORE PTO THROUGHOUT THE YEAR. THE COUNCIL COULD ALSO CONSIDER LUMP-SUM PAYOUTS AT YEAR-END OR EMPLOYEE ANNIVERSARY DATE TO REDUCE ACCRUED LEAVE LIABILITIES CARRIED OVER FROM YEAR TO YEAR.

5. ALTERNATIVE PTO OPTION – SCHEDULED OFFICE CLOSURES: AS ANOTHER OPTION, THE COMMITTEE DISCUSSED ESTABLISHING CERTAIN DAYS THROUGHOUT THE YEAR WHEN CITY HALL WOULD BE CLOSED TO ENCOURAGE STAFF TO USE PTO.

HAVING THESE DATES SCHEDULED IN ADVANCE WOULD ALLOW EMPLOYEES TO PLAN TIME OFF AND GIVE RESIDENTS ADEQUATE NOTICE OF OFFICE CLOSURES.

COUNCIL COULD CONSIDER THIS OPTION INSTEAD OF, OR IN ADDITION TO, THE YEAR-END CLOSURE.

6. MINNESOTA PAID FAMILY AND MEDICAL LEAVE: THE COMMITTEE RECOMMENDS UPDATING THE PERSONNEL POLICY TO INCLUDE MINNESOTA'S NEW PAID FAMILY AND MEDICAL LEAVE REQUIREMENTS.

THE AMENDMENT WOULD EXPLAIN EMPLOYEE ELIGIBILITY, AVAILABLE LEAVE, HOW TO APPLY, AND HOW THE PROGRAM WORKS WITH THE CITY'S EXISTING PTO POLICY.

THE COMMITTEE ALSO RECOMMENDS THAT THE CITY PAY **100% OF THE REQUIRED PREMIUMS**, INCLUDING THE EMPLOYEE PORTION, WHICH WOULD BE TREATED AS TAXABLE COMPENSATION.

CONDUCTING A WAGE AND COMPENSATION STUDY AT LEAST EVERY FIVE YEARS HELPS ENSURE THE CITY'S ADOPTED WAGE SCALE REMAINS COMPETITIVE, REFLECTS EMPLOYEES' RESPONSIBILITIES, AND SUPPORTS EMPLOYEE RECRUITMENT AND RETENTION.

THE COMMITTEE'S GOAL IS TO MAKE THE PERSONNEL POLICY MORE PRACTICAL FOR OUR SMALL OFFICE WHILE GIVING EMPLOYEES A BETTER OPPORTUNITY TO USE THEIR BENEFITS AND HELPING THE CITY MANAGE ITS TIME AND FINANCIAL RESPONSIBILITIES.

REQUESTED ACTION: THE PERSONNEL COMMITTEE REQUESTS THAT COUNCIL REVIEW THE RECOMMENDATIONS OUTLINED ABOVE, REVIEW THE ATTACHED PERSONNEL COMMITTEE REPORT TITLED MINNESOTA HEALTH INSURANCE PREMIUM INCREASES 2023-2027, AND PROVIDE DIRECTION ON THE PROPOSED AMENDMENTS.

FOLLOWING COUNCIL DIRECTION, THE NECESSARY POLICY AMENDMENTS CAN BE PREPARED FOR REVIEW AND FORMAL APPROVAL.

AGENDA ITEM # ADDITION 7E(1)

REPORT TO PERSONNEL COMMITTEE

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: NOVEMBER 3RD, 2026
SUBJECT: MINNESOTA HEALTH INSURANCE PREMIUM INCREASES 2023-2027

REPORT: THE CITY'S CURRENT HEALTH INSURANCE STIPEND OF $3.53 PER HOUR WORKED WAS ESTABLISHED IN AUGUST 2023. THE FOLLOWING INFORMATION PROVIDES A COMPARISON OF HEALTH INSURANCE PREMIUM INCREASES IN MINNESOTA SINCE THAT TIME, INCLUDING INDIVIDUAL PLANS PURCHASED PRIVATELY AND EMPLOYER-SPONSORED SMALL-GROUP PLANS.

MINNESOTA HEALTH INSURANCE PREMIUM INCREASES

PERIOD	INDIVIDUAL (PRIVATE) PLANS	EMPLOYER-SPONSORED SMALL-GROUP PLANS
2023–2024	4.32% AVERAGE [1]	3.39%–15.58% [2]
2024–2025	8.8% AVERAGE [3]	−6.29% TO +15.82% [4]
2025–2026	21.47% AVERAGE [5]	14.22% AVERAGE [6]
2026–2027	17.4% AVERAGE [7]	14.7% ESTIMATED AVERAGE [8]

THE 2024 AND 2025 INDIVIDUAL-MARKET AVERAGES AND THE 2027 SMALL-GROUP AVERAGE ARE INDEPENDENT ESTIMATES. THE REMAINING FIGURES ARE PUBLISHED BY THE MINNESOTA DEPARTMENT OF COMMERCE. SMALL-GROUP FIGURES FOR 2024 AND 2025 REPRESENT THE RANGE OF INSURER RATE CHANGES RATHER THAN STATEWIDE AVERAGES.

ACCORDING TO THE MINNESOTA DEPARTMENT OF COMMERCE, HEALTH INSURANCE PREMIUM INCREASES HAVE ACCELERATED CONSIDERABLY IN RECENT YEARS.

FOR 2027, THE DEPARTMENT REPORTS INDIVIDUAL-MARKET INSURER INCREASES RANGING FROM APPROXIMATELY 10% TO 21.1%, WHILE EMPLOYER-SPONSORED SMALL-GROUP PLANS HAVE APPROVED INCREASES RANGING FROM 10.6% TO 21.4%. [7]

ACTUAL PREMIUM CHANGES VARY BY INSURANCE PROVIDER, COVERAGE TYPE, LOCATION, AND PLAN SELECTION. THESE FIGURES DO NOT NECESSARILY REFLECT WHAT EMPLOYEES PAY AFTER EMPLOYER CONTRIBUTIONS OR AVAILABLE PREMIUM TAX CREDITS.

THIS INFORMATION IS PROVIDED FOR THE PERSONNEL COMMITTEE'S REVIEW OF THE CITY'S EXISTING HEALTH INSURANCE BENEFIT.

AGENDA ITEM #

SOURCES AND WEBSITE REFERENCES

[1] Center of the American Experiment
Minnesota Individual Health Insurance Market Outlook for 2024 — statewide enrollment-weighted estimate using federal CMS data.
Website: https://files.americanexperiment.org/wp-content/uploads/2023/12/MN-Ind-Mkt-Outlook-2024.pdf

[2] Minnesota Department of Commerce
2024 Approved Health Insurance Rates — Small Group Market
Website: https://mn.gov/commerce/insurance/health/consumer-protections/rates/approved/2024/

[3] ACA Signups
Minnesota: Final Average Unsubsidized 2025 ACA Rate Change — 8.8%
Website: https://acasignups.net/24/09/30/minnesota-final-avg-unsubsidized-2025-aca-rate-change-88-updated

[4] Minnesota Department of Commerce
2025 Approved Health Insurance Rates — Small Group Market
Website: https://mn.gov/commerce/insurance/health/consumer-protections/rates/approved/2025/

[5] Minnesota Department of Commerce
2026 Individual Market Health Insurance Rate Changes — Fact Sheet
Website: https://mn.gov/commerce-stat/insurance/rates/2026/2025_health_insurance_fact_sheet_individual.pdf

[6] Minnesota Department of Commerce
2026 Small Group Market Health Insurance Rate Changes — Fact Sheet
Website: https://mn.gov/commerce-stat/insurance/rates/2026/2025_health_insurance_fact_sheet_small_group.pdf

[7] Minnesota Department of Commerce
Health Insurers Submit Finalized 2027 Rates for Individual and Small Group Plans, October 1, 2026.
Website: https://mn.gov/commerce/news/?id=17-770073

[8] ACA Signups
2027 Rate Changes — Minnesota: Final Individual and Small Group Estimates
Website: https://acasignups.org/rate_changes/2027/mn

AGENDA ITEM # 8B i

REPORT TO CITY COUNCIL

PREPARED BY: CASSANDRA DELOUGHERTY
DATE: NOVEMBER 5TH, 2026
SUBJECT: GRANT FUNDING AND PROJECT UPDATES

REPORT:

FOUNDATION FOR RURAL SERVICE (FRS) GRANT: ADA PICNIC TABLES & ADDITIONAL SEATING AT THE CITY'S PARKS: FOLLOWING THE AWARD OF $4,983.14 IN GRANT FUNDING, I CONTINUED RESEARCHING PRICING AND AVAILABLE DISCOUNTS FOR ADA-ACCESSIBLE PICNIC TABLES AND ADDITIONAL PARK SEATING. THROUGH THESE EFFORTS, I WAS ABLE TO SECURE BETTER PRICING THAN ORIGINALLY ANTICIPATED, ALLOWING THE CITY TO PURCHASE LARGER PICNIC TABLES AND ADDITIONAL BENCHES WHILE REMAINING VERY CLOSE TO THE GRANT AWARD AMOUNT.

THE FOLLOWING ITEMS HAVE BEEN PURCHASED:

- SIX COMMERCIAL METAL PICNIC TABLES
- TWO OUTDOOR PARK BENCHES

THE TOTAL PURCHASE COST WAS $5,022.61, LEAVING A BALANCE OF JUST $39.47 TO BE COVERED BY A PROPOSED DONATION OF $40 MADE BY CLERK-TREASURER DELOUGHERTY. A DETAILED PURCHASE REPORT IS INCLUDED FOR COUNCIL'S REVIEW, ALONG WITH RESOLUTION 26-11-351 ACCEPTING THE DONATION OF $40.

SOURCEWELL COMMUNITY IMPACT GRANT FOR CITY HALL IMPROVEMENTS: SCHRUPP IS WORKING TO GET THE CITY ON THIS YEAR'S CONSTRUCTION SCHEDULE TO COMPLETE THE FRENCH DRAIN REPAIRS ASSOCIATED WITH THE CITY HALL EXTERIOR IMPROVEMENTS.

SIDING SAMPLES HAVE ALSO BEEN RECEIVED AND ARE AVAILABLE FOR COUNCIL'S REVIEW AND SELECTION. PLEASE NOTE THAT SAMPLES LABELED "DELUXE" WOULD ADD AN ADDITIONAL $1,000 TO THE ORIGINAL SIDING BID OF $13,584, BRINGING THE TOTAL TO $14,584.

SOURCEWELL COMMUNITY MATCH GRANT: THE NEXT APPLICATION PERIOD FOR SOURCEWELL'S COMMUNITY MATCH GRANT OPENS ON DECEMBER 2, 2026. THIS PRESENTS ANOTHER OPPORTUNITY FOR THE CITY TO PURSUE FUNDING ASSISTANCE FOR ELIGIBLE COMMUNITY PROJECTS. CURRENTLY, ESTIMATES ARE BEING SECURED FOR A SNOW BLADE AND GRAPPLE ATTACHMENT FOR THE TOOLCAT, NEW V-PLOW FOR THE CITY PICKUP, INSTALLATION OF WATER AND PRESSURE WASHER IN THE MAINTENANCE SHOP, AND A BACKUP GENERATOR.

REQUESTED ACTION: PLEASE APPROVE RESOLUTION 26-11-351 ACCEPTING DONATION, REVIEW THE SIDING SAMPLES PROVIDED AND SELECT THE PREFERRED OPTION FOR THE CITY HALL EXTERIOR IMPROVEMENTS, INCLUDING AUTHORIZATION OF THE ADDITIONAL $1,000 IF A DELUXE SIDING OPTION IS SELECTED, AND DIRECT STAFF ON ADDITIONAL ITEMS THAT SHOULD BE QUOTED FOR THE UPCOMING COMMUNITY MATCH FUNDING PERIOD.

CITY OF JENKINS

2026 FOUNDATION FOR RURAL SERVICE GRANT FUNDING REPORT

PROJECT OVERVIEW

WHEN APPLYING FOR THE FOUNDATION FOR RURAL SERVICE GRANT, THE CITY OF JENKINS CONDUCTED RESEARCH WITH MULTIPLE SUPPLIERS TO IDENTIFY PRICING FOR ADA-COMPLIANT PICNIC TABLES AND ADDITIONAL SEATING FOR THE CITY'S PARKS. FOLLOWING RECEIPT OF THE GRANT FUNDING, THE CITY CONTINUED ITS EFFORTS TO MAXIMIZE THE IMPACT OF THE AWARD BY RESEARCHING ADDITIONAL PRICING OPTIONS, IDENTIFYING AVAILABLE DISCOUNTS, AND SECURING THE BEST POSSIBLE VALUE FOR THE INVESTMENT.

THROUGH THESE EFFORTS, THE CITY WAS ABLE TO OBTAIN MORE FAVORABLE PRICING THAN ORIGINALLY ANTICIPATED, ALLOWING US TO PURCHASE LARGER PICNIC TABLES AND ADDITIONAL BENCHES WHILE STAYING WITHIN THE AVAILABLE BUDGET. THIS THOUGHTFUL USE OF GRANT FUNDING ENABLED THE CITY TO ENHANCE PARK ACCESSIBILITY, IMPROVE SEATING OPTIONS, AND PROVIDE GREATER AMENITIES FOR RESIDENTS AND VISITORS.

ITEMIZED PURCHASES

- 2-RED, 6-FOOT RECTANGULAR COMMERCIAL METAL PICNIC TABLES $707.97 EACH = $1,415.94 TOTAL
- 1-BLUE, 46-INCH SQUARE COMMERCIAL METAL PICNIC TABLE $774.93
- 1-RED, 46-INCH SQUARE COMMERCIAL METAL PICNIC TABLE $774.93
- 2-BLUE, 6-FOOT RECTANGULAR COMMERCIAL METAL PICNIC TABLES $707.97 EACH = $1,415.94 TOTAL
- 1-HEAVY-DUTY ADJUSTABLE-HEIGHT OUTDOOR METAL BENCH $299.87
- 1-OUTDOOR METAL PARK BENCH WITH BACKREST $341.00

TOTAL PURCHASE COST: $5,022.61

GRANT FUNDING SOURCES

THE FOUNDATION FOR RURAL SERVICE GRANT CONTRIBUTED $4,983.14 TOWARD THE PURCHASE OF THE PICNIC TABLES AND BENCHES. THE REMAINING BALANCE OF $39.47 WILL BE COVERED THROUGH FUNDING FROM OTHER SOURCES.

ACKNOWLEDGMENT

THE CITY OF JENKINS IS SINCERELY GRATEFUL TO THE FOUNDATION FOR RURAL SERVICE FOR ITS GENEROUS SUPPORT AND INVESTMENT IN OUR COMMUNITY. THIS GRANT HAS ALLOWED US TO MAKE MEANINGFUL IMPROVEMENTS TO OUR PARKS WHILE MAXIMIZING EVERY DOLLAR AWARDED. WE GREATLY APPRECIATE THE FOUNDATION'S COMMITMENT TO STRENGTHENING RURAL COMMUNITIES AND HELPING MAKE PROJECTS LIKE THIS POSSIBLE.

RESOLUTION NO. 26-11-351
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, THE CITY OF JENKINS WAS AWARDED $4,983.14 THROUGH THE FOUNDATION FOR RURAL SERVICE (FRS) COMMUNITY GRANT TO PURCHASE ADA-ACCESSIBLE PICNIC TABLES AND ADDITIONAL SEATING FOR CITY PARKS; AND

WHEREAS, THE CITY WAS ABLE TO SECURE FAVORABLE PRICING, ALLOWING FOR THE PURCHASE OF SIX COMMERCIAL PICNIC TABLES AND TWO PARK BENCHES AT A TOTAL COST OF $5,022.61; AND

WHEREAS, THE TOTAL PURCHASE COST EXCEEDED THE GRANT AWARD BY $39.47; AND

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; AND

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

NAME OF DONOR	**AMOUNT**
CASSANDRA DELOUGHERTY	$40

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

FUNDS SHALL BE UTILIZED TO COVER THE REMAINING COSTS ASSOCIATED TO THE PURCHASE OF ADA PICNIC TABLES AND ADDITIONAL PARK SEATING NOT COVERED BY THE FOUNDATION FOR RURAL SERVICE GRANT FUNDING

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

1. THE DONATION DESCRIBED ABOVE IS 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 9TH DAY OF NOVEMBER, 2026.

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ANDREW J. RUDLANG, MAYOR

ATTESTED:

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CASSANDRA DELOUGHERTY, CITY CLERK-TREASURER