



Parks Committee Meeting Agenda Thursday, July 25th, 2024 @ 6:00 PM

Committee Members:

- Missy Haff-Councilmember/Diamond Club
- Roman Siltman-Councilmember/Commissioner/4H
- Ric McClary-Retired PLPD Reserve Officer
- Jon Lubke-CWC Commissioner
- Joell Tvedt-ISD 186 Community Ed
- Terry Palmer-VFW Post 3839
- Don & Marna Lohse-Lions Club
- Diane Hamen – Resident
- Donna Bowen – Resident (Previous Parks Committee Member)
- Debbie Siltman (Previous Parks Committee Member)

City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
(218) 568-4637
www.cityofjenkins.com

Join Zoom Meeting
<https://zoom.us/join>
Meeting ID: 353 029 2985
Password: 56474
Dial by location: (312) 626-6799 (US Chicago)

NOTE: Printed materials relating to agenda items are available for public inspection in a three-ring binder by Council Chamber entrance.

1. New Committee Member Introductions
2. New Business
 - a. Parks Update
3. Unfinished Business
 - a. 9 Flag Display
 - b. Memorial Information
 - i. Donations received from VFW Anniversary Celebration
 - ii. Pavers
 - c. Concession Stand Rental Agreement
 - d. Born Learning Trail
4. Miscellaneous/Communication
5. Adjournment



PARKS COMMITTEE UPDATE

Prepared by: Cassandra Delougherty
Date: July 25th, 2024
Subject: Parks Update

Report: Below are updates associated to Veterans Park and the Jenkins Ball Field:

- The Jenkins Area Lions Club, specifically Don and Marna Lohse, have donated a brand new green bench for the Park, to be placed near the Veterans Memorial and 9 flag display. The bench will need to be assembled.
- New POW flag was ordered for Veterans Park, as the old flag is getting tattered. Flag received by mail April 22nd, 2024. Mr. Lohse attempted to install the POW flag, but it is single-sided and not of great material. A replacement double-sided POW flag arrived May 21st, 2024 and was provided to Mr. Lohse for install.
- Solar light that was ordered was the wrong style for the type of flagpole at the Cemetery, so the correct one is being ordered and will be provided to Mr. Lohse for install.
- Fence installed at both Veterans Park and the Jenkins Ball Field
- Water fountain install will be performed by Plumbing Etc. once timing coordination is determined by Inspector, Installer, and Public Works. Currently waiting on Inspector to provide necessary information to Installer.
- There have been some recent instances of vandalism at Veterans Park to include vandalism of porta-potties and playground equipment. As you are driving through town, please take a moment to look for any questionable activity. If you notice anything suspicious, please contact the City of Jenkins and/or Pequot Lakes Police Department to report it.
- The Jenkins Ball Field Concession Stand has yet to be completed. Please determine action items necessary, or a "punch list" to complete the Concession Stand.



AGENDA ITEM # 3a

REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty
Date: July 24th, 2024
Subject: 9 Flag Display

Report: City Council has approved the purchase of the 9 Flag Display for Veterans Park. Staff spoke with Public Works, and the Public Works Department will be able to install the flags to help reduce costs associated. The Park Committee members worked with Roger to determine the best locations. Locates have been completed by Gopher One Call.

The flagpoles and flags have not yet been ordered. Per Council's request, the flags, poles, and cement were authorized to be ordered as soon as a determination has been made regarding locations, timing, and availability of Public Works employees for install. We have now met the request of Council to move forward with the purchase, but staff would like direction on a few things:

Type of flagpoles:

Please determine whether to purchase telescoping or sectional flagpoles. Telescoping flagpoles get skinnier toward the top of the pole, whereas sectional flags maintain the same diameter from bottom to top.

*Please note, the supplier does not offer a 25-foot sectional flagpole in black.

Colors of flagpoles:

Black-Available in 20 and 25ft telescoping or 30ft sectional.

(Black is available in the styles indicated below only)

Please note-. There has been some concern with the black anodized poles possibly fading, though each poles has a 10-year fade warranty.

Silver: Available in 20 and 25ft telescoping or 20, 25, and 30ft sectional.

(Silver is available plain and/or in the styles indicated below)

Bronze: Available in 20 and 25ft telescoping

(Bronze is available in the styles indicated below only)



AGENDA ITEM # 3a

Style of Flagpoles:

Military Edition Flagpoles available in the following colors

Army- 25ft telescoping-black

Navy- 25ft telescoping-silver

Air Force-25ft telescoping-silver

Freedom Edition-20 or 25ft telescoping, 30ft sectional-black

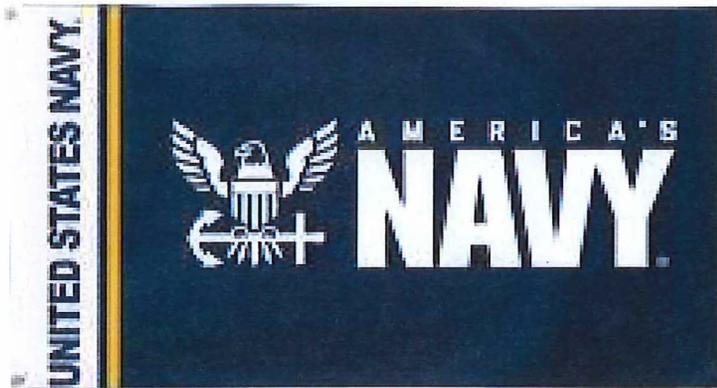
1776 Edition-25ft telescoping-black

Independence-20 or 25ft telescoping-bronze

Styles of Flags:

Please review the attached different options for styles of Military flags, as well as determine which style we wish to purchase. Also, please determine the style of MN State Flag that wish to purchase.

Requested Action: Please review the flagpole colors, styles, and flag options, and make a determination on which to order. Each flagpole will be fitted with a halyard to increase ease of operation for raising/lowering the flag, a lock box to increase security of the flags, and a solar light, unless otherwise determined and recommended by the Parks Committee. If the Parks Committee would like to table the item or request more information, staff would like further direction.



3x5 Deluxe US Navy Flag

\$19⁹⁹

SAVE \$4.96



3x5 Traditional US Navy Flag

\$19⁹⁹

SAVE \$4.96



3x5 US Army Flag

\$19⁹⁹

SAVE \$4.96



3x5 US Deluxe Army Star Flag

\$19⁹⁹

SAVE \$4.96



3x5 US Army Star Flag

\$19⁹⁹

SAVE \$4.96



3x5 US Air Force Flag

\$19⁹⁹

SAVE \$4.96



3'x5' US Air Force Flag White

\$19⁹⁹

SAVE \$4.96



3x5 US Air Force Classic Flag

\$19⁹⁹

SAVE \$4.96



3x5 Deluxe US Air Force Flag
White

\$19⁹⁹

SAVE \$4.96



3x5 Deluxe US Air Force Flag
Black

\$19⁹⁹

SAVE \$4.96



Deluxe US Marines Flag

\$39⁹⁹

SAVE \$10



3x5 USMC Flag

\$29⁹⁹

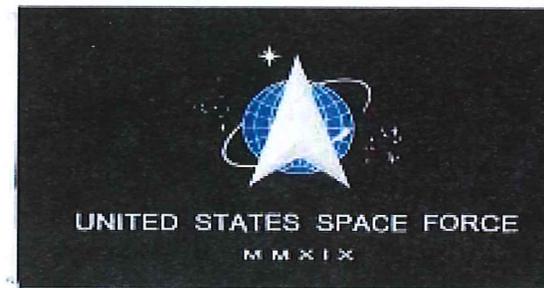
SAVE \$9.96



3x5 US Coast Guard Flag

\$19⁹⁹

SAVE \$4.96



3x5 US Space Force Flag

\$19⁹⁹

SAVE \$4.96



Deluxe US Veteran Flag

\$19⁹⁹

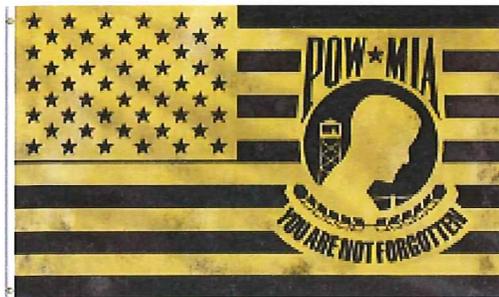
SAVE \$10



Deluxe Memorial Day Flag

\$19⁹⁹

SAVE \$10



Deluxe POW/MIA USA

\$19⁹⁹

SAVE \$10



Deluxe POW/MIA Solider

\$19⁹⁹

SAVE \$10



POW

\$19⁹⁹

SAVE \$4.96



AGENDA ITEM #

3b

REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty
Date: July 24th, 2024
Subject: Veterans Memorial and Memorial Pavers

Report: Deputy Delougherty dropped donation boxes off for the City of Jenkins Veteran's Memorial Fund at the VFW on Tuesday, June 18th to be used during their 50th Anniversary Celebration on Thursday, June 20th and Friday, June 21st. I also provided slips to be filled out if anyone would like further information on purchasing pavers for the Memorial.

** The donations totaled \$224.50.

Attached to the Park Committee email, (also provided for viewing at the Committee meeting) is information provided by Terry Palmer regarding examples of Veterans Memorials, as well as information on how to plan a Veterans Memorial.

**There was one Memorial Paver Information Request slip filled out.

Requested Action: Please determine if the Committee would like to make a recommendation to Council to move forward with Memorial Pavers. Also, please review Memorial planning information and examples provided by Terry Palmer. If the Parks Committee would like to table the item or request more information, staff would like further direction.

VETERANS MEMORIAL FUND

PLEASE CONSIDER MAKING

A DONATION TO

**THE CITY OF JENKINS
VETERANS MEMORIAL FUND.**



**WANT MORE INFORMATION ON PURCHASING A
VETERAN AN ENGRAVED PAVER FOR THE MEMORIAL?**

PLEASE FILL OUT A SLIP HERE, AND THE CITY OF JENKINS
PARKS COMMITTEE CAN SEND YOU MORE INFORMATION.

PLEASE PLACE COMPLETED REQUESTS IN DONATION BOX.

THANK YOU!



REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty
 Date: July 24th, 2024
 Subject: Concession Stand Rental

Report: Park Committee Member/Council Member Haff requested that staff research local cities rental agreements and pricing to determine an appropriate charge for the concession stand. Staff have found that pricing ranges from \$50-\$350 per day depending on amenities, and whether the organization is local and/or has non-profit status.

Below is a list of local municipal rental prices:

Location	Deposit	Resident	Non-Resident	All others
Ideal Twshp Community Center	\$200	\$75	\$200	
Pequot Lakes-Cole Mem Bldg- Half Day (0-4 hours)	\$100	\$50	\$50	Local NP-no charge
Pequot Lakes-Cole Mem Bldg- Full Day (5-8 hours)	\$100	\$100	\$100	Local NP-no charge
Crosslake Community Center	\$50-\$100	\$20/hr		
Nisswa Community Center	\$100	Mon-Thurs \$30/hr \$175/day Fri-Sun \$45/ hr \$350/day		Local NP Mon-Thurs No charge Fri-Sun-50% discount
Pine River Dam Park Pavilion	\$200	\$125	\$175	
City of Brainerd Park Pavilions		Mon-Fri \$50-\$65/day Sat-Sun \$70-\$85/day		

I have attached a draft agreement for your review. The will of Council will determine the pricing in the highlighted areas, but will take recommendations from the Parks Committee. The lease agreement reflects the City Hall lease agreement, for the sake of continuity.

Our Insurance Agent has stated that we must **require** any party utilizing the Jenkins Ball Field Concession Stand to have a current, active, Certificate of Liability Insurance (with the City of Jenkins listed as a named-insured) on file.

Requested Action: Determine rental fee and security deposit amounts required for concession stand rental, and edit/approve Lease Agreement for Council approval. If the Parks Committee would like to table the item or request more information, staff would like further direction.

Please note: This report was initially provided June 20th for last month's meeting. The item was not discussed, so it has been brought back for Park Committee recommendation to Council.

**JENKINS BALL FIELD CONCESSION STAND
LEASE AGREEMENT AND FEE SCHEDULE**
Jenkins Ball Field Location- 2999 Pine Tree Street
Jenkins City Clerks Office- 33861 Cottage Avenue,
Jenkins, MN 56474 (218) 568-4637

Today's Date: _____ Tax Exemption (Non-Profit) ID# _____

Type of Event: _____

Event Date: _____

Name: _____

Address: _____

Phone Number (s): _____

Email: _____

CONCESSION STAND RENTAL CHARGES-FULL DAY

- Jenkins Residents
- Local Non-Profits
- All other

\$ _____ min.

ADDITIONAL CHARGES

- Clean up (if items on checklist are not performed)

\$50.00

****Deposit and clean up fee will be cashed upon receiving a signed lease agreement. After a determination that no damage or additional cleanup was needed, a full refund will be made to the tenant. If there was additional cleanup or damage repairs, a refund for the remaining balance will be issued to the Tenant.

Total Rental Charges \$ _____

Deposit Paid \$ _____

CONCESSION STAND CLEANUP CHECKLIST

*Cleaning supplies are in the concession stand, including broom and extra garbage bags.

Council Chambers

- Concession stand wiped down and swept up.
- All litter picked up and placed in garbage cans.
- Tables wiped off.
- Any full garbage bags outside of cans can be placed in the red garbage bins located
- by the maintenance shop at City Hall.

1. **Lease Agreement made on** _____
2. **Parties:** City of Jenkins as Owner and _____ as Tenant(s).
3. **Leased Property:** The Owner agrees to lease to the Tenant the Jenkins Ball Field Concession Stand.
4. **Lease Term:** The term of this lease is for: Date _____, from (time) _____ to (time) _____.
All Tenants shall be out of the Concession Stand and Ball Field Area no later than 10:00 PM
5. **Rent:** The rent for this property is (based on fee schedule on page 1) \$ _____ payable in full 5 days prior to the rental date.
6. **Security Deposit:** Tenant shall deposit with the City of Jenkins the sum of \$ _____ before using the Concession Stand property, as a security deposit. The City shall mail the deposit to the Tenant within 30 days after expiration of the Lease Term so long as the property has not been damaged by the Tenant (or guests of the Tenant) or Tenant's negligence, and is conditional upon the Tenant cleaning up and leaving the Concession Stand in as good a condition as it was before the Tenant took possession. If there is any damage to the Concession Stand by the Tenant, the security deposit will be used to pay for the actual damages and clean-up costs incurred by the City in repairing the damage to the Concession Stand. Any costs incurred by the City in excess of the security deposit shall be reimbursed by Tenant to Owner. Your date is secured upon receipt of your security deposit. **Confirmation:**
7. Lease agreement will only be valid once you have received a signed agreement by a City official.
8. **Use of Property:** The property shall be used for _____ and for no other purpose without the written consent of the Owner.
9. **Key Codes:** Smart lock key codes are not to be given out to anyone other than the tenant signing this agreement. Tenant is responsible for keeping the 4 digit smart code safe.
10. **Sublease:** The Tenant may not sublease the property without the written consent of the Owner.
11. **Tenant's Maintenance Responsibilities:** The Tenant agrees to clean up the Concession Stand area and pay for any damages to the Concession Stand area during the lease term.
12. **Fee Schedule:** Listed on page 1 of this agreement is the current Rent & Fee Schedule adopted by the City of Jenkins.
13. **Adult Supervision:** All activity must have adult supervision.
14. **Capacity:** The capacity of the Concession Stand will not exceed 4 pursuant to the State Fire Marshall.
15. **Consumption of Alcohol:** The use and/or sale of alcoholic beverages is not permitted.
16. **Smoke Free Facility:** Tenant agrees that the Jenkins Ball Field and Concession Stand area is a smoke free facility. Tenant agrees that neither Tenant nor any of the Tenant's guests, invitee, or licensees shall smoke cigarettes, marijuana, illegal drugs or any other form of tobacco on the premises while this lease is in effect.

17. **Remedies for Default:** If Tenant violates any of the terms of this lease; Tenant may be evicted immediately and without prior notice. If Tenant violates the term of this lease, but Owner does not sue or evict Tenant; Owner may still sue or evict Tenant for any violation of any term of this lease. If Owner brings any legal action against Tenant, Tenant must pay Owner's actual attorney fees and court costs, even if rent is paid after the legal action is started. Owner's and its authorized agents may enter the property at any reasonable time to inspect, improve, maintain, repair the property, or do other necessary work or to show the property to other potential Tenants. Owner may use its legal rights and remedies in any combination. By using one or more of these rights or remedies, Owner does not give up any other rights or remedies as may have.
18. **Pets:** Tenant may not keep or allow animals or pets of any kind on the property off-leash, and must properly dispose of any waste.
19. **Tenant Covenants:**
 Not to act in a loud boisterous, unruly or disorderly or disturb the right of guests or other residents in the neighborhood or to allow his/her guest to do so;
 Not to use or store on the property any flammable or explosive substances;
 Not to interfere in the management and operation of the Ball Field;
 Not to allow Tenant's guests to bring alcohol into the Ball Field/Concession Area;
 Not to place on walls or allow Tenant's guests to place on the walls, any tape, racks, nails, signs, ads, or decorations. Command strips will not be used; No confetti, glitter or containers that have glitter as part of the outside shall be used; Tenants shall remove all items that were used to decorate. This includes but not limited to fishing line, fine wire or plastic clips.
20. **Insurance:** The User is required to obtain liability insurance for the Event. User agrees to obtain at least a \$1,000,000 liability insurance policy. The User agree to provide a certificate of insurance to the City showing the required coverage at least seven (7) days prior to the Event and naming the City as an Additional Insured.

By signing this Lease Agreement, the Tenant is agreeing to all of the terms listed above.

Signature of Tenant	Date
Print Name	
Signature of City Official	Date
**Please make checks payable to: City of Jenkins, 33861 Cottage Avenue, Jenkins, MN 56474	



AGENDA ITEM # 3d

REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty
Date: July 24th, 2024
Subject: Born Learning Trail

Report: City staff received the attached email from Tracy Wallin of the United Way that was shared with Park Committee members Roman Siltman and Missy Haff. This was not discussed during the May or June Parks Committee Meeting from my understanding, so a recommendation has not yet been sent to Council.

Requested Action: Please review the email from Ms. Wallin and determine a recommendation for Council regarding participation. If the Parks Committee would like to table the item or request more information, staff would like further direction.

Cassandra Delougherty

From: Krista Okerman <krista.okerman@cityofjenkins.com>
Sent: Tuesday, April 30, 2024 11:34 AM
To: cassandra.delougherty@cityofjenkins.com
Subject: FW: Born Learning Trail
Attachments: IMG_5357_2.mov

From: Tracy Wallin <tracy@unitedwaynow.org>
Sent: Tuesday, April 30, 2024 11:12 AM
To: krista.okerman@cityofjenkins.com
Subject: Born Learning Trail

Hello Krista!

I wanted to reach out and see if Jenkins would be interested in having a Born Learning trail installed around the playground? The Born Learning Trail is a series of signs that encourages child and adult interaction while also supporting learning. I think it would be a great addition alongside the playground. We have one set of English signs purchased and ready to go, we are just looking for a home for them :) There is a spanish version of the signs if you wanted to offer a bilingual experience.

Last August we installed a set of signage in Kiwanis Park in Brainerd if you want to visit that to see exactly what we are proposing. The attached video shows the finished project at Kiwanis Park. The local Kiwanis club and their highschool Key Club members assisted with painting that day. This could be a great opportunity for a local service organization to get involved. **The United Way would maintain the painted portion of the trail going forward with annual touch-ups.** Although this may be a great future project for a couple students during the Pequot Lakes High School Day of Caring.

To learn more about the Born Learning trail visit our website: <https://www.unitedwaynow.org/born-learning-trails>

I would be happy to come in to visit if you want to know more about it.
Looking forward to working with you!
Tracy

--

Tracy Wallin
Communications and Engagement Coordinator
Lakes Area United Way
tracy@unitedwaynow.org



Lakes Area United Way (/)



DONATE

VOLUNTEER (/CIVICRM/CON

(HTTPS://UNITEDWAYNOW.ORG/

Born Learning Trails



Born Learning Trails

Learning happens everywhere a child goes, but parents, grandparents, and caregivers may not always know how to support that learning. With Born Learning Trails, excursions to the park can turn into fun learning moments. Born Learning Trails consist of ten signs featuring activities that any adult can play with young children.

Kiwanis Park Born Learning Trail

In August 2023, Lakes Area United Way installed the area's first Born Learning Trail at Kiwanis Park in Brainerd. Featuring signage in both English and Spanish, the Born Learning Trail at Kiwanis Park was purchased with funding from Crow Wing County through the Statewide Health Improvement Partnership, and installed by volunteers from the Brainerd Kiwanis Club and Brainerd High School Key Club.

Kiwanis Park is located at 1101 E River Rd, Brainerd, MN 56401

Portable Born Learning Trail

The Lakes Area United Way owns a portable version of the Born Learning Trail, which promotes learning opportunities to community events and festivals. If you are interested in bringing this trail to a local event near you, contact us to learn more about volunteering as a Born Learning Trail Ambassador!



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