



Parks Committee Meeting Agenda Thursday, June 26th, 2025 @ 6:00 PM

Committee Members:

- Missy Haff- Diamond Club
- Roman Siltman-Councilmember/Commissioner/4H
- Jory Carlson-Councilmember
- Ric McClary-Retired PLPD Reserve Officer
- Jon Lubke-CWC Commissioner
- Terry Palmer-VFW Post 3839
- Don & Marna Lohse-Lions Club
- Diane Hamen – Resident
- Ben VonBank –Diamond Club

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 2895
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. April 23rd, 2025 Meeting Minutes
2. May 22nd, 2025 Meeting Minutes
3. New Business
4. Unfinished Business
 - a. Report to Park Committee
 - i. Movie/Music in the Park
 - ii. 4th of July Parade
 1. Current Purchases/Costs
 2. Parade Rules
 - iii. Grill-Out/BBQ-City Festival
 - iv. Sand Volleyball Court Opportunity
5. Miscellaneous/Communication
6. Adjournment

April 24, 2025 Park Committee Meeting

Meeting minutes

New Business

Basketball Court

The committee discussed tree trimming and court striping for the basketball court. It was noted that tree trimming had already been completed. Regarding court striping, a committee member mentioned reaching out to the same contractor who did the resurfacing last year for an updated quote. They expressed a preference for having quotes in writing. The committee also discussed potentially getting quotes from other contractors for comparison.

Community Events/Summer Activities

The committee had an extensive discussion about community events and summer activities. They talked about participating in the Fourth of July parade in Pequot Lakes. A committee member suggested using Greg Guenin's 1950s pickup truck with a red, white, and blue boat as a float. As a backup plan, they discussed using the city trailer or a side-by-side vehicle.

The committee also explored the idea of hosting music in the park events. They discussed potential dates, considering other towns' schedules to avoid conflicts. Wednesday evenings were suggested as a possible time slot. The committee talked about reaching out to local bands and potentially organizing an open mic night.

The possibility of hosting a movie in the park was also discussed. The committee recognized the need for more research on licensing costs, equipment needs, and logistical considerations. They decided to estimate an attendance of 100 people for planning purposes and agreed not to charge admission.

Carlson made a motion to research pricing for a movie in the park event. Siltman seconded the motion.

The committee also briefly touched on the idea of participating in a community-wide garage sale scheduled for June 7th and 8th, but noted it was too short notice for this year.

Sand Volleyball Court Opportunity

The committee discussed an email proposal for a sand volleyball court at the park. They noted that volunteers were willing to help with construction and that sand delivery would be free. The committee estimated needing about 120 tons of sand and discussed the need for drainage and peat rock installation.

Concerns were raised about the location of the proposed court, particularly in relation to safety issues with nearby baseball fields and playground equipment. The committee agreed to look into costs and explore potential locations that would not interfere with future parking needs or create safety hazards.

Carlson made a motion to research costs for the sand volleyball court. Haff seconded the motion.

Unfinished Business

Fundraising

This item was briefly mentioned as being tied to other discussions throughout the meeting, but no specific fundraising plans were detailed.

Cemetery Flags for Veterans

The committee discussed purchasing flags for veterans' graves at the cemetery. They decided to order 100 flags at a cost of about \$75. The committee agreed to leave the flags at the graves year-round rather than removing them after Memorial Day.

Volunteers, including local children, were identified to help place the flags. The committee set May 17th as the target date for flag placement.

Haff made a motion to purchase flags for veterans' graves. Carlson seconded the motion.

Movie in the Park

This item was discussed in conjunction with the Community Events/Summer Activities section.

Rental Agreement Review

The committee reviewed updates to the rental agreement, including changes to the number of porta-potties required and corrections to the concession stand use section. It was noted that the city council had approved moving forward with these changes.

Playground Equipment & Woodchips

The committee discussed the status of playground woodchips. It was reported that the public works department had fluffed the existing woodchips, bringing them above the required safety line. As a result, the committee decided to postpone ordering additional woodchips, saving approximately \$2,300.

A safety check of the playground equipment was conducted, and it was reported that everything was in good condition for the year.

Miscellaneous/Communication

No specific items were discussed under this agenda item.

Adjournment

The meeting was adjourned. No specific time was mentioned in the transcript.

May 22nd, 2025

Park Committee Meeting

Meeting minutes

New Business

No discussion occurred for this agenda item.

Unfinished Business

Movie in the Park

The committee was informed that they were waiting on a response from the entertainment company after providing them with the requested information from the previous Parks meeting.

Basketball Court

The committee was updated that Roman had already received the quote for court striping, which had been approved by the City Council. Ted Young from Lakes Area or Lakes Pavement Maintenance was expected to complete the striping within the next week to week and a half. The committee noted that Ted Young was known for his quick response and providing a written quote.

Community Events/Summer Activities

No specific discussion occurred for this sub-item.

4th of July Parade

The committee discussed various aspects of the upcoming 4th of July parade. They were informed that Clerk Okerman was waiting to hear back from the Pequot Lakes Chamber regarding waiving the entrance fee for the city.

Deputy Delougherty had provided options for boat key floats and other giveaway items via Oriental Trading Company. The committee was presented with a catalog to review these options.

Greg Guenin volunteered to drive his truck and boat in the parade. He clarified his offer, stating that he would donate his time to the city but requested consideration for a gas card to help with fuel costs for the approximately 1300-1400 mile round trip. The committee agreed this would be more cost-effective than paying mileage.

The committee viewed pictures of Greg's 1950 truck and 1957 14-foot Johnson Runabout boat, noting their pristine condition. They discussed logistics for transporting both vehicles and potential storage options before the parade.

The committee also addressed the need for music during the parade. Greg suggested playing John Philip Sousa marches, which he had successfully used in previous parades. Rick proposed using Bluetooth speakers from the local radio station if available. The committee agreed to explore options for playing the music and discussed the possibility of transferring CD tracks to a phone for easier playback.

The committee considered various parade elements, including having a grand marshal, potentially an older citizen who had been a resident for many years. They also discussed the idea of showcasing the city's recreational facilities by having children in sports uniforms ride in the boat.

Regarding giveaway items, the committee discussed options such as necklaces, freebies, and floating key chains with the city logo. They decided to avoid items like small flags or balloons due to potential littering and safety concerns.

Deputy Delougherty had sent out a request for volunteers, and staff was researching costs for volunteer shirts. The committee discussed labeling shirts for different roles such as council members and planning and zoning committee members.

Grill-Out/BBQ

No new information was available for this sub-item.

Sand Volleyball Court Opportunity

The committee reviewed the research conducted by staff regarding the costs associated with constructing a sand volleyball court. The estimated costs included:

- Approximately \$1,000 for 155 tons of washed sand
- \$500 for setting permanent posts
- \$600 for equipment

The total estimated cost was between \$2,100 and \$3,000, which was lower than initially anticipated. The committee noted that drainage tiles might not be necessary due to the sandy soil in the area, potentially saving on costs and engineering fees.

The committee discussed the logistics of storing equipment and the possibility of having league players bring their own nets and balls to reduce ongoing costs and maintenance for the city. They agreed to seek more clarification on additional costs, such as fencing, and to confirm the league's continued interest in the project.

The committee planned to have an outdoor meeting in the future to walk the area, assess the available space, and consider potential locations for the court, including the newly acquired land adjacent to the ball field.

Playground Equipment & Woodchips

The committee was informed that the playground's wood chip levels were below the safety lines. Roger was planning to reach out to Lakeshore to inquire about purchasing one or two yards of woodchips, as the city didn't have the capacity to safely store a full truckload.

Staff had completed the stencil outline for the Born Learning Path at the park, and the committee recommended checking it out.

Roger was looking into sandblasting or power-washing equipment for use at the cemetery, as there was no running water available there. The committee also discussed the possibility of power washing the pavilion at the park.

Miscellaneous/Communication

The committee briefly discussed the recent Pequot Tool company event held at the park, which had approximately 400 attendees. They noted that it was a positive use of the park facilities and that the company had rented the space for the event.

Adjournment

The meeting was adjourned with no further discussion.



AGENDA ITEM # _____

REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty
Date: June 23rd, 2025
Subject: Current Project Statuses & Recommendations

Report: Please see below for information on current park projects/recommendations.

- 1.) Music in the Park: The committee discussed utilizing Veteran's Park on Wednesday nights in the summer for Music in the Park nights. The recommendation of the committee is to move forward with researching options and establishing resources. Committee members were going to speak with local artists and cities to determine ballpark costs.

Have any committee members received any information from outside resources? If requesting staff participation, please give direction.

Cost impact: TBD with approval of Council

- 2.) Movie in the Park: The committee would like to offer a movie in the park at the Jenkins ballfield. Clerk Okerman has previously provided information to the Committee with questions that needed to be answered prior to determining the cost associated regarding the copyright laws. The Committee indicated that they would like staff to determine the showing cost based on the attendance of 100 people at no charge to the public.

Cost associated: Approx. \$4000 based on research

- 3.) Community Events/Summer Activities: The Committee is entered into the Pequot Lakes Stars & Stripes Parade on July 4th. Greg Guenin will be driving his truck and trailer in the parade. Committee members determined that they would like to hand out boat floats and necklaces at the parade, rather than candy. The Parade Entry Fee is \$50 for the city. Council approved a budget of \$1250. To date, staff have not received any volunteers to hand out giveaway gear. Attached are costs to date, as well as parade rules.

-Is there still a desire to put together a City Festival? If so, please make recommendations, including staff direction.

-Any other giveaway gear requested to be purchased for the parade?

- 4.) Sand Volleyball- Staff have not received further information to date regarding moving forward on this.

-Should staff reach out to Widseth for comment?

-Proposed location of the court?

-Costs the committee is recommending approval for?

Requested Action: Please make your recommendations regarding projects and requested funding.

- 1.) Movie in the Park
- 2.) Music in the Park
- 3.) City Festival
- 3.) Sand Volleyball

Stars & Stripes Parade Costs

Qty	Description	Remitter	Total Cost	
3 trips	Fuel Reimbursement***	Greg Guenin***	\$154.16	paid
x2	Banners	Banners.com	\$273.55	received
x250	Boat Float Keychains	ImprintLogo.com	\$384.32	ETA 6/30
x960	GlowNecklace/Bracelets	Amazon.com	\$150.77	received
x300	Beaded Necklaces	Amazon.com		
x60	Beaded Star Necklaces	Amazon.com		
x1	Parade Entry Fee	Pequot Lakes Chamber	\$50.00	paid

***Running total-more fuel reimbursement to come

\$1,012.80

Order Details

Order placed June 18, 2025 | Order # 111-9324858-6278621

Ship to	Payment method	Order Summary
City of Jenkins 33861 COTTAGE AVE JENKINS, MN 56474-2052 United States	Visa ending in 2057	Item(s) Subtotal: \$139.96 Shipping & Handling: \$6.99 Free Shipping: -\$6.99 Total before tax: \$139.96 Estimated tax to be collected: \$10.31 MN Road Improvement and Food Delivery Fee \$0.50 Grand Total: \$150.77

Delivered June 23

Your package was left near the front door or porch.



Henoyso 300 Pcs 4th of July Bead Necklaces Bulk Independence Day Patriotic Star Necklaces July 4th Red Blue Silver Bead for Independence Day Patriotic Parade Carnival Party Favors

Sold by: Tiimmeen
Return or replace items: Eligible through July 23, 2025
\$59.99



480 PCS 4th of July Glow Sticks with Connectors, Red White Blue Glow in The Dark Stick, Light Up Bracelets Necklaces Accessories for Kids Adults, Party Favor Supplies For Party Favor Independence Day

Sold by: Hamag
Supplied by: Other
Return or replace items: Eligible through July 23, 2025
\$29.99



Shop Zoombie Patriotic Star Bead Necklace Red White Blue - 60 Pack - July 4, Independence Day, Parades

Sold by: Shop ZoomBee LLC
Return or replace items: Eligible through July 23, 2025
\$19.99



Order:

×

Your order number is **31639**

Shipping to:

cassandra.delougherty@cityofjenkins.com
Cassandra Delougherty
33861 Cottage Ave
Jenkins, MN
56474


Discounts:

\$19.38

Payment:

\$384.32 paid with Stripe

Order summary:

 **Re-Order** - 250 Floating Keychain - \$362.50
Your Imprint:



Date Requested By: 06-30-2025

Item color : Yellow

Shipping via: UPS Ground - 3 day delivery for \$16.20

All your custom imprinted promotional products professionally printed.

Cassandra Delougherty

From: Brainerd Lakes Chamber of Commerce <infoStaff@explorebrainerdlakes.com>
Sent: Monday, June 23, 2025 1:30 PM
To: cassandra.delougherty@cityofjenkins.com
Subject: 2025 Stars & Stripes Days -- Parade Registration - attendee registered



You have been registered to attend 2025 Stars & Stripes Days -- Parade Registration event on 4/14/2025



Congratulations!

**You have officially been registered for the
2025 Stars & Stripes Parade, July 4, 2025.**

The parade will take place on Friday, July 4, 2025 starting at 12:00 pm.

Important Details:

Time // The parade will commence precisely at 12:00 PM noon regardless of weather.

Parade Lineup // Check-in: 10 AM- 11:30 AM - NO EARLY ARRIVALS

Sponsor and Parade Line-Up Area // Platinum, Band, Titanium, Pit Crew, Gold, Silver and Bronze Sponsors line up in the Pequot Lakes Middle School Parking Lot starting behind the school.

You must enter this area from the east entrance (West Woodman Street). Parade volunteers will check you in and give you instructions where to proceed to park so you're with like sponsors or general parade entries. You will also receive your float number that will need to be placed on your vehicle. Parade entries with music will be lined up separately so they can be integrated with the non-music entries.

Parade Participant Parking & Shuttle Service // Parade participant parking will be at the Pequot Lakes High School Parking lot. Enter from West Lakes Street.

Parade Route // The parade will begin from behind the Pequot Lakes Middle School onto South Oak Street. Head north to Brown Street (turn right). Turn left onto Front Street. Turn right onto East Sibley Street. Turn right onto Government Drive. Turn left onto Main Street. Turn right onto North Washington Avenue. Turn left onto East Woodman Street. Parade route ends at the Pequot Lakes Middle School parking lot.

Parade Rules:

1. The deadline to register your float is June 27, 2025. Participation may be denied to units registering after this deadline.
2. **THERE IS NO PARKING AREA FOR PARADE PARTICIPANTS AT THE PARADE STARTING AREA.** Please park extra vehicles in the Pequot Lakes High School parking lot.
3. No more than 2 units may represent any business. You must arrive together in order to be together. We will not save space.
4. Parade Judges are located on a trailer on the west side of Government Drive. Trophies are awarded to the best for-profit business float and the best non-profit organization float judged on enthusiasm, float or entry design. Judges will accept bribes, although bribes will not be taken into consideration for judging.
5. Each unit must maintain its assigned position throughout the entire parade and keep a distance of not less than 20 feet and no more than 30 feet from the preceding unit. Always maintain your spacing – do not bunch up, do not lag behind. Everyone must proceed in a forward motion no faster than 5 mph. At no time may any vehicle backup.
6. NO semi-trucks will be allowed; they cannot make the corners on the parade route. No “genie” lifts or bucket type trucks are allowed in the raised position. A vehicle pulling a trailer can not exceed 50 feet in length.
7. If approved, all animal units must provide their own clean-up crew, or you will not be allowed to enter the line of march. All animals must have updated vaccinations and be in good medical health and be able to cope with crowds, noise and other animals. The Parade Committee reserves the right to bar from the parade any animal, horse or rider deemed unsafe to other riders or spectators. All animals and horses must be in the control of the handlers at all times. Please contact Colleen Faacks at (218) 568-8911 for all animal entries.

8. Each float/truck driver must be the holder of a valid driver's license, vehicle insurance and a current registration of said vehicle. Proof of insurance is required for parade participation and a valid certificate must accompany the parade application. A float/truck driver must stay with the float at all times, including when at the line-up area. **ALCOHOL IS PROHIBITED ON PARADE ENTRIES AND VIOLATORS WILL BE PROSECUTED IN ACCORDANCE WITH MINNESOTA STATE LAW.**

9. Every vehicle is required to have a spotter in the passenger seat to assist the driver by watching for pedestrians, children, floats that have stopped and corners that may be a sharper turn.

10. We encourage handing out candy and prizes; however, to ensure the safety of the parade spectators, **THROWING OF CANDY OR PRIZES FROM PARADE VEHICLE or FLOAT IS STRICTLY PROHIBITED!** Distributing candy or prizes is permitted by walkers along the shoulders of the road only.

11. An adult must be on floats where there are children. The ratio of adults to children should be 1:5 for children under age 16.

12. **IN CASE OF EMERGENCY**, which may require police or fire vehicles, all entries are required to move as far to the right side of the street as possible.

13. All parade participants shall conduct themselves in a manner appropriate for a family audience of all ages, march in a peaceful and orderly fashion, and participate in a civil manner with respect to other participants and the public. Parade participants shall not use obscenity, profanity, defamation, threats, or fighting words.

Your registration ID is: 14004752

You may wish to add this event to your:

- Google Calendar by clicking [here](#)
- Or to download iCal (Outlook, Apple, or other) click [here](#)

You can update your status [here](#), or update your registration information [here](#).



Pequot Lakes Chamber of Commerce
Colleen Faacks
colleen@pequotlakes.com
(218) 568-8911

Thank you,

Brainerd Lakes Chamber of Commerce
(218) 829-2838