



Parks Committee Meeting Agenda

Wednesday, August 27th, 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
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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
 - a. Truck or Treat Discussion
 - b. Tree Lighting Ceremony Discussion
4. Unfinished Business
 - a. Report to Park Committee
 - i. Movie/Music in the Park
 - ii. 4th of July Parade
 - iii. Grill-Out/BBQ-City Festival
 - iv. Sand Volleyball Court Opportunity
 - v. Playground Woodchips
 - vi. Flags
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, freezies, 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: August 21st, 2025
Subject: New Business

Report: Please see below for new business discussion items.

- a. Trunk Or Treat
 - i. When?
 - ii. Where?
 - iii. Volunteers?
 - iv. Prizes?
 - v. Advertisement/marketing?
 - vi. Food?
 - vii. Requested Funding and sources?
 - viii. Any other recommendations/requests?
- b. Tree Lighting Ceremony
 - i. When?
 - ii. Where?
 - iii. Volunteers?
 - iv. Prizes?
 - v. Advertisement/marketing?
 - vi. Food?
 - vii. Requested Funding and sources?
 - viii. Any other recommendations/requests?

Requested Action: Please make your recommendations regarding the above topics and requested funding the Committee is recommending.



AGENDA ITEM # _____

REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty
Date: July 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 entered into the Pequot Lakes Stars & Stripes Parade on July 4th. Greg Guenin drove 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. Attached, you will find total costs to date for the City of Jenkins to participate in the 2025 Stars & Stripes Parade. If further costs are associated, please provide receipts/invoices to staff for payment. Thank you to Mr. & Mrs. Guenin for donating their time and the use of their truck and boat, as well as to all who volunteered. Community and Committee members have indicated that the parade went well, and it was very appreciated that the City of Jenkins was represented in the parade for the first time since our Centennial.

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

- 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?



AGENDA ITEM # _____

5.) Playground Woodchips- Roger spoke with Lake Shore and they do not have any extra woodchips. He requests that in the event that we order more this year, we have them blown in by the supplier as we have in some of the previous years. Last year, we ordered 90 cubic yards of Nature'sPlus ASTM Compliant Playground Safety Surfacing at a price of \$25.89/cubic yard. This does not include possible costs associated to blow in the chips.

-Should staff order more?

-If so, how many cubic yards is the Committee recommending for Council approval?

6.) Flag Memorial- The US Space Force replacement flag has been ordered for the Veteran's Park Flag Display and will be installed following delivery. Staff were informed that the halyard is broken for the Cemetery Flags. Staff is working with Roger to determine the proper halyard. (Initial cost estimates showed the cost of shipping being the same cost as the halyard itself. We will likely request that Roger purchase the halyard locally for more cost-effectiveness.

-Are there other flags that the Committee recommends be replaced?

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

- 1.) Movie in the Park
- 2.) Music in the Park
- 3.) City Festival
- 4.) Sand Volleyball
- 5.) Woodchips
- 6.) Flags

2025 Stars & Stripes Parade Costs

Qty	Description	Remitter	Total Cost
x2	Banners	Banners.com	\$273.55
x250	Boat Float Keychains	ImprintLogo.com	\$384.32
x250	Glow Nexklaces	Amazon.com	\$150.77
x300	Beaded Necklaces		
x60	Beaded Star Necklaces		
x1	Parade Entry Fee	Pequot Lakes Chamber	\$50.00
x6	Silly 4th of July Glasses	Donation Made By Deputy Delougherty	0
x96	Stars & Stripes Slap Bracelets		
x60	Stars & Stripes Bubbles		
To get truck/boat	Fuel Reimbursement	Greg Guenin	\$154.16
To return truck/boat	Fuel Reimbursement	Greg Guenin	\$189.59
*If there any additional costs other than those listed, please provide receipts or invoices to staff for reimbursement.			\$1,202.39