



Parks Committee Meeting Agenda

Thursday, September 25th, 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

LOCATION CHANGE:
JENKINS BALL FIELD
2999 PINE TREE STREET

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

1. August 27th, 2025 Meeting Minutes
2. New Business
 - a. Verbal recap provided by Roman and Jory regarding a discussion with Steve Hanson, Pine River Area Foundation regarding Jenkins Park Development Committee
 - b. Future Site Plan for Jenkins Ball Field & Surrounding City-Owned Public Zoning District
3. Unfinished Business
 - a. Pollinator Garden
 - b. Tree Lighting
4. Miscellaneous/Communication
 - a. Public Purpose Expenditures handout from LMC, relating to donations and fundraising; handout provided at City Hall or available here:
https://www.lmc.org/resources/public-purpose-expenditures/?utm_source=Website&utm_medium=online&utm_campaign=Memos
5. Adjournment

AUGUST 27TH, 2025 PARK COMMITTEE MEETING MINUTES

1. APRIL 23RD, 2025 MEETING MINUTES

THE COMMITTEE DISCUSSED THE PREVIOUS MEETING MINUTES. A MOTION WAS MADE AND SECONDED TO ACCEPT THE MINUTES.

MOTION TO ACCEPT THE APRIL 23RD, 2025 MEETING MINUTES WAS MADE, SECONDED, AND APPROVED UNANIMOUSLY.

2. MAY 22ND, 2025 MEETING MINUTES

THE COMMITTEE DISCUSSED THE PREVIOUS MEETING MINUTES. A MOTION WAS MADE AND SECONDED TO ACCEPT THE MINUTES.

MOTION TO ACCEPT THE MAY 22ND, 2025 MEETING MINUTES WAS MADE, SECONDED, AND APPROVED UNANIMOUSLY.

3. NEW BUSINESS

A. TRUNK OR TREAT DISCUSSION

THE COMMITTEE DISCUSSED THE POSSIBILITY OF ORGANIZING A TRUNK OR TREAT EVENT FOR THE CITY. THEY EXPLORED THE EXTENT OF CITY INVOLVEMENT, WHETHER IT WOULD BE JUST PROVIDING AN AREA OR ALSO PARTICIPATING WITH CANDY DISTRIBUTION. THEY ACKNOWLEDGED THAT OCTOBER WAS APPROACHING QUICKLY AND TIMING NEEDED TO BE CONSIDERED.

COMMITTEE MEMBER SILTMAN NOTED SHE WOULD BE UNAVAILABLE ON HALLOWEEN WEEKEND SINCE HALLOWEEN FALLS ON A FRIDAY THIS YEAR. THE COMMITTEE DISCUSSED THE POSSIBILITY OF HOLDING THE EVENT ON THURSDAY BEFORE HALLOWEEN BUT EXPRESSED CONCERNS ABOUT COMPETING WITH OTHER LOCAL TRUNK OR TREAT EVENTS AND WHETHER FAMILIES WOULD WANT TO DRESS UP THEIR CHILDREN MULTIPLE TIMES.

THE COMMITTEE DISCUSSED HOW NUMEROUS TRUNK OR TREATS ARE ALREADY HELD BY LOCAL CHURCHES, SCHOOLS, AND ORGANIZATIONS IN THE AREA. THEY NOTED THAT PEQUOT LAKES HOSTS AN EVENT THROUGH COMMUNITY ACTION ON OCTOBER 25TH FROM 10AM-12PM.

RATHER THAN COMPETING WITH ESTABLISHED EVENTS, THE COMMITTEE CONSIDERED POTENTIALLY PARTNERING WITH LOCAL BUSINESSES LIKE SHINER'S, WHO MIGHT BE WILLING TO PARTICIPATE OR SPONSOR. IT WAS SUGGESTED THEY COULD USE THE EVENT AS A WAY TO ENCOURAGE LOCAL BUSINESSES TO GIVE BACK TO THE COMMUNITY.

THE COMMITTEE DECIDED TO GAUGE COMMUNITY INTEREST FIRST BY SENDING OUT TEXT ALERTS AND FLYERS TO LOCAL BUSINESSES BEFORE MAKING A FINAL DECISION ON WHETHER TO PROCEED WITH THE EVENT.

B. TREE LIGHTING CEREMONY DISCUSSION

THE COMMITTEE DISCUSSED DETAILS FOR THE ANNUAL TREE LIGHTING CEREMONY, INCLUDING DATE, LOCATION, VOLUNTEERS, AND AMENITIES. THEY CHOSE DECEMBER 6TH, 2025, AS THE DATE FOR THE EVENT, TO BE HELD AT THE CITY PARK.

THE COMMITTEE DISCUSSED THE NEED TO SCHEDULE A WORKDAY FOR PUTTING UP THE LIGHTS, TENTATIVELY SET FOR NOVEMBER 15TH, NOTING THAT THIS FALLS DURING DEER HUNTING SEASON BUT SEVERAL MEMBERS WOULD STILL BE AVAILABLE. IT WAS MENTIONED THAT NEW LED LIGHTS WERE PURCHASED LAST YEAR FOR THE FENCE AND GAZEBO. THE COMMITTEE ALSO DISCUSSED THE NEED TO LOCATE THE 16-FOOT ARTIFICIAL TREE THAT WAS PURCHASED PREVIOUSLY BUT NOT USED LAST YEAR.

JOHN LUBKE, WHO HAD BEEN INVOLVED WITH PREVIOUS TREE LIGHTING CEREMONIES, SHARED THAT SLEIGH RIDES HAD BEEN A SUCCESSFUL COMPONENT IN THE PAST. THE COMMITTEE CONSIDERED POTENTIAL SOURCES FOR SLEIGH RIDES, INCLUDING CHECKING WITH DOUG TAYLOR OR JOHN RAUL.

FOR REFRESHMENTS, THE COMMITTEE DECIDED TO INCLUDE HOT DOGS, HOT CHOCOLATE, HOT APPLE CIDER, AND S'MORES. THEY DISCUSSED CREATING A CONTROLLED FIRE SETUP USING MODIFIED 55-GALLON BARRELS FOR ROASTING MARSHMALLOWS AND CREATING S'MORE KITS.

THE COMMITTEE EXPLORED POTENTIAL FUNDING SOURCES, INCLUDING ASKING LOCAL BUSINESSES TO SPONSOR THE EVENT AND REQUESTING FUNDS FROM THE PINE RIVER AREA FOUNDATION (PRAF). THEY DECIDED TO REQUEST \$500 FROM PRAF SPECIFICALLY FOR THE TREE LIGHTING CEREMONY.

MOTION TO PROCEED WITH THE TREE LIGHTING CEREMONY ON DECEMBER 6TH, 2025, AT THE CITY PARK, WITH THE PLANS DISCUSSED FOR VOLUNTEERS, MARKETING VIA FLYERS, FOOD INCLUDING S'MORES, HOT DOGS, CIDER AND COCOA, AND WITH A FUNDING REQUEST OF \$500 WAS MADE BY JON LUBKE AND SECONDED BY JORY CARLSON. THE MOTION PASSED UNANIMOUSLY.

4. UNFINISHED BUSINESS

A. REPORT TO PARK COMMITTEE

I. MOVIE/MUSIC IN THE PARK

THE COMMITTEE DISCUSSED THAT WHILE THEY HAD GATHERED SOME CONTACTS FOR MUSIC PERFORMANCES, FURTHER WORK WAS NEEDED ON PRICING. ROMAN SILTMAN MENTIONED SENDING OUT EMAILS BUT NOT RECEIVING RESPONSES. ***THE COMMITTEE AGREED TO TABLE THIS ITEM UNTIL NEXT SUMMER, NOTING THAT OTHER LOCAL ORGANIZATIONS HAD ATTEMPTED SIMILAR EVENTS BUT FOUND THEM EXPENSIVE AND NOT WELL-ATTENDED BEYOND CHURCH MEMBERS.***

II. 4TH OF JULY PARADE

THE COMMITTEE REVIEWED THE CITY'S PARTICIPATION IN THE PEQUOT LAKES 4TH OF JULY PARADE. RICK MCCLARY, WHO STORED THE FLOAT COMPONENTS, REPORTED THAT GREG GUENIN WAS APPRECIATED FOR BEING REIMBURSED FOR HIS EXPENSES IN OBTAINING THE BOAT FOR THE FLOAT. HE ALSO PROVIDED FEEDBACK THAT THE GLOW NECKLACES HANDED OUT DURING THE PARADE WERE DIFFICULT TO ASSEMBLE AND DISTRIBUTE, RECOMMENDING THAT NEXT YEAR THEY FOCUS SOLELY ON THE BOAT-SHAPED KEY FOBs, WHICH WERE POPULAR, AND POSSIBLY CONSIDER FRISBEES AS AN ADDITIONAL GIVEAWAY ITEM.

THE COMMITTEE NOTED THAT THE PARADE WENT WELL DESPITE THE EXTREMELY HOT WEATHER, WITH AN ESTIMATED 5,000 ATTENDEES. THEY DISCUSSED AN INAPPROPRIATE COMMENT MADE BY THE PARADE ANNOUNCER ABOUT JENKINS AND SUGGESTED PROVIDING A BETTER SCRIPT FOR NEXT YEAR. THE COMMITTEE EXPRESSED INTEREST IN PARTICIPATING AGAIN NEXT YEAR DESPITE THE CHALLENGES.

III. GRILL-OUT/BBQ-CITY FESTIVAL

THE COMMITTEE DISCUSSED THE POSSIBILITY OF ORGANIZING A CITY FESTIVAL, NOTING THAT IDENTIFYING A CENTRAL FOCUS WOULD BE IMPORTANT. THEY ACKNOWLEDGED THAT ORGANIZING A NEW FESTIVAL WOULD BE CHALLENGING GIVEN THE COMMITTEE'S CURRENT PROJECTS. JON LUBKE MENTIONED THAT JENKINS WAS HISTORICALLY KNOWN FOR POTATOES, WHICH COULD BE A POTENTIAL THEME. HOWEVER, THE COMMITTEE RECOGNIZED THE LIMITATIONS OF THE CITY'S LAYOUT, WITH BUSINESSES SPREAD OUT RATHER THAN CONCENTRATED ALONG A MAIN STREET. THEY AGREED THAT FOCUSING ON ENHANCING CURRENT EVENTS LIKE THE EASTER EGG HUNT AND TREE LIGHTING CEREMONY MIGHT BE MORE PRACTICAL THAN STARTING A NEW FESTIVAL AT THIS TIME.

IV. SAND VOLLEYBALL COURT OPPORTUNITY

THE COMMITTEE REVISITED THE PROPOSAL FOR A SAND VOLLEYBALL COURT. THEY DISCUSSED THE NEED TO IDENTIFY AN APPROPRIATE LOCATION, WITH CONCERNS ABOUT SAFETY IF PLACED NEAR THE BASEBALL FIELDS. THE COMMITTEE AGREED TO SCHEDULE A SITE VISIT DURING THEIR NEXT MEETING IN SEPTEMBER TO WALK THE PROPERTY, INCLUDING THE NEWLY ACQUIRED LAND, TO DETERMINE THE BEST LOCATION.

THEY DISCUSSED THAT A VOLLEYBALL COURT WOULD PROVIDE AN ACTIVITY FOR SIBLINGS OF CHILDREN PLAYING BASEBALL. THE COMMITTEE AGREED THAT SEEING THE LOCATION IN PERSON WOULD HELP THEM MAKE BETTER DECISIONS ABOUT PLACEMENT, SAFETY CONCERNS REGARDING NEARBY BASEBALL ACTIVITIES, AND PARKING CONSIDERATIONS.

V. PLAYGROUND WOODCHIPS

THE COMMITTEE DISCUSSED THE NEED FOR MAINTENANCE OF THE PLAYGROUND WOODCHIPS. IT WAS NOTED THAT THE CURRENT WOODCHIP LEVELS WERE BELOW THE SAFETY MARKERS. THEY DISCUSSED PREVIOUS ISSUES WITH INSTALLATION, WHERE THE DELIVERY TIMING DIDN'T ALIGN WITH VOLUNTEER AVAILABILITY, RESULTING IN INADEQUATE SPREADING OF THE CHIPS.

THE COMMITTEE RECOMMENDED THAT HAVING THE WOODCHIPS PROFESSIONALLY BLOWN IN WOULD BE MORE EFFICIENT AND ENSURE PROPER COVERAGE. MISSY HAFF SUGGESTED THAT WOODCHIP REPLACEMENT SHOULD BE A STANDING BUDGET ITEM HANDLED ON A REGULAR SCHEDULE WITHOUT REQUIRING COMMITTEE APPROVAL EACH TIME. ***THE COMMITTEE AGREED THAT ANNUAL OR BIENNIAL REPLACEMENT SHOULD BE STANDARD MAINTENANCE TO MAINTAIN THE PLAYGROUND'S SAFETY AND APPEARANCE.***

VI. FLAGS

THE COMMITTEE DISCUSSED FLAG REPLACEMENTS AT THE VETERANS MEMORIAL. IT WAS REPORTED THAT THEY HAD REPLACED MANY OF THE FLAGS, BUT STILL NEEDED TO REPLACE THE SPACE FORCE FLAG, STATE FLAG, AND POW FLAG TO ENSURE ALL FLAGS WERE OF THE SAME QUALITY.

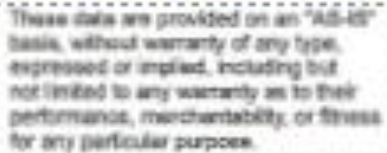
MISSY HAFF REPORTED ON THE MEMORIAL DAY FLAG PLACEMENT AT THE CEMETERY, WHICH WAS DONE WITH HELP FROM LOCAL CHILDREN. SHE NOTED SOME ISSUES WITH THE CEMETERY MAP AND IDENTIFYING CERTAIN GRAVES, AND MENTIONED CONCERNS ABOUT THE GRASS BEING TOO LONG DURING FLAG PLACEMENT. THE COMMITTEE DISCUSSED IMPROVING COORDINATION FOR FUTURE FLAG PLACEMENTS AND ENSURING THE CEMETERY IS PROPERLY MAINTAINED BEFORE SUCH EVENTS.

5. MISCELLANEOUS/COMMUNICATION

NO SPECIFIC ITEMS WERE DISCUSSED UNDER THIS AGENDA ITEM.

6. ADJOURNMENT

MOTION TO ADJOURN AT APPROX. 7:58PM WAS MADE BY JORY CARLSON AND SECONDED BY JON LUBKE. THE MOTION PASSED UNANIMOUSLY



Date: 9/22/2025 Time: 9:48 AM



