



Parks Committee Meeting Agenda Thursday, October 23rd, 2025 @ 6:00 PM

Committee Members:

- Missy Haff- Diamond Club
- Roman Siltman-Councilmember/Commissioner/4H
- Jory Carlson-Councilmember
- 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. September 25th, 2025 Meeting Minutes
2. New Business
 - a. Testing Christmas Lights
 - b. Batting cages-update from Missy, if available
 - c. Special Event Permit Application-Jenkins Area Lions Club
3. Unfinished Business
 - a. Tree Lighting
 - b. Pollinator Garden
4. Miscellaneous/Communication
5. Adjournment

September 25th, 2025

Parks Committee Meeting Minutes

1. August 27th, 2025 Meeting Minutes

The committee reviewed the previous meeting minutes.

Motion to approve the August 27th, 2025 meeting minutes was made by Haff and seconded by Carlson. The motion passed with all in favor.

2. New Business

a. Verbal recap provided by Siltman and Carlson regarding a discussion with Steve Hanson, Pine River Area Foundation regarding Jenkins Park Development Committee

Siltman and Carlson provided a verbal recap of their discussion with Steve Hanson from the Pine River Area Foundation (PRAF). They reported that Steve was receptive to their ideas and provided advice on what items they can and cannot include. The key points discussed were:

- Checks need to be made out to PRAF
- They need to include a statement that donations may not be tax deductible and that donors should contact their tax preparers
- Carlson mentioned he would reach out to Steve with a letter about the fence project for review
- The committee discussed how to approach potential donors like Snarky Shiner's, emphasizing that wording is crucial
- They must clearly state that donations go to the Pine River Area Foundation, not directly to the Jenkins Park and Recreation
- For each fundraising initiative, they should send a letter or email to PRAF for review to ensure compliance
- Committee members asked for clarification about who would be responsible for sending these communications, with Carlson or Siltman taking responsibility until city staff could handle it
- The group discussed the gambling fund currently held by PRAF, including questions about:
 - Whether funds from gambling taxes have specific limitations on their use
 - How much money remains in the fund
 - Whether any money had already been disbursed back to the city
 - Whether they could request a regular statement showing fund status

Lubke requested clarification about how the 501(c)(3) partnership with PRAF was established. Siltman explained that when the council didn't have members willing to serve on a separate 501(c)(3) board, they reached out to PRAF. The gambling tax money was transferred to PRAF, who now holds the funds for park development projects. Carlson agreed to email Steve to clarify the status of these funds and any restrictions on their use.

b. Future Site Plan for Jenkins Ball Field & Surrounding City-Owned Public

Zoning District

The committee conducted an on-site discussion of the future site plan for the Jenkins Ball Field and surrounding city-owned property. Major topics discussed included:

Parking improvements:

The current parking situation during events is challenging, with cars parked along nearby streets

Members suggested removing some trees to create better-defined parking areas

They discussed extending the fence and reconfiguring the roadway to create a better traffic flow

Volleyball court placement:

They determined a standard beach volleyball court measures approximately 26'3" wide by 52'6" long

The committee discussed potential locations, considering sun positioning and safety concerns

Members noted the volleyball court could provide activities for siblings of children playing baseball

Playground relocation:

Members discussed moving the existing playground equipment to a different area of the park

This would provide better safety for small children and free up space for other amenities

They debated whether the swing sets would need to meet current safety standards if relocated

Additional amenities:

Batting cages and pickleball courts were discussed as potential additions

Members noted Diamond Club might be willing to fund batting cage construction

They suggested possibly creating a shared concrete pad for both pickleball and batting cages

Development priorities:

The committee established the following priorities:

- Halo netting around the baseball field (pending grant approval)
- Improved parking and fencing
- Volleyball court
- Playground relocation/improvements

The committee plans to gather specific measurements for the volleyball court and batting cage areas to develop a more detailed site plan.

3. Unfinished Business

a. Pollinator Garden

Lubke reported that he had purchased seeds for the pollinator garden. The committee discussed the status of the previously tilled areas at the park. Siltman noted:

There are two areas that were tilled up for the pollinator garden

One area has a sprinkler head that may have been damaged during tilling

The council had approved bringing in new black dirt for the garden

Someone had offered to donate trucking of the black dirt, but it hadn't happened this year

Jon mentioned that the first year after planting a pollinator garden typically shows little results, with the second or third year showing more significant growth. The committee discussed clearing the existing vegetation before planting the seeds. Jon offered to mark the garden areas and help with site preparation.

b. Tree Lighting

The committee discussed plans for the upcoming tree lighting event. They confirmed:

- November 15th will be the date for hanging lights
- December 6th will be the tree lighting ceremony date
- They have some existing decorations, including a snowman and a 16-foot tree
- Aaron Fenstimaker has donated a half-barrel that can be used as a fire pit, and may have access to one more
- They discussed how to configure the fire barrels for roasting marshmallows
- Plans for refreshments include:
 - Hot dogs (cooked ahead of time and kept warm)
 - S'more kits (distributed via freewill donation)
 - Hot chocolate and hot apple cider
 - Possibly using church roasters to keep food and beverages warm
- They will need to create a list of needed supplies and prepare donation request letters for local businesses
- They will advertise the event through text alerts and flyers

The committee discussed the possibility of including sleigh rides but didn't make a final decision on that component.

4. Miscellaneous/Communication

a. Public Purpose Expenditures handout from LMC, relating to donations and fundraising

Lubke shared a handout from the League of Minnesota Cities regarding public purpose expenditures. He highlighted several key points:

Cities cannot directly fundraise unless working with an outside donation group

There are specific rules about how cities can acquire buildings and property

Cities can use a certain amount of levy dollars for community events and activities

The committee briefly reviewed the document, noting it contained valuable information about legal limitations on city spending and fundraising.

5. Adjournment

Motion to adjourn was made by Carlson and seconded by Lubke. The motion passed unanimously.



SPECIAL EVENTS PERMIT APPLICATION

INSTRUCTIONS: Fill out this form completely, sign it and include all required attachments. If additional space is needed, attach additional sheets. Submit to City Hall at 33861 Cottage Ave Jenkins, MN 56474 or cassandra.delougherty@cityofjenkins.com at least 30 days prior to the date of the event along with the **\$50 permit fee**. You will be notified by email once the application is approved.

Application Information:

Affiliation/Organization: Jenkins Area Lions
Name: Don Leise Title: President
Address: 207 1st Ave E Backus MN
Phone: 2 Cell: 218 587 5455
E-Mail: badpenny123@gmail.com

Are you an authorized applicant for this organization? Yes ☒ No ☐
Will this person have authority to cancel or modify event plans? Yes ☒ No ☐
Will this person be present at the event and in charge of the event at all times? Yes ☒ No ☐

If no, provide contact information for the person who will be the responsible party on the day of this event:

Name: _____ Title: _____
Address: _____
Phone: _____ Cell: _____
E-Mail: _____

1. Name, purpose and description of event:

Jenkins Lions Trunk & Treat

Location address: Third ave by Park

****Please attach route map if for a parade, race, bicycle time trials, or other such event**

Date(s): October 31

Event Starting Time: 4:00 PM Event Ending Time: 7:00 PM

Set-up Start Date and Time: October 31 3:00 PM

Dismantle by Date and Time: October 31 8:00 PM

Anticipated Number of Participants and/or Spectators: unknown

If there is a fee or donation required as a condition of attendance, please describe: NO Fee

2. Entertainment:

Describe entertainment plans. If there will be music, sound amplification or any other noise impact, please describe including the intended hours.

NONE

3. Sanitation/Drinking Water:

Describe the toilet and handwashing facilities present on the site (type, number and location) as well as temporary/portable facilities to be provided. Describe the source of drinking water.

NONE

4. Parking and Traffic Control:

Describe the location and number of parking spaces available. Describe arrangements that have been made for traffic control.

Public Parking on 2nd Avenue,
and Third Street

5. Emergency/Medical Services:

Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

NO Barriers

6. Security/Crowd Management:

Describe your proposed procedures and staffing for the event operations and crowd control.

7. Trash/Recycling Event Clean-Up:

Describe the number, type and location of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

2 garbage cans, removed
by Lions

Name of trash/recycling hauler: _____

8. Noise:

Describe expected type, duration and timing of any noise sources. Describe measures to be taken to ensure compliance with city noise ordinance.

no Soluming

9. Food and Beverages:

Will alcoholic beverages be served?

Yes ____

No ☒

If yes, describe the type of beverage and location of service.

Will food and/or non-alcoholic beverages be served?

Yes ____

No ☒

If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used.

10. Other Concessions:

Describe what vendors or concessionaires you will allow at the event and how you intend to regulate and monitor their activities.

no Concession, Trunk & Treat
Halloween candy giver to kids

11. Insurance Requirements:

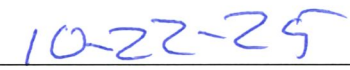
A certificate of insurance must be filed with the city prior to issuance of the Special Events Permit. The certificate of insurance must name the city, its officials, employees and agents as additional insured. Insurance coverage must be maintained for the duration of the Special Event.

Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$1,000,000. If alcoholic beverages are to be sold or distributed at the Special Event, the policy must also include an endorsement for liquor liability. The city may require additional endorsements depending upon the type of Special Event and the proposed activities.

I hereby affirm that the statements contained herein are true and correct to the best of my knowledge. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this Special Event.



APPLICANT SIGNATURE



DATE