



Parks Committee Meeting Agenda

Thursday, July 23rd, 2026 @ 6:00 PM

Committee Members:

- Missy Haff- Diamond Club
- Roman Siltman-Councilmember/Commissioner/4H
- Jory Carlson-Councilmember
- Jon Lubke-CWC Commissioner
- Don & Marna Lohse-Lions Club
- Diane Hamen – Resident
- Ben VonBank –Diamond Club
- Jesse Sprint-VFW Post 3839 Commander
- Jeff Hanson - Retired FD

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, 2026 Meeting Minutes
2. Unfinished Business
 - a. August-VFW's DADs Day
3. New Business
 - a. Sourcewell 2026-2027 Grant Funding
4. Miscellaneous/Communication
 - a. Discuss Summer Event Opportunities
 - i. Other Events
5. Adjournment

Parks and Rec Draft Minutes April 23rd 2026

Attendees: Roman Siltman, Jon Lubke, Jory Carlson, Jeff and Annette Hanson

Call to order: 6:04 P.M.

Grant opportunities/Sourcwell grant: After going through the list of items on the grant there was some concern about certain items on the grant list: Carlson mentioned the foldable benches as being a concern for pinched fingers. Jeff Hanson mentioned that one way to save money on disc golf if the city were not to get the grant would be to remove the tee boxes, as there are cheaper options that would still look nice, with the possibility of upgrading to tee boxes in the future being available. Lubke questioned vending machines and how they would be kept from vandalism or theft. Consensus was that the grant projects looked good and hopefully the city would be able to move forward.

Overview of meeting with Steve Hanson: Siltman gave a short overview of what was discussed with Steve Hanson from PRAF. All members were excited to hear that there were more opportunities than originally thought, Jeff and Annette Hanson brought up lawful gambling tax as a way for the city to bring in more money for the parks, both have extensive knowledge on lawful gambling and in cities that have worked with in the past that has been a great way to raise funds. Parks committee would like to see QR codes created so that they can be posted at the parks for donations.

Stars and Stripes: Siltman said he enjoyed last years parade, but the cost he feels got out of control past what could be recouped, after the committee discussed different ideas and plans, it was decided for each member to come to the next meeting with their idea and it would be voted on how to proceed.

Dad's Days/VFW: It was consensus that with the current amount of volunteers and members available that this would be an event that would unfortunately have to be skipped this year, with the possibility of doing something next year if the event continues.

Other Events: The committee decided that the East Egg Hunt, Stars and Stripes, and Tree Lighting would be the 3 events the city would take part in, unless more volunteers were available to help out.

Wild Flower Garden: Lubke again stated he would provide the labor and seeds to get the wild flower garden going at Veterans Park, as long as sprinkler heads were marked as to not damage city property.

Adjournment: Carlson motioned, Lubke 2nd.

SOURCEWELL

FISCAL YEAR FUNDING 2026-2027

THIS YEAR'S FUNDING UPDATES

- All awards from previous fiscal years must be closed out prior to applying for funding.
- Applicants with overdue final reports from prior funding awards are not eligible for new funding unless all required reports are submitted, and projects are formally closed.

INTERNSHIP REIMBURSEMENT

- The program allows for the financial support of \$15/hour, up to 640 hours, for the duration of the internship.
- Internships cannot exceed two semesters (32 weeks) for students currently enrolled in a post-secondary institution or cannot exceed one semester (16 weeks) for recent graduates of a post-secondary institution.

THIRD-PARTY SERVICES REIMBURSEMENT

- Sourcewell will reimburse 100% of costs incurred up to \$15,000 per fiscal year per entity. Your entity may apply for two reimbursements totaling no more than \$15,000.

BOOST FUNDS

- Boost funds are awarded on a first-come, first-served basis while funds exist. Entities may apply for one Boost award up to \$3,000 per fiscal year, no match required.

IMPACT FUNDS

- Local Government entities may apply for one Impact Funds award up to \$50,000 per fiscal year; no match required.

FOR FY 2026-2027, IMPACT FUNDS APPLICATIONS WILL ONLY BE ACCEPTED FROM JULY 15 THROUGH SEPTEMBER 23, AND AWARD EMAILS WILL BE SENT BY MID-NOVEMBER.

MATCH FUNDS

- Local Government entities may apply for one Match Funds award, up to \$40,000 per fiscal year. Applications require a 25% match of the Sourcewell amount.

APPLICATIONS WILL ONLY BE ACCEPTED DECEMBER 2, 2026, THROUGH FEBRUARY 10, 2027.

UPCOMING PROFESSIONAL DEVELOPMENT AND TRAINING

- Open Meeting Law and Data Practices
 - offered every fall and spring
- League of Minnesota Cities (LMC) Clerks Academy
 - fall 2026
- Grant Writing 201
 - August 13, 2026

PROCESS

1. Define race goals

- This race is to fundraise Veterans Park.

2. Choose date and venue

- Starting point is located at either Veterans Park or the VFW, and runners will end at either Veterans Park or the VFW.



Start at Jenkins City Park and head east on 3rd Street. Then, turn right on 2nd Avenue until you reach Veterans Street. From there, head East. Then, turn right on Old Hwy 371 and head south. Turn left onto Norway Drive and continue around until you come across Old Hwy 371 again. Turn right onto Old Hwy 371 and continue for 0.58 miles. Next, turn left onto Veterans Street and then turn right onto 3rd Avenue and head north. Then, turn left onto 2nd Street, and another left onto 2nd Avenue. From there, turn left onto Veterans Street and head east until you reach the finish.

3. Set your budget

- How much money are you willing to spend on the race? (Entertainment, marketing, merchandise, etc.).

4. Open registration

- Create a platform online where potential participants can register for the race. Google forms is an easy, free platform to use.
- Some events have an early-bird registration, where participants can register early for a cheaper price.
- List the link to the form on the poster.

5. Find sponsors

- Find any companies/groups to sponsor your event

6. Recruit volunteers

- Volunteers ensure that race day runs smoothly by helping with check-in, setup, cleanup, hydration stations, etc.
- Recruit volunteers through marketing whether that be on the flyers or simply in person.

7. Promote your race

- Create marketing strategies to promote your race. Flyers, Facebook, and a spot in the newspaper are all methods for marketing.



Veterans Park
MN-371 & Veterans St,
Jenkins, MN 56472

VIRTUAL CHARITY RUN 5 KM

____, 2026

START AT 07:00 AM

MERCHANDISE. ENTERTAINMENT, FOOD, AND MORE!

+123-456-7890

@REALLYGREATSITE

8. Prepare race day

- (With help from your volunteers) Setup your event including the barriers/cones around your race path, set up a check-in table, prepare water stations, etc.

9. Publish results and follow up

- Post the results from your race on platforms such as Facebook to announce the standings in the race. It is also important to thank participants, volunteers, and sponsors. Surveys requesting feedback from participants can also be beneficial.

- Disposable water Bottles - **\$7/pack of 35**
disposable plastic water bottle packs - Walmart.com
- Runner's bibs - **\$15-20 (1-100 4in*7in)**
Amazon.com : runners bibs
- Merchandise (t-shirts) - **\$5-10/shirt produced**
- First-aid kit(s)
- Cooler(s) - **\$40 each roughly)**
Amazon.com : Coleman 60qt Rolling Cooler with Wheels, Insulated Portable Wheeled Chiller with Ice Retention, Made in USA : Sports & Outdoors
- Timing device – **5 pack stop watches=\$20, tabletop digital timer=\$30-40**
Amazon.com : tabletop timing device
- Barriers/cones
- Signs/mile markers - **\$15/mile sign**
Amazon.com: Mile 1 Distance Marker maroon Running Race 5k Marathon Aluminum Composite Sign, 8.5"x10" : Sports & Outdoors
- Speakers (music)
- Tables (check-in, water stations, etc.)
- Microphone/speakerphone (announce start of race, etc.)

COSTS

- Permits
- Event insurance
- Timing services
- Course setup
- Medical/safety
- Staffing/volunteers
- Technology (such as online registration platforms)
- Marketing
- Event merchandise (t-shirts, water bottles, etc.)
- Prizes/awards

COMMON RACE SUPPLIES

- Course setup items (cones, signs, mile markers, crowd control barriers)
- Timing equipment
- Communication technology (radios)
- Water equipment (coolers, plastic water bottles, disposable cups)
- Medical equipment (first-aid kits, ice packs, etc.)
- Participant bibs and safety pins
- Merchandise (t-shirts, water bottles, etc.)
- Entertainment (speakers for music, games, etc.)
- Portable restrooms
- Medals/awards

INCOME

- Registration fees
- Sponsorship funds
- Donations
- Merchandise sales
- Food/beverage sales
- Vendor fees

May need to purchase liability insurance to obtain certain permits (this protects local municipalities from potential lawsuits of property damage)

PROMOTION

- Social media
- Email
- Flyers/posters
- Local news outlets (radio, newspaper)

ADDRESS SAFETY AND MEDICAL CONSIDERATIONS

- Have participants sign waivers
- Provide on-site medical staff
- Barricading the course to keep cars out
- Equipping staff with radios for communication

VOLUNTEERS

Volunteers can fulfill many roles:

- Event setup/course setup
- Parking attendant
- Check-in/registration
- Water station attendant
- Medical support assistant (if they're first-aid certified)
- Finish line team
- Timing helpers
- Awards ceremony assistant
- Lost and found assistant
- Photographers/videographers
- Cleanup crew

POST EVENT TASKS

- Event cleanup
- Thank participants and volunteers
- Send feedback surveys
- Follow up with sponsors

ENTERTAINMENT

- Bean bag toss
- Ring toss/horseshoes
- Spike ball
- Music