



Parks Committee Meeting Agenda Thursday, October 22nd, 2026 @ 6:00 PM

Committee Members:

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

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. August 2026 Meeting Minutes
2. New Business
 - a. Updated First Base Safety Fence & Netting Information
 - i. Bid & Net Pricing
 - ii. Correspondence with Elite
 - b. Donation Letter
 - c. Jenkins Park Development Committee Update
 - d. Foundation for Rural Service Grant Award
3. Unfinished Business
 - a. Event Scheduling
 - i. 2026 Trunk-or-Treat
 - ii. 2026 Park Lighting
 - iii. 2027 Dad Fest
 - b. Permanent Park Lighting Update
4. Miscellaneous/Communication
5. Adjournment

Parks and Rec Draft Minutes August 27th 2026

Attendees: Roman Siltman, Jory Carlson, Jeff Hanson

Call to order: 6:05

Approval of Minutes: Motion made by Jeff Hanson, 2nd by Jory Carlson All voted aye

FRS Grant:: Siltman gave overview of the grant.

Can Collecting: Siltman gave an overview of a project to collect aluminum cans and recycle them to raise extra money for the Parks. Jory mentioned he would keep an eye out for a trailer to put at the park so people can drop off cans at anytime.

Park Banners: Everyone agreed that more signage and advertising for events should be done moving forward, the sale of the Thinkpad laptops were brought up as a funding source.

2026 Trunk or Treat: The committee agreed to reach out to different businesses in the area to get more participants to hand out candy. Jory brought up the idea of closing 3rd so the kids could run around freely getting candy without risk of vehicles. The committee hopes to get enough trunks that both sides of 3rd would be used.

2026 Park Lighting: Building on last years park lightning event, Jory will look into getting members from the high school choir to sing carols. Siltman said he will talk to Jesse at VFW about doing a bonfire after the events at the park. Food items that were brought up were soup, possibly donated by Shiners or Pine River Bakery, and smores. Wood for the fire pits will need to be sourced.

2027 Dad Fest: There was a list of activities listed as possibilities including, 5k, Pancake breakfast, flea market in the park, grilling and smoking competitions. Siltman will reach out to Jesse at the VFW to find out if use of the VFW would be available.

Misc: Trying to tie in an event with Snarky Loon similar to their version of Oktoberfest in Pequot. Looking into getting City of Jenkins Merchandise and to talk to local stores who would be willing to sell them.

The 3k boost funds grant with left over VFW money to be used on the 1st base line fencing at the ball field. Motion by Jory, 2nd by Jeff

Adjournment: 7:02 Jory motion, Jeff 2nd all voted aye



AGENDA ITEM # 2a

REPORT TO PARK COMMITTEE

Prepared by: Cassandra Delougherty

Date: September 21st, 2026

Subject: Updated Cost and Installation Considerations – First Baseline Safety Fence and Netting

REPORT: The City has been working toward improving safety along the first baseline of the Jenkins ballfield through the installation of taller posts and protective netting. Updated pricing was requested from Elite Fence & Deck so the Park Committee would have current cost information for project planning and funding considerations.

The revised September 16, 2026 bid from Elite Fence & Deck provides for furnishing and installing **9-inch diameter posts to a height of 18 feet, with top and bottom rails, at a cost of \$4,150**. The posts would be driven approximately six feet into the ground. The contractor also provided an alternate option for 4-inch diameter posts for an additional \$2,200.

Increase in Post Installation Cost: The updated bid reflects an increase in the anticipated cost of the post installation compared with the earlier project estimate used during initial planning.

The **current base cost for the post and rail installation is \$4,150**. This amount covers the structural post and rail portion of the project only and does not include the protective netting itself or the labor associated with installing the netting.

Netting Cost Is Separate: The protective netting is not included in Elite Fence & Deck's \$4,150 bid. Staff separately researched heavy-duty sports/backstop netting appropriate for the proposed installation. The information included with the project materials identifies 10-foot-by-50-foot sections at approximately **\$109.95 each**, with two sections contemplated for the project.

Based on the current pricing, the estimated project cost is approximately:

Project Component	Estimated Cost
Post and rail installation	\$4,150.00
Two sections of netting	\$219.90

Current estimated minimum \$4,369.90

This total does not include any additional fastening materials, hardware, equipment rental, lift equipment, or paid labor that may be necessary to install the netting.

Netting Installation and Volunteer Assistance: Staff contacted Elite Fence & Deck to clarify the installation arrangement. Elite Fence indicated that the netting can be attached to the rail system; however, additional cable installation is not included in their work.



AGENDA ITEM

As a result, the City will need to make separate arrangements for installation of the netting once the posts and rails are in place.

To help minimize additional project costs, **I have sent an email to the Diamond Club inquiring whether volunteers may be available to assist with installing the netting.** If sufficient volunteers are available, this could significantly reduce or potentially eliminate additional labor costs.

The City would still need to determine what equipment and materials would be required to safely complete installation at the approximately 18-foot height.

If adequate volunteer assistance is not available, the City should anticipate **additional costs for contracted labor and/or equipment rental** to complete the netting installation. Those costs are not included in the current \$4,150 post-installation bid or the estimated netting purchase price.

Park Committee Consideration: At this time, the Park Committee should be aware that the project consists of three separate cost components: the **\$4,150 post and rail installation**, approximately **\$220 for the netting itself**, and potentially **additional installation costs** depending on whether volunteer assistance can be secured.

Staff is currently awaiting a response from the Diamond Club regarding possible volunteer assistance. Once that information is received, the City will have a better understanding of whether additional funding will be necessary for installation of the netting.

BID



Elite Fence & Deck

15532 Dellwood Dr.
Brainerd, MN 56401

Bid Number: 3004

Customer

Name City of Jenkins

Address _____

City _____

State MN

Zip _____

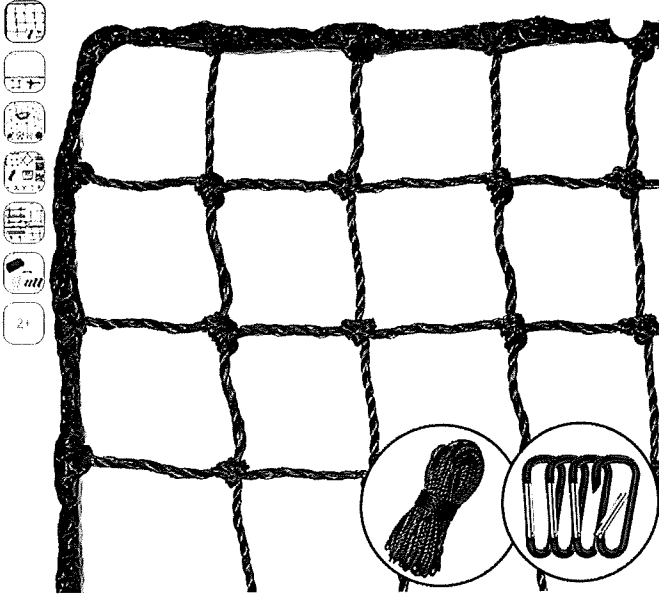
Date 9/16/2026

Quantity	Description	Unit Price	Total	Taxed
	First Base Line			☐
1	Furnish and install 9 3" diameter posts to a height of 18	\$4150.00	\$4150.00	☐
	ft with top and bottom rail.			☐
	Option for 4" diameter posts Add \$2200.00			☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
	Post will be driven to a depth of 6 ft.			☐
	Bid is valid fro 15 days.			☐
Sub Total			\$4150.00	
State Sales Tax				
Shipping/Handling				
Final Total			\$4150.00	

Thank you for your business

Sponsored

Sports & Outdoors > Sports > Team Sports > Baseball > Training Equipment > Practice Nets



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Baseball Softball Backstop Nets, Heavy Duty Sports Netting

Sports Net, Sports Netting Barrier for Backyard Baseball Softball, Multi-Sport Backstop Net, Twisted Knotted PE Net

Visit the AOLIGEIJIS Store

4.6 (600)

Amazon's Choice

\$109⁹⁵

Get \$50 off instantly: Pay \$59.95 upon approval for Amazon Visa.

FREE Returns

Size: 10x50 FT

10x10 FT

\$26.58

~~\$24.98~~

With Prime

10x15 FT

\$39.95

10x20 FT

\$49.95

10x30 FT

\$69.95

15x50 FT

\$132.95

10x40 FT

\$87.95

10x50 FT

\$109.95

10x60 FT

\$122.95

10x7 FT

\$23.73

~~\$24.98~~

With Prime

15x15 FT

\$49.95

15x20 FT

\$66.95

15x30 FT

\$87.95

15x40 FT

\$112.95

< 1 2 >

Size 10x50 FT

Color Black

Brand AOLIGEIJIS

Material Polyethylene (PE)

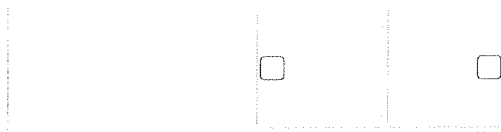
Sport Baseball

About this item

- **[Durable Material]** The baseball backstop net is woven with high-strength PE fiber net material, which has high impact resistance and durability. It is suitable for perennial use.
- **[Multi-purpose Sports Net]** This sports net can be widely used for leisure and entertainment or professional training, for example, Act as the backing of the sports net to prevent the ball from crossing the neighbor's backyard, also as basketball net & soccer net for stray shots.
- **[Rope Border for Reinforcement]** The sports netting for hitting features overlocked rope edging to keep edges from splitting or fraying, which further increases the sturdiness of this baseball backstop netting material.
- **[Easy Installed]** The package contains a batting cage net in addition to an installation rope and 4 key chains. These will help you to install sports netting as soon as possible.
- **[Wide Uses]** Sports netting barrier is widely applied to baseball, hockey, soccer, football, basketball, lacrosse. A good way to practice hitting the ball and prevents a wild ball from straying into a neighbor's yard or window.

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\$109⁹⁵

FREE delivery Tuesday, September 22

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Delivering to Pequot Lakes 56472
- Update location

In Stock

Quantity: 2

Add to cart

Buy Now

Ships from Amazon

Sold by XILESPORT

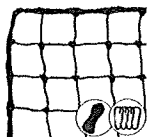
Returns FREE 30-day refund/replacement

Packaging Ships in product packaging

✓ See more

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Frequently bought together



This item: AOLIGEIJIS Baseball Softball Backstop Nets, Heavy Duty Sports Netting | Sports...

\$109⁹⁵

+



Roxanned 1/16 Inch Wire Rope Kit, 304 Stainless Steel Aircraft Cable, 100FT | Vinyl Coated, 7x7...

\$22⁷⁹ (\$6.95/feet)

Total price: \$132.74

Add both to Cart

These items are shipped from and sold by different sellers.
Show details

Cassandra Delougherty

From: elitefence@brainerd.net
Sent: Thursday, September 17, 2026 1:02 PM
To: Cassandra Delougherty
Subject: RE: Fence bids and invoices

You can attach the nets to the rail we do not offer cables

Elite Fence
Craig Reikofski
15532 Dellwood Dr
Brainerd Mn 56401
(218) 838-3783

-----Original Message-----

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Sent: Thursday, September 17, 2026 12:24 PM
To: elitefence@brainerd.net
Subject: RE: Fence bids and invoices

Good afternoon,

I'm wondering if you can clarify if the top and bottom rail that you identified in the bid is what Missy Haff was referring to as "cables" in the email correspondence between the two of you that was attached below the bid that I sent you in my previous email? If the "cables" needed for the netting installation is not part of the bid, can you please update the bid to include that? I believe that cables/rails mean the same thing, but don't want to just assume. 😊

I apologize for the extra questions, but I want to make sure that I have all the information accurate for reporting and funding applications. Missy is no longer part of the project and unfortunately couldn't provide me with any clarifying info.

Do you happen to supply and/or install netting? If you do supply/install netting, would you please include that material/service to your bid for consideration of the Committee and Council? They may be able to get volunteers to install, but I would like to provide the info just in case for a true cost analysis.

Thank you for all your assistance,

Cassandra Delougherty
City Clerk-Treasurer
Zoning Administrator
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
PH: (218) 568-4637
Website: www.cityofjenkins.com
Population 509

DATA PRACTICES NOTICE: E-mail correspondence to and from the city of Jenkins may be public data subject to the Minnesota Data Practices Act, Minnesota Statute, Chapter 13, and/or may be disclosed to third parties.

NONDISCRIMINATION STATEMENT: This institution is an equal opportunity provider and employer.

-----Original Message-----

From: elitefence@brainerd.net <elitefence@brainerd.net>
Sent: Wednesday, September 16, 2026 10:44 AM
To: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Subject: RE: Fence bids and invoices

Hi Cassandra,
Revised bid is attached.
Thanks!

Elite Fence
Craig Reikofski
15532 Dellwood Dr
Brainerd Mn 56401
(218) 838-3783

-----Original Message-----

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Sent: Tuesday, September 15, 2026 2:56 PM
To: elitefence@brainerd.net
Subject: FW: Fence bids and invoices

Good afternoon!

The City of Jenkins is currently working on an application for grant funding, and we want to try to get the first base line posts and rails installed. Can you please review the attached bid and send me an updated bid if prices have changed. This would be another project likely slated for the spring.

Greatly appreciated,

Cassandra Delougherty
City Clerk-Treasurer

-----Original Message-----

From: elitefence@brainerd.net <elitefence@brainerd.net>
Sent: Wednesday, September 24, 2025 10:22 AM
To: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Subject: RE: Fence bids and invoices

Please review the attached and let me know if you have any questions. Note the 240 L/F of 4 ft fence at the park was an add on to the original 488 L/F.

Please call as I will be travelling for the rest of the day.

Thanks

Elite Fence
Craig Reikofski
15532 Dellwood Dr
Brainerd Mn 56401
(218) 838-3783

-----Original Message-----

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Sent: Wednesday, September 24, 2025 10:00 AM
To: elitefence@brainerd.net
Subject: Fence bids and invoices

Thank you!!

Cassandra Delougherty
City Clerk-Treasurer
City of Jenkins
33861 Cottage Avenue
Jenkins, MN 56474
PH: (218) 568-4637
Website: www.cityofjenkins.com
Population 509

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-----Original Message-----

From: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Sent: Wednesday, September 24, 2025 10:05 AM
To: Cassandra Delougherty <cassandra.delougherty@cityofjenkins.com>
Subject: Message from "RNP583879A9540D"

This E-mail was sent from "RNP583879A9540D" (IM C2510).

Scan Date: 09.24.2025 10:04:39 (-0500)
Queries to: cassandra.delougherty@cityofjenkins.com



AGENDA ITEM #

REPORT TO PARK COMMITTEE

PREPARED BY: CASSANDRA DELOUGHERTY

DATE: OCTOBER 15TH, 2026

SUBJECT: FOUNDATION FOR RURAL SERVICE GRANT AWARD

REPORT: THE CITY OF JENKINS HAS BEEN AWARDED **\$4,983.14** THROUGH THE FOUNDATION FOR RURAL SERVICE (FRS) COMMUNITY GRANT PROGRAM, IN PARTNERSHIP WITH EMILY COOPERATIVE TELEPHONE COMPANY.

THE GRANT WILL FULLY FUND THE PURCHASE AND SHIPPING OF **TWO ADA-ACCESSIBLE PICNIC TABLES AND FOUR ADDITIONAL PICNIC TABLES** FOR VETERANS PARK. THESE IMPROVEMENTS WILL PROVIDE MORE ACCESSIBLE AND COMFORTABLE SEATING FOR RESIDENTS AND VISITORS WHILE ENCOURAGING GREATER COMMUNITY USE OF THE PARK.

CURRENT ACTION ITEM: THANK-YOU VIDEO

AS PART OF THE GRANT AWARD REQUIREMENTS, THE CITY MUST SUBMIT A **THANK-YOU VIDEO BY NOVEMBER 6, 2026.**

THE VIDEO MUST FEATURE GRANT BENEFICIARIES EXPRESSING THEIR APPRECIATION AND INCLUDE A BRIEF OVERVIEW OF THE PROJECT AND HOW THE IMPROVEMENTS WILL BENEFIT THE COMMUNITY.

THE PARK COMMITTEE IS ENCOURAGED TO ASSIST WITH COORDINATING COMMUNITY MEMBERS OR PARK USERS WHO WOULD BE WILLING TO PARTICIPATE IN THE VIDEO.

ADDITIONAL GRANT REQUIREMENTS

THE SIGNED AWARD LETTER, W-9, AND PHOTO RELEASE FORM WERE SUBMITTED BY CLERK-TREASURER DELOUGHERTY ON OCTOBER 5TH, AHEAD OF THE OCTOBER 30TH DEADLINE . PROJECT PHOTOGRAPHS, RECEIPTS, AND A FINAL REPORT WILL BE REQUIRED FOLLOWING IMPLEMENTATION.

REQUESTED ACTION: REQUESTING THE PARK COMMITTEE'S ASSISTANCE IN IDENTIFYING PARTICIPANTS AND COORDINATING THE REQUIRED THANK-YOU VIDEO TO ENSURE SUBMISSION BY THE NOVEMBER 6, 2026 DEADLINE.



FOUNDATION FOR RURAL SERVICE

October 5, 2026

City of Jenkins
33861 Cottage Ave
Jenkins, MN 56474

Dear City of Jenkins,

Congratulations! The Foundation for Rural Service has selected City of Jenkins to receive a Community Grant of **\$4,983.14** to install ADA-accessible picnic tables and additional seating in the public park.

We are pleased to partner with **Emily Cooperative Telephone Company** in presenting this award. FRS is the philanthropic arm of NTCA–The Rural Broadband Association, and Emily Cooperative Telephone Company is a member of NTCA–The Rural Broadband Association.

WHAT WE NEED FROM YOU

October 30, 2026	This signed award letter, W-9 , and photo release form	Submit all three here
November 6, 2026	Thank-you video showing beneficiaries saying thank you, plus a brief overview of the project	Submit your video
Before final report	At least three project photos showing the grant's intended beneficiaries	Submit your photos
Before final report	Receipts documenting how the grant funds were spent	Submit your receipts
November 19, 2027	Completed final report form	Submit your final report form

October 30 is a hard deadline. We cannot issue payment without your signed award letter, W-9, and photo release form. Grants are paid by check in November 2026 and will be sent to the address on the W-9.

CONDITIONS OF THE AWARD

1. Do not announce the award publicly before **October 15, 2026**.
2. Use the funds only as described in your application, and keep records accounting for how they were spent.
3. Tell FRS promptly if any portion of the funds cannot be used for the stated purpose.
4. Allow FRS access to those records to verify expenditures, if needed.
5. Cooperate with FRS efforts to publicize the award, including content for the FRS website and social media.
6. Respond to reasonable requests for information about the project.
7. Submit a completed final report form by November 19, 2027.

We are honored to support this work and look forward to hearing how it goes.

Sincerely,

Pamela Becker
Executive Director, Foundation for Rural Service

By signing below, I certify that the organization named accepts the terms outlined in this letter.

CITY OF JENKINS

ORGANIZATION NAME

CASSANDRA DELOUGHERTY

PRINTED NAME

SIGNATURE

CITY CLERK - TREASURER / ZONING ADMIN

TITLE

OCTOBER 5th 2026

DATE

2026 Foundation for Rural Service Community Grant

Sponsor Information

Josh Netland
Jnetland@emilytel.com
2187633000

Organization Information

City of Jenkins
33861 Cottage Avenue Jenkins, MN 56474
2185684637
Cassandra.delougherty@cityofjenkins.com
Cassandra Delougherty, City-Clerk Treasurer
2185684637

Brief Organization History, Goals & Objectives

The organization is dedicated to improving quality of life through the development and maintenance of public facilities, recreational opportunities, and community spaces. Our mission is to provide safe, accessible, and welcoming amenities that serve residents of all ages and abilities. Through responsible stewardship and community partnerships, we continually invest in projects that promote health, recreation, and community engagement.

The organization applying for this grant is a registered 501(c)(3) nonprofit government institution.

Project Category

Health & Wellbeing

One Executive Summary

The City of Jenkins will use the FRS grant to install ADA-accessible picnic tables and additional park seating to improve accessibility, comfort, and community engagement in our public park.

Identify the Problem to Be Addressed and the Needs to Be Met

Current seating within the park is limited and does not adequately accommodate individuals with mobility challenges, wheelchair users, older adults, or families who require accessible gathering spaces. Existing picnic areas are old and lack ADA-compliant tables that allow individuals using wheelchairs to comfortably participate in outdoor recreation and community events.

The project will address these accessibility barriers by adding ADA and non-ADA picnic tables throughout the park. These improvements will create a more welcoming and inclusive environment where all residents and visitors can enjoy community activities, outdoor recreation, and social gatherings.

The primary goal of this project is to improve accessibility and inclusivity within the community park by installing ADA-accessible picnic tables and additional seating options:

- Expanding access to outdoor recreational spaces for individuals of all abilities.
- Providing comfortable seating areas for seniors, families, and visitors.
- Enhancing the overall usability and attractiveness of the park.
- Encouraging community gatherings, outdoor activities, and social engagement.
- Supporting a healthier and more connected community.

The project will create lasting public benefits by ensuring that community members can fully participate in park activities regardless of physical ability.

Why Is Your Organization Best Suited to Address This Challenge?

Our organization is responsible for maintaining and improving community recreational facilities and has firsthand knowledge of local needs. Through regular interaction with residents and park users, we have identified the need for accessible seating and gathering spaces.

We will coordinate with local stakeholders, community members, and park maintenance personnel to ensure the improvements are properly installed and maintained for long-term use.

Timeline

04/2027 - 08/2027: April-May: Purchase equipment/materials || **June-July:** Site preparation/installation || **August:** Final inspection and public use

***Timeline will be adjusted to meet grant requirements**

Metrics Used to Measure Success

Success will be measured through

- 1.) The number of ADA/non-ADA picnic tables installed,
- 2.) Increased park utilization during community events,
- 3.) Community feedback and resident surveys, and
- 4.) Observed use of accessible seating areas by visitors.

The project will also be evaluated based on completion within budget and timeline.

It is estimated that the City's Veterans Park is enjoyed annually by **more than 5 times** the City's population. Residents and visitors will greatly benefit from improved park accessibility and seating amenities.

Sustainability

The project is highly sustainable because the tables and benches have an expected service life of many years with minimal maintenance requirements.

The organization will continue to maintain the seating areas through its existing park maintenance program. Once installed, no significant ongoing funding will be required beyond routine upkeep and inspections.

Potential barriers include:

- Equipment delivery delays
- Weather-related installation delays
- Rising material costs

These risks will be mitigated through advance ordering, flexible scheduling, and careful budget management.

Requested Grant Amount

Requested Grant Amount: \$5,000

Total Project Cost

Total Project Cost: \$4,983.14

Item	Quantity	Cost
ADA Accessible Picnic Tables	2	\$1,498.00
Picnic Tables	4	\$2,996.00
Shipping		\$489.14
Total Project Cost		\$4,983.14