Parks Committee Meeting Agenda
Thursday, November 19th, 2026 @ 6:30 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

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. October 2026 Meeting Minutes
2. New Business
    a. Diamond Club Ballfield Agreement
    b. Easter Egg Hunt Overview
    c. Welcome Sign-seasonal signage
    d. Cemetery
        i. Flags for Memorial Day
        ii. Flagpole
        iii. Gazebo Upgrades
3. Unfinished Business
    a. Permanent Park Lighting Update
        i. Fence Lights for Different Months
4. Miscellaneous/Communication
5. Adjournment

Parks and Rec Draft Minutes October 22nd 2026

Attendees: Roman Siltman, Jory Carlson, Jeff Hanson, Debbie Siltman, Jon Lubke

Call to order: 6:00

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

Fence and Netting: Everyone reviewed the quote for fencing at the baseball field. Carlson reiterated that it was important to get the fencing up so that we can move forward with other projects at the baseball field. R. Siltman agreed and noted that even though we would be using a grant that could be put towards a city festival, the importance to get the fencing done as soon as possible was more important. Everyone agreed as it being a safety issue the sooner the better for getting the fencing up. The group was also pleased to hear that Diamond Club would be volunteering to help put up said netting.

Donation Letter: R. Siltman gave an overview of what the sponsorship letter would look like for the park lighting, the letter is still pending approval from PRAF and council.

FRS GraTnt Award: It was announced that Jenkins was awarded the FRS grant that was applied for to upgrade ADA seating and seating in general for the park. FRS does require a thank you video to be made. Carlson and Hanson both said they would make themselves available to record their thank yous. Tables should be in place for Spring of 2027.

Trunk or Treat: R. Siltman and D. Siltman both said they would be available to hand out candy and treats out as well as flyers for upcoming events in the park, other park member were already busy or out of town for that evening.

2026 Park Lighting: Dates of November 14th and November 21st were set as days to start setting up lights and decorations for the park lighting. Carlson and Hanson both agreed to check with local businesses in the area for donations of funds and or soups as soon as a donation or sponsorship letter was finalized. It was agreed to check with Doug Taylor to see if he was available for horse drawn rides, as this is a highlight of the event. The fire pits that were used last year was verified to still be able to be used. R. Siltman agreed to contact Jobe wood products and Fenstermaker fire wood to acquire donations.

2027 Dad Fest: Hanson mentioned having Jesse from the VFW to our December meeting to nail down details and availability of facilities that would be needed for the weekend. It was agreed that the sooner dates and times were finalized the better as to reach out to vendors and donations.

Misc: It was discussed to move the next 2 parks meetings to the 3rd Thursday of the month as to avoid the upcoming holidays. These dates worked for everyone except possibly D. Siltman who may have to show up a little late.

Adjournment: 7:14 Jory motion, Jeff 2nd all voted aye

DIAMOND CLUB AND THE CITY OF JENKINS
COUNTY OF CROW WING
STATE OF MINNESOTA
DUTY & RESPONSIBILITY AGREEMENT

Intent
This Agreement is to ensure that all parties are aware of their roles and responsibilities concerning usage of the Jenkin's City Ball Field.

Purpose
The purpose of this Agreement is to provide the basis for and outline the terms and conditions upon which The Diamond Club and City will exercise public works services within the boundaries of the City Ballfield. The Diamond Club and City hereby engage each entity to provide such services in accordance with and subject to the terms of this agreement.

Administration and Services.
The Administration of public works services under this Agreement shall be the sole responsibility of the City. It is further agreed that the Jenkins City Clerk or his or her designee, shall confer with the Diamond Club or his or her designee, when requested by either party, on any matter relating to public works services being provided pursuant to this Agreement.

Workers' compensation
Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment
Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Liability
The Diamond Club agrees to defend and indemnify the City against any claims brought or actions filed against the City or any officer, employee, or volunteer of the City for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance pursuant to this agreement.

The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

Scope and Description of Services.

By Diamond Club

- The Diamond Club shall provide all chalking and dragging of the field prior to use.
- The Diamond Club shall sign up per Google calendar to schedule games and practices at the beginning of the 2027 season indicating dates and durations of use, to which the City shall have access to.
- The Diamond Club shall ensure that the field and surrounding area is left in proper order upon completion of each use, leaving no trash or debris on or around the field and stands.
- The Diamond Club shall be responsible for the costs incurred by the City of Jenkins associated to the rental of 2 (two) porta-potties for the baseball season (April-August).
- The Diamond Club shall be responsible for the purchase, sale, install, repair, and/or removal of all Business Banners on the outfield fences, and shall keep all proceeds for the sales thereof.
- The Diamond Club shall be allowed one (1) use of the Concession Stand at no charge.

By City of Jenkins

- The City of Jenkins will provide all regular and routine field mowing, fertilizing, weed control, and maintenance of irrigation system. The City will also provide any replacement parts associated to the maintenance listed in this section.
- The City shall provide 2 (two) porta-potties for the baseball season (April-August), at the expense of the Diamond Club.
- The City shall provide 1 (one) refuse cart serviced by Pequot Lakes Sanitation for the duration of the baseball season (April-August).
- The City shall pay the electricity costs associated to the ball field pump house and irrigation.

Other responsibilities.

Insurance: As a condition precedent to the effectiveness of this agreement, Diamond Club at its sole cost and expense, shall obtain and maintain in force, a general liability insurance against all claims or injuries to person(s) or damage(s) to property occurring during an event or upon the premises. By signing this form, the User declares that the User has obtained an insurance policy meeting the terms of this agreement. A copy of the Certificate of Insurance is required to be submitted prior to the start of the 2027 season.

Materials: Materials, other than what is required for routine and emergency maintenance, porta potty rentals, and electricity, will be the responsibility of the Diamond Club, such as chalking, dragging the field and advertising banner related materials. The City will provide a storage area for these items at no cost to the Diamond Club. *A good will donation from the Diamond Club to go towards any of the routine maintenance or other items listed would be welcome.*

Repairs: Repairs shall be completed by the City of Jenkins Public Works Department upon availability of staff. It is the responsibility of the Diamond Club to inform the City immediately in the event that a repair is necessary.

Duration: This agreement will be in force for the 2027 Baseball season upon execution of this agreement. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party to the agreement.

Default: It is agreed that if the Diamond Club or any user members should fail, neglect and/or refuse to keep and perform any of the conditions or agreements contained in this Agreement, the City, depending on the gravity or severity, may cause this agreement to be terminated, without liability to the City.

Execution: Each party hereto has read, agreed to and executed this Duty & Responsibility Agreement on this _____ day of _____, 20_____.

Diamond Club:

By:_____
Its President

By: _____
Its Vice President

City:

By:_____
Andrew J. Rudlang, Mayor

By: _____
Cassandra Delougherty, City Clerk

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