

**CLOQUET PARKS COMMISSION
AGENDA**

**City Hall
Monday, April 2, 2018 4:30 p.m.**

ACTION TAKEN

1. **Call to Order.**

2. **Approval of Minutes.**

- a. March 20, 2018, Regular Commission Meeting.
(Additions, deletions, or corrections)

3. **Announcements, Agenda Adjustments, Correspondence, and Other Comments.**

4. **Information and Reports.**

- a. Commissioners Update/Other.
- Public Comments.
 - Commissioner's Report
- b. Community Ed Report –Ruth
- c. City Staff Report – Caleb/Les
- Maintenance Activities.

5. **Action Items.**

- a. Skatepark Bids.
- b. Dunlap Island Rental Rates.

6. **Future Items.**

- Next Meeting (**Monday, May 7, 2018** – City Hall)

7. **Adjourn.**

Regular Meeting.
Parks Commission March 20, 2018 - 4:30 p.m.
City Hall

Present: T. Krohn, C. Martinson, J. Badger, T. Urbanski, J. Fryc

Absent: B. Wyman, M. Krick,

Staff: C. Peterson, L. Anderson, K. Stedman, A. Chalberg, J. Anderson

Others: J. Woollett

MINUTES

The minutes of the February 5, 2018 regular meeting were presented. Motion by Badger and 2nd by Martinson to approve, motion carried 4-0.

COMMISSIONERS UPDATE

A complaint was received at City Hall from a resident regarding the substantial amounts of dog waste in the parks. It has been noted that many dog owners have not been responsible citizens and do not clean up after their dogs, often letting them run in Pine Valley and on the sports fields. An additional complaint was received from a home owner near Braun Park about the dogs running at large and stated they called the Police Department who advised the dog owner to clean up. Discussion continued regarding solutions, Martinson advocates a dog park so owners have a place to run dogs and where peer pressure would lend itself to the owners being self-policing. In addition, C. Peterson will reach out to the Police Chief to ask for more enforcement when incidents are reported. Lastly the Park Department is adding new signage and several doggie clean up stations to assist the dog owners.

CITY STAFF REPORT

Pine Valley Chalet:

- Staff has been in discussion with the architects for a final rendition and renovations are still planned.

Skatepark Update:

- It is out for bids now, they are due Thursday March 22. The Commission should plan to meet in two weeks to discuss the bids prior to going to council.

Maintenance Activities:

- Finishing the pool house floor.
- Beginning playground inspections.
- Removing hockey boards and goals.
- Ordered picnic table frames for Dunlop Island, 2 in the open shelter and 2 for under the awning.
- Beginning baseball field preparations. First game scheduled for April 9th weather permitting.
- Setting up a BBQ by the pavilion at Dunlop.
- Posting the dog signage and doggie clean-up stations. The Pine Valley signage states dogs must be under control, does not specify they must be leashed, this is a topic for future discussion.
- The Facebook and Twitter accounts have been set up to help keep the public informed.

Mountain Bike Trail:

Staff is waiting for contact from the contractors and the permitting process.

ACTION ITEMS

CYBSA Budget Review:

Staff has reviewed the Cloquet Youth Baseball/Softball Association budget. A few questions regarding income and expenses including capital improvements were discussed. Fund raising dollars were questioned and Jeff Woollett the President of the CYBSA mentioned that the card sales fund raiser in 2018 will be mandatory to increase that line item. The operating budget balanced. Motion by Urbanski and 2nd by Badger to approve, motion carried 5-0.

CYBSA Agreement:

The CYBSA lease the park and run the local recreation program via an agreement which renews every five years, and is due to renew this year. Jeff was on hand to field questions and express the current needs of the Association. One item listed in The Agreement to be confirmed is the insurance liability amount; C. Peterson will confirm. The primary need currently is a new scoreboard which is not in the budget for 2018 and should be added to the 2019 budget. City Staff will continue to work with the Association to repair the existing board for the interim. If the CYBSA decides to fund a new scoreboard on their own they must first obtain approval of the Parks Commission because the property does belong to the City. Motion by Fryc and 2nd by Urbanski to approve, motion carried 5-0.

NEXT MEETING

The next meeting to be held April 2, 2018 - 4:30 p.m. at City Hall

On motion duly carried by a unanimous yea vote of all members present, the Parks Commission adjourned.

Secretary



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.ci.cloquet.mn.us

REQUEST FOR ACTION

To: Park Commission
From: Caleb Peterson, Public Works Director
Date: April 2, 2018

ITEM DESCRIPTION: Skatepark Bids.

Proposed Action

Staff recommends the Park Commission move to recommend rejection of all bids and provide further direction on next steps for this project.

Background/Overview

Advocated by a group of local youth for over many years, the Athletic Park skate park was supported by the Park Commission and City Council and ultimately included in the 2017 budget and CIP. In June 2016, Council entered into an agreement with Stantec for conceptual design. A second contract covering preparation of construction documents and construction administration was executed in December.

Authorization to solicit bids for the proposed improvements was first granted by the Council on July 5, 2017. Bids were advertised received and opened on August 3, 2017 unfortunately only one bid was received which was \$100,000 over the engineers estimate and project budget. At that time, it was decided to rebid the project in spring of 2018 with a more favorable construction schedule and some clarifications relating the City’s recently adopted Project Labor Agreement (PLA).

Authorization to solicit bids a second time was granted by the Council on February 20, 2017. Bids were advertised beginning February 22nd and were received and opened on March 22nd. One bid was received as follows:

Bidder	Amount
Boldt Company	\$ 420,300.00
Engineer’s Estimate	\$ 307,000.00

At this point Staff is requesting further Commission input regarding the current bids. Project schedule concerns were addressed with the second solicitation so it does not appear costs will come down any further. The Commission is asked to review the existing 5-year CIP and provide feedback on priority. With available sales tax funding already allocated, an increase in project budget for this improvement would mean another project goes away or shrinks in scope. The Commission should also provide input on the appropriate level of investment for a user group of this size.

If the current bids are rejected, another option would be to consider alternatives to a concrete park such as prefabricated modular ramps. While this option may not be preferred by the user group, it may serve as an interim solution and compromise. Those who have served on the Commission for several years may recall the original vision of the user group was to recondition the old modular ramps formerly located at Wentworth Park.

Policy Objectives

Park Master Plan Policy 1.3 – Improvements to parks shall follow a process that engages park users, stakeholders, and neighbors to ensure changes are aligned with community needs and interests.

Park Master Plan Policy 2.5 – All park resources shall be maintained in a way that ensures they are safe and attractive.

Financial/Budget/Grant Considerations

The Construction budget for this project is \$300,000. Staff applied for a Tony Hawk Foundation Grant in 2017 unfortunately no funds were awarded. The local advocates have raised approximately \$15,000 to contribute towards construction.

Supporting Documentation Attached

2018-2022 Park CIP.

Sales Tax Funding (\$800,000 Collections)

2017 Projects	Estimated Costs	2018 Projects	Estimated Costs	2019 Projects	Estimated Costs
Dunlap Island	\$2,700,000.00	Pine Valley park	\$550,000.00	Regional Trail	\$100,000.00
Hospital Landscaping	\$50,000.00	Pine Valley Facility	\$600,000.00	Antus/14th Street Utility Ext.	\$550,000.00
Skate Park & Athletic Park	\$300,000.00	Cloquet Avenue	\$2,000,000.00	Pinehurst Warming House	\$100,000.00
Athletic Park Fencing	\$50,000.00				
Riverfront North	\$150,000.00	Total Project 2018	\$3,150,000.00		
Broadway	\$1,000,000.00			Total Project 2019	\$750,000.00
Dunlap/Spaff Landscaping	\$228,000.00				
2016 Project Carryover	\$150,000.00				
Total Project 2017	\$4,628,000.00				
Sales Tax Balance 1/1/2017	\$464,000.00	Existing Sales Tax Balance	\$4,851,000.00	Existing Sales Tax Balance	\$1,951,000.00
Additional Collection	\$615,000.00	Additional Collection	\$800,000.00	Additional Collection	\$800,000.00
Total	\$1,079,000.00	Total	\$5,651,000.00	Total	\$2,751,000.00
Issue Bond 2017	\$8,400,000.00	Total Projects 2018	\$3,150,000.00	Total Projects 2019	\$750,000.00
Total Available W/Bond	\$9,479,000.00	2017 Bond Debt Service	\$550,000.00	2017 Bond Debt Service	\$550,000.00
		Total Expense 2018	\$3,700,000.00	Total Expense 2019	\$1,300,000.00
Total Expenses 2017	\$4,628,000.00				
Balance as of 12/31/2017	\$4,851,000.00	Balance as of 12/31/2018	\$1,951,000.00	Balance as of 12/31/2019	\$1,451,000.00

2020 Projects	Estimated Costs				
Braun Park Irrigation	\$200,000.00				
(New) 14th St Utility Infrass	\$2,000,000.00				
Total Project 2020	\$2,200,000.00				
Existing Sales Tax Balance	\$1,451,000.00				
Additional Collection	\$800,000.00				
Total	\$2,251,000.00				
Total Projects 2020	\$2,200,000.00				
2017 Bond Debt Service	\$550,000.00				
Total Expense 2020	\$2,750,000.00				
Balance as of 12/31/2020	-\$499,000.00				
2021 Projects	Estimated Costs				
Athletic Park	\$1,000,000.00				
Total Project 2021	\$1,000,000.00				
Existing Sales Tax Balance	-\$499,000.00				
Additional Collection	\$800,000.00				
Total	\$301,000.00				
Total Projects 2021	\$1,000,000.00				
2017 Bond Debt Service	\$550,000.00				
Total Expense 2021	\$1,550,000.00				
Balance as of 12/31/2021	-\$1,249,000.00				
2022 Projects	Estimated Costs				
Veterans Park Improv	\$250,000.00				
Total Project 2022	\$250,000.00				
Existing Sales Tax Balance	-\$1,249,000.00				
Additional Collection	\$800,000.00				
Total	-\$449,000.00				
Total Projects 2022	\$250,000.00				
2017 Bond Debt Service	\$550,000.00				
Total Expense 2022	\$800,000.00				
Balance as of 12/31/2022	-\$1,249,000.00				



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REQUEST FOR ACTION

To: Park Commission
From: Caleb Peterson, Public Works Director
Date: April 2, 2018

ITEM DESCRIPTION: Dunlap Island Rental Rates.

Proposed Action

Staff recommends the Park Commission **MOVE TO SET RENTAL FEES FOR DUNLAP ISLAND PARK OF \$40 (\$80 NON-RESIDENT) FOR THE WARMING HOUSE AND \$25 (\$50 NON-RESIDENT) FOR THE PICNIC SHELTER.**

Background/Overview

With Construction on Dunlap Island almost complete Community Ed has asked for direction on park reservation fees for the new facilities. Two “rentable” features exist in the redeveloped park including the new warming house and small picnic shelter. A copy of the current fee schedule for park reservations is attached. Unfortunately, the existing schedule does not differentiate between indoor vs outdoor amenities so the flat fee as it exists today would be \$25 for residents and \$50 for nonresidents. The senior center currently rents for \$40 plus an extra fee for those wishing to use the kitchen.

Historically the fees were never intended to be profitable. Rather they are designed to cover any soft costs the City may incur for clean-up, garbage disposal, electric service etc. As indoor facilities are not always accessible to the public, those costs are more easily defined and may warrant higher fees.

Policy Objectives

Master Plan Policy 6.2: Clear Guidelines shall be established for the use of parks or park facilities on a rental or reservation basis, with fees addressed in amounts sufficient to cover costs of restoration of parks to pre-reservation condition.

Financial/Budget/Grant Considerations

The Park fund generates approximately \$4,000 in revenues from facility rentals each year.

Supporting Documentation Attached

2018 Fee Schedule.

2018 PARK SERVICES (Approved 1/2/2018)

Park Facilities		
Resident (Private)		\$25.00
Non-Resident (Private)		\$50.00
Cloquet Businesses or weddings		
Up to 100 people	Per Day	\$50.00
101 to 200 people	Per Day	\$75.00
Over 200 (300 max.)	Per Day	\$100.00
Non-Cloquet Businesses or weddings		
Up to 100 people	Per Day	\$100.00
101 to 200 people	Per Day	\$150.00
Over 201 to 300	Per Day	\$200.00
Major Use with over 300 people	Per Day	\$400.00
Athletic Complex		
For Hilltop, Athletic and Pinehurst Parks	Per Day	\$100.00
Plus Gate Fees or Team Fees	Payable after event \$0 - \$3,500	10%
Braun Park has a City agreement covering tournaments		
*Park fees include available power, use of facilities on site, and garbage collection. Major use includes up to two additional portable toilets, one additional dumpster, barricades and street use with approval from the City. Additional toilets or dumpsters may increase your rental charge. City police will be notified of the event but will not provide security.		
Pond Fees		
Single Season Pass		\$44.00
Family Season Pass		\$89.00
Daycare Season Pass		\$134.00
Single Admission	Per Day	\$3.50
Group Rate (10 or more)	Per Day	\$3.00
Season passes (purchased before May 20th)		\$10.00 off regular price
Private Rentals	Per Hour	\$165.00
Birthday Parties		\$25.00
Punch Card (10 swim)		\$30.00
Campground Fees		
Monthly		\$500.00
Monthly (Sites with sewer hookup)		\$550.00
Per Night		\$25.00
Tents - Per Night		\$15.00
Dump Station (non-registered)		\$5.00
Firewood (campground use only)	Per bundle	\$4.00
Shower (non-registered)	Per person / per use	\$2.00
Tubing Hill	Per person / per day	\$6.00
Park Dedication Fee		10% of land or cash in lieu of