

**CLOQUET PARKS COMMISSION  
AGENDA**

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**City Hall  
Monday, January 4, 2016 4:30 p.m.**

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**ACTION TAKEN**

1. **Call to Order.** \_\_\_\_\_
2. **Approval of Minutes.** \_\_\_\_\_
  - a. December 7, 2015, Regular Commission Meeting.  
*(Additions, deletions, or corrections)*
3. **Announcements, Agenda Adjustments, Correspondence, and Other Comments.** \_\_\_\_\_
4. **Information and Reports.** \_\_\_\_\_
  - a. Community Ed Report –Ruth
  - b. City Staff Report – Les/Caleb
    - February Joint Meeting with Council.
    - Maintenance Activities.
  - c. Commissioners Update/Other.
5. **Action Items.**
  - a. Election of 2016 Officers.  
*(Recommendation Requested)* \_\_\_\_\_
  - b. Pine Valley Trail Design.  
*(Recommendation Requested)* \_\_\_\_\_
6. **Future Items.**
  - Next Meeting (**Tuesday, February 2, 2016** – City Hall)
7. **Adjourn.**

Regular Meeting.  
Parks Commission December 7, 2015 4:30 p.m.  
City Hall

Present: Urbanski, Krick, Badger, Krohn, Stowell, Louhela.  
Absent: Wyman.  
Staff: C. Peterson, L. Peterson.  
Others: R. Reeves, L. Wilkinson.

### MINUTES

The minutes of the November 2, 2015 regular meeting were presented and approved.

### COMMUNITY ED REPORT

- The year-end report on the Beach was reviewed.
- A medallion hunt is planned in partnership with WKLK.
  - Event to kick off on Groundhog Day.

### CITY STAFF REPORT

- Staff presented three options under consideration for new dugout benches at Pinehurst Park.
  - The Commission preferred the aluminum benches with backs.
- Staff presented three material options for use as playground border at Hilltop Park.
  - The Commission selected modular block as the preferred alternative.
- A chart of potential color schemes for the Hilltop Playground was distributed.
  - A tally of those members present expressed a preference for "Pacific."

### COMMISSIONERS UPDATE

- Commissioner Krick inquired about the interest in creating a Park Department Facebook Page. A long discussion was held regarding the use of social media. Staff directed to research the concept further and bring it back to a future meeting for further consideration.
- Commissioner Stowell inquired when the Pinehurst Hockey Boards would be installed. Staff stated the boards would not be installed until crews are ready to begin flooding the rink.
- Commissioner Krohn stated the Wood City Riders had recently approached FDL regarding permitting for their trail system on Tribal lands. Discussion was held on past issues with snowmobile and other motorized traffic on the ski trail west of Spring Lake Road. It was suggested that the Club be required to reinstate fencing along areas where motorized traffic commonly access the trail as part of any formal permit or agreement with the City.

### SKI CLUB AGREEMENT

Staff provided a review of the proposed lease with the Ski Club for operation and maintenance of ski jumps at Pine Valley. The lease has a 3-year term and is a renewal of previous agreements with the Club.

**Motion by Louhela, 2<sup>nd</sup> by Krick, to recommend approval of the Lease Agreement with the Cloquet Ski Club. Motion Carried, 6-0.**

### NEXT MEETING

The next meeting to be held January 4, 2016, 4:30 p.m. at City Hall.

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




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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](http://www.ci.cloquet.mn.us)

### REQUEST FOR ACTION

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To: Park Commission  
From: Caleb Peterson, Assistant City Engineer  
Date: December 28, 2015

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**ITEM DESCRIPTION:** Election of 2016 Officers.

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#### **Proposed Action**

Staff recommends the Park Commission **MOVE TO APPOINT COMMISSIONER STOWELL AS CHAIRPERSON AND COMMISSIONER LOUHELA AS VICE-CHAIR OF THE PARK COMMISSION IN 2016.**

#### **Background/Overview**

According to Commission By-laws the term of an appointed officer is one year. Historically the Commission has appointed a Chair and Vice-chair by an ongoing rotation. Following this practice, the positions of Chair and Vice-chair would be filled by Commissioners Stowell and Louhela in 2016.

#### **Policy Objectives**

N/A.

#### **Financial/Budget/Grant Considerations**

N/A.

#### **Supporting Documentation Attached**

Park Commission By-Laws.

**CITY OF CLOQUET, MINNESOTA  
PARK'S COMMISSION BY-LAWS  
Adopted 4-30-14**

**SECTION I.           ESTABLISH PARK'S COMMISSION, QUALIFICATIONS  
OF MEMBERS, TERMS OF OFFICE**

There is hereby established a Park's Commission, hereinafter referred to as the "Commission", which shall consist of seven (7) members of which all are appointed by the City Council for three year terms. Appointments shall be made effective January 1 of each year. All members shall be residents of the City.

The City Administrator or his/her appointee(s) shall act as staff liaison and secretary for the Park's Commission.

No person shall be appointed with private or personal interest likely to conflict with the general public interest. If any person appointed shall find that his/her private or personal interests are involved in any matter coming before the Commission he/she shall disqualify himself from taking part in action on the matter or he/she may be disqualified by the chairperson or the Commission.

**SECTION II.           MEETINGS**

The regular meeting of the Cloquet Park's Commission shall be held on the first Monday of every month at 4:30 PM at City Hall. Special meetings may be called by the Chairperson at his/her discretion, and shall call a special meeting upon written request by two members, by the Mayor or by the Council.

**SECTION III.         QUORUM**

Four (4) members shall constitute a quorum. The majority vote of members present shall decide all questions. Proxies not allowed.

**SECTION IV.         REMOVAL FROM OFFICE: VACANCIES**

Vacancies shall be filled by appointment by the Council for the un-expired term. Any member may be removed from the Commission by a majority vote of the Council, for misconduct, of neglect or of inattention to his/her duties.

**SECTION V.           ABSENCE FROM MEETINGS**

When a member is absent from six (6) or more regularly-scheduled meetings during a calendar year, any other member may request a written explanation of the absences. The Commission shall determine whether to excuse or reject the explanation by a majority vote. If the Commission votes to reject the explanation, they may choose to remove the member from office under the terms of Section IV inattention to his/her duties.

**SECTION VI.           OFFICERS, RULES, EMPLOYEES, AND EXPENSES**

The Park's Commission shall elect a Chairperson and Vice-Chairperson from among its members and may create such other offices as it may determine necessary. All members shall be entitled to vote. Terms of all elected offices shall be for one year, with eligibility for re-election.

The Commission shall adopt rules for its governance and for the transaction of its business, and shall keep record of attendance at its meetings and of resolutions, transactions, finding and determinations showing the number of votes.

**SECTION VII.           POWERS AND DUTIES**

The Commission shall have the following powers and duties:

1. To recommend policies regarding short and long range planning, acquisition, development and use of park lands, Spafford Park Campground, trails and other recreational facilities.
2. Subject to Council approval, to prepare and adopt rules and regulations regarding use of City parks, Spafford Park Campground, trails and other recreational facilities.
3. To advise the Council regarding cooperative agreements with other public or private agencies, organizations or individuals.
4. To make recommendations to the Council concerning the hiring of maintenance supervisors and staff for the Parks Department and other recreational facilities.
5. To make recommendations or provide direction to City staff regarding administrative activities related to parks, trails, open spaces, Spafford Park Campground, trails and other recreational facilities, in accordance with the terms described herein.

**SECTION VIII.       FUNDING**

A Park Fund is established into which shall be deposited all park land fees, gifts, bequests, endowments, donations, or grants from persons, corporations or government agencies for park and recreation purposes. The Commission may advise the Council regarding disbursements from the fund. No disbursement or expenditure from the fund shall be made unless approved by the Council.

**SECTION IX.           BUDGET**

The Commission shall, on or before August 15 of each year, submit to the Council, a proposed operation budget for the following year.

**SECTION X.           REPORTS**

The Commission shall submit to the Council such regular or special reports and shall make such investigations as are deemed advisable or are requested by the Council.

**SECTION XI.           ORDER OF BUSINESS**

At all, except special meetings, the order of business shall be as follows:

1. Call to Order/Roll Call
2. Approval of Minutes
3. Announcements, Agenda Adjustments, Correspondence, and other Public comments
4. Information and Reports
5. Action Items
6. Park Board Comments/Future Items
7. Adjournment

**SECTION XII.       RULES OF ORDER**

“Robert’s Rules of Order” shall govern all proceedings except that the Chairperson shall retain voting rights the same as other Commission members.

Adopted by the Cloquet Parks Commission on this, the 2<sup>nd</sup> Day of June, 2014

\_\_\_\_\_  
Park’s Commission Chairperson

Attest: \_\_\_\_\_  
Park’s Commission Staff Liaison



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### REQUEST FOR ACTION

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To: Park Commission  
From: Caleb Peterson, Assistant City Engineer  
Date: December 28, 2015

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**ITEM DESCRIPTION:** Pine Valley Trail Design.

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#### **Proposed Action**

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF A CONTRACT WITH DIRT DOJO FOR PRELIMINARY DESIGN OF A 5-MILE SINGLETRACK TRAIL SYSTEM IN PINE VALLEY PARK.**

#### **Background/Overview**

Staff has been working with Commissioner Urbanski and a group of local advocates for a number of years to develop a singletrack mountain bike trail at Pine Valley. Identified as part of the Park Master Plan, the improvements could serve a dual use serving as a mountain bike and snow shoe trail.

Singletrack trails are designed as an "off road" facility. Typically they are narrow paths (approximately two feet) which make use of the natural ground surface, terrain and other features to create a sustainable alignment which can also be a technically challenging ride. Creating a fun and sustainable trail requires very little clearing or infrastructure development however it is best to consult with an experienced trail designer in order to prevent future issues such as erosion.

After contacting a series of recommended trail designers, Jake Carsten of Dirt Dojo has submitted a proposal to complete the preliminary layout for a 5-mile trail system in Pine Valley. The estimated fee for this work is \$5,500 and it is scheduled to be completed in early May of 2016. Contract deliverables include a flagged alignment and GPS track of the proposed trail system.

#### **Policy Objectives**

N/A.

#### **Financial/Budget/Grant Considerations**

The estimated cost for the trail design is \$5,500. Staff proposes to fund the project using the \$20,000 revolving CIP fund for miscellaneous park design and development. Construction funds for this project are allocated in 2018 as part of the CIP.

#### **Supporting Documentation Attached**

N/A.