

**CLOQUET PARKS COMMISSION
AGENDA**

**City Hall
Monday, January 5, 2015 4:30 p.m.**

ACTION TAKEN

1. Call to Order.

2. Approval of Minutes.

- a. December 1, 2014, 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
 - Skatepark Matrix.
 - Council Work Session/2015 Projects.
 - Tuesday February 17th, 4:30pm.
 - Maintenance Activities.
- c. Commissioners Update/Other.

5. Action Items.

- a. Election of 2015 Officers.
(Recommendation Requested)

6. Future Items.

- Next Regular Meeting (March 2, 2015 – City Hall)

7. Adjourn.

Regular Meeting.
Parks Commission December 1, 2014 4:30 p.m.
City Hall

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

MINUTES

The minutes of the November 3, 2014 regular meeting were presented and approved.

COMMUNITY ED REPORT

- Update was provided on scheduled programming over the next few months.

CITY STAFF REPORT

- Skatepark Matrix.
 - Two sites were added. Staff to make updates and distribute for completion prior to the next meeting.
 - Commissioner Krohn provided the Commission with information on his recent visit to the Bemidji Skatepark.

COMMISSIONERS UPDATE

- Commissioner Louhela
 - Inquired about plans for expanding the trail lighting at Pine Valley.
 - Introduced the idea of a medallion hunt in the Parks.
- Commissioner Wyman provided a handout on portable bleachers which could be used at various events.

2015 COMMUNITY ED AGREEMENT

City staff recommended a 3% (\$2,000) increase to help offset cost increases. The current contract amount has been in place for a number of years. Other minor language revisions were also reviewed.

Motion by Urbanski, 2nd by Wyman, to recommend approval of the 2015 Agreement with Community Education. Motion Carried, 6-0.

2015-2016 PARK FEE SCHEDULE

Staff reviewed the proposed fee schedule. Increases are recommended at the Pond to offset increasing deficits. The Tubing Hill and Campground rates were compared with other area facilities.

- Discussion was held about offering a punch card at the pond.
- The Commission expressed interest in collecting more detailed data for campground operations such as daily attendance, and visitor demographics.

Motion by Urbanski, 2nd by Roberts, to recommend approval of the 2015-2016 Park Fee Schedule. Motion Carried, 6-0.

NEXT MEETING

The next meeting to be held January 5, 2015, 4:30 p.m. at City Hall.

On motion duly carried by a unanimous yeas 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, Assistant City Engineer
Date: December 31, 2014

ITEM DESCRIPTION: Election of 2015 Officers.

Proposed Action

Staff recommends the Park Commission **MOVE TO APPOINT COMMISSIONER URBANSKI AS CHAIRPERSON AND COMMISSIONER STOWELL AS VICE-CHAIR OF THE PARK COMMISSION IN 2015.**

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 Urbanski and Stowell in 2015.

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
Draft 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 2nd Day of June, 2014

Park’s Commission Chairperson

Attest: _____
Park’s Commission Staff Liaison