

**CLOQUET PARKS COMMISSION
AGENDA**

**City Hall
Monday, February 4, 2019 4:30 p.m.**

ACTION TAKEN

1. Call to Order.

2. Approval of Minutes.

- a. January 7, 2019, Regular Commission Meeting.
(Additions, deletions, or corrections)

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

- New Member Introductions

4. Information and Reports.

a. Commissioners Update/Other.

- Public Comments.
Please give your name, and address. Visitors may share concerns on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Commission. No action will be taken at this time. Public Comments will be limited to 10 minutes per topic or 30 minutes total. The Commission may request an item be placed on a future agenda for further discussion as part of the regular meeting.
- Krohn – Pine Valley Grooming.
- Commissioner Comments/Updates.

b. Community Ed Report –Ruth

- Pine Valley Tubing Hill.

c. City Staff Report – Caleb

- Hunting Map.
- Maintenance Activities.

5. Action Items.

a. Broomball Fee Waiver.

b. Community Education Contract.

6. Future Items.

- Next Meeting (**Monday, March 4, 2019** – City Hall)

7. Adjourn.

Regular Meeting.
Parks Commission January 07, 2019 - 4:30 p.m.
City Hall

Present: T. Krohn, C. Martinson, M. Krick, T. Urbanski, J. Badger,
Absent: J. Fryc, J. Anderson
Staff: C. Peterson, T. Johnson, K. Stedman, A. Chalberg, L. Anderson
Others: R. Reeves, K. Kolodge, K. Cotner, L. Barto, P. Marciniak, K. Ripp

MINUTES

The minutes of the December 3, 2018 regular meeting were presented. Motion by Urbanski and 2nd by Krick to approve, motion carried 4-0.

ANNOUNCEMENTS

Caleb Peterson reported that new Commissioner Joel Anderson was approved by Council and Councilor Kerry Kolodge will be the new Council representative.

Ruth Reeves introduced Kayla Cotner from Community Education and presented her with a 10 Years of Service Certificate.

COMMISSIONERS UPDATE / PUBLIC COMMENTS

Pat Marciniak from the Cloquet Ski Club spoke regarding grooming the ski trails. He states that the Kids Club has 90 kids and there are 100 kids from the high school so there is a lot of usage. The Park Department does a great job, and the club is looking for a way to assist with grooming. Often times it has to wait until the plowing is done, and then the snow is not ideal for grooming. Lengthy discussion regarding non-employees working on City property, usage of City equipment and liability ensued. Caleb Peterson will look into the feasibility of the assistance from the Cloquet Ski Club and report back. Discussion regarding additional Park Department staffing was also presented as a future potential solution. Lastly, Commissioner Krohn stated he uses and appreciates Pine Valley. He noted grooming on other trails he uses is done early in the morning before the public gets onto them. In Pine Valley additional signage would be helpful to make the walking trails versus ski trails more obvious. Commissioner Urbanski will create some temporary signs.

Ken Ripp from the Cloquet Ski Club asked that the tubing hill be closed on Saturday January 12, 2019 to accommodate a large Nordic Combined Group that the club was asked to host. Ruth Reeves from Community Ed agreed and noted that with the current icy conditions the tubing hill will likely be closed anyhow and may not open on Sunday.

Commissioner Krohn noted the following:

- A volunteer organization has been created to raise funds to extend the mountain bike trail to the originally planned 5 miles. The group is planning a fund raiser to create community awareness which will be held on March 2, 2019. The group is requesting a waiver of the rental fee.

Motion by Urbanski and 2nd by Krick to waive the Chalet Rental fee for the Frozen Forester Event, motion carried 5-0.

- Bow hunting near the trails in Pine Valley has been an on-going issue. After discussion Caleb Peterson will request an update on the map provided by the Police Department. The Parks Commission suggests that the upper 2/3 of Zone C (which includes some City property) be changed to a no hunting zone. In addition a request to move the boundary for rifle hunting will be made.

COMMUNITY ED REPORT

Ruth Reeves introduce Linnea Barto from the after-school programs. Linnea shared the numbers of students and the numbers of activities provided by Community Ed via a power point presentation.

CITY STAFF REPORT

Caleb Peterson introduced Tim Johnson as the new Assistant Public Works Director and explained the re-organization the City has implemented in the Public Works Department.

ACTION ITEMS

2019 OFFICERS

Motion by Urbanski, 2nd by Martinson, to appoint Commissioner Badger as chairperson and Commissioner Anderson as vice-chair of the Park Commission in 2019. Motion Carried, 5-0

The next meeting to be held Monday February 4, 2019 - 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

Caleb Peterson

From: Ruth Reeves <rreeves@isd94.org>
Sent: Friday, January 25, 2019 4:18 PM
To: Caleb Peterson
Cc: Kayla Cotner

Caleb,
Here is a brief summary of the tubing hill since sinter of 2013-2014.
My years here began in the last half of 2012, so I don't have a long history. I think there were years historically where the Tubing Hill was open many days.
Unfortunately, the injury records are not kept past two years, so I don't have any recorded data beyond that.

13-14: open 22 days
14-15: open 2 days in February
15-16: ?? no record....I have a message to Kayla to learn if it did not open or if the records are stored elsewhere.
16-17: open 2 days
17-18: open 1.5 days, 2 EMS calls
18-19: open 1 day thus far, no injuries reported

Concerns:
Between poor snow conditions, severe weather, and injuries, the Tubing Hill has offered very few days of viable operation.
This creates a challenge for staffing as well as maintenance.

Possible future use:
Allow ski team to use it for team practice and run the lift. I am told that it was designed as a ski run.

Please add this topic to the agenda for the February meeting.
I will be asking for action to discontinue this as a feature programmed by Community Ed.

Thanks,
Ruth



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: February 4, 2019

ITEM DESCRIPTION: Broomball Fee Waiver.

Proposed Action

Request for a motion to **WAIVE THE PARK RESERVATION FEE AND APPROVE THE USE OF PINEHURST PARK FOR A BROOMBALL TOURNAMENT.**

Background/Overview

The City has received a request to reserve the Pinehurst Park rink and warming house for a broomball tournament to be held on February 16th. A representative from the group will be present at the meeting to explain the request.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

As a condition of the fee waiver, the City will not provide extra services or incur costs from outside vendors for this event.

Supporting Documentation Attached

None.



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REQUEST FOR ACTION

To: Park Commission
From: Caleb Peterson, Public Works Director
Date: February 4, 2019

ITEM DESCRIPTION: Community Education Agreement.

Proposed Action

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE 2019-2020 AGREEMENT WITH INDEPENDENT SCHOOL DISTRICT #94 AND CLOQUET COMMUNITY EDUCATION.**

Background

For many years, the City has contracted with the School District and Community Education to staff and manage Cloquet's community recreation program. This cooperative agreement has allowed for increased efficiency, as well as the collaboration of resources while meeting a common goal of promoting recreational activities which increase quality of life in Cloquet.

Under the terms of the agreement, nine services are to be provided by Community Ed in return for the City's annual contribution. Examples of services include implementation of a community recreation program and the staffing and management of the Pinehurst Pond and the Red Cross swim program. Either party may terminate the agreement given 90 days written notice.

Policy Objectives

Park Master Plan Policy 7.1: Partnerships shall be sought to make unique opportunities available to the community and allow for facilities and programs that would otherwise be difficult to achieve by the City alone.

Park Master Plan Policy 7.4: The City shall require formal agreements with those partners providing resources, programs or activities benefiting the community.

Financial/Budget/Grant Considerations

Community Education has requested a 2.0% "cost of living" increase for 2019. This would result in a contract amount of \$73,615. Additionally, the City previously agreed to split the cost of insurance benefits due to the full time secretarial position. This amount was estimated at \$4,500.

\$73,600 was included in the 2018 budget for this Agreement.

Supporting Documents Attached

2019-2020 Agreement.

COMMUNITY EDUCATION AGREEMENT

The City of Cloquet, by and through its Parks Commission, hereinafter called "City," and Independent School District #94 operating the Community Education Program in the City of Cloquet, hereinafter called "District," have entered into an agreement pursuant to statutes as follows:

WHEREAS, the City has and is desirous of utilizing the Community Education Program for supervision, development, implementation, management, control and scheduling activities of the recreation program, Cloquet sport associations and programs consisting of general health; and

WHEREAS, the City has the authority pursuant to Minnesota Statutes 471.15 and 471.16 and, also, general authority under Minnesota Statutes for the operation of and maintenance of the general health and welfare of the residents of the City, and

WHEREAS, the District currently operates and manages a Community Education Program for the citizens of Cloquet.

NOW, THEREFORE, BE IT RESOLVED, that the City hereby contracts with the District to provide the following services:

1. Administer a year-round program of recreation and leisure time services through the offices of the Community Education Director providing all office, telephone, and material costs necessary for said program.
2. Administer adult recreation leagues and promote group recreational opportunities for adults of all ages.
3. Operation of a variety of youth and adult education programs that are considered recreation. Examples of these type of programs include, but are not limited to arts and crafts, sports classes (such as skiing, tennis, swimming), or fitness programs.
4. Pay for the wages and materials for a variety of adult and youth recreation programs developed and directed by Community Education, including but not limited to school year swim programs, park programs, summer programs, recreation leagues and special events. Sport Associations who develop and direct their sports programs will pay for wages and materials as directed by their bylaws and written agreements with the city.
5. Provide the necessary staff and support personnel for the operation and management of Pinehurst Pool during the summer months and the administration of the Red Cross Swim Program for adults and students. The staff is provided by Community Education and the city will reimburse Community Education as otherwise agreed for wages of such employees.

6. Provide staff for scheduling facilities and the scheduling system for the following city parks/facilities: Athletic, Dunlap Island, Hilltop, Pinehurst, Pine Valley, Sunnyside, Veterans and Senior Center (after 4p.m.) following the City of Cloquet Parks & Recreation Facility Policy with the goal in mind to maximize the use of the public facilities. Keys for the Pine Valley Chalet and Senior Center will be distributed through the Community Education office.
7. Coordinate and encourage the efforts of the Cloquet Sports Associations in the scheduling of fields and courts. Community Education will set a semi-annual meeting for the associations to discuss scheduling and other matters that they may deem necessary.
8. Operate and pay wages of the staff and purchase materials needed for the operation of after school programming at Washington School, Churchill School and the Cloquet Middle School as agreed upon by both parties.
9. Handle marketing for the recreation programs in the same manner as all other Cloquet Community Education programs. This will also include the Pine Valley Winter Recreation Area, the Senior Center or other park areas as appropriate.

TERM OF AGREEMENT

This Agreement will be in effect from January 1, 2019 through December 31, 2020. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2019 – \$73,615
2020 – \$75,090

The City further agrees to pay one-half the cost of health insurance for a Community Education Secretarial position in the approximate amount of \$4,500. The exact amount of said benefits shall be determined annually and reimbursed to Cloquet Community Education via invoice independent from regular quarterly agreement payments. In doing so, it is agreed that a minimum of one-half of the positions time will dedicated to fulfilling duties of this contract.

This Agreement will expire on December 31, 2020. Either party may terminate this Agreement by giving a 90 day written notice to the other party of its intent. Written notice shall be given by either party to the other party at the following addresses:

City of Cloquet
City Administrator
1307 Cloquet Avenue
Cloquet, MN 55720

ISD #94
Community Education Director
509 Carlton Avenue
Cloquet, MN 55720

It is the understanding of both the District and the City that the primary responsibility of the District is to develop, organize, publicize and manage activities as outlined above through the mutual agreement between the City's representative, the Parks Commission, and District's representative, and the Community Education Director. Activities are held in or on facilities controlled by the City and by the School District. Should a lawsuit result from the operation of one of these activities, defense and liability, if any, must be determined on a case by case basis.

Dated this ____ day of February, 2019

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: _____
Mayor

By: _____
Chairman

By: _____
City Administrator

By: _____
Superintendent