

**CLOQUET PARKS COMMISSION
AGENDA**

**City Hall
Monday, January 6, 2020 4:30 p.m.**

ACTION TAKEN

1. Call to Order.

2. Approval of Minutes.

- a. December 2, 2019, 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.
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 – Walmart Grant.
- Commissioner Comments/Updates.

b. Community Ed Report –Ruth

c. City Staff Report – Caleb

- Commission By-Laws.
 - Meeting Time.
 - Attendance Policy.
- Maintenance Activities.

5. Action Items.

a. 2020 Officers.

6. Future Items.

- Next Meeting (**Monday, February 3, 2020** – City Hall)

7. Adjourn.

Regular Meeting.
Parks Commission December 2, 2019 - 4:30 p.m.
City Hall

Present: C. Martinson, T. Krohn, T. Urbanski, J. Badger
Absent: J. Anderson, M. Krick, J. Fryc
Staff: C. Peterson, T. Johnson
Others: K. Ripp, R. Reeves, K. Kolodge

MINUTES

The minutes of the October 7, 2019 regular meeting were presented. Motion by Urbanski and 2nd by Martinson to approve, motion carried 4-0.

PUBLIC COMMENTS

Ken Ripp of the Cloquet Ski Club spoke about issues with rope tow serving the jumps and inquired about allowing the ski club to open the former tubing hill for downhill ski on weekends. He stated the club currently has 54 youth signed up for the winter season making the Cloquet Club one of the largest in the upper Midwest.

COMMISSIONERS UPDATE

Commissioner Krohn discussed a need to form a central 501c3 organization which could be utilized by multiple youth associations and park users for fundraising related to potential park improvements.

COMMUNITY ED REPORT

R. Reeves distributed a copy of newly published Lumber Log and highlighted a few planned events at Dunlap Island over the winter season. A year-end report was given for the Beach at Pinehurst. Overall revenues and operations expenses were cost neutral for the season. Cool wet weather resulted in minimal attendance during June and August. Season pass sales were about equal to the previous season.

CITY STAFF REPORT

Staff stated all required warming house positions had been filled after a slow start. In the event of a staffing shortage low use facilities such as Athletic and Pinehurst would be closed first.

Staff enquired about the rental of a brush mower for use in fall trimming along the ski trails. Pros and Cons of this approach were discussed. The Commission generally agreed the method was worth attempting next year with a report on any negative feedback received.

Staff has been working on winterization of buildings. All holiday light displays are out at ready for the season. Despite the recent snow, grooming of ski trails is delayed due to trees and branches down across trails from heavy snow load.

ACTION ITEMS

Staff and the Commission discussed potential changes to the 2020 fee schedule. No changes were recommended for camping or general park reservation fees. Pinehurst Pond fees were discussed due to continued increases in staffing costs related to minimum wage increases. Community Ed reports feedback from the public on pond rates is mixed with some expressing concern over high rates while others are surprised at the value. The Commission ultimately agreed to adjust rates with a provision to increase the early season pass discount to hold down costs for residents.

Motion by Urbanski and 2nd by Martinson to recommend approval of the 2020 park fee schedule including revised pond rates, deleting the tubing hill, removing kitchen use from the Senior Center and adding previously approved rates and damage deposits for the Pine Valley Chalet, and Dunlap Island. Motion carried 4-0.

NEXT MEETING

The next meeting to be held Monday January 6, 2020 - 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

**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 2nd Day of June, 2014

Park’s Commission Chairperson

Attest: _____
Park’s Commission Staff Liaison



DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR ACTION

To: Park Commission
From: Caleb Peterson, Public Works Director
Date: January 6, 2020

ITEM DESCRIPTION: Election of 2020 Officers.

Proposed Action

Staff recommends the Park Commission **MOVE TO APPOINT CHAIRPERSON AND VICE-CHAIR OF THE PARK COMMISSION IN 2020.**

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 Anderson and Urbanski in 2020.

- Joel A – 2020
- Tom U – 2021
- Cory M – 2022
- John F – 2023
- Michael K – 2024
- Tim K – 2025
- John B – 2019

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

N/A.

Supporting Documentation Attached

N/A.