

**CLOQUET PARKS COMMISSION
AGENDA**

**City Hall
Monday, February 3, 2020 4:30 p.m.**

ACTION TAKEN

1. **Call to Order.**
2. **Approval of Minutes.**

 - a. January 6, 2020, 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.
 - **Commissioner Comments/Updates.**
 - b. **Community Ed Report –Ruth**
 - **Beach Season Review**
 - c. **City Staff Report – Caleb**
 - **Attendance Policy**
 - **Maintenance Activities**
5. **Action Items.**
 - a. **CYBSA Budget Approval**

6. **Future Items.**
 - **Next Meeting (Monday, March 2, 2020 – City Hall)**
7. **Adjourn.**

Regular Meeting.

Parks Commission January 6, 2020 - 4:30 p.m.

City Hall

Present: C. Martinson, T. Krohn, T. Urbanski, J. Badger
Absent: J. Anderson, J. Fryc, C. Martinson
Staff: C. Peterson, T. Johnson, K. Stedman, A. Chalberg, L. Anderson
Others: R. Reeves

MINUTES

The minutes of the December 2, 2019 regular meeting were presented. Motion by Krick and 2nd by Krohn to approve, motion carried 4-0.

COMMUNITY ED

R. Reeves stated skating events have been postponed due to poor ice conditions. Activities starting include: swim lessons and Friday Night Open Swim, Family Fun Sundays, youth archery, after school enrichment, adult drop in volleyball, bean bag tournaments, and other classes as usual. Tech & Coffee will be coming up. Internet is being installed at The Beach right now in order that credit cards can be accepted.

COMMISSIONERS UPDATE

Commissioner Krohn discussed a Walmart grant for \$2000 that was received for the mountain bike trail and highlighted several other grants that he will follow-up with and grants to re-apply for. Discussion led to qualifying for Legacy Funds. Another fund-raising opportunity would be an event like a 5 K or a bike race to be held in April. Lastly, he mentioned Duluth has a snow dog groomer and it might be something the Parks Dept. may want to invest in.

CITY STAFF REPORT

Staff asked the commissioners if changes in the By-laws should be considered, specifically the meeting time and the attendance policy. The consensus was the current meeting time works for the majority of the group and the attendance policy should be moved to next month's agenda.

Park Staff shared information on maintenance activities which include the recent replacement of lamps in Pine Valley by Minnesota Power. Discussion turned to the possible change to LED lamps or different colored LED's such as a warmer lamp versus the blue/green lamp in the future. Staff suggested consulting with a lighting expert to get the best spread of light while also considering light pollution. Staff also reports that there was a wiring issue with the lights at Churchill and Parson's electric was hired for repair. Commissioner Urbanski added that there has been fat bike tracks on the Mountain Bike Trail and lots of snow shoeing. Commissioner Krohn added that a 501C3 designation would be beneficial for the City as well as Friends of Cloquet Parks.

ACTION ITEMS

Staff and the Commission discussed the appointments of Chairperson and Vice-chair. A change in the existing rotation was discussed, the change would be to move Commissioner Anderson down to the end of the rotation and all others up a year. Commissioner Urbanski would then be the Chairperson for 2020 and Commissioner Martinson becomes the Vice-chair.

Motion by Urbanski and 2nd by Krick to recommend approval of the Chair and Vice-chair subject to the adjustment of the annual rotation. Motion carried 4-0.

NEXT MEETING

The next meeting to be held Monday February 3, 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.

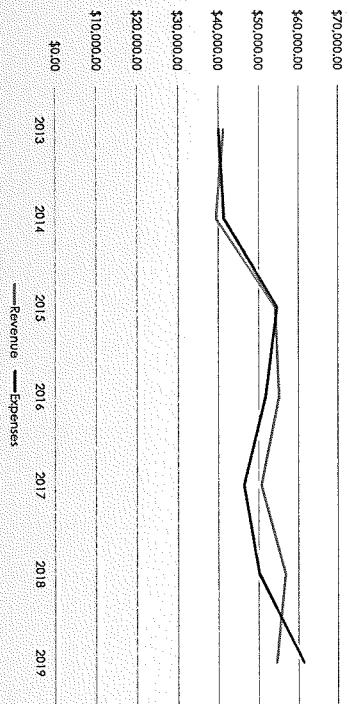
Secretary

The Beach at Pinehurst Park

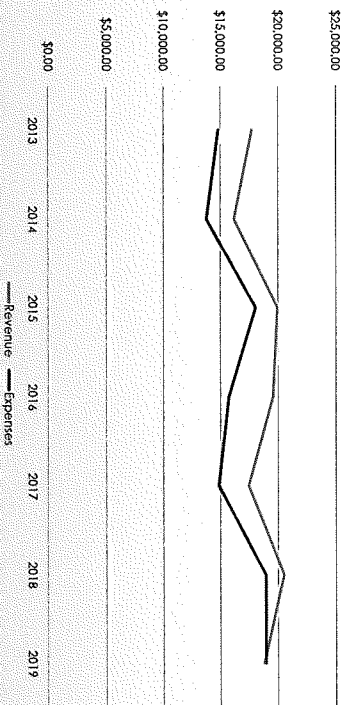
Yearly Statistics 2013-2019



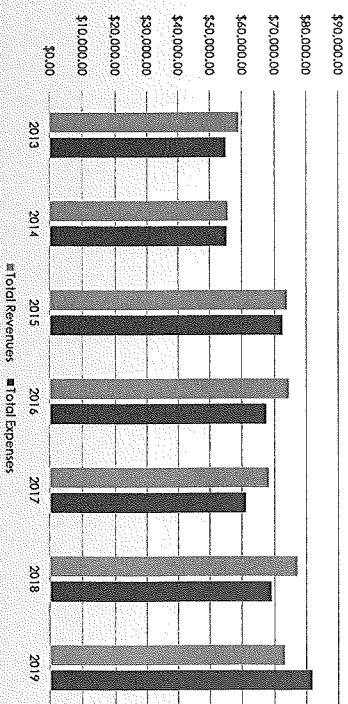
Operation Revenues and Expenses



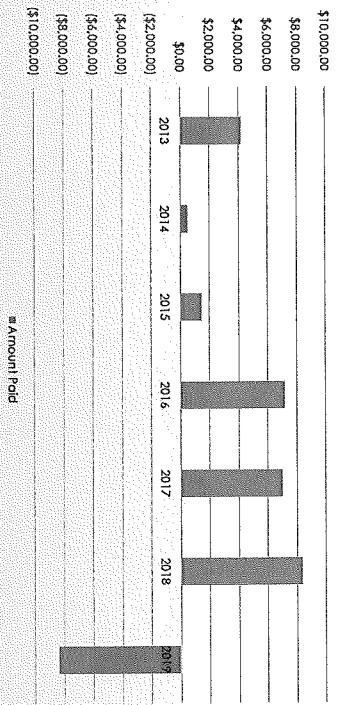
Concession Revenues and Expenses



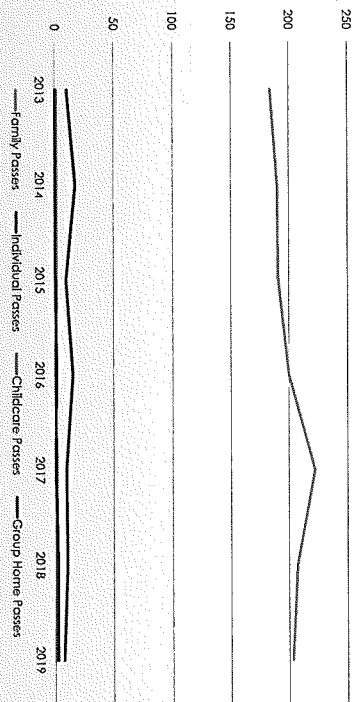
Total Revenues and Expenses



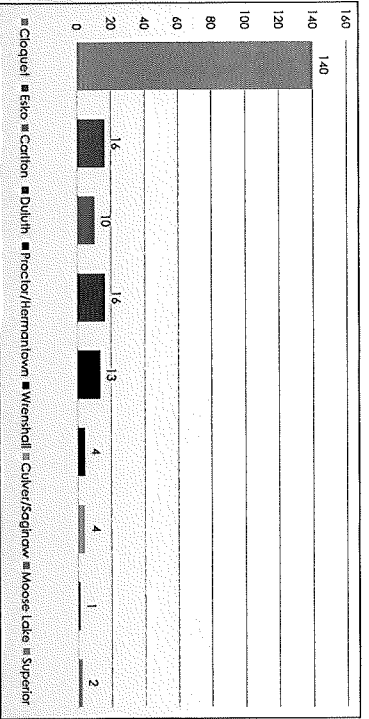
Amount Paid to the City of Cloquet



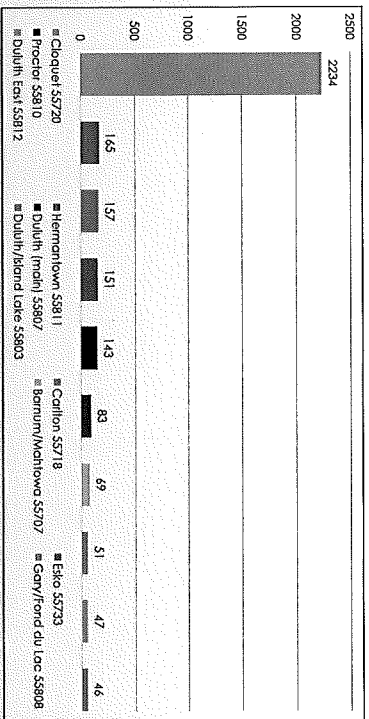
Passes Sold

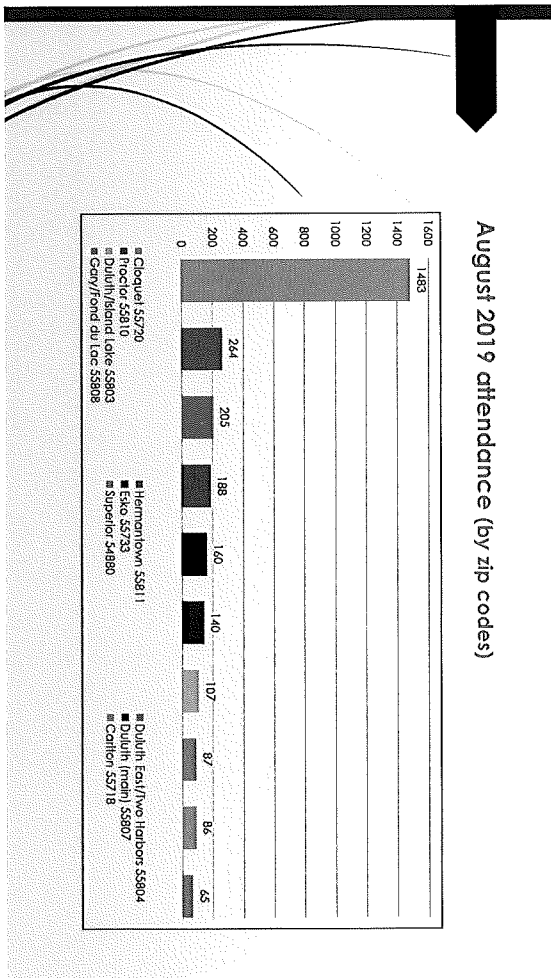
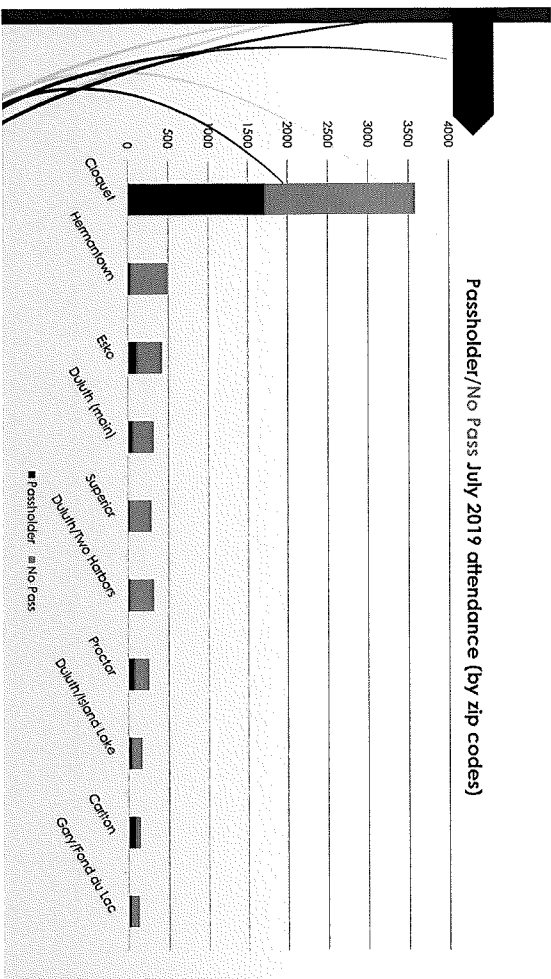
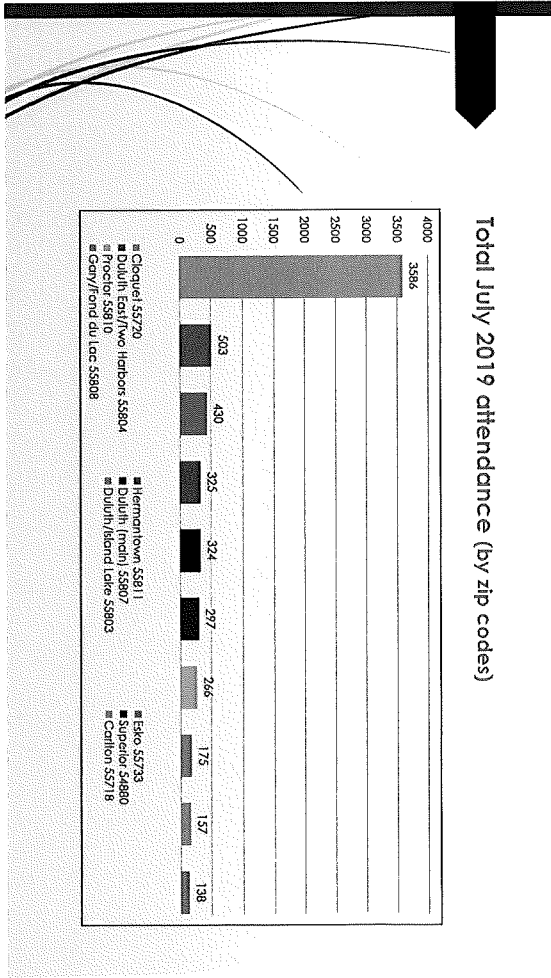
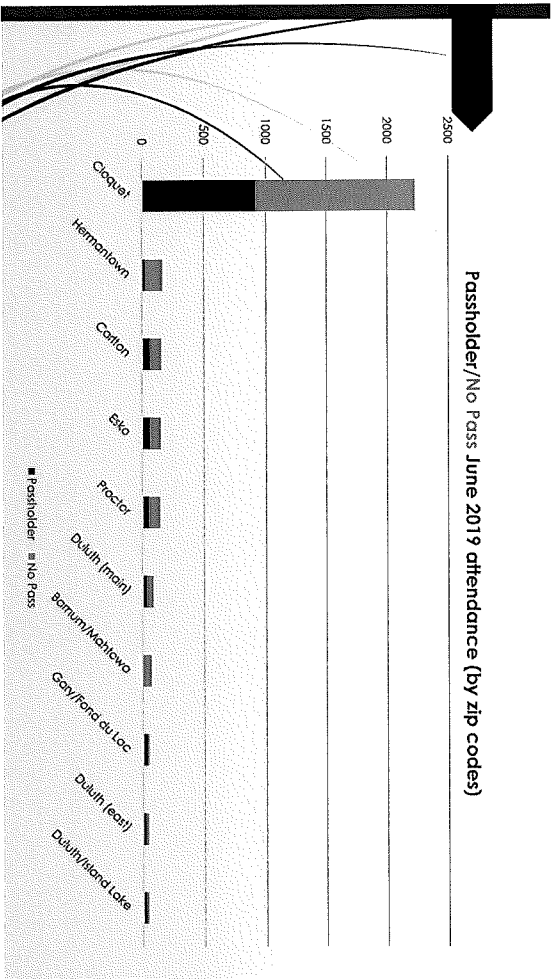


2019 Passes sold by area (zip codes)

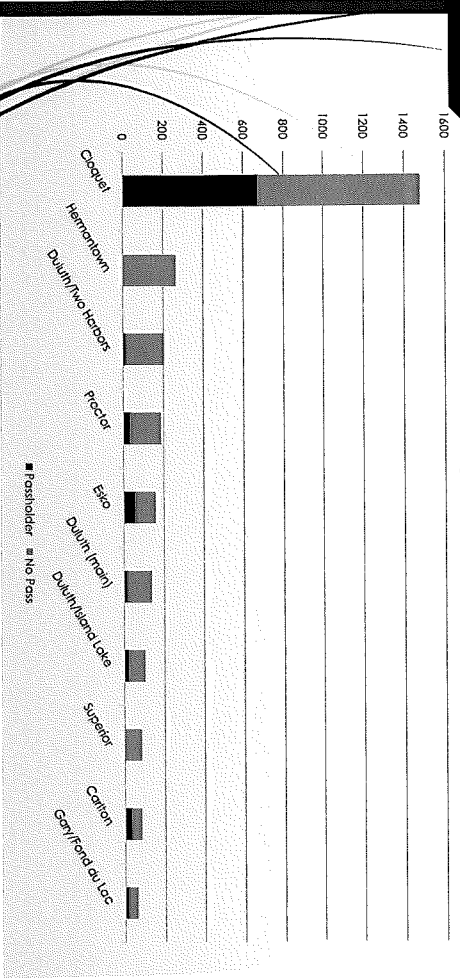


Total June 2019 attendance (by zip codes)

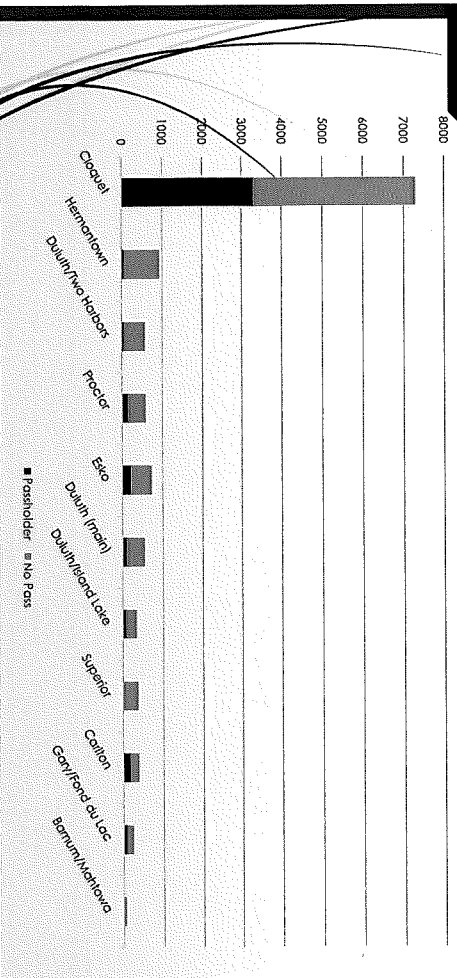




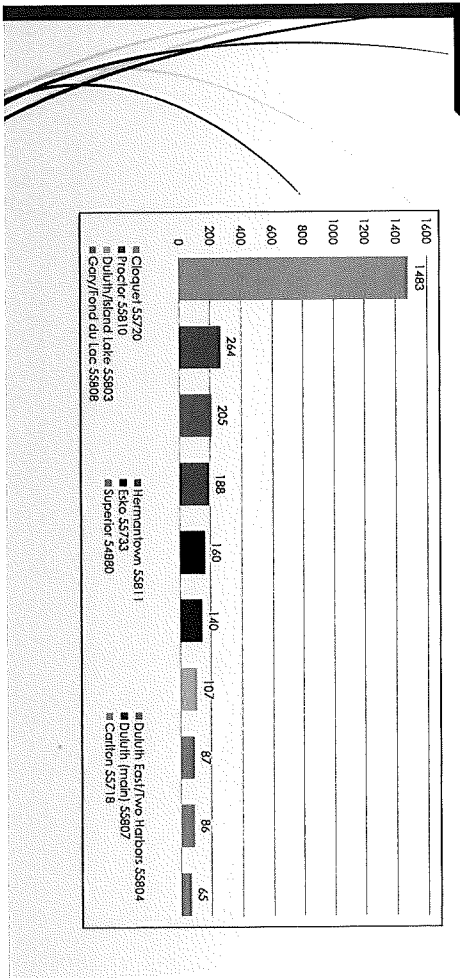
Passholder/No Pass August 2019 attendance (by zip codes)



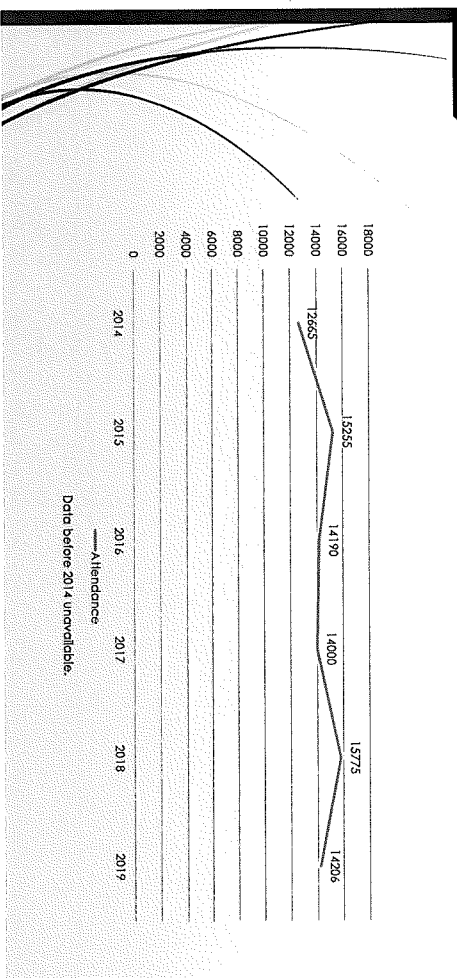
Total Passholder/No Pass 2019 attendance (by zip codes)



Total 2019 attendance (by zip codes)



Attendance



Days Open

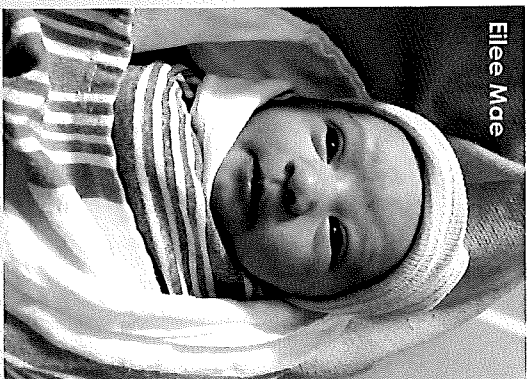


Kayla Cotner Beach Manager and Aquatics Coordinator



2019 marked her 11th season as a supervisor!

Eilee Mae



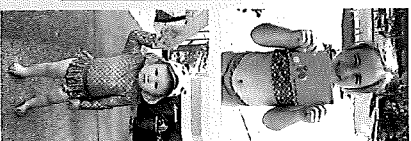
2019 Beach Staff



Beach Highlights



Age to age craft day



Doggie Dip



Chalk the walk



**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: February 3, 2020

ITEM DESCRIPTION: CYBSA Budget Review.

Proposed Action

To be provided at meeting.

Background/Overview

Under the current agreement with the Cloquet Youth Softball/Baseball Association (CYBSA), each year the Association must submit a budget for the Commission’s review and approval. Staff has requested copies of 2019 financial statements and the 2020 budget for review at the February meeting. At the time the packet was assembled, the requested information was not available. A representative from the CYBSA will be present at the meeting to answer any questions the Commission may have.

Policy Objectives

Master Plan Policy 7.5: When partnerships are undertaken, the City shall maintain control over park facilities and balance partner demands with community needs.

Financial/Budget/Grant Considerations

Braun Park operations and maintenance are the responsibility of the CYBSA per terms of the current agreement. The \$3,000 lease amount due the City for 2020 should be reflected in the CYBSA and City Budget.

Supporting Documentation Attached

To be provided at meeting.