

CLOQUET PARKS COMMISSION AGENDA

Web Meeting
Monday, August 3, 2020 4:30 p.m.

Please join my meeting from your computer, tablet or smartphone.

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ACTION TAKEN

1. Call to Order.

2. Approval of Minutes.

- a. March 2, 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

c. City Staff Report – Caleb

- Single Track Trail Phase II Update
- Maintenance Activities

5. Action Items.

- a. 2021 Park Budget and CIP

6. Future Items.

- Next Meeting (**Monday, September 14, 2020 – Web Meeting**)

7. Adjourn.

Regular Meeting.

Parks Commission March 2, 2020 - 4:30 p.m.

City Hall

Present: C. Martinson, T. Krohn, T. Urbanski, J. Badger, J. Anderson

Absent: J. Fryc

Staff: C. Peterson, T. Johnson, K. Stedman, A. Chalberg, L. Anderson

Others: R. Reeves, K. Kolodge, K. Taylor

MINUTES

The minutes of the February 3, 2020 regular meeting were presented. Motion by J. Anderson and 2nd by Krohn to approve, motion carried 4-0.

COMMUNITY ED

R. Reeves' update included news of the all the action at the indoor pool which includes: Friday Night swimming, 50 youth registered for a March Narwhals Junior Swim Club, a life-guard class beginning tomorrow and spring swim lessons in April. There are two family fun days left. Adult drop-in volleyball is going well and there were more than 50 kids for youth ice skating lessons. Tae Kwon Do is coming back to Cloquet and a bike maintenance class April 21. After school enrichment at all three buildings is going very well. There is a Star Gazing event on April 25th at 8:30 p.m. at Hilltop Park. She asked for input on possible sponsors for the skate park event. Last year the event was well attended by youth and by neighbors and the hope is to repeat it as it is positive PR.

COMMISSIONERS UPDATE

Commissioner Krohn reports that the application for the regional designation of Pine Valley to the Greater Minnesota Parks and Trails Commission has been submitted and results are expected by the end of March. The Snow Dog demo model is available for purchase. Discussion ensued as to who would own it, maintain it, where would it be stored, and who would be authorized to use it. Staff states the City would not assume responsibility. Commissioner Krohn also received a \$5000 donation from Enbridge for the mountain bike trail. Enbridge will attend the May 9th event to be acknowledged. The Rotary group has agreed to partner with the City and supply the 501c3 for fundraising activities. Lastly dog waste pick-up bags are requested for the north side of the river, east of Hwy. 33.

K. Taylor from the FDL Resource Management office presented information on their invasive species program. They are mostly targeting buckthorn around the Pine Valley Loop. They are asking to also treat adjacent City properties in the White Pine Loop Trail. They follow the strict environmental guidelines, install signage at the time they treat and mostly do target treatments on stumpage vs widespread spraying. Staff will prepare a Memorandum of Understanding stating the City is on board with the treatment program.

CITY STAFF REPORT

Staff reports that a mountain bike trail phase II pre-construction meeting with Trail Logic will be held Tuesday March 17th. For future discussion Staff asks the commissioners to consider possible action regarding the tapping of maple trees on City property and the equipment being left there. Also, the trash from hospital employees on City property is of concern and staff will discuss solutions with the Community Memorial Administration. Lastly Staff asks the Commission to consider the plans for the warming houses. Athletic Park needs a new furnace and as the lowest usage of all rinks.

The Park Dept. said all the rinks are now closed for the season. The final clean-up of Christmas decorations and some grooming of the ski trails continues. They will begin pruning shortly.

ACTION ITEMS

The FDL Trail agreement was discussed.

Motion by Badger and 2nd by Martinson to recommend approval of amended agreement with FDL for operation and maintenance of the Pine Valley West trail system. Motion carried 5-0.

NEXT MEETING

The next meeting to be held Monday April 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



DEPARTMENT OF PUBLIC WORKS

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Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR ACTION

To: Park Commission
From: Caleb Peterson, Public Works Director
Date: August 3, 2020

ITEM DESCRIPTION: 2021 Park Budget.

Proposed Action

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE 2021 PARK FUND OPERATING BUDGET.**

Staff further recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE 2021-2025 PARK CIP.**

Background/Overview

According to your by-laws, each year the Commission should submit an operating budget request to the City Council. As is typical, staff has prepared the 2021 budget request for Commission review. Most items in the operating budget are fixed costs such as staffing, utility bills, and basic supplies. Costs are adjusted annually to keep up with inflation and changes to facility operations due to capital improvements.

The Commission may note this request includes an additional part time maintenance person in the Park Department. Last year's discussion started with a Park Supervisor position however the funding was ultimately deferred for future consideration. Due to budgetary uncertainty associated with the COVID-19 pandemic, staff recommends the 2021 request focus on the immediate need of additional maintenance staff with future consideration of a supervisor position.

Policy Objectives

Master Plan Goal 10.2: To better orchestrate parks programs, activities, and outreach, the city should consider establishing a staff-level position responsible for scheduling and program oversight; volunteer training, recruitment, and recognition; maintaining working agreements with partners; and reporting to the Parks Commission.

Financial/Budget/Grant Considerations

N/A.

Supporting Documentation Attached

Draft Budget Request.
2021-2025 Draft CIP.

City of Cloquet
2021 Budget

GENERAL FUND		2018	2019	6/12/2020	2020	2021	2022	2023	2024
FUND 101 (previously Fund 226)	Account Description	ACTUAL	ACTUAL	YTD	BUDGET	PROPOSED	PLANNING	PLANNING	PLANNING
Acct #									
PARKS									
SWIMMING POND									
SUPPLIES (101-45-514-2)									
0216	CHEMICALS & CHEMICAL PRODUCTS	3,169	2,169	-	3,100	3,100	3,100	3,100	3,100
0229	OTHER MAINTENANCE SUPPLIES	5,288	1,171	-	2,500	2,500	2,500	2,500	2,500
0581	OTHER EQUIPMENT (-5,000)	265	2,749	100	500	500	500	500	500
	SUBTOTAL	8,722	6,089	100	6,100	6,100	6,100	6,100	6,100
OTHER SERVICES & CHARGES (101-45-514-3)									
0307	CONTRACTED & OTHER LABOR	47,619	52,478	2,692	50,000	50,000	50,000	50,000	50,000
0319	MISCELLANEOUS EXPENSE	936	4,234	-	1,500	1,500	1,500	1,500	1,500
0321	TELEPHONE/CELL PHONE/INTERNET	764	707	-	1,000	1,000	1,000	1,000	1,000
0361	PROPERTY & LIABILITY INSURANCE	9,000	9,000	315	9,000	9,000	9,000	9,000	9,000
0381	ELECTRIC SERVICE	12,707	11,004	960	11,500	11,500	11,500	11,500	11,500
0382	WATER, SEWER, & STORMWATER	14,229	17,041	-	15,000	15,000	15,000	15,000	15,000
0383	NATURAL GAS SERVICE	1,773	1,508	2,034	1,500	1,500	1,500	1,500	1,500
0401	BUILDING MAINTENANCE	834	-	802	1,500	1,500	1,500	1,500	1,500
0402	EQUIPMENT MAINTENANCE	-	4,400	929	1,000	1,000	1,000	1,000	1,000
0405	PUMP & MOTOR MAINT	-	-	-	500	500	500	500	500
	SUBTOTAL	87,862	100,373	7,732	92,500	92,500	92,500	92,500	92,500
	TOTAL SWIMMING POND EXPENDITURES	96,584	106,461	7,832	98,600	98,600	98,600	98,600	98,600
HOCKEY ARENA									
0229	SUPPLIES (101-45-520-2)	-	9,676	-	-	-	-	-	-
OTHER SERVICES & CHARGES (101-45-520-3)									
0319	MISCELLANEOUS EXPENSE	-	16,069	5,813	17,000	17,000	17,000	17,000	17,000
0321	TELEPHONE/CELL PHONE/INTERNET	-	8,626	2,118	6,750	6,750	6,750	6,750	6,750
0381	ELECTRIC SERVICE	-	90,875	42,795	70,000	70,000	70,000	70,000	70,000
0382	WATER, SEWER, & STORMWATER	-	6,840	2,723	6,000	6,000	6,000	6,000	6,000
0383	NATURAL GAS SERVICE	-	31,131	13,222	32,000	32,000	32,000	32,000	32,000
0384	REFUSE DISPOSAL	-	4,424	1,345	2,500	2,500	2,500	2,500	2,500
0401	BUILDING MAINTENANCE	-	40,708	26,489	45,000	45,000	45,000	45,000	45,000
0402	EQUIPMENT MAINTENANCE	-	59,965	-	1,000	1,000	1,000	1,000	1,000
0520	BUILDING IMPROVEMENTS	-	12,130	-	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL	-	270,768	94,505	181,250	181,250	181,250	181,250	181,250
0650	CAPITAL OUTLAY (101-45-520-4)	-	124,511	-	-	-	-	-	-
	MOTOR VEHICLE	-	124,511	-	-	-	-	-	-
	SUBTOTAL	-	404,954	94,505	181,250	181,250	181,250	181,250	181,250
PARK AREAS									
PERSONAL SERVICES (101-45-522-1)									
0101	SALARIES - FT - REGULAR	176,548	89,308	42,290	92,100	92,100	102,850	107,750	107,750
0103	SALARIES - FT - 1.5	8,375	5,806	658	8,000	8,000	8,000	8,000	8,000
0104	SALARIES - FT - 2.0	3,784	2,349	21	2,000	2,000	2,000	2,000	2,000
0105	SALARIES - TEMP - SUMMER SEASONAL	29,362	29,127	2,895	31,000	31,000	31,000	31,000	31,000
0109	SALARIES - PART TIME-RINK ATTENDANT:	6,577	10,558	12,207	10,000	10,000	10,000	10,000	10,000
0112	SALARIES - JOB DIFFERENTIAL	44	-	-	-	-	-	-	-
0121	PERA CONTRIBUTIONS	13,842	7,346	3,224	7,700	8,150	8,500	8,850	8,850
0122	FICA CONTRIBUTIONS	13,435	8,410	3,396	8,900	9,250	9,550	9,850	9,850
0123	MEDICARE CONTRIBUTIONS	3,143	1,967	794	2,100	2,200	2,300	2,300	2,300
0124	VEBA CONTRIBUTIONS	1,575	750	188	750	750	750	750	750
0131	HEALTH INSURANCE	14,786	22,654	10,646	23,250	24,250	25,200	26,200	26,200

4,000.00 increase 1 year for chlorine equipment

Wage Increases and Coordinator Time

2,300.00 new CTC Contract (\$190/month)

17,500.00 Rate Increases

85,000.00 Historic Use

10,000.00 Lots of Mechanical System

Discuss additional PT or FT maintenance staff

3,000.00 Campground Host Expense Account

2021 Budget

GENERAL FUND		2018	2019	6/12/2020	2020	2021	2022	2023	2024
FUND 101 (previously Fund 226)		ACTUAL	ACTUAL	2020	BUDGET	PROPOSED	PLANNING	PLANNING	PLANNING
Acct #	Account Description			YTD					
0132	DENTAL INSURANCE	2,233	1,892	950	1,900	1,900	1,900	1,900	1,900
0133	LIFE INSURANCE	421	252	-	300	300	300	300	300
0142	UNEMPLOYMENT COMP BENEFITS	-	-	120	-	-	-	-	-
0151	WORKERS COMP INSURANCE	10,919	6,261	4,270	6,500	6,500	6,500	6,500	6,500
	SUBTOTAL	285,224	186,658	81,660	194,500	202,450	208,850	215,400	215,400

2021 Budget

GENERAL FUND		2018	2019	6/12/2020	2020	2021	2022	2023	2024
Acct #	Account Description	ACTUAL	ACTUAL	YTD	BUDGET	PROPOSED	PLANNING	PLANNING	PLANNING
FUND 101 (previously Fund 226)									
0200	OFFICE SUPPLIES	316	486	82	300	300	300	300	300
0212	MOTOR FUELS	12,838	13,421	4,166	13,000	13,000	13,000	13,000	13,000
0215	SHOP MATERIALS	-	-	324	100	100	100	100	100
0219	OTHER OPERATING SUPPLIES	29,339	23,157	15,248	22,000	22,000	22,000	22,000	22,000
0229	OTHER MAINTENANCE SUPPLIES	9,478	7,666	1,901	5,000	5,000	5,000	5,000	5,000
0240	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-
0581	OTHER EQUIPMENT (-5,000)	300	-	-	-	-	-	-	-
	SUBTOTAL	52,271	44,730	21,720	40,400	40,400	40,400	40,400	40,400
OTHER SERVICES & CHARGES (101-45-522-3)									
0305	MEDICAL & DENTAL FEES	150	-	-	-	-	-	-	-
0319	MISCELLANEOUS EXPENSE	26,626	2,274	570	3,000	3,000	3,000	3,000	3,000
0321	TELEPHONE/CELL PHONE/INTERNET	3,114	3,148	1,313	3,500	3,500	3,500	3,500	3,500
0331	TRAVEL/TRAINING/CONFERENCE	590	590	518	-	-	-	-	-
0361	PROPERTY & LIABILITY INSURANCE	32,485	32,530	19,758	33,000	33,000	33,000	33,000	33,000
0380	FUEL OIL	3,097	2,102	1,593	2,500	2,500	2,500	2,500	2,500
0381	ELECTRIC SERVICE	17,785	19,238	5,507	15,000	15,000	15,000	15,000	15,000
0382	WATER, SEWER, & STORMWATER	15,217	15,490	4,257	12,500	12,500	12,500	12,500	12,500
0383	NATURAL GAS SERVICE	5,090	5,205	3,401	5,500	5,500	5,500	5,500	5,500
0384	REFUSE DISPOSAL SERVICE	5,251	6,956	1,286	7,000	7,000	7,000	7,000	7,000
0401	BUILDING MAINTENANCE	928	5,854	2,556	5,000	5,000	5,000	5,000	5,000
0402	EQUIPMENT MAINTENANCE	5,743	6,538	1,847	7,500	7,500	7,500	7,500	7,500
0403	VEHICLE MAINTENANCE	384	6,338	1,619	1,500	1,500	1,500	1,500	1,500
0417	UNIFORM/SAFETY BOOTS	540	460	296	900	900	900	900	900
0530	IMPROVEMENT OTHER THAN BLDG	15,701	46,484	296	7,500	7,500	7,500	7,500	7,500
	SUBTOTAL	132,701	153,218	44,520	104,400	104,400	104,400	104,400	104,400
CAPITAL OUTLAY (101-45-522-4)									
0520	BUILDINGS & STRUCTURES	1,500	-	-	-	-	-	-	-
0530	IMPROVEMENT OTHER THAN BLDG	15,208	-	-	-	-	-	-	-
0580	OTHER EQUIPMENT (+5,000)	-	-	-	-	-	-	-	-
0586	SKI JUMP, TUBING HILL MAINT/IMPROV	-	-	-	-	-	-	-	-
0586	SKI TRAIL MAINT/IMPROV	-	-	-	-	-	-	-	-
0587	PARKING LOT MAINT/IMPROV	-	-	-	-	-	-	-	-
0588	SKI CHALET MAINT/IMPROV	4,936	-	-	-	-	-	-	-
0590	BALLFIELD MAINT/IMPROV	1,613	47,815	1,624	-	-	-	-	-
0591	LIGHTING MAINT/IMPROV	3,368	-	-	-	-	-	-	-
0592	WARMING HOUSE, PICNIC SHELTER	-	-	-	-	-	-	-	-
0593	PLAYGROUND EQUIP MAINT/IMPROV	722	-	-	-	-	-	-	-
0594	LANDSCAPE SITE, TREE MAINT/IMPROV	82	-	-	-	-	-	-	-
0595	HARD SERVICE, TRAILS, MAINT/IMPROV	-	-	-	-	-	-	-	-
0596	TENNIS, BASKETBALL MAINT/IMPROV	-	-	-	-	-	-	-	-
0599	OTHER MAINT/IMPROV	2,293	-	-	-	-	-	-	-
	SUBTOTAL	29,742	47,815	1,624	-	60,000	-	60,000	-
	TOTAL PARK AREAS EXPENDITURES	499,938	432,422	149,525	339,300	407,250	353,650	420,200	380,200
PARK ACTIVITIES									
0652	OTHER SERVICES & CHARGES (101-45-533-3)	76,635	78,129	37,545	79,600	80,000	81,000	82,000	82,000
	TOTAL PARK ACTIVITIES EXPENDITURES	76,635	78,129	37,545	79,600	80,000	81,000	82,000	82,000
	TOTAL EXPENDITURES	673,157	1,021,987	289,407	698,750	767,100	714,500	782,050	722,050

30,000.00 Historic Use, more staff
7,500.00 Historic Use, more staff

17,500.00 Historic Use
15,000.00 Historic Use, Rate Increases

7,500.00 1 year increase for shelter roofs @ pinehurst
2,000.00 Historic Use, older fleet

Playground Replacement new CIP items
(Pinehurst, sunnyside, athletic, little peopoles over 8 yrs)

City of Cloquet, Minnesota
Capital Plan
 2021 thru 2025

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2021				
2011 John Deere Front Mower	Parks	PE-602	2	48,000
2013 Toro Groundmaster Mower	Parks	PE-614	3	65,000
Pinehurst Playground Replacement	Parks	PP-045	2	60,000
14th Street Utility Infrastructure	Street & Utilities	STUP-012	2	1,065,000
Total for 2021				1,238,000
2022				
2010 Single Axle Ford Dump Truck	Parks	PE-601	2	55,000
2012 Ford Dump Truck	Parks	PE-604	2	70,000
Antus Addition/14th Street Utility Extension	Street & Utilities	STUP-008	4	650,000
Tall Pine Lane Area	Street & Utilities	STUP-009	3	1,138,000
14th Street Utility Infrastructure	Street & Utilities	STUP-012	2	1,100,000
Total for 2022				3,013,000
2023				
Athletic Park Playground	Parks	PP-046	3	60,000
Ped Rive Bridge	Parks	PP-048	2	240,000
17th Street Reconstruct #2	Street & Utilities	STUP-016	3	645,000
Total for 2023				945,000
2024				
2014 SkiDoo Skandic Grooming Snowmobile	Parks	PE-608	2	17,000
Total for 2024				17,000
2025				
2015 GMC Crew Cab Pickup	Parks	PE-605	3	45,000
Little Peoples Playground	Parks	PP-047	3	60,000
Prospect Avenue #2	Street & Utilities	STUP-020	3	1,945,685
Total for 2025				2,050,685
GRAND TOTAL				7,263,685