

CLOQUET PARKS COMMISSION AGENDA

Web Meeting
Monday, February 1, 2021 4:30 p.m.

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

<https://www.gotomeet.me/cpeterson7>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 141-668-741

ACTION TAKEN

1. Call to Order.

2. Approval of Minutes.

- a. November 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.

- Joshua Hutchison Pine Valley Eagle Scout Project.
- 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 Introduction –Erin Bates

c. City Staff Report – Caleb

- 2021 By-Laws
- Riverfront Clean-Up
- March 2nd Council Representative
- Pinehurst RFP
- Braun Park Playground Assessment
- Pine Valley Update
 - New Trail Proposal
 - Master Plan Proposal
 - 2020-2021 Winter Use Adjustments
 - Ski Club Request
 - Trail Map/Signage/Naming
- Maintenance Activities

5. Action Items.

- a. 2021 Community Education Agreement. _____

6. Future Items.

- Next Meeting (**Monday, April 5, 2021** – Web Meeting)

7. Adjourn.

Regular Meeting.

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

City Hall

Present: C. Martinson, T. Krohn, T. Urbanski, J. Badger, J. Fryc, M. Krick

Absent: J. Anderson

Staff: C. Peterson, K. Stedman, L. Anderson

Others: R. Reeves, K. Kolodge, A. Jerde, S. Buhs, B. Menze

MINUTES

The minutes of the September 14, 2020 regular meeting were presented. Motion by J. Fryc and 2nd by T. Krohn to approve, motion carried 6-0.

COMMISSIONERS UPDATE/OTHER

To preface the naming of Pine Valley Trails conversation staff explains that the naming process will be worked on over the winter, this is a preliminary discussion. The generic names can be approved by the Park Commission and any name that is a dedication to an individual would need a recommendation from the Commission and final approval by the City Council. Commissioner Urbanski said there are informal names out there at this time and that should be considered, and he likes the numbering system used in Jay Cooke to go along with the names. Staff said in order to assist in navigation and potential emergency situations the names need to be formalized along with some possible numbering for wayfinding, then signage installed. Commissioner Krohn noted that he recently met with two user groups interested in the naming process; the Wednesday Adventure Women and the Milltown Milers. From that meeting other items to consider are bike racks, changing areas, benches and a bike wrench station. Three representatives, Allison, Sarah, & Brendan came in to introduce their groups and share the names they collaborated on. Both are larger groups, very active and do a lot of volunteering. Staff states that Pine Valley is a volunteer and user driven park and the involvement is much appreciated. Staff and Commission members discussed the various uses at Pine Valley and how they can coexist. Safety measures such as snow fence has been installed to keep the groups from running onto the wrong trails, the signage needs to be done right. Commissioner Krohn reports that the Friends of Cloquet Parks has been approved as a 501c3 tax exempt organization. This designation can be a tool for all of the fund raising done for the parks. Congratulations Commissioner Krohn! Commissioner Krohn also added that he has planned a board with all the donor names on it for all of the grants so far. He is prepping the snow-dog for grooming at this time and he has spoken to a forester about trapping the beaver.

COMMUNITY ED

R. Reeves' reports that after a six week wait for repairs the pool is up and running. Small groups activities include swim lessons and lap swimming. They hope to continue small group activities per Covid restrictions as long as the school stays open. She has quite a few skates that were donated and was wondering if they could be distributed during the ski club exchange. Lastly R. Reeves announced that this would be her last meeting as she will be retiring in December. Congratulations and thank you for your participation in the Parks Commission!

CITY STAFF REPORT

Staff met with a snowboarding group regarding using Pine Valley. They were advised if they leave equipment at the hill the City may need a formal agreement with the group and insurance. Staff provided direction for them. The ski club asked if the existing tow rope could be used. Staff determined the motor runs, but the rope is too old and the replacement is not in the budget this year, but perhaps in the future. Staff discussed grooming the trails and the need to coordinate with the volunteers so there are no overlaps. Also, groomers must stay 100 feet away from the ski jump. The part-time groomer from last year will be coming back this year. Commissioners noted that single track trail runs under the ski jump and should be rerouted, the mountain bike trail has one area that needs snow fence to keep it separate from other trails. Staff noted that the pond leveler seems to be helping and both rinks at the hockey arena are under construction. In addition, the donated hockey boards are almost up. Maintenance is working on various winterizing projects, the lights on the trail system, and holiday lights. Lastly Staff asked about the financial reporting for the Friends of Cloquet Parks now with the 501c3 classification, discussion ensued about the responsibilities and the use of the 501c3. Commissioner Krohn said they have a board and elected a treasurer but would entertain more board members.

NEXT MEETING

The next meeting to be held in January 2021 (date TBD) - 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

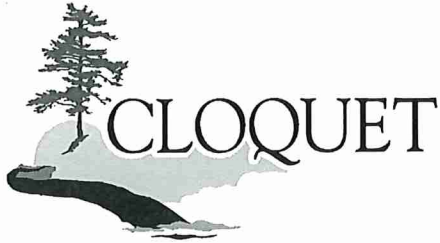
SECTION XII. RULES OF ORDER

“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

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator
Date: February 2, 2021

ITEM DESCRIPTION: Pinehurst Playground RFP.

Proposed Action

Staff recommends the City Council **MOVE TO AUTHORIZE THE SOLICITATION OF PROPOSALS FOR NEW PLAYGROUND EQUIPMENT AT PINEHURST PARK.**

Background

Replacement of the existing playground equipment at Pinehurst Park is included as part of the approved budget and capital improvement plan for 2021. The existing equipment has reached the end of its useful life and recent safety inspections by staff have noted several issues which have required costly repair or closure of certain features.

To comply with purchasing regulations, playground safety recommendations, and ADA code staff recommends a request for proposals be solicited for design and supply of the replacement play structures. The actual demolition and installation would be performed by city crews resulting in a significant cost savings. Proposals would be brought back to the Park Commission for design evaluation and recommendation of award.

Policy Objectives

Park Master Plan Policy 2.1: Best maintenance practices shall be established for all major park assets, including safety inspections, cleaning, repairs, and replacement timelines.

Park Master Plan Policy 2.5: All park resources shall be maintained in a way that ensures they are safe and attractive.

Financial/Budget/Grant Considerations

The approved budget for this improvement is \$60,000. Staff estimates \$45,000 will be required for design and supply of the features with \$15,000 held in reserve for other required materials such as footing concrete, playground chips and edger. The budget amount is comparable to the last neighborhood playground structure installed at Hilltop Park in 2015.

Advisory Committee/Commission Action

The Park Commission would be asked to evaluate proposals received and provide a recommendation of award to City Council.

Supporting Documents Attached

Draft Request for Proposals.

REQUEST FOR PROPOSAL



Request for Proposals:

The City of Cloquet is requesting proposals from interested and qualified manufactures and their product representatives for designing and supplying play equipment at Pinehurst Park (see enclosed site map).

Owner:

City of Cloquet.

Contact:

Questions regarding the RFP should be direct to Caleb Peterson, City Engineer, 101 14th Street, Cloquet, MN 55720, (218)-879-6758, cpeterson@cloquetmn.gov.

Submission:

One copy of the proposal shall be submitted to the City Engineer, as identified above, **no later than 4:00 P.M. Tuesday, February 23, 2021**. Late submittals will not be accepted. Each proposal should include an 8 ½ X 11 full color drawing of the playground and an 8 ½ X 11 bird's eye view of the layout. Any posters or foam core boards showing the layout must not exceed 24" X 36" in size. Electronic submittals in a pdf format in addition to or in lieu of hard copies are **required**. Each play equipment location (container) should be listed and priced separately.

Acceptance:

The City of Cloquet reserves the right to cancel the Request for Proposal at any time or for any reason which serves the best interest of the City. The City of Cloquet also reserves the right to reject proposals and bids based on the evaluation of submitted materials and to accept proposals other than those exhibiting the lowest price.

Preparation:

The City of Cloquet will not be responsible for any costs incurred by those submitting a proposal and bid.

Owner's Right to Revisions:

The owner reserves the right to revise the scope of the project based on budget limitations and other considerations. The vendor will be expected to assist the owner in redesigning the project as warranted, based on these considerations. The owner also reserves the right to select all or part of a proposal as well as to select desirable aspects from any number of proposals.

Evaluation Criteria:

Each proposal will be evaluated against the following criteria:

- 1) Play value – number and quality of play features.
- 2) Overall design – layout and use of available space.
- 3) Quality and durability of materials (including warranty and service).
- 4) Quality of Proposal, References
- 5) Estimated Project Cost.

PINEHURST PARK

Site Description: An ariel view of the two separate playground containers is attached. The 32' x 27' container will be the location of the play equipment for children ages 2-5. The larger 70' x 70' container (approx., see map) will be the location of the play equipment for children ages 5-12. All respondents are encouraged to become familiar with the project site before submitting a proposal.

Project Timeline:

The City anticipates construction in summer of 2021, however the equipment can be purchased and shipped earlier if the potential for savings exists.

Project Budget:

The price of providing and shipping the new playground equipment and any additional ADA matting should not exceed **\$45,000.00.**

A summary of the project is listed below:

The following project costs should not exceed **\$45,000.00.** This amount should include:

- 1) Insurance, cost of ADA compliance plan design, overhead, and similar costs.
- 2) Purchase of new play equipment components.
- 3) Shipping on any of the above components.

Bid as Alternate: Landscape Edging

Work Provided by Owner (not to be included in the **\$45,000.00:**

- 1) All Construction, labor and equipment associated with installation of the play equipment.
- 2) Supply and installation of playground grade wood mulch.
- 3) Removal and disposal of existing playground equipment.

Design Criteria:

The proposal should meet current consumer Product Safety Commission guidelines, ASTM requirements and ADA standards.

Pinehurst Park, is centrally located in Cloquet at the intersection of Highway 33 and Carlton Ave. The park is home to one of Minnesota's very few chlorinated, sand-bottom swimming ponds. As the swimming pond is the main attraction of the park, Pinehurst is also heavily used for softball, basketball, tennis, hockey, and sledding. It also serves as a neighborhood park for the area. The design of the new playground areas should offer a variety of play features appealing to children of various age and abilities. New play equipment improvements may include, but is not limited to, the following:

- Equipment for ages 2-5 located in the 32' x 27' container focused on, but not limited to, climbing, sliding, transfer decks, active play and play panels.
- Equipment for ages 5-12 located in the 70' x70' container (approx., see map) focused on, but not limited to, climbing, sliding, swinging, fire poles, active play, and play panels. (Please include monkey bars or another unique feature.)
- Four swings: 2 belt swings, 1 bucket swing, and 1 accessible swing (accessible swing should be appropriately located close to an access cutout or container edge).

Design Criteria Continued:

- At least one play feature which is accessible by wheelchair.
- Rubber wear mats should be supplied under all slides, swings, transfer points and any other applicable equipment.
- Provide examples of two different color schemes with darker colors for the slides.
- All plastic and coating products should be UV and color stabilized to resist fading.
- Signage indicating the age appropriateness of playground equipment.
- Supplier must provide a tool kit for fasteners, parts manual (both hard copy and electronic) and touch up paint kit for all structure colors.
- Avoid tunnel slides, enclosed crawling tunnels, spring riders and features that include plexiglass and ropes.

PINEHURST PARK PLAYGROUNDS

1" = 50'



Caleb Peterson

From: Karin Stedman
Sent: Wednesday, January 27, 2021 11:23 AM
To: Caleb Peterson
Subject: Ashley's Playground

Caleb-

See below for the information I have so far on Ashley's Playground parts. I figured you would probably want something to include in on the Parks Commission agenda. I will forward the price on the remaining part as soon as I receive it.

Karin

Good Morning Karin

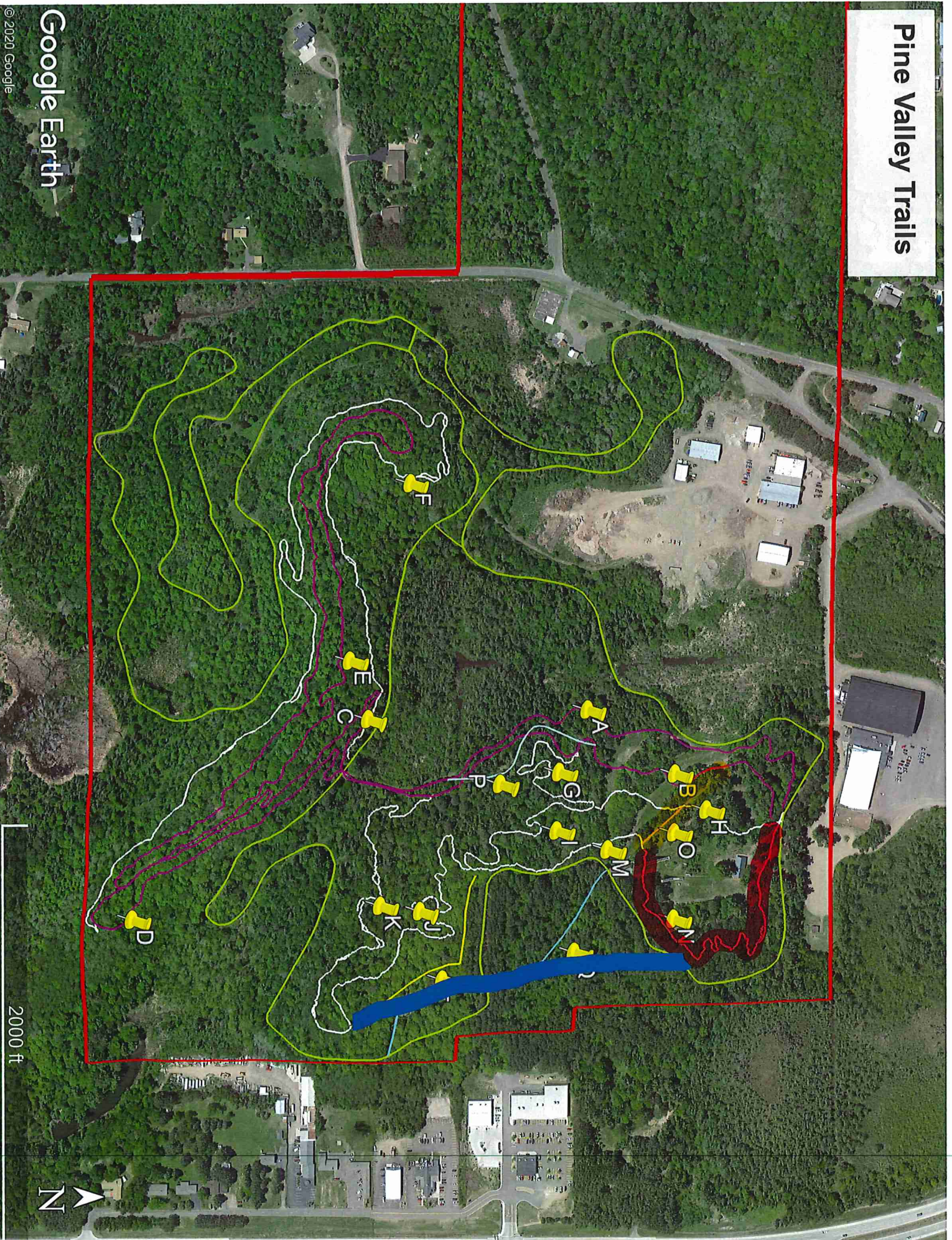
As of right now the manufacturer didn't give me the full information on everything but I am still working on it...

- The Lightning Slide would be replaced with a Glide Slide for \$1,466 plus Freight
- The S Oval Tube Slide would need to be replaced with an entire new slide which I don't have the part numbers yet, the manufacturer has to redraw it out to match but this will be approximately \$4000 plus Freight is my best guess
- The Long Oval Crawl Tube is no longer available, and I am seeing if you can replace with a metal tube.

**Thank you,
Malli Harms
Midwest Playscapes**

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Pine Valley Trails



Google Earth

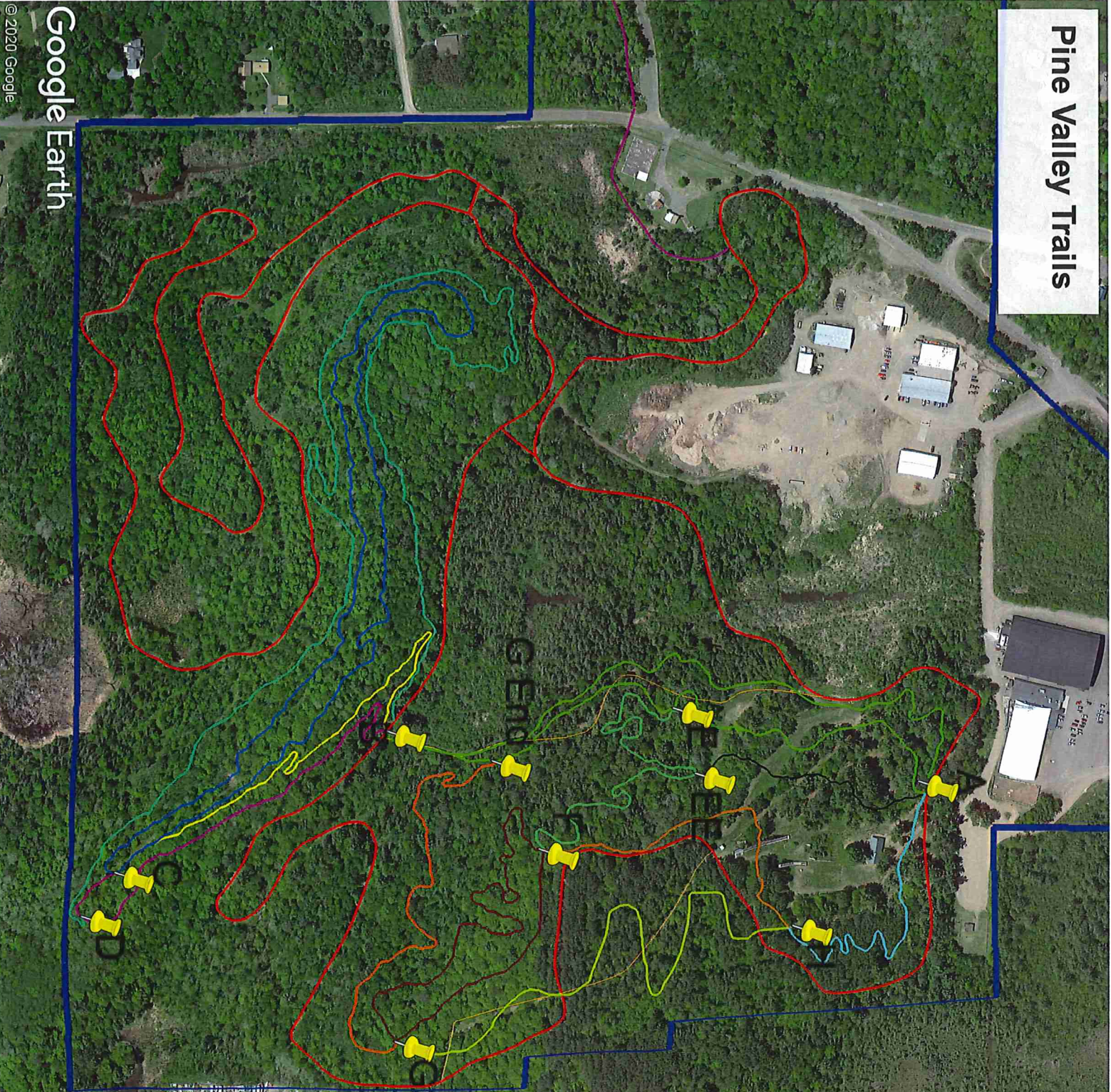
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2000 ft



Pine Valley Trails

Google Earth
© 2020 Google



- Legend**
-  Trail Intersections
 -  .Ski Trail - Pine Valley
 -  .Ski Trail - White Pine
 -  Bootleg
 -  Crosscut
 -  Doubletree Loop
 -  Flying Squirrel
 -  Hill Splitter
 -  Scenic Ridge Loop
 -  Ski Jumper
 -  The Big Finish
 -  Twisting Timber
 -  Uphill Grind
 -  Valley Dropoff



1000 ft





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REQUEST FOR ACTION

To: Park Commission
From: Caleb Peterson, Public Works Director
Date: February 1, 2021

ITEM DESCRIPTION: 2021 Community Education Agreement.

Proposed Action

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL THE 2021 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

Due to COVID restraints limiting some of the typical activities associated with this agreement, staff recommends the funding be frozen for one year at the 2020 level of \$75,090. A new Director of Community Ed was recently appointed by the District and staff has requested more information on the funding requirements of each program in advance of a potential multi-year Agreement in 2022.

The park operations budget includes funding for this Agreement each year. Payments are made quarterly and the City has the option to terminate this agreement at any time.

Advisory Committee/Commission Action

The Park Commission will be asked to recommend approval the Agreement at their February 1st meeting. The School board has approved the Agreement as drafted.

Supporting Documents Attached

2021 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 programing 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, 2021 through December 31, 2021. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2021 – \$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, 2021. 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 _____, 2021

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: _____
Mayor

By: _____
Chairman

By: _____
City Administrator

By: _____
Superintendent