

CLOQUET PARKS COMMISSION AGENDA

City Hall Council Chambers
Monday, March 7, 2022 4:30 p.m.

1. Call to Order.

2. Approval of Minutes. _____

- a. February 7, 2022, 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 –Erin Bates
- c. City Staff Report – Ross
- Campground Reservation Process
 - Boldt Riverfront Cleanup
 - Maintenance Activities

5. Action Items.

- a. 2022 Officers _____
(Discussion and recommendation requested)

6. Future Items.

- Next Meeting (**Monday, April 4, 2022**)

7. Adjourn.

Regular Meeting.
Parks Commission February 7, 2021 - 4:30 p.m.
City Hall

Present: C. Martinson, T. Urbanski, Sarah Buhs, J. Badger
Absent: T. Krohn, M. Krick
Staff: C. Peterson, K. Stedman, R. Biebl, A. Chalberg, L. Anderson
Others: E. Bates, K. Kolodge,

MINUTES

The minutes of the October 4, 2021 regular meeting were presented. Motion to approve by Urbanski 2nd by Martinson, motion carried 4-0.

ANNOUNCEMENTS

Caleb Peterson welcomed Sarah Buhs as the newest Parks Commission member and announced that Ross Biebl will be the Parks Commission staff appointee going forward.

COMMUNITY ED

Erin Bates provided a 2021 recap for the pond and attendance and revenues were down, in large part due to the ongoing pandemic. In addition, there were fewer lifeguards and life jackets were required. Aquatic Coordinator Kimm Miens is going to be taking the Lifeguard Instructor course which will allow her to hold Lifeguarding classes to certify lifeguards in-house, rather than having interested youth having to go elsewhere to get certified. New Eleyo software has been installed for class registrations which will save time and money. Staff added that this was not a normal year, so a financial hit was expected, but The Beach will bounce back.

CITY STAFF REPORT

Staff reports that a Pine Valley Shack fund raiser has been requested, staff will invite to all the user groups for a March meeting. The largest play structure in Ashley's playground has been constructed, it took City staff 3 to 4 days. The Parks Fee schedule has been discussed with Community Ed. The City and Community Ed will evaluate The Beach rates after the summer season. Spafford Campground rates and reservation process will be established shortly.

COMMISSIONERS COMMENTS

Commissioner Badger asked about the width of the playground slides in Ashley's Park and commented that the gap from the platform to the various features seems to be a bit wide. Staff stated the completed structure is designed for the older kids and the little kids equipment is coming this year. The gaps will be checked out and signage still needs to go up.

ACTION ITEMS

Staff presented the new Mettner Field Scoreboard request. The current one is 35 years old and Northland Baseball has raised the entire amount for the purchase of a new one. City staff will remove and replace the current scoreboard. Commissioner Urbanski moved to approve the purchase of the All American scoreboard from BSN Sports in the amount of \$15,301.63, Commissioner Martinson seconded, motion carried 4-0.

ADDITIONAL NOTES

Staff shared that there are four (4) applicants for the open Parks Commission seat. This will be filled after the in-person meetings resume.

NEXT MEETING

The next meeting to be held March 7, 2022 - 4:30 p.m. (City Hall)
On motion duly carried by a unanimous yea vote of all members present, the Parks Commission adjourned.

Secretary



DEPARTMENT OF PUBLIC WORKS

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street – Water – Sewer - Engineering
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2022 Campground Reservation Policy

Returning **seasonal** campers can reserve the same site they were in previous year. Campers will be able to let City Hall know before they leave the previous year. For 2022 campers will have until March 25th to let City Hall know if they want the same site as 2021. A \$100 deposit will be required to hold site.

If returning camper would like to switch to a different site, they can put their name on a waiting list. There are no guarantees sites will become available, so they may want to still reserve the site they were in last year.

March 28-April 1st city staff will work on calling “waiting list” campers and making changes based on requests.

April 5th reservations will begin for new monthly and seasonal campers to call and make reservation.

After May 9th if there are still available sites, we will open those sites up for weekly rentals.

Pay in full by first Monday in May (May 2, 2022)

**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: Ross Biebl, Assistant Public Works Director
Date: March 7, 2022

ITEM DESCRIPTION: Election of 2022 Officers.

Proposed Action

Staff recommends the Park Commission **MOVE TO APPOINT COMMISSIONER KRICK AS CHAIRPERSON AND COMMISSIONER BUHS AS VICE-CHAIR OF THE PARK COMMISSION IN 2022.**

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 Krick and Buhs in 2022.

Michael K – 2022
Sarah B – 2023
Tim K – 2024
John B – 2025
Vacant – 2026
Tom U – 2027
Cory M - 2028

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

N/A.

Supporting Documentation Attached

N/A.