

CLOQUET PARKS COMMISSION AGENDA

Cloquet City Hall
Monday, March 6, 2023 4:30 p.m.

1. Call to Order.

2. Approval of Minutes. _____

- a. February 6, 2023, 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

- Maintenance Activities

5. Action Items.

- CYBSA 2023 Budget Review
(Discussion and recommendation requested)
- _____

6. Future Items.

- Next Meeting (**April 3, 2023 4:30 p.m.**) @ City Hall

7. Adjourn.

Regular Meeting.
Parks Commission February 6, 2022 - 4:30 p.m.
City Hall

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

MINUTES

The minutes of the December 5, 2022, regular meeting were presented. Motion to approve by Commissioner Buhs and 2nd by Commissioner Martinson, motion carried 4-0.

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

COMMUNITY ED

E. Bates presented the Pinehurst Beach survey results. In total, 264 people responded. Of the 264 responses, 150 attended the Beach in 2022. 94 did not attend in 2022, but had attended in previous years stating the following reasons: 1.) Lack of time; 2.) Limited Beach hours and closures to weather/staffing; 3.) Dislike of the lifejacket rule; and 4.) Other reasons. The question to all asking for additional feedback produced the following results: 1.) Would like hours extended; 2.) Facility improvements; 3.) Suggestions to alter life jacket rule; 4.) Would like the option to bring their own food; and 5.) Price.

E. Bates stated that consideration would be given to the idea of letting patrons bring their own food due to concessions not being profitable in recent years.

CITY STAFF REPORT

R. Biebl reported that the Pine Valley ski trails have seen a lot of use this Winter and are being groomed 2-3 times per week. The furnace in the timing shack has been replaced with an electric heater. Dunlap Island skating ribbon has seen good attendance. The Sunnyside warming house has been open limited hours due to staffing, so it is difficult to get an accurate attendance count. The regional designation for Pine Valley Park is being worked on and is anticipated to wrap up at the end of February. CYBSA met with R. Biebl last week to go over some adjustments to their contract which has recently expired. Staff have been performing some maintenance on the bathhouse at Pinehurst. J. Badger inquired about the status of the pollinator garden at Braun. R. Biebl stated it will be seeded in the Spring.

OTHER ITEMS

None.

ACTION ITEMS

A fee waiver request was received for the rental of Veteran's Park for the Memorial Day event on May 29th and the VFW/DAV Scholarship Picnic on July 8th. Motion to approve by T. Urbanski and 2nd by J. Badger. Motion carried 6-0. Staff recommended the Parks Commission move to appoint Commissioner Buhs as Chairperson and Commissioner Krohn as Vice-Chair of the Parks Commission on 2023. Motion to approve by C. Martinson and 2nd by J. Badger. Motion carried 6-0.

NEXT MEETING

The next meeting to be held March 6, 2023 - 4:30 p.m. (City Hall)

On motion duly carried by a unanimous ye a vote of all members present, the Parks Commission adjourned.

Secretary



DEPARTMENT OF PUBLIC WORKS

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Street - Water - Sewer – Engineering - Park
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REQUEST FOR ACTION

To: Park Commission
From: Ross Biebl, Assistant Public Works Director
Date: March 6, 2023

ITEM DESCRIPTION: CYBSA Budget Review.

Proposed Action

Staff recommends the Park Commission **MOVE TO ACCEPT THE 2023 CYBSA BUDGET.**

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 reviewed the 2022 statements and found no issues.

The current agreement requires all capital projects more than \$5,000 to be approved by the Commission regardless of the funding source. CYBSA will bring a list of future projects that they are considering, but nothing is set in stone for 2023. Depending on the cost of these projects they would typically be included in the upcoming budget and CIP planning process. 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 2023 is reflected in the CYBSA and City Budget.

Supporting Documentation Attached

2023 Budget
Lease Agreement.

| | Actual 2018 | Actual 2019 | Actual 2020 | Actual 2021 | Actual 2022 | Actual 2023 | Budget 2023 | vs. Budget |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| Income | | | | | | | | |
| Apparel Profits | 579 | 1,450 | 235 | 385 | 1,614 | | 1,000 | (1,000) |
| Concessions | 11,489 | 9,642 | - | 9,653 | 12,549 | | 10,000 | (10,000) |
| Sale of Equipm. | 131 | | 400 | | | | - | - |
| Donations | 4,320 | 3,616 | - | 10,200 | | | - | - |
| Grants | 4,320 | 3,616 | 7,500 | - | | | - | - |
| Field Usage | 7,149 | 8,087 | 2,120 | 12,608 | 3,240 | | 8,000 | (8,000) |
| Fundraiser Profits | 11,805 | 12,635 | (4,780) | 14,188 | 15,800 | | 15,000 | - |
| Golf Outing | | | (102) | 6,169 | 3,762 | | 6,000 | - |
| Interest Income | 4 | 4 | 4 | 4 | 4 | | - | - |
| Registrations | 50,736 | 44,732 | 45,679 | 52,947 | 60,104 | | 46,500 | - |
| Sponsor Fees | 10,790 | 10,700 | (175) | 12,300 | 14,058 | | 15,000 | - |
| Field Sponsor Fees | | 4,550 | (400) | 4,000 | 3,000 | | 6,000 | - |
| Tournaments (Softball and Baseball) | 5,016 | 4,583 | 2,940 | 5,093 | 17,487 | | 4,500 | - |
| Travel Baseball | | | | | 13,412 | | 14,000 | - |
| Fall Ball (Softball) | | | | (70) | (360) | | 1,000 | - |
| Total Income | 106,339 | 103,615 | 53,421 | 127,477 | 144,670 | | 127,000 | (19,000) |

| | | | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|--|---------------|-----------------|
| Expenses | | | | | | | | |
| General & Administrative | | | | | | | | |
| Coaches Appreciation | 22 | 318 | 41 | 494 | 105 | | 500 | (500) |
| Bad Debts | | | | - | | | - | - |
| Bank Service Charges | 48 | 4 | 10 | 40 | | | - | - |
| Electricity | 2,599 | 2,366 | 2,157 | 2,945 | 3,858 | | 4,000 | (4,000) |
| Gifts | 100 | | 50 | 1,750 | 1,052 | | - | - |
| Insurance | 3,500 | 6,275 | 5,824 | 5,228 | 6,094 | | 6,275 | (6,275) |
| Lease Payments - City | 3,000 | 3,000 | - | 3,000 | 3,000 | | 3,000 | (3,000) |
| Legal & Accounting | 2,959 | 2,041 | 1,503 | 1,940 | 1,537 | | 1,500 | (1,500) |
| Natural Gas | 846 | 804 | 661 | 353 | 411 | | 600 | (600) |
| Post Office Box | 96 | 106 | 118 | 146 | 187 | | 200 | (200) |
| Supplies - Office | 20 | 170 | 29 | 140 | 71 | | 200 | (200) |
| Registration Fee | 25 | 141 | 85 | 1,092 | 818 | | - | - |
| Web site | 780 | 100 | 595 | 595 | 1,166 | | 1,200 | (1,200) |
| Total General & Administrative | 13,995 | 15,325 | 11,073 | 17,722 | 18,299 | | 17,475 | (17,475) |

| | | | | | | | | |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|--|---------------|-----------------|
| Baseball/Softball | | | | | | | | |
| Advertising | 84 | 491 | 42 | - | | | 500 | (500) |
| Awards | 1,107 | 1,289 | - | 2,151 | 1,110 | | 1,400 | (1,400) |
| Equipment | 4,237 | 9,713 | 4,211 | 6,072 | 15,269 | | 800 | (800) |
| Quad City Fee (Baseball) | | | | | 7,970 | | 1,000 | (1,000) |
| Arrowhead League Fees | 3,950 | 2,099 | 130 | 2,325 | 9,907 | | 2,500 | (2,500) |
| Lot Rental | 160 | | 600 | - | | | 300 | (300) |
| Tournament Fees | - | 2,780 | 8,432 | 2,900 | 2,901 | | 3,000 | (3,000) |
| Travel Baseball | | | | | 15,268 | | 14,400 | (14,400) |
| Umpires | 8,259 | 7,012 | 3,265 | 12,259 | 8,932 | | 10,000 | (10,000) |
| Uniforms | 8,753 | 8,635 | 6,014 | 9,084 | 13,156 | | 1,000 | (1,000) |
| Total Baseball/Softball | 26,550 | 32,019 | 22,694 | 34,790 | 74,513 | | 34,900 | (34,900) |

| | | | | | | | | |
|-------------------------|---------------|---------------|---------------|---------------|---------------|--|---------------|-----------------|
| Braun Park | | | | | | | | |
| Aglime | 827 | 1,633 | - | 807 | 4,291 | | 900 | (900) |
| Equipment | 5,763 | 2,676 | 3,235 | 2,611 | 6,089 | | 4,000 | (4,000) |
| Background checks | | 1,026 | - | - | 77 | | 1,000 | (1,000) |
| Gas | 1,112 | 950 | 399 | 767 | 874 | | 1,200 | (1,200) |
| Payroll Tax Expense | 2,434 | 2,957 | 1,352 | 2,036 | 3,497 | | 3,500 | (3,500) |
| Portable Toilets | 2,521 | 2,224 | 7,552 | 2,674 | 3,832 | | 4,000 | (4,000) |
| Repairs/Maintenance | 973 | 2,955 | - | 3,962 | 645 | | 2,000 | (2,000) |
| Signs | 300 | 2,880 | - | 1,512 | 2,602 | | 1,000 | (1,000) |
| Supplies | 3,081 | 4,330 | 1,249 | 4,083 | 1,827 | | 4,000 | (4,000) |
| Wages | 24,640 | 29,628 | 15,641 | 25,238 | 34,595 | | 35,000 | (35,000) |
| Weed & Feed | 1,200 | 2,600 | 347 | 1,342 | | | 2,600 | (2,600) |
| Total Braun Park | 42,851 | 53,859 | 29,775 | 45,032 | 58,329 | | 59,200 | (59,200) |

| | | | | | | | | |
|-------------------------|---------------|----------------|-----------------|---------------|----------------|----------|----------------|------------------|
| Total Expenses | 83,396 | 101,203 | 63,542 | 97,545 | 151,141 | - | 111,575 | (111,575) |
| Operating Income | 22,943 | 2,412 | (10,121) | 29,932 | (6,471) | - | 15,425 | (15,425) |

Fixed Asset Purchases

| | Actual 2018 | Actual 2019 | Actual 2020 | Actual 2021 | Actual 2022 | Actual 2023 | Budget 2023 | vs. Budget |
|--|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|-----------------|
| Batting cage 6x6s | | | | | | | | |
| Batting cage blacktop | | | | | | | | |
| Batting cage class 5 | | | | | | | | |
| Batting cage doors | | | | | | | | |
| Batting cage net | | | | | | | | |
| Batting cage turf | | | | | | | | |
| Foul ball net | | | | | | | | |
| Parking lot striping | | | | | | | | |
| Player benches | | | | | | | | |
| Storage boxes | | | | | | | | |
| Equipment Purchases | | | | | | | | |
| Garage | | | | | | | | |
| Portable Fencing | | (2,616) | | | | | | |
| Pitching machines | | | | | | | | |
| Total Fixed Asset Purchases | - | (2,616) | - | - | - | - | - | - |
| Net Increase (Decrease) in Cash | 22,943 | (204) | (10,121) | 29,932 | (6,471) | - | 15,425 | (15,425) |