

# CLOQUET PARKS COMMISSION AGENDA

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Cloquet City Hall  
Monday, February 5, 2024 4:30 p.m.

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1. **Call to Order.**

2. **Approval of Minutes.** \_\_\_\_\_

- a. January 8, 2024, 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

- 2023 Park Rental Report

c. City Staff Report – Ross

- CSWCD Invasive Species Grant
- Outside Rinks
- Maintenance Activities

5. **Action Items.**

- Approval of 2024-2025 Community Ed Agreement  
*(Discussion and recommendation requested)* \_\_\_\_\_
- Approval of Fee Waiver Request – School's Out Party  
*(Discussion and recommendation requested)* \_\_\_\_\_

6. **Future Items.**

- Next Meeting (**March 4, 2024 4:30 p.m.**) @ Cloquet City Hall

7. **Adjourn.**

Regular Meeting.  
Parks Commission January 8, 2024 4:30 p.m.  
Northwoods Arena

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

### **MINUTES**

The minutes of the November 6, 2023, regular meeting were presented. Motion to approve by Commissioner Martinson and 2<sup>nd</sup> by Commissioner Krohn, motion carried 5-0.

### **COMMUNITY ED**

R. Biebl reported with a handout on behalf of E. Bates. Community Education was awarded the MDE Aquatics grant for 2024-2025 programming. Funds will be used for swim lesson scholarships, Water Safety Instructor/Lifeguard training & season passes for the Beach. Community Education also received a grant from the MN Arts Board to provide theater camp & supplement the after-school enrichment program. In January, staff will find out if Community Ed was chosen to receive a DNR grant. Ice skate check out has been slow due to the warm weather. Park rental revenue for 2023 is at a record high. A report will be provided soon.

### **CITY STAFF REPORT**

R. Biebl reported that Pine Valley has received regional designation. This will make it possible to apply for more funding including Legacy funding for the park. Kudos to all of the staff and volunteers who helped to make this possible. City Staff met with CAHA and ISD 94 to review contracts. More discussion will be needed prior to finalizing. The City has hired two new park staff members, Bryce Oslin & Don Christenson. Rinks have been slow to get going due to the warm weather. Ski trails have not been groomed yet due to lack of snowfall.

### **ACTION ITEMS**

Staff recommends the Park Commission move to appoint Commissioner Krohn as Chairperson and Commissioner Badger as Vice-Chair of the Park Commission in 2024. Motion to approve by Commissioner Martinson and 2<sup>nd</sup> by Commissioner Krick, motion carried 5-0.

### **NEXT MEETING**

The next meeting to be held February 5, 2024 - 4:30 p.m. (City Hall)  
On motion duly carried by a unanimous yea vote of all members present, the Parks Commission adjourned.

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Secretary



## DEPARTMENT OF PUBLIC WORKS

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

### REQUEST FOR ACTION

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To: Park Commission  
From: Ross Biebl, Assistant Public Works Director  
Date: February 5, 2024

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**ITEM DESCRIPTION:** 2024-2025 Community Education Agreement.

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#### **Proposed Action**

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE 2024-2025 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 Beach 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**

Community Ed requested increases based on the raise negotiated by the teacher's bargaining unit. This results in an increase of 4.61% and 2% equating to \$83,334 in 2024 and \$85,001 in 2025. Staff requested insurance benefit information and the \$4500 still aligns with ½ of the total insurance benefit provided to the Community Education Secretary.

The park operations budget includes funding for this Agreement each year.

#### **Supporting Documents Attached**

2024-2025 Agreement.



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### REQUEST FOR ACTION

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To: Park Commission  
From: Ross Biebl, Assistant Public Works Director  
Date: February 5, 2024

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**ITEM DESCRIPTION:** Fee Waiver Request – School’s out Party

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#### **Proposed Action**

Request for a motion to **WAIVE THE PARK RESERVATION FEE AND APPROVE THE USE OF VETERANS PARK FOR A SCHOOL’S OUT PARTY.**

#### **Background/Overview**

Community Education is hosting an event for students in Carlton County to celebrate the end of the school year. Activities will include a bouncy house, arts and crafts, food vendors and music. They have requested a waiver of the park reservation fee.

#### **Policy Objectives**

N/A.

#### **Financial/Budget/Grant Considerations**

As a condition of the fee waiver, the City will not provide extra services or incur costs from outside vendors for this event.

#### **Supporting Documentation Attached**

None.

## **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 types 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 programming 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, 2024 through December 31, 2025. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2024 – \$83,334  
2025 – \$85,001

The City further agrees to pay one-half the cost of insurance benefits 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 position's time will be dedicated to fulfilling duties of this contract.

This Agreement will expire on December 31, 2025. 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  
101 14<sup>th</sup> St  
Cloquet, MN 55720

ISD #94  
Community Education Director  
2001 Washington Ave  
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 February, 2024

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Chairman

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
Superintendent