

CLOQUET PARKS COMMISSION AGENDA

Dunlap Island Warming House
Monday, March 4, 2024 4:30 p.m.

1. Call to Order.

2. Approval of Minutes. _____

- a. February 5, 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
- c. City Staff Report – Ross
- Buckthorn Removal
 - Outside Rinks
 - Maintenance Activities

5. Action Items.

- Approval of Park Commission By-Laws Amendment
(Discussion and recommendation requested) _____

6. Park Commission Comments/Future Items.

- Next Meeting (**April 1, 2024 4:30 p.m.**) @ Cloquet City Hall

7. Adjourn.

Regular Meeting.
Parks Commission February 5th, 2024 4:30 p.m.
City Hall

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

MINUTES

The minutes of the January 8th, 2024 regular meeting were presented. Motion to approve by Commissioner Krick and 2nd by Commissioner Rosen, motion carried 5-0.

COMMISSIONERS UPDATES/COMMENTS

Commissioners discussed potential changes to the Parks Commission By-Laws. R. Biebl will put a draft together that reflects the potential changes and bring it to the next meeting for further discussion and/or approval.

COMMUNITY ED

E. Bates presented a report on the 2023 facility rentals. It was reported that there was an increase in revenue due to an increase in the number of rentals, fee increases and requiring renters to pay at the time of reservation. Commissioners and staff discussed which funds the revenue from the rental facilities go in to.

CITY STAFF REPORT

R. Biebl reported on the CSWCD Invasive Species Grant for buckthorn removal. The work will be performed in the next few months and the City's portion of the fee will be 3862.50. This work will be performed on city-owned land near Community Memorial Hospital. In addition, buckthorn removal will be performed on city-owned land in Riverfront Park and this will be funded by CSWCD. The skating ribbon at Dunlap is closed for the season due to warm temperatures and lack of ice. Sunnyside and Pinehurst rink remains open at this time. Other parks maintenance activities include tree pruning, buckthorn removal & building of park benches.

ACTION ITEMS

The 2024-2025 Community Education Agreement was presented. A motion was made to recommend approval of the 2024-2025 Agreement with Independent School District #94 and Cloquet Community Education by Commissioner Urbanski and 2nd by Commissioner Krick, motion carried 6-0.

A fee waiver request was presented for the "School's Out Party" at Veteran's Park. A motion was made to waive the park reservation fee and approve the use of Veteran's Park for a School's Out Party by Commissioner Krick and 2nd by Commissioner Martinson, motion carried 6-0.

NEXT MEETING

The next meeting to be held March 4, 2024 - 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 - Park
www.cloquetmn.gov

REQUEST FOR ACTION

To: Park Commission
From: Ross Biebl, Assistant Public Works Director
Date: March 4, 2024

ITEM DESCRIPTION: Parks Commission By-Laws Amendment

Proposed Action

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE PARKS COMMISSION BY-LAWS AMENDMENT.**

Background

A review of the by-laws has prompted revisions. Some of the changes include proper use of pronouns, creating a yearly meeting calendar, reviewing the by-laws at the first meeting of the year, and renaming Section VIII Park Fund.

Policy Objectives

None

Financial/Budget/Grant Considerations

None

Supporting Documents Attached

Park Commission By-Laws Amended 2/27/24

**CITY OF CLOQUET, MINNESOTA
PARK'S COMMISSION BY-LAWS
Draft 2/27/24**

**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 their 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 **their** private or personal interests are involved in any matter coming before the Commission **they** shall disqualify **themselves** from taking part in action on the matter or **they** 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. **The annual schedule of meetings shall be approved at the first meeting of each calendar year.** Special meetings may be called by the Chairperson at **their** 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 unexpired term. Any member may be removed from the Commission by a majority vote of the Council, for misconduct, of neglect or of inattention to **their** 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 **their** 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. PARK DONATION FUND

A Park **Donation** 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. ANNUAL REVIEW

The By-Laws will be reviewed annually at the first meeting of the year.

SECTION XI. 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 XII. ORDER OF BUSINESS

Except for 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 XIII. 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 4th Day of March, 2024

Park’s Commission Chairperson

Attest: _____
Park’s Commission Staff Liaison