

CLOQUET PARKS COMMISSION AGENDA

Pine Valley Chalet
Monday, August 5, 2024 4:30 p.m.

1. Call to Order.

2. Approval of Minutes. _____

- a. June 3, 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

- Pinehurst Playground
- Legacy Funding
- Pine Valley Projects
- Maintenance Activities

5. Action Items.

- Approval of 2025 Parks Operating Budget and CIP
(Discussion and recommendation requested)
- _____

6. Park Commission Comments/Future Items.

- Next Meeting (September 9, 2024 4:30 p.m.) @ City Hall

7. Adjourn.

Regular Meeting.
Parks Commission June 3, 4:30 p.m.
City hall

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

MINUTES

The minutes of the May 6, 2024 regular meeting were presented. Motion to approve by Commissioner Badger and 2nd by Commissioner Urbanski, motion carried 4-0.

PUBLIC COMMENT

Jamie & Joseph Johnson provided an update on the parking at Braun Park. The issues they have presented in the past are still happening. The commission was able to take a tour of the park during an active time and witness some of the parking concerns. Discussions included the addition of no trespassing signs and the possibility of adding a gate/fence to certain areas.

COMMISSIONER UPDATES

Commissioner Krohn reported that he has been in communication with Cyclists of Gitchee Gumees Shores (COGGS). They have expressed interest in including the Cloquet Single-Trackers in their group. It was suggested by staff that Commissioner Krohn have a discussion with the Cloquet Single-Trackers to see if there is any interest.

HOCKEY DAY CLOQUET PRESENTATION

Nate Knutson presented his ideas/plans for "Hockey Day Cloquet" this winter. Plans included 2 rinks at Veteran's Park, food vendors and a full week of activities along with an additional week of open ice time for the public. Commissioners discussed funding and approval from local veteran's groups with Nate. This event will be presented to City Council for approval on June 18th.

COMMUNITY ED

E. Bates reported that the Beach at Pinehurst is set to open on June 10th. They have sold 49 family passes and 45 scholarship passes have been granted. The "School's Out Picnic" will be held on June 6th at Veteran's Park. The Age to Age Northern Foundation will provide funding for Skate with the Easter Bunny and possibly for a Winter Solstice event at Dunlap.

CITY STAFF REPORT

R. Biebl reported that the Pinehurst Playground is in the process of being assembled and is expected to be completed by the end of next week. The fencing at Mettner Field was completed last week and looks great. Thank you to Kiminski Paving for their \$5000.00 donation towards this project. The "No Trespassing" signs for Braun Park have been ordered. Maintenance crews have been spending most of their time trying to keep up with mowing. The Part-Time Parks Maintenance position has not been filled yet, but staff will be going through applications soon. Work will begin on the skinny track boy scout project at Pine Valley this month. Open skating at NWCU Arena will begin in June and dates/times will be posted on the City of Cloquet Parks Department Facebook page.

ACTION ITEMS

R. Biebl presented information on applying for Legacy Funding. A motion was made by Commissioner Urbanski to move to recommend city staff apply for Legacy Funding, seconded by Commissioner Buhs. Motion carried 4-0.

NEXT MEETING

The next meeting to be held July 1st, 2024 - 4:30 p.m. (Pine Valley)
On motion duly carried by a unanimous yeas 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: August 5, 2024

ITEM DESCRIPTION: 2025 Park Budget.

Proposed Action

Staff recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE 2025 PARK FUND OPERATING BUDGET.**

Staff further recommends the Park Commission **MOVE TO RECOMMEND APPROVAL OF THE 2025-2029 PARK CIP.**

Background/Overview

According to your by-laws, each year the Commission should submit an operating budget request to the City Council. Staff has prepared the 2025 budget request for Commission review. Most items in the operating budget are fixed costs such as staffing, utility bills, and basic supplies. Costs are adjusted annually to keep up with inflation and changes to facility operations due to capital improvements.

Policy Objectives

N/A

Financial/Budget/Grant Considerations

N/A.

Supporting Documentation Attached

Draft Budget Request.
2025-2029 Draft CIP.

City of Cloquet, Minnesota

Capital Plan

2025 thru 2029

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2025	2026	2027	2028	2029	Total
Parks								
2011 John Deere Front Mower	PE-602	2			50,000			50,000
Replace 2016 Dodge Ram 5500 Dump Truck	PE-603	3				65,000		130,000
2015 GMC Crew Cab Pickup	PE-605	3	50,000					50,000
Replacement of 2016 Jacobsen Turf Cat Mower	PE-606	3		50,000				50,000
Replacement of 2016 Jacobsen Turf Cat Mower	PE-607	3		50,000				50,000
Replacement of Parks Trailer	PE-613	4				15,000		15,000
Ice Plant Replacement	PP-031	2	3,125,000					3,125,000
Little Peoples Playground	PP-047	3	65,000					65,000
Ped Rive Bridge	PP-048	2	169,749					169,749
Parks Total			3,409,749	165,000	130,000			3,704,749
GRAND TOTAL			3,409,749	165,000	130,000			3,704,749

City of Cloquet 2025 Budget

GENERAL FUND									
FUND 101									
Acct #	Account Description	2022 ACTUAL	2023 ACTUAL	2024 YTD - 7/17/24	2024 ADOPTED	2025 PROPOSED	2026 PLANNING	2027 PLANNING	2028 PLANNING
<u>PARKS</u>									
<u>SWIMMING POND</u>									
SUPPLIES (101-45-514-2)									
0216	CHEMICALS & CHEMICAL PRODUCTS	3,935	5,249	3,818	3,100	4,500	4,750	5,000	5,250
0229	OTHER MAINTENANCE SUPPLIES	2,025	1,499	1,271	2,500	2,500	2,500	2,500	2,500
0581	OTHER EQUIPMENT (-5,000)	727	-	-	500	500	500	500	500
	SUBTOTAL	6,688	6,748	5,090	6,100	7,500	7,750	8,000	8,250
OTHER SERVICES & CHARGES (101-45-514-3)									
0307	CONTRACTED & OTHER LABOR	53,317	44,737	-	52,500	76,000	76,000	76,000	76,000
0319	MISCELLANEOUS EXPENSE	445	38	77	1,500	1,500	1,500	1,500	1,500
0321	TELEPHONE/CELL PHONE/INTERNET	2,264	2,266	1,134	2,300	2,300	2,300	2,300	2,300
0361	PROPERTY & LIABILITY INSURANCE	-	-	9,000	9,000	9,000	9,000	9,000	9,000
0381	ELECTRIC SERVICE	16,725	13,629	2,623	14,000	14,000	14,500	15,000	15,500
0382	WATER, SEWER, & STORMWATER	23,411	22,173	1,976	20,000	22,500	23,000	23,500	24,000
0383	NATURAL GAS SERVICE	2,569	1,941	1,128	2,000	2,000	2,000	2,000	2,000
0401	BUILDING MAINTENANCE	3,186	786	235	1,500	1,500	1,500	1,500	1,500
0402	EQUIPMENT MAINTENANCE	290	442	528	1,000	1,000	1,000	1,000	1,000
0405	PUMP & MOTOR MAINT	-	-	-	500	500	500	500	500
	SUBTOTAL	102,206	86,011	16,700	104,300	130,300	131,300	132,300	133,300
	TOTAL SWIMMING POND EXPENDITURES	108,895	92,759	21,790	110,400	137,800	139,050	140,300	141,550
<u>PARK AREAS</u>									
PERSONAL SERVICES (101-45-522-1)									
0101	SALARIES - FT & PT - REGULAR	120,667	115,021	54,112	146,500	150,000	158,500	164,900	164,900
0103	SALARIES - FT - 1.5	-	613	857	8,000	8,000	8,000	8,000	8,000
0104	SALARIES - FT - 2.0	-	-	254	2,000	2,000	2,000	2,000	2,000
0105	SALARIES - TEMP - SUMMER SEASONAL	20,279	16,972	9,314	29,000	27,500	28,000	28,500	29,000
0109	SALARIES - PART TIME-RINK ATTENDANTS	6,039	3,614	910	10,000	10,000	10,000	10,000	10,000
0112	SALARIES - JOB DIFFERENTIAL	390	191	357	-	-	-	-	-
0121	PERA CONTRIBUTIONS	9,047	8,728	4,373	11,750	12,000	12,800	13,300	13,300
0122	FICA CONTRIBUTIONS	8,801	8,375	4,167	12,400	12,500	13,500	14,100	14,100
0123	MEDICARE CONTRIBUTIONS	2,058	1,959	975	2,900	3,000	3,300	3,500	3,500
0124	VEBA CONTRIBUTIONS	1,313	1,313	188	750	-	-	-	-
0131	HEALTH INSURANCE	11,227	-	11,844	-	35,800	35,800	35,800	35,800
0132	DENTAL INSURANCE	1,820	2,563	605	16,700	-	-	-	-

0133	LIFE INSURANCE	220	220	130	3,000	300	300	300	300
0142	UNEMPLOYMENT COMP BENEFITS	246	442	-	-	-	-	-	-
0151	WORKERS COMP INSURANCE	18,342	19,925	19,685	19,850	19,850	19,850	19,850	19,850
	SUBTOTAL	200,448	179,935	107,770	262,850	280,950	292,050	300,250	300,750
SUPPLIES (101-45-522-2)									
0200	OFFICE SUPPLIES	20	-	-	300	300	300	300	300
0212	MOTOR FUELS	11,486	10,262	4,519	12,000	12,000	12,000	12,000	12,000
0215	SHOP MATERIALS	-	-	-	100	100	100	100	100
0219	OTHER OPERATING SUPPLIES	38,127	33,750	20,542	40,000	40,000	40,000	40,000	40,000
0229	OTHER MAINTENANCE SUPPLIES	6,559	11,699	7,729	7,500	10,000	10,500	11,000	11,500
0240	SMALL TOOLS & EQUIPMENT	-	402	-	500	500	500	500	500
0581	OTHER EQUIPMENT (-5,000) SEC CAM	-	-	-	3,500	3,500	3,500	3,500	3,500
	SUBTOTAL	56,192	56,112	32,790	63,900	66,400	66,900	67,400	67,900
OTHER SERVICES & CHARGES (101-45-522-3)									
0307	CONTRACTED - CAMPGROUND HOSTS	-	-	-	-	-	-	-	-
0319	MISCELLANEOUS EXPENSE	4,103	4,322	3,123	3,000	3,000	3,000	3,000	3,000
0321	TELEPHONE/CELL PHONE/INTERNET	2,968	2,327	1,134	3,000	3,000	3,000	3,000	3,000
0331	TRAVEL/TRAINING/CONFERENCE	351	1,319	394	500	500	500	500	500
0361	PROPERTY & LIABILITY INSURANCE	45,904	56,452	41,875	53,000	53,000	53,000	53,000	53,000
0380	FUEL OIL	2,811	2,383	1,040	2,500	2,500	2,500	2,500	2,500
0381	ELECTRIC SERVICE	6,431	21,525	8,418	20,000	20,000	20,500	21,000	21,500
0382	WATER, SEWER, & STORMWATER	20,737	22,941	4,606	20,000	21,000	21,500	22,000	22,500
0383	NATURAL GAS SERVICE	7,083	6,078	3,366	6,000	6,000	6,250	6,500	6,750
0384	REFUSE DISPOSAL SERVICE	14,790	15,046	8,394	12,000	15,000	15,250	15,500	15,750
0401	BUILDING MAINTENANCE	4,597	3,453	568	5,000	5,000	5,000	5,000	5,000
0402	EQUIPMENT MAINTENANCE	2,370	8,030	5,430	9,000	9,000	9,000	9,000	9,000
0403	VEHICLE MAINTENANCE	2,637	7,041	1,050	2,500	2,500	2,500	2,500	2,500
0417	UNIFORM/SAFETY BOOTS	615	755	626	900	900	900	900	900
0499	COVID EXPENDITURES	-	-	-	-	-	-	-	-
0530	IMPROVEMENT OTHER THAN BLDG	3,485	2,940	1,422	7,500	-	-	-	-
	SUBTOTAL	118,882	154,610	81,445	144,900	141,400	142,900	144,400	145,900
CAPITAL OUTLAY (101-45-522-4)									
0590	BALLFIELD MAINT/IMPROV	22,762	-	-	-	-	-	-	-
0599	OTHER MAINT/IMPROV	-	-	-	10,000	15,000	15,000	15,000	15,000
	SUBTOTAL	22,762	-	-	10,000	15,000	15,000	15,000	15,000
TOTAL PARK AREAS EXPENDITURES		398,284	390,658	222,005	481,650	503,750	516,850	527,050	529,550
<u>PARK ACTIVITIES</u>									
OTHER SERVICES & CHARGES (101-45-533-3)									
0652	COMMUNITY EDUCATION CONTRACT	81,973	84,281	41,667	86,500	88,950	88,950	88,950	88,950
TOTAL PARK ACTIVITIES EXPENDITURES		81,973	84,281	41,667	86,500	88,950	88,950	88,950	88,950
TOTAL EXPENDITURES		589,152	567,698	285,461	678,550	730,500	744,850	756,300	760,050