



PARKS AND RECREATION COMMITTEE

Thursday, September 14, 2023 at 5:00 PM

City Hall 8319 Co. Rd. 11 Breezy Point, MN 56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | cityadmin@cityofbreezypointmn.us

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL/AMENDMENT OF THE AGENDA

5. OPEN FORUM

Items not included in the agenda.

6. APPROVAL OF MINUTES

A. August 10, 2023 Regular Parks & Recreation Committee Meeting Minutes

B. August 10, 2023 Parks & Recreation Committee Workshop Minutes

7. NEW BUSINESS

A. Disc Golf Course Event Permit

8. OLD BUSINESS

A. Parks Master Plan Update Section Review

9. STAFF REPORTS

10. COMMITTEE MEMBER REPORTS

11. ADJOURN

**Breezy Point Parks & Recreation Committee
Thursday, August 10, 2023 – 5:00 p.m.
Meeting Minutes**

The regular meeting of the Breezy Point Parks and Recreation Committee was called to order by Chair Megan Zierden at 5:00. In addition to Chair Zierden, members present were Gail Arne, Sandra Logelin, Jim McKellar, Bill Toft, Deanne Trottier, and Diane Williams. Staff present Assistant City Administrator Daniel Eick, Public Works Supervisor Joe Zierden, Deputy Clerk Deb Runksmeier, Ex Officio Joe Garcia, and Council Liaison Michael Moroni.

Assistant Administrator Eick took Roll.

All present stood for the pledge of allegiance.

Approval/Amendment of the Agenda

MOTION TOTTIER/WILLIAMS TO APPROVE THE AGENDA AS PRESENTED, CARRIED 7-0

Open Forum – No one spoke

Parks and Recreation Meeting Minutes

MOTION WILLIAMS/TROTTIER TO APPROVE THE June 8, 2023 MEETING MINUTES, MOTION CARRIED 7-0

MOTION WILLIAMS/MCKELLAR TO APPROVE THE July 13, 2023 MEETING MINUTES, MOTION CARRIED 7-0

MOTION WILLIAMS/MCKELLAR TO APPROVE THE July 13, 2023 WORKSHOP MINUTES, MOTION CARRIED 7-0

Master Plan

Assistant Administrator Eick presented draft parks budget for 2024. Changes to wording was discussed. Staff will make changes and bring back to next meeting. Joe Zierden spoke about the new signage cost that will need to come from the budget.

MOTION ZIERDEN/WILLIAMS TO DIRECT STAFF FOR RESEARCH OF SIGNS AND MAPPING COSTS FOR BUDGET, MOTION CARRIED 7-0

Staff Updates

Public Works Supervisor Joe Zierden updated the members on the trail repairs and improvements along with new signage.

Committee Member Reports

Discussed what went well at the Night to Unite event on August 1st

Adjourn

MOTION ARNE/WILLIAMS TO ADJOURN, MOTION CARRIED 7-0.

Meeting adjourned at 6:27 p.m.

Submitted by Deb Runksmeier, Deputy Clerk

DRAFT

**Breezy Point Parks & Recreation Committee
August 10, 2023 - 6:34 pm
Committee Workshop Minutes**

A workshop of the Breezy Point Parks & Recreation Committee began at 6:34pm. Committee Members present were Megan Zierden, Gail Arne, Jim McKellar, Deanne Trottier, Sandy Logelin, and Diane Williams. Assistant City Administrator Daniel Eick and Public Works Supervisor Joe Zierden were also in attendance. The purpose of the workshop was to discuss and plan a redrafting of section 2, the Parks section, of the City of Breezy Point Parks & Recreation Master Plan.

Assistant City Administrator Daniel Eick walked the Committee through the original 2011 Master Plan and requested their input. Areas of discussion included:

- Removal and Reorganization of Sections
 - o The Committee agreed to remove the Park Classification System, Inventory section, and any references to the Eagle View Playground from the plan alongside Appendix B.
 - o The Committee requested staff condense the Parks, Trails, and Open Spaces sections of the plan into one identified as "Parks and Recreational Spaces" with subcategories for each item.
 - o The Committee recommended standardizing the names of all City Parks by placing "Breezy Point" in front of their current names and briefly considered what a rebranding of the City's signage might entail.
- Individual Parkland Considerations
 - o The Committee reviewed all sections provided by the original Master Plan and generated the following recommendations:
 - All parks should have an item placed in proposed improvements to update signage.
 - All parks should have new pictures taken of them to include in the final Master Plan.
 - All parks should have an inventory done regarding availability of trash cans and the associated costs to place additional units.
 - All parks should have their references to type and acreage removed from their descriptions for ease of reading.
 - o The Committee agreed to add additional equipment to the Breezy Point Drive Parks proposed improvement section.
 - o The Committee agreed to remove substantial sections from the City Hall Parks proposed improvements and add a recreational skating rink, warming house, and pickleball courts.
 - o The Committee agreed to add a staircase access point and ADA handicap ramp to the City Beach's proposed improvements.
 - o The Committee directed staff to completely overhaul the Fishing Pier section of the original Master Plan. When the document was written in 2011 the Fishing Pier was not fully installed.
 - o The Committee directed staff to develop and add a section for the City of Breezy Point's disc golf course area. This has been tentatively named the

Breezy Point Recreation Area in the update and will be brought back for further considered by the Committee during their next workshop.

The meeting was adjourned at 8:01pm.

Daniel Eick, Assistant City Administrator

DRAFT

TO: David Chanski, City Administrator/Clerk
FROM: Daniel Eick, Assistant City Administrator
RE: Breezy Point Disc Golf Course Event Permit
DATE: September 7, 2023



Summary

On Tuesday, September 5, 2023, the City Council directed the City of Breezy Point Parks and Recreation Committee to review the Breezy Point Disc Golf Event Permit and provide their input on several key issues outlined below. A copy of the Breezy Point Disc Golf Course Event Permit is included below for review.

Topics of Consideration

The City of Breezy Point City Council requested the Parks and Recreation Committee consider the following topics regarding the Disc Golf Course Event Permit:

- Enforcement Requirements.
- Public use permissibility during events.
- Costs associated with reservations and charges.
- Possible equipment expansions or course coverage.
- Tournaments, associated rules, and participation limits.

Additionally, Mayor Zierden has requested a member of the Parks and Recreation Committee present their recommendation directly to the City Council on Monday, October 2, 2023. She has also requested the Committee consider making such presentations a staple of the Committees duties into the future.

Council Action

Staff is seeking input from the Parks and Recreation Committee on the attached Breezy Point Disc Golf Course Event Permit.



Permit number: _____
 Issued Date: _____
 Receipt number: _____

DISC GOLF COURSE EVENT PERMIT

Please attach a detailed site plan that shows the location of the event and any additional information as requested in this application. Payment of associated processing and permitting fees in the amount of \$100 per course are due upon submission of this application. Use requested via this application is limited to three consecutive days and reserves the park area for use by the applying organization or individual. The City of Breezy Point reserves the right to deny or approve any and all applications based upon the discretion of the City Council.

A.	Name of Business /Organization			
	Name of Event			
	Set up for the Event will Begin on	Date	Time	
	Event Date and Time	Date	Time	
	Break-Down will be Complete	Date	Time	
	Location for the Event			
	Estimated Number of Attendees			
	Estimated Number of Vendors			
	Organization Producing the Event			

B.	Name of Applicant			
	Business Address			
	City	State	Zip	
	Phone	Fax		
	Email			

EVENT INFORMATION	
C.	Purpose of Event
	Description of Event
	Admission Prices/Donations

PARKING	
D.	Will off-site parking be provided?
	<i>If yes, please provide the location and show on the site plan.</i>

FOOD & BEVERAGES		
E.	Will food be served at the event?	
	Will food be sold or given away?	
	Will there be food vendors?	If yes, how many?
	Please show vendor location on the site plan.	
	<i>Applicants are responsible for obtaining necessary permits, temporary or otherwise, from associated state, county, or city authorizing entity when serving food and/or non-alcoholic beverages.</i>	
<i>Event organizer must certify that each vendor has the necessary approvals mentioned above.</i>		

EVENT CLEANUP, SANITATION, & RECYCLING	
F.	The Applicant acknowledges all trash or waste generated during the event must be properly stored and/or disposed of by the applying organization. On site disposal of certain waste is available through the appropriate City owned and operated trash receptacles.
	<i>The City of Breezy Point and City Council reserve the right to require an applicant provide additional waste disposal services at their expense should the need arise. If that need arises the applicant will be required to provide the location and details of additional services on the site plan.</i>

SALE OF ITEMS & VENDORS		
G.	Will items be sold during this event?	
	If yes, please provide names and contact information for vendors:	
	<i>If yes, please provide the location of each vendor and show on the site plan.</i>	
	<i>Verification of Minnesota State Sales Tax Number must be provided with this application for each vendor.</i>	

LIABILITY INSURANCE	
H.	Name of insurance company:
	Contact Name:

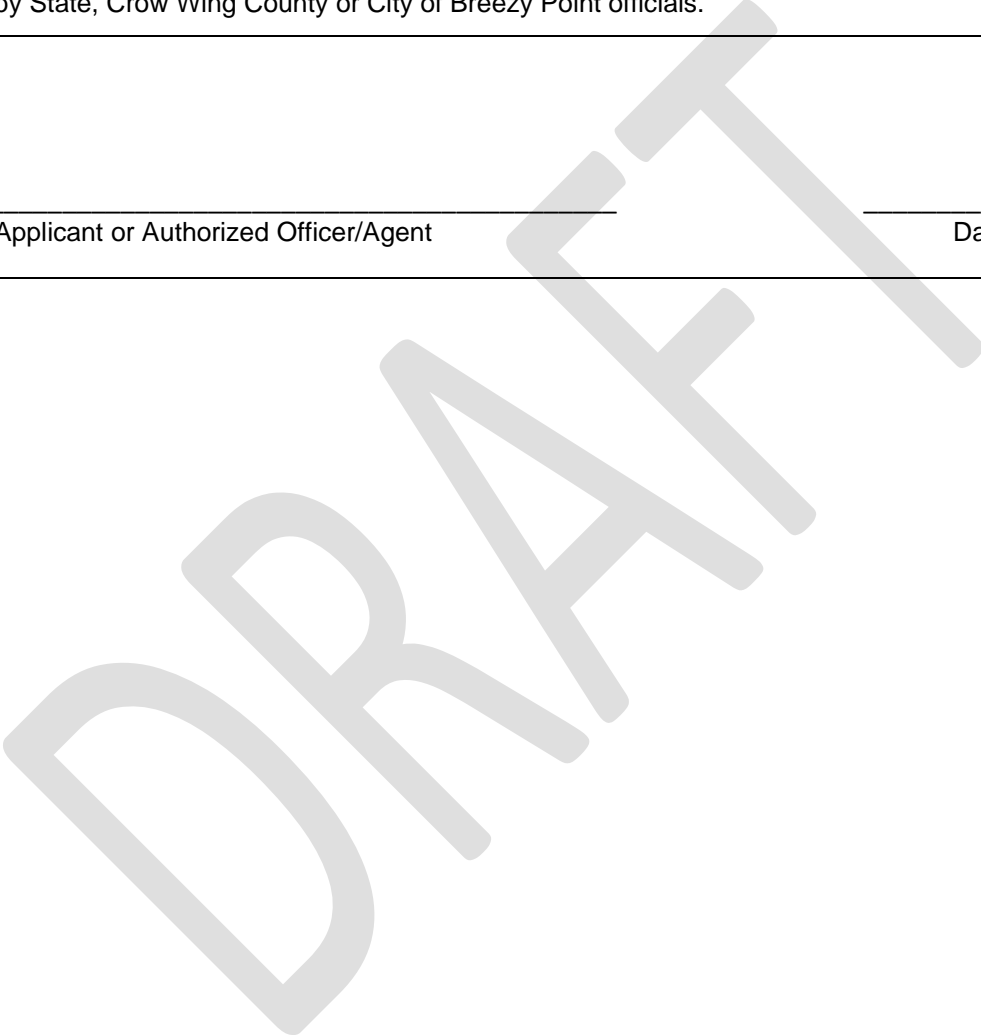
Please contact the City of Breezy Point at 218-562-4441 or email deputyclerk@cityofbreezypointmn.us if you have any questions or need assistance in completing this Application.

APPLICATION CERTIFICATION & WAIVER

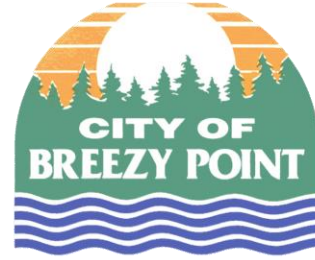
I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information, and belief. I agree to comply with all state, Crow Wing County and City of Breezy Point Ordinances and statutes and will abide by the general instructions stated in this application, along with the special conditions issued by the City of Breezy Point, in connection with the approval of the Permit contemplated herein. That I, and the organization on whose behalf I make this application if any, represent, stipulate, contract and agree that we will jointly, and severally defend, indemnify, save and hold the City of Breezy Point harmless from any and all claims, lawsuits, judgments, and liability of death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of this Special Permit and performance of the Special Permit by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein may result in immediate cancellation of this event by State, Crow Wing County or City of Breezy Point officials.

Signature of Applicant or Authorized Officer/Agent
Of Applicant

Date



TO: David Chanski, City Administrator/Clerk
FROM: Daniel Eick, Assistant City Administrator
RE: Master Plan Updates: Workshop 2
DATE: September 7, 2023



Summary

During the Committee’s second Workshop on the Parks & Recreation Master Plan held on Thursday, August 10, staff were directed to redraft Section 2 ahead of the next Regular Parks & Recreation Committee Meeting. Those changes to the Master Plan are included in the redrafted document attached below.

Committee Action

Staff is seeking Committee approval of the redrafted second section, or Parks section, of the Parks & Recreation Master Plan.



City of Breezy Point

PARKS, TRAILS, AND OPEN SPACE MASTER PLAN



July 24, 2023

**City of Breezy Point
Parks and Recreation Committee
2023**

*Megan Zierden, Chair
Sandy Logelin, Vice Chair
Michael Moroni, Council Liaison
Josef Garcia, Ex Officio
Bill Toft, Committee Member
Deanne Trottier, Committee Member
Diane Williams, Committee Member
Gail Arne, Committee Member
Jim McKellar, Committee Member*

CITY STAFF

*David Chanski, City Administrator/Clerk
Daniel Eick, Assistant City Administrator
Joseph Zierden, Public Works Supervisor
Deb Runksmeier, Deputy City Clerk*

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Table of Contents

Section 1: Plan Elements

Mission Statement of the Parks and Recreation Committee	4
Objectives of the Parks, Trails, and Open Space Master Plan	4
History and Development of the Parks, Trails, and Open Space Master Plan	4
Timeline of Regular Events	5

Section 2: Parks and Recreational Spaces

City Parkland	5
• Park 1: Breezy Point Drive Park	6
• Park 2: Breezy Point City Hall Park	7
• Park 3: Breezy Point City Beach	7
• Park 4: Breezy Point Boat Launch	8
• Park 5: Breezy Point Fishing Dock	8
• Park 6: Breezy Point Recreation Area	8
City Trails	9
City Recreational Spaces	#
City Open Spaces	#
Future Planning	#
• Breezy Point Community Garden	#

Section 3: Conclusion

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	#

Section 4: Appendices

A: Map of Current Parks and Recreational Spaces	#
B:	#
C: Criteria and Committee Assessment of City Parkland	#
D:	#

DRAFT

Section 1: Plan Elements

Mission Statement of the Parks and Recreation Committee

The City of Breezy Point Parks and Recreation Committee seeks to acquire and preserve natural environmental areas with green spaces and provide recreational services that positively impact the health of our citizens, the broader City economy, and quality of life.

The Objective of the Parks, Trails, and Open Space Master Plan

The City of Breezy Point Parks and Recreation Committee seeks to ensure existing park and recreational opportunities serve the residents of Breezy Point today and in the future. As such, this plan will create a framework to achieve this goal and ensure the community secures sufficient and appropriate land to:

- Develop high quality parkland with varying recreational opportunities.
- Create Open spaces and trails that meet the needs of all members of the community.
- Continue developing park and community areas with amenities for residents and visitors alike.
- Communicate and promote the use of parkland to enhance its use as a community building tool.

This document refines and implements general direction established throughout the Breezy Point Comprehensive Plan to guide park and recreation development moving forward. As the City grows the Committee will strive to make budgetary recommendations that responsibly reflect this growth. Members believe these goals will allow future Committees and residents to continue:

“Increasing the amount of land devoted to parks and public open space whether for recreation or environmental protection. Extending and improving the trail corridor system. Improving public access to the lakes.”

The City of Breezy Point Parks and Recreation Committee believes the citizens of Breezy Point desire a community that protects and preserves its natural asset features, recreation, and water quality. The development of parks, trails, and open spaces is an expenditure that can serve as an investment in the future well-being of individuals and groups when handled responsibly. As such, the committee will strive to contribute to the attractiveness and viability of the City while recommending the City use its monetary resources in a responsible and cohesive manner for the long term.

This Master Plan is a living document which the Committee intends to review every 5 years to evaluate and refine demographic, recreational, or financial trends that evolve over time. The Parks and Recreation Committee can alter this plan at any time to reflect changes in the City's Comprehensive Plan accordingly.

History and Development of the Parks, Trails, and Open Space Master Plan

In 2011 the City of Breezy Point Parks and Recreation Committee drafted the City's original Parks, Trails, and Open Space Master Plan utilizing information gathered throughout the 2010 Comprehensive Planning process. This process included:

- A review of planned future land use development in long term planning.
- A review of the 2010 community survey and presentation of relevant data.
- A review of all currently owned parkland, trails, and open spaces within the City.
- A review of the standing parkland dedication formulas and their associated financial costs.
- A review of all associated goals, strategies, and policies associated with parkland development.

Core considerations of the original plan were developed throughout several Citizen Brainstorming Sessions. From these sessions the Parks and Recreation Committee learned people chose to live in Breezy Point primarily for its location, natural features, and quiet community. Following from this the Committee tasked itself with sustaining these features by:

- To Preserve the City’s feel of clean lakes, trees, wildlife, and general green space or nature as a draw for tourism in recreational activities. Previous land use planning and development has focused on this broad goal.
- To Improve said spaces with green and/or nature focused amenities, such as trails and paths, while maintaining open water access through the City beach. Previous improvements have focused on maintaining access opportunities for community members regardless of age or location.
- To allow for the unique character of Breezy Point to thrive by further developing the City’s recreational facilities and opportunities. Previously discussed improvements included a community center, Community Garden, public swimming pool, fitness center, and trail system expansions.

Timeline of Regular Events

A timeline of events relevant to the Parks and Recreation Committee is included below. While not all items on this list require committee action some may be of general interest to members.

<i>Event</i>	<i>Date</i>
<i>Tax Forfeiture Lot County Announcement</i>	January, 1
<i>Budget Calendar Approval</i>	February, 2
<i>Parks and Recreation budget Approval</i>	March, 3
<i>Tax Forfeiture Lot Auction</i>	April, 4
<i>Budget Workshop</i>	May, 5
<i>Final Budget Approval</i>	June, 6

Section 2: Parks and Recreational Spaces

The below section of the City of Breezy Point Parks, Trails, and Open Space Master Plan provides a description, inventory, and future plan for all parks, trails, and open spaces currently owned by the City. Proposed improvements and use recommendations were developed by the City of Breezy Point Parks and Recreation Committee throughout several Workshops held in 2023.

Additionally, a park assessment was completed by members of the Parks and Recreation Committee in the 2011 Master Plan. The criteria for those assessments, and their impact on current recommendations, are identified in **Appendix C**.

City Parkland

Park 1: Breezy Point Drive Park

Property Assessment:

The Breezy Point Drive Park is a small play area located in the southeast section of the City between Breezy Point Drive and Breezy Point Blvd. The park currently includes a jungle gym, swing set, slide, porch swing, bouncy ride, and two picnic tables. The grounds are covered in sand with a grass rim with little to no tree coverage. This park is a walkable location with limited parking only available on the adjacent streets.

Proposed Improvements:

- Add garbage can to location if necessary.
- Add 1 to 2 additional pieces of simple play equipment.
- Maintain property in good condition and maintenance regularly.
- Add additional tree or foliage coverage to improve available shade.
- Update signage to better reflect City naming conventions and property usage.

Park 2: Breezy Point City Hall Park**Property Assessment:**

The Breezy Point City Hall Park is located adjacent to City Hall. The park currently includes a well-equipped playground, basketball court, one-third mile walking path, two pavilions with picnic tables, and a ball field. Benches are placed throughout the area alongside a restroom facility, two parking lots, a flower garden, and ample tree coverage. The playground is covered with an engineered wood fiber surface and most of the turf is irrigated.

The City owns approximately 15 acres of land surrounding the park which could provide sufficient room for planned expansions.

Proposed Improvements:

- Extend the current walking trail.
- Construct a bike rack next to City Hall.
- Maintain and add additional harmony park instruments.
- Construct a recreational skating rink and warming house.
- Update signage to better reflect City naming conventions and property usage.
- Further consider the construction of a Community Center to complement City Hall. Amenities under consideration include a fitness center, recreation room, gymnasium, library, kitchen area, Community Garden, and aquatic center/swimming pool.

Park 3: Breezy Point City Beach**Property Assessment:**

The Breezy Point City Beach is a roughly 7,000 square foot space consisting mostly of sand and loose rock along Pelican Lake. The Beach is located on Sand Beach Drive and contains roughly 215 feet of lake frontage. Public benches and a portable toilet are provided on site. Buoys are utilized in the water to designate the safe swimming area as no on duty lifeguard is provided by the City. Tree coverage is limited off the beach, and parking is provided solely on the adjacent street.

Proposed Improvements:

- Update signage to better reflect City naming conventions and property usage.
- Consider construction of staircases or access points within the park where needed.

- Preserve existing beach area and construct a riprap along the shoreline where needed.
- Consider construction of an Americans with Disabilities Act (ADA) compliant access ramp.

Park 4: Breezy Point Boat Launch

Property Assessment:

The Breezy Point Boat Launch is a small area located by the intersection of North Lakeview Drive and North Drive containing roughly 66 feet of frontage along Pelican Lake. This facility provides the only City owned boat access to the lake and consists of a slanted boat launch with a dock along the side.

Parking is limited to one side of the roadway leading up to the launch area. Overflow parking is provided in a half-acre parking area located at Breezy Point City Hall Park adjacent to the ball field.

Proposed Improvements:

- Consider the addition of a portable toilet to the facility.
- Maintain and preserve the current boat launch and associated dock.
- Update signage to better reflect City naming conventions and property usage.

Park 5: Breezy Point Fishing Dock

Property Assessment:

The Breezy Point Fishing Dock is a small area located at 8982 Breezy Point Drive containing roughly 515 feet of frontage along the Waldenheim Channel. The facility consists of the dock itself, two available benches, and a trash can for public use. Parking is available on street along the shoulder of Breezy Point Drive directly south of the dock.

Proposed Improvements:

- Maintain and preserve current dock area and park.
- Consider the addition of picnic table and/or seating area.
- Continue to spray for aquatic weeds as needed in front of dock.
- Update signage to better reflect City naming conventions and property usage.

Park 6: Breezy Point Recreation Area

Property Assessment:

The Breezy Point Recreation Area is a recently developed multi-use outdoor facility located between White Overlook Drive and Green Scene Drive. The area can support a variety of year-round activities including skiing, snowshoeing, running/walking, biking, and contains two Disc Golf Courses. Useable pathways are cleared and marked, and ample tree coverage is available as the area is heavily wooded.

Ten small garbage cans are spread throughout the facility placed at individual Disc Golf tee boxes with one portable toilet available during summer months. Roughly 10 – 15 off street parking spaces are available in a lot located at 31559 Green Scene Drive with another 40 – 45 spaces available in a similar lot located on 7803 White Overlook Drive.

Proposed Improvements:

- Add additional garbage cans throughout the area if necessary.
- Update signage to better reflect City naming conventions and property usage.
- Consider additional amenities such as a playground, shelter/pavilion, or permanent restroom.

City Trails

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