



# PARKS AND RECREATION COMMITTEE

Thursday, December 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](mailto:cityadmin@cityofbreezypointmn.us)

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## AGENDA

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL/AMENDMENT OF THE AGENDA**

**5. OPEN FORUM**

**6. APPROVAL OF MINUTES**

[A.](#) October 26, 2023 Parks & Recreation Committee Workshop Minutes

[B.](#) November 9, 2023 Regular Parks & Recreation Committee Meeting Minutes

[C.](#) November 30, 2023 Parks & Recreation Committee Workshop Minutes

**7. NEW BUSINESS**

[A.](#) Disc Golf Course Signage and Sledding Hill Discussion

**8. OLD BUSINESS**

[A.](#) Update on Chiarella Trail

**9. STAFF REPORTS**

[A.](#) December Staff Report

**10. COMMITTEE MEMBER REPORTS**

**11. ADJOURN**

**Breezy Point Parks & Recreation Committee  
October 26, 2023 - 5:00 pm  
Committee Workshop Minutes**

A workshop of the Breezy Point Parks & Recreation Committee began at 5:00 pm. Committee Members present were Megan Zierden, Gail Arne, Jim McKellar, Deanne Trottier, Sandy Logelin, and Diane Williams. Assistant City Administrator Daniel Eick was also in attendance. The purpose of the workshop was to discuss and plan a redrafting of section 3, the Trails section, of the City of Breezy Point Parks & Recreation Master Plan. However, it should be noted the Committee also finalized their redrafting of the entire plan in addition to section 3.

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 or condense several sections from the current Master Plan. Those changes are outlined below:
    - Removal of the future trails planning section.
    - Removal of the open spaces/linear parks section.
    - Condense and overhaul the maintenance and operations and financial resources sections.
    - Removal of the strategic plan section.
    - Condense and overhaul of the marketing and public relations section.
    - Removal of the conclusion section.
  - o The Committee requested staff condense the individual Trail descriptions to better match the redrafted Park descriptions.
  - o The Committee revisited discussion on standardizing the names of all City Parks and Trails settling on placing "City of Breezy Point" in front of all current names.
- Individual Trailhead and Parkland Considerations
  - o The Committee briefly discussed the naming of the Breezy Point Park Reserve and voiced a desire to install or recognize a location within the Park as an official sledding hill.
  - o The Committee debated the efficacy of including several trail systems in the plan given the City's lack of control over them. Those sections are outlined below:
    - The Pelican Lakes Conservation Club Trail was removed as the City does not own that property and has no part in its maintenance.
    - Conversation regarding inclusion of the Pelican Woods Nature Trail was tabled for further consideration pending Committee Member Trottier contacting Members of the City of Breezy Point Cemetery Commission to discuss further.

- The Ideal Sno Pros Snowmobile Trail was removed as the City does not own that property and has no part in its maintenance.
- Individual Trailhead Design Reviews
  - The Committee reviewed all sections provided by the original Master Plan and generated the following recommendations:
    - The Four Seasons Trail should be maintained in current form but should look for opportunities to expand or clear when available. Additionally, the committee voiced a desire to have staff begin grooming the trail during winter months to improve usability.
    - The City Hall Trail should be designated as a handicap trail, if possible, and staff should investigate bringing it into compliance with American with Disabilities Act (ADA) standards if it does not currently qualify.
    - The Committee spoke at length regarding methods to improve connectivity between trail systems. This conversation focused on Chiarella Trail and directed staff to explore easement connectivity options along East St., Ski Chalet Dr., and Ranchette.
  - The committee directed staff to place references to the City of Breezy Point Comprehensive Plan and Capital Improvement Plan, pending the documents creation, to Section 1 of the Master Plan.

The meeting was adjourned at 6:30 pm.

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Daniel Eick, Assistant City Administrator

**Breezy Point Parks & Recreation Committee  
Thursday, November 9, 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, members present were Gail Arne, Sandra Logelin, Jim McKellar, Bill Toft, and Diane Williams. Staff present were Assistant City Administrator Daniel Eick, Deputy Clerk Deb Runksmeier, and Council Liaison Michael Moroni. Deanne Trottier and Ex Officio Joe Garcia were absent.

Assistant City Administrator Eick took Roll.

All present stood for the pledge of allegiance.

Approval/Amendment of the Agenda

MOTION LOGELIN/ARNE TO APPROVE THE AGENDA, MOTION CARRIED 6-0

Open Forum – No one spoke

Parks and Recreation Meeting Minutes

MOTION WILLIAMS/MCKELLAR TO APPROVE THE OCTOBER 12, 2023 MEETING MINUTES, MOTION CARRIED 6-0

Tobacco Ordinance

Assistance Administrator Eick spoke about what is covered in state statute. Staff to recommend to council to amend the current city tobacco ordinance to speak of use instead of possession and not to reference lobelia.

Breezy Point Park Reserve Discussion

Discussed directional signage to new disc golf course parking lot. Public Works will need to be involved on installation.

MOTION ARNE/WILLIAMS TO APPROVE CREATING TEMPORARY SIGNAGE AT DISC GOLF COURSE FOR SNOW SLED HILL, MOTION CARRIED 4-2, MCKELLAR AND ZIERDEN OPPOSED

MOTION TOFT/ARNE TO APPROVE THE PURCHASE OF BROWN DIRECTION SIGNS FOR DISC GOLF COURSE TO BE INSTALLED BY APRIL 2024, MOTION CARRIED 6-0

Master Plan Workshop schedule

Set workshop meeting date for November 30 that 5:00

Disc Golf

Council Liaison Moroni will present to council to request to un-Table the Disc Golf Event Permit and for the Parks and Recreation Committee to continue discussion of details regarding the disc golf course.

Discussed new name for the two separate disc golf courses. Chair Zierden will coordinate with Assistant City Administrator to develop naming options through local school competition.

Community Garden

Sandy and Gail are working with the City of Crosslake staff to have a representative speak to the Council about the Community Garden.

Adjourn

MOTION WILLIAMS/TROTTIER TO ADJOURN, MOTION CARRIED 6-0.

Meeting adjourned at 6:15 p.m.

Submitted by Deb Runksmeier, Deputy Clerk

DRAFT

**Breezy Point Parks & Recreation Committee  
November 30, 2023 - 5:00 pm  
Committee Workshop Minutes**

A workshop of the Breezy Point Parks & Recreation Committee began at 5:00 pm. Committee Members present were Megan Zierden, Gail Arne, Bill Toft, Jim McKellar, Deanne Trottier, Sandy Logelin, and Diane Williams. Assistant City Administrator Daniel Eick and Councilman Michael Moroni were also in attendance. The purpose of the workshop was to discuss and plan the drafting of section 4, the Future Planning section, of the City of Breezy Point Parks & Recreation Master Plan.

Assistant City Administrator Eick led the committee through conversation to collect their ideas. Areas of discussion included:

- City Hall Park Improvements
  - o The creation of an Ice Rink and associated Warming House to be installed next to City Hall.
  - o Expansion of the current trail pathway surrounding City Hall grounds keeping the new City Hall in mind should the City Council choose to move forward with construction.
  - o Explore the possibility of expanding the outdoor restrooms at City Hall to be all year and host additional stalls.
  - o Explore the possibility of installing pickleball courts somewhere at City Hall Park.
- Look into completing an expansive list of items regarding the City of Breezy Point Recreation Area and the Disc Golf Courses. Items of discussion included:
  - o Improving signage and reordering holes and pathways.
  - o Installation of kiosks, pavilions, bathrooms, and miscellaneous structures.
  - o Finalization of posted rules and regulations both on site and virtually on City website.
- Consider the creation of a large fenced natural dog park. Possible locations include areas by the Four Seasons Trail or space available off Cherokee Trail or Fallen Leaf.
- Expand the City's greater trail system to interconnect major neighborhoods and landmarks. The goal would be to create safe traversable pathways between core areas and City Parks.
- Consider purchasing additional land adjacent to the City Beach property to expand public lake access in the City.
- Consider creating a Nature Play Area within the City focused on creative childhood play similar to one developed recently by Eagle View's Playschool.
- The Parks and Recreation Committee requested reference to the Community Center remain in the plan for future development.

The meeting was adjourned at 6:00 pm.

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Daniel Eick, Assistant City Administrator

**TO:** PARK AND RECREATION COMMITTEE  
**FROM:** PUBLIC WORKS SUPERVISOR JOE ZIERDEN  
**MEETING OF:** NOVEMBER 30<sup>th</sup> 2023  
**SUBJECT:** STAFF REPORT

**DISC GOLF COURSE TRAFFIC DIRECTION OPTIONS**

**BACKGROUND:** Different options to direct traffic to the new disc golf course parking lot, with distances and associated costs. The process and costs to get signs in Crow Wing County ROW is addressed by an email from CWC sign engineer Ann Dosh. The existing signs directing traffic to old course are 12"x18", 24"x24" signs are approximately 33% more in cost.

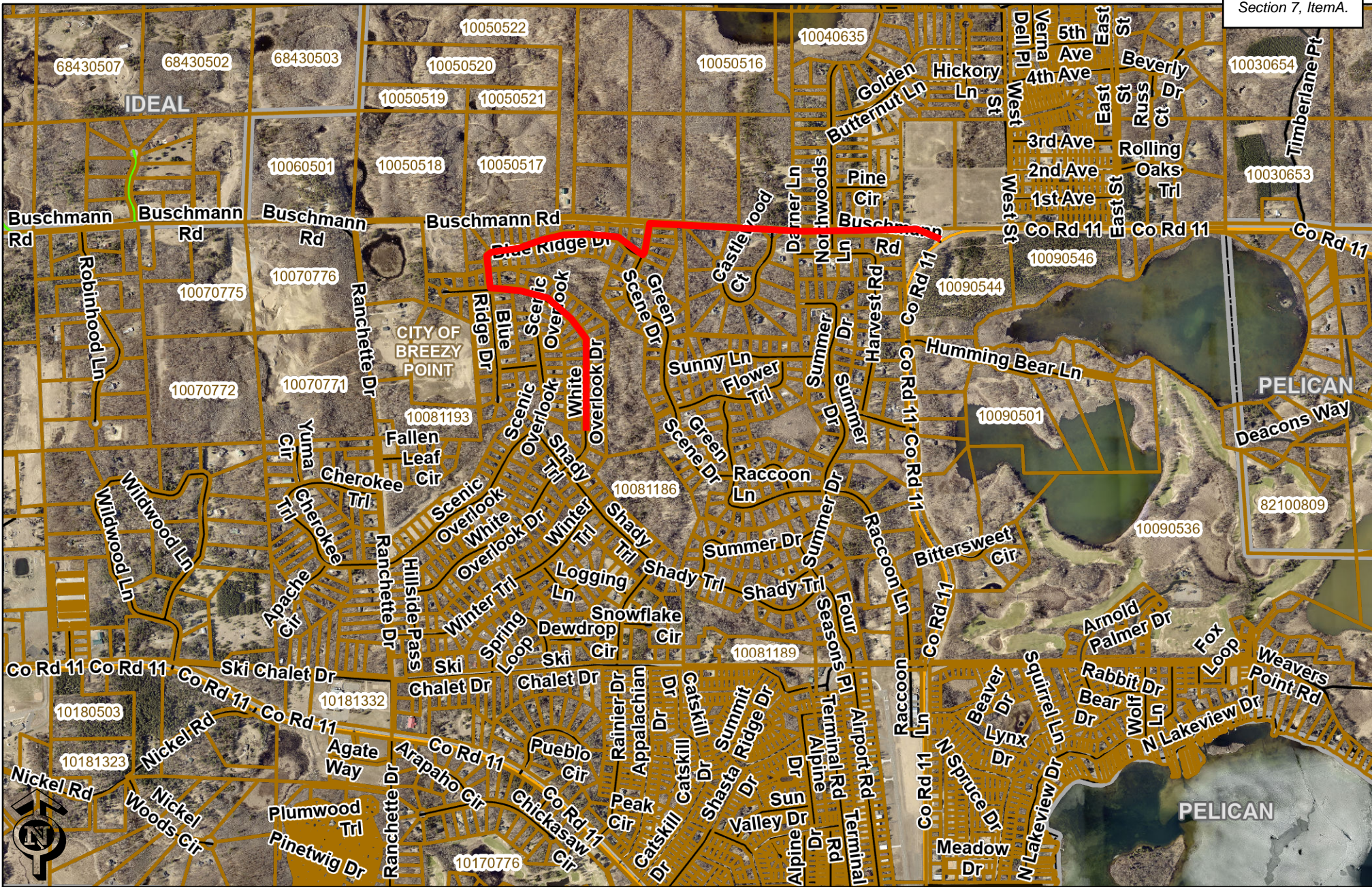
- **OPTION #1**
  - County Road 11, Buschmann Road, Green Scene Drive, Blueridge Drive, White Overlook (8,761 feet)
  - 2 signs on County Road 11 = **\$875**
  - 4 small signs on city roads = **\$192.56 (12"x18") – \$257.72 (24"x24")**
  - Total Cost = **\$1,067.56 - \$1,132.72**
- **OPTION #2**
  - Ranchette Drive, Scenic Overlook Drive, Shady Trail, White Overlook (5,698 feet)
  - 2 signs on County Road 11 = **\$875**
  - 4 small signs on city roads = **\$192.56 (12"x18") – \$257.72 (24"x24")**
  - Total Cost = **\$1,067.56 - \$1,132.72**
- **OPTION #3**
  - Ranchette Drive, Winter Trail, Shady Trail, White Overlook (5,601 feet)
  - 2 signs on County Road 11 = **\$875**
  - 4 small signs on city roads = **\$192.56 (12"x18") – \$257.72 (24"x24")**
  - Total Cost = **\$1,067.56 - \$1,132.72**
- **OPTION #4**
  - Ranchette Drive, Winter Trail, Hillside Pass, White Overlook (4968 feet)
  - 2 signs on County Road 11 = **\$875**
  - 5 small signs on city roads = **\$240.70 (12"x18") – \$322.15 (24"x24")**
  - Total Cost = **\$1,115.70 – \$1,197.15**
- **OPTION #5**
  - Ranchette Drive, Rainier Drive, Shady Trail, White Overlook (5,653 feet)

- 2 signs on County Road 11 = **\$875**
- 5 small signs on city roads = **\$240.70 (12"x18") – \$322.15 (24"x24")**
- Total Cost = **\$1,115.70 - \$1,197.15**

### **SLEDDING HILL AND SNOWSHOE PATH**

**BACKGROUND:** A route to hole #2 hill for sledding and a separate circular path for snowshoeing can be established for the cost of marking tape (<\$20). A temporary sign can be constructed and custom reflective sign similar street signs could be ordered if desired (\$200 - \$500).

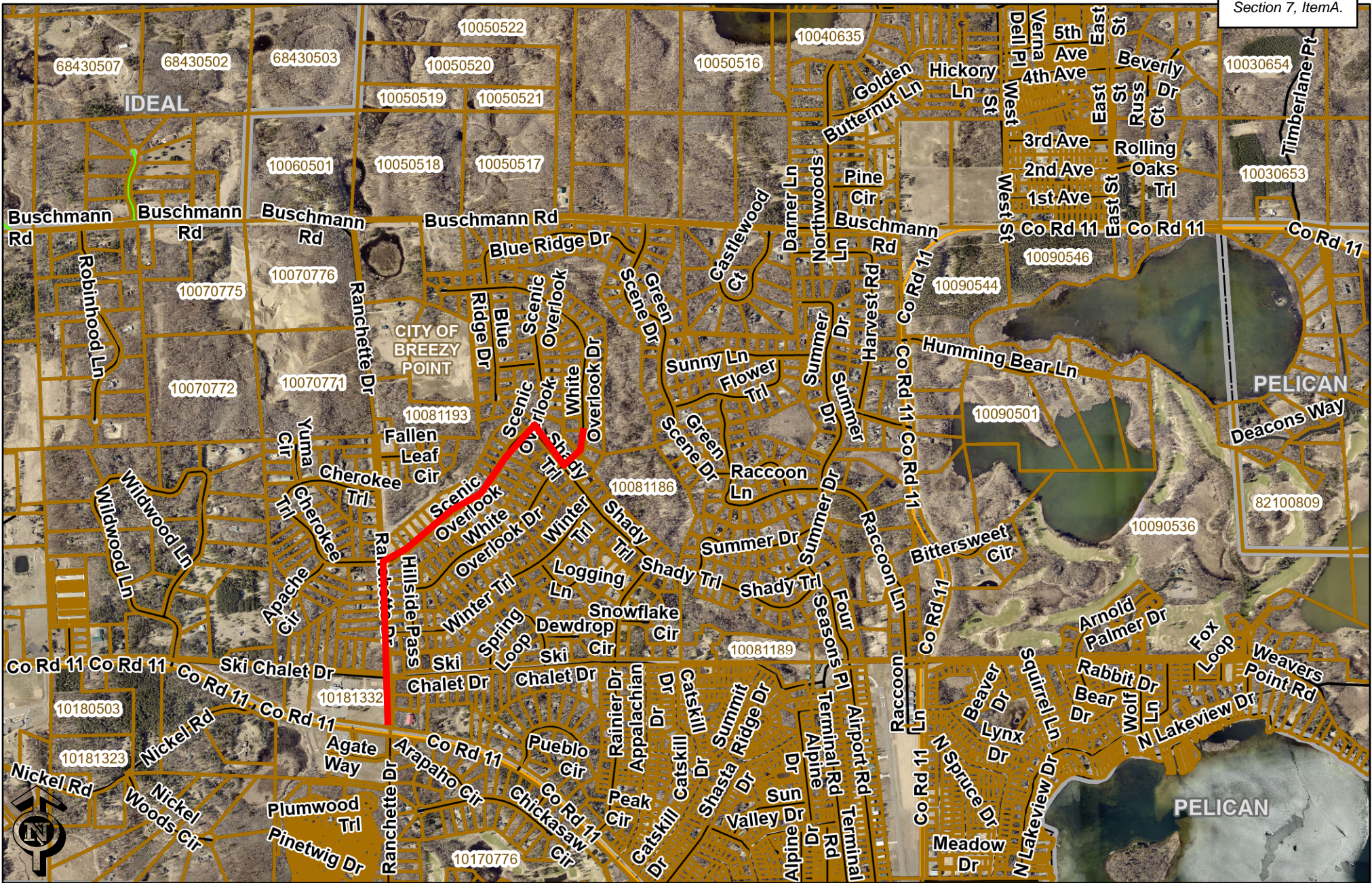




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Option #1

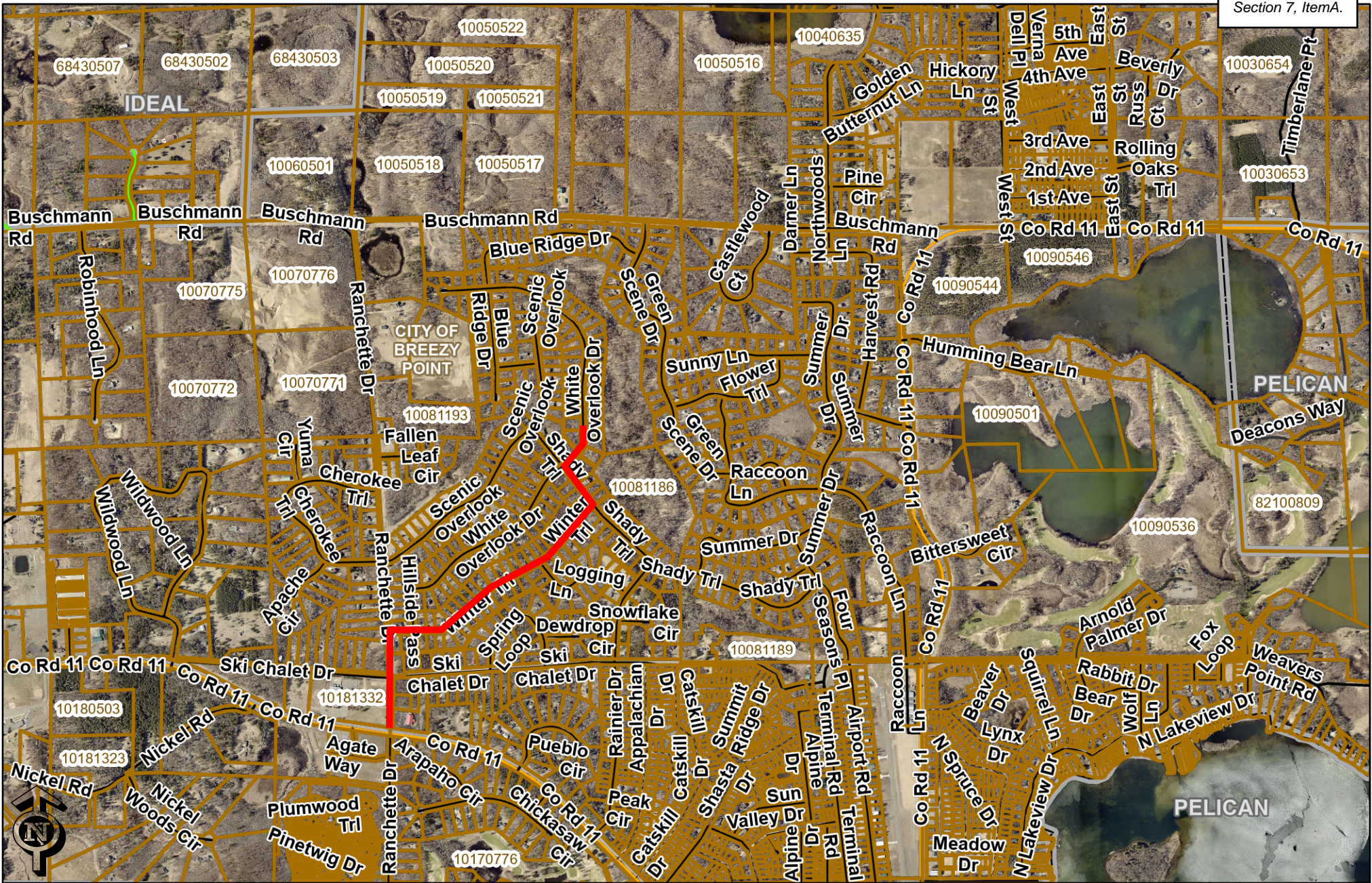
Date: 11/27/2023 Time: 10:32 AM



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Option #2

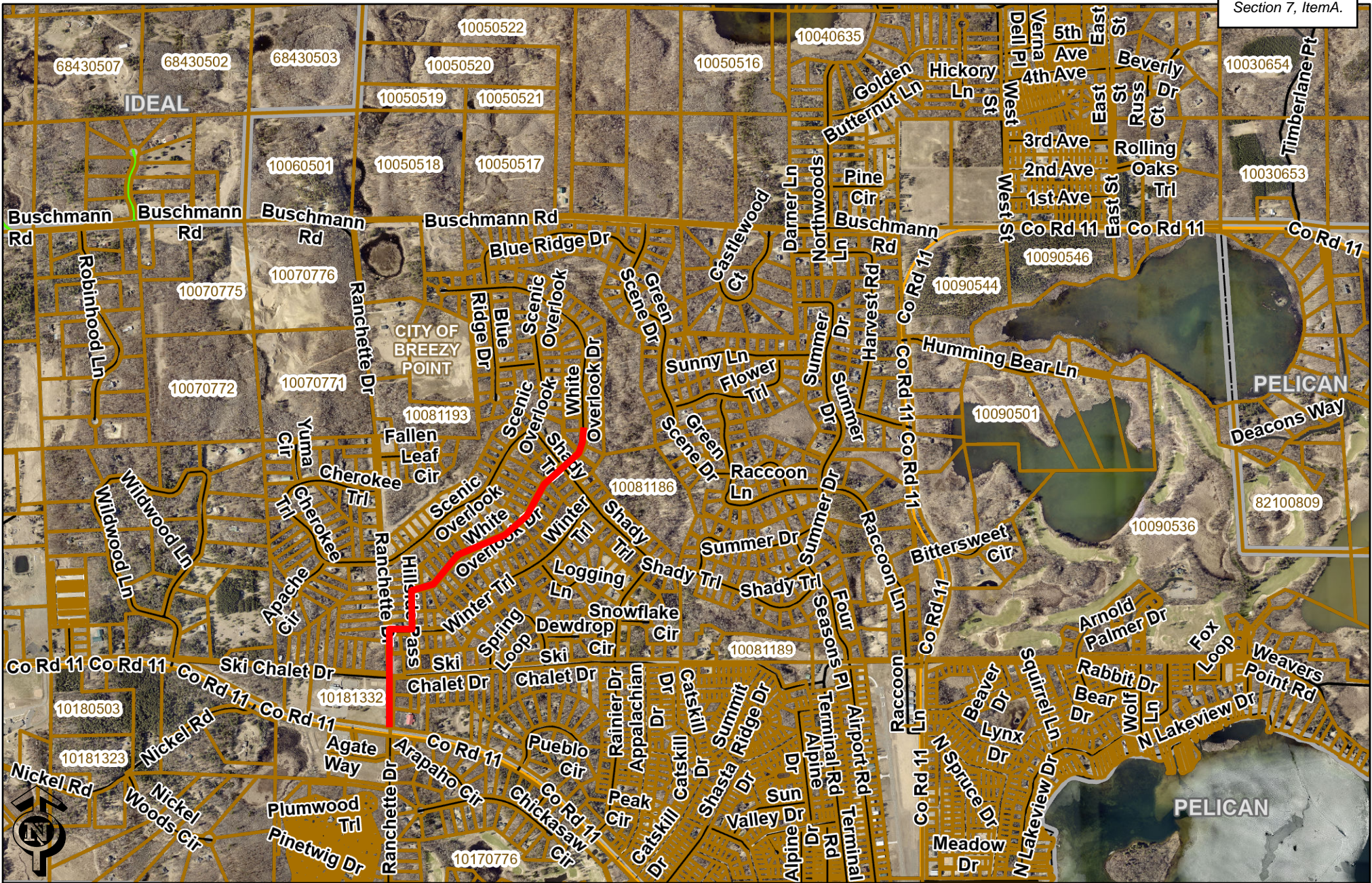
Date: 11/27/2023 Time: 10:22 AM



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Option #3

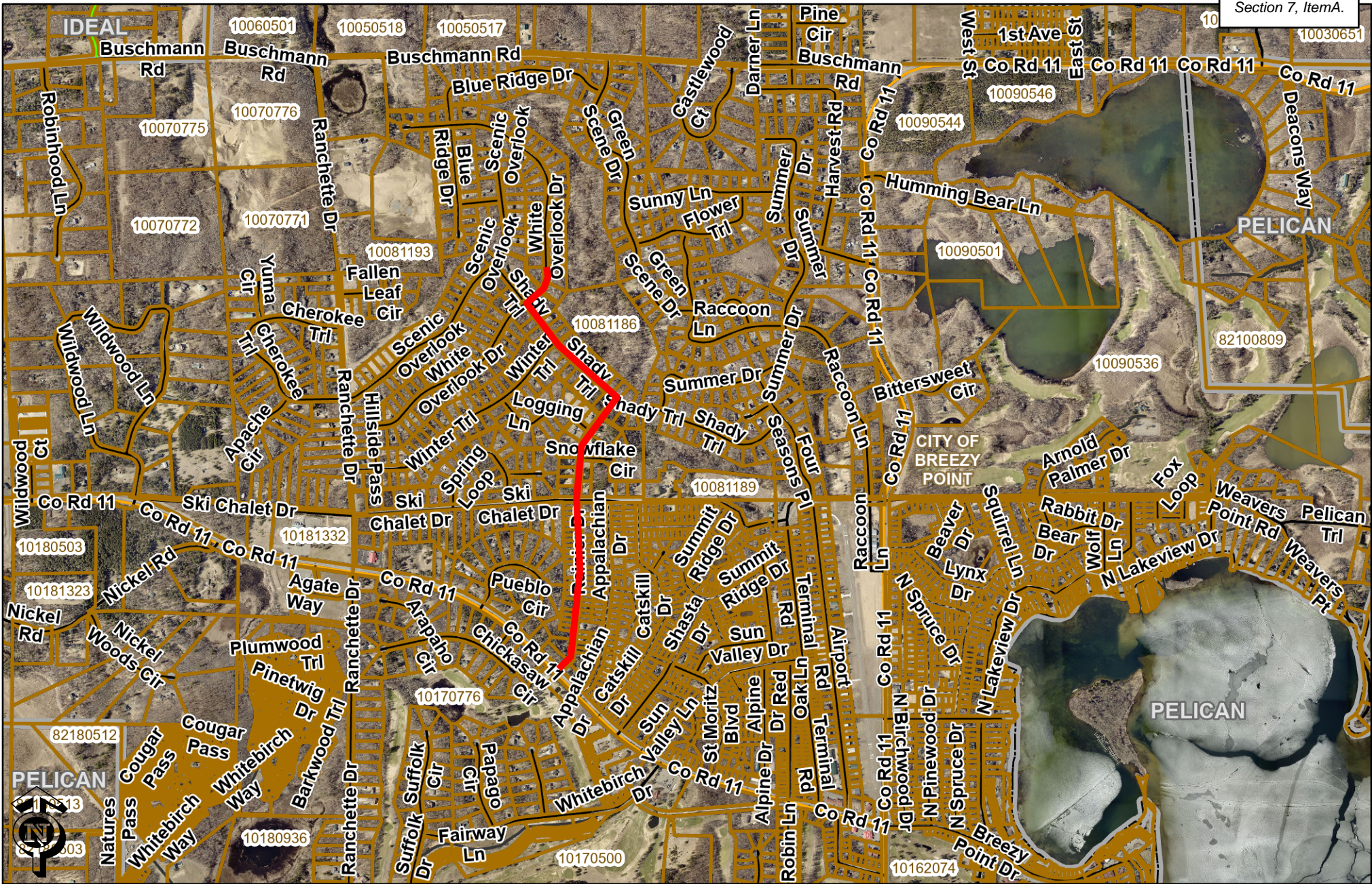
Date: 11/27/2023 Time: 10:25 AM



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Option #4

Date: 11/27/2023 Time: 10:26 AM



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**Joe Zierden**

**From:** Ann Dosh <Ann.Dosh@crowwing.us>  
**Sent:** Monday, November 20, 2023 10:13 AM  
**To:** Joe Zierden  
**Cc:** Scott Flategraff  
**Subject:** RE: Breezy Point Disc Golf Directional signs

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Joe,

I will start with the process required:

1. Some form of written request of what you would like to have done.
2. If new locations are requested. We would need to make sure there was room to install the signs at new locations.
3. Signs ordered upon approval of the new locations.
4. Installation of signs.
5. Bill for the installation, signs, removal of signs.

If you are going to install signs at Buschmann / County Road 11 the signs at Autumn In would be removed (still could be reused at a new location).

Cost that would be associated with the process:

- Materials
  - Signs
  - Posts
- Labor
  - Sign Truck
  - Personal

I was not sure if you had planned on reusing the current signs or getting 4 new signs. The labor cost would be the same for either the only amount that would change would be for the cost of signs.

- 4 New Signs – Cost would be around \$1,750.
- 2 New Signs & Current signs Reused – Cost \$ 1,425.

If you have any more questions please call or email.

**Ann Dosh**  
**Engineering Technician**

Office: (218) 824-1110  
Direct: (218) 822-2693

[www.crowwing.us](http://www.crowwing.us)

Crow Wing Highway Department  
16589 County Road 142  
Brainerd, MN 56401

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**From:** Joe Zierden <jzierden@cityofbreezypointmn.us>  
**Sent:** Friday, November 17, 2023 2:12 PM  
**To:** Ann Dosh <Ann.Dosh@crowwing.us>  
**Subject:** Breezy Point Disc Golf Directional signs

This message was sent from outside your organization. Please proceed with caution.

Good Afternoon Ann,

The park committee would like to install two on the above attached signs near the Buschmann/County 11 intersection and Ranchette/County 11 intersection. The old signs near Autumn Ln/County 11 intersections would most likely be removed. What would be the process and associated costs to make that happen? I am mostly trying to gather information to help with the decision making process at the next park meeting. I appreciate any guidance you can provide.

Respectfully,

Joe Zierden

Public Works Supervisor  
City of Breezy Point  
8319 County Rd. 11  
Breezy Point, MN 56472

Office- 218-562-4441 ext 256  
Mobile- 218-820-8809



**M-R Sign Co., Inc.**

1706 1st Avenue North  
 Fergus Falls, MN 56537  
 Phone: (218) 736-5681  
 Fax: (218) 736-4070

QUOTATION  
 Section 7, Item A.

Quote No: 13659

Date: 11/17/23

Quote: BREEZY POINT, CITY OF  
 8319 CO RD 11  
 BREEZY POINT, MN 56472

Attention: Joe Zierden

Phone No: 215-562-4441 OFFICE

Quoted By: TYLER

Fax No: 218-562-4486

Quantity	Stock Code	Description	Each	Line Total
8	900-992672	SS12"X18"RECHIN080BBL=BROWN WHITE COPY/BRDR ON H/I BROWN **HIGH INTENSITY PRISMATIC **BROWN BACKGROUND WITH **WHITE COPY AND BORDER **4 EA. **DISC **GOLF **COURSE **<- **4 EA. **DISC **GOLF **COURSE **-> *	28.140	225.12
8	900-692767	SS24"X24"SQRHIN080BBL-BROWN WHITE COPY/BRDR ON BROWN H/I **HIGH INTENSITY PRISMATIC **BROWN BACKGROUND WITH **WHITE COPY AND BORDER **4 EA. **DISC **GOLF **COURSE **<- **4 EA. **DISC **GOLF **COURSE **-> *	44.430	355.44
4	900-990217	SS36"X36"SQRHIN100DEST WHITE COPY/BRDR ON BROWN H/I **HIGH INTENSITY PRISMATIC **BROWN BACKGROUND WITH **WHITE COPY AND BORDER **2 EA. **CITY OF BREEZY POINT **DISC GOLF COURSE **(LOGO) --> **2 EA. **CITY OF BREEZY POINT **DISC GOLF COURSE **<- (LOGO) * *(GSP:BREEZYPT-1) * *	145.000	580.00





**M-R Sign Co., Inc.**

1706 1st Avenue North  
Fergus Falls, MN 56537  
Phone: (218) 736-5681  
Fax: (218) 736-4070

**QUOTATION**

Section 7, Item A.

Quote No: 13659

Date: 11/17/23

Quote: BREEZY POINT, CITY OF  
8319 CO RD 11  
BREEZY POINT, MN 56472

Attention: \_\_\_\_\_

Phone No: 215-562-4441 OFFICE

Quoted By: TYLER

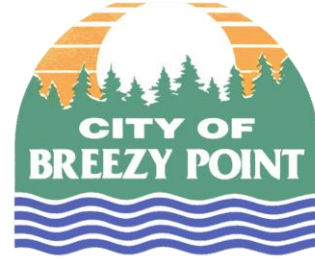
Fax No: 218-562-4486

Quantity	Stock Code	Description	Each	Line Total
		* * ***** FOB FERGUS FALLS *****		

*Thanks,  
Tyler*

Line Total	1160.56
Sales Tax	0.00
Freight	0.00
<b>Quote Total</b>	<b>1160.56</b>

TO: Parks and Recreation Committee  
FROM: Daniel Eick, Assistant City Administrator  
RE: Chiarella Trail Update  
DATE: December 7, 2023



**Summary**

Throughout the Master Planning process, the Parks and Recreation Committee has voiced a desire for City staff to contact the MN Department of Natural Resources (DNR) to engage in conversations regarding ownership and maintenance of the Chiarella Forest Management Area. Pursuant to this request, Public Works Supervisor Joe Zierden contacted several individuals at the DNR to inquire about the City’s role in management of the area. A brief outline of his findings are provided below.

**Outline of Findings**

In conversation with the DNR their representative informed City Staff they are not able to donate the land in question. Furthermore, staff were informed the Chiarella Forest Management Area has several deed restrictions that forbid the DNR from selling the property or allowing private easements across it.

Furthermore, an Area Forest Supervisor informed staff the trail system on the property in question was installed by the Paul Bunyan Scenic Byway illegally. The system in its current state lacks a lease and, as such, is an illegal trail system. The DNR did initially request they place the system under lease, but the Scenic Byway declined which is why the trail is not currently being maintained.

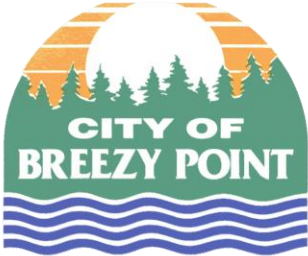
The DNR may be open to discussing a lease to the City of Breezy Point for a walking trail system in the future but need to ensure they are legally able to do so first.

**Committee Action**

Staff recommend the Parks and Recreation Committee revisit their consideration of the Chiarella Trail System in two ways.

1. Current references to the Forest Management Area and Trail system in the Parks and Recreation Master Plan must either be removed or substantially altered.
2. Considering this information, the Committee should reassess their future planning as it relates to the Forest Management Area.

TO: Parks and Recreation Committee  
FROM: Daniel Eick, Assistant City Administrator  
RE: Staff Report Updates  
DATE: December 7, 2023



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**Summary**

Staff has several updates for the Parks and Recreation Committee regarding items currently under development. Those items are listed below:

1. Finalization of the Parks and Recreation Master Plan currently scheduled for January 2024 Regular Meeting. This item was originally scheduled for December 2023 but has been delayed.
2. Beginning of development on Parks and Recreation Capital Improvement Plan (CIP) currently scheduled for February 2024 Regular Meeting pending City Council approval of the Parks and Recreation Master Plan.
3. Beginning of coordination with incoming Planning and Zoning Administrator regarding park mapping, park dedication, and miscellaneous items. Scheduled to occur throughout 2024, staff will be bringing further information back on this item when available.