



PARKS AND RECREATION COMMITTEE

Thursday, October 09, 2025 at 5:00 PM

City Hall Conference Room 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. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

[A.](#) August 14, 2025 Parks and Recreation Committee Minutes

5. BUSINESS

[A.](#) Presentation Parks Master Plan - Widseth

6. STAFF REPORTS

[A.](#) Community Garden

7. COMMITTEE MEMBER REPORTS

8. ADJOURN

Parks and Recreation Committee

Meeting Minutes

Thursday August 14, 2025 – 5:00pm

The meeting was called to Order by Chair Arne.

The Pledge of Allegiance was recited by all in attendance.

Roll Call was conducted by Public Works Supervisor Joe Zierden with members Gail Arne, Diane Williams, and Megan Zierden in attendance. Deanne Trottier was absent. Kimberly Slipy arrived at 5:17 pm. Staff present included Joe Zierden, City Administrator Allie Polsfuss, and Deputy Clerk Deb Runksmeier.

Approval of Minutes

May 8, 2025 Parks and Recreation Meeting Minutes

Motion by Williams to approve the May 8, 2025 Parks and Recreation Meeting Minutes. Second by Megan Zierden. Motion carried 3-0.

July 10, 2025 Parks and Recreation Meeting Minutes

Motion by Megan Zierden to approve the July 10, 2025 Parks and Recreation Meeting Minutes. Second by Williams. Motion carried 3-0.

Parks Master Plan Proposals

Joe Zierden presented scoring results for the Parks Master Plan proposals. He provided two spreadsheets showing rankings with Widseth's additional charges presented at both high and low ends of their quoted range. The committee scores resulted in the following rankings: Widseth (478), Ayres (450), HKGI (433), SGA (405), Moore (397), and Karvakko (381).

The committee noted that the top three firms clearly distinguished themselves from the others. Members discussed that while Widseth had strong local knowledge, some felt a fresh perspective might be beneficial. The committee appreciated that Widseth's costs were middle-range compared to other proposals.

Motion by Megan Zierden to recommend to the City Council to proceed with Widseth as the partner for the Parks Master Plan. Second by Arne. Motion carried 2-1, Williams Opposed.

Joe Zierden explained that if approved by the City Council in September, he would reach out to Widseth to finalize timelines and scope. The estimated cost of \$29,000-30,000 would come from the park capital funds, as no other projects were planned for this year that would use those funds.

2026 Budget

Zierden presented the 2025 year-to-date budget showing \$110,000 total with \$26,000 spent thus far. He explained that park spending is not linear and occurs primarily in summer months.

For the 2026 budget Three proposed projects:

- Wood chips for the playground (\$15,000)
- Trail paving to connect to the community garden (\$15,000)
- Basketball court resurfacing (\$15,000)

Noted that the preliminary budget from the Finance Committee had reduced parks capital funding from \$50,000 to \$30,000 for 2026, which would only allow for two of the three projects. The committee agreed to prioritize the wood chips and trail paving, with basketball court resurfacing deferred to a future year.

Staff explained that the budgeting process required planning for major expenditures in the current year for implementation the following year. He noted that some operating budget items, such as repairs to the musical instruments at the park, could be handled through normal operating funds.

STAFF REPORTS

Zierden reported that staff planned to complete grading around the community garden, remove brush, and seed the area outside both the garden and gazebo this fall. He mentioned that picnic tables would be installed and more wood chips added to the playground.

For the community garden he noted that another weatherproof container from old city hall would be installed at the garden.

Staff continues to address water pressure issues at the garden. A pressure release valve costing approximately \$600-700 may be installed to prevent water hammer effects that have been causing fitting failures.

COMMITTEE MEMBER REPORTS

The committee reviewed a trailhead sign created and donated by Shane Humphrey for the disc golf course. The sign, valued at \$1,500, includes cedar posts and is ready for installation.

Motion by Williams to recommend the City Council accept the donation of a sign from Shane Humphrey. Second by Zierden. Motion carried 4-0.

The committee discussed fundraising efforts for the disc golf course and development of a parks foundation. Kim Slipy reported that the foundation would need \$20,000 in seed money and would operate as a 501(c)(3), allowing for both endowed (invested) and non-endowed (spendable) funds.

The committee also discussed municipal fund accounting principles and how donations and revenues are handled in the city budget system. Members expressed interest in obtaining more detailed financial information about park revenues and expenditures to better understand their budget.

ADJOURN

Motion by Slipy to adjourn at 6:06 pm. Second by Williams. Motion carried 4-0.

Submitted by, Deb Runksmeier
Deputy City Clerk

DRAFT

Breezy Point Park Master Plan

October 9th 2025

Welcome & Project Team

Widseth's multidisciplinary team brings together technical expertise and creative vision to deliver a successful master park plan. Through each phase of this project, it is our mission to work collaboratively and closely with the City's Park and Recreation Committee and community stakeholders. We will develop a comprehensive plan that can be used as a roadmap to make this project come to life.



Jillian Reiner, Landscape Architect
Project Manager
Jillian.Reiner@widseth.com



Nick Peterson
Engineer In Training, City Engineer



Ryan Hermes
Landscape Designer



Zoe Hoffman
Landscape Designer

Project Vision & Goals

▶ The Purpose

- ▶ To explore future opportunities and programs for Breezy Point Park that are equitable, accessible, and provide a space for the community to gather

▶ Our Process

- ▶ We will work alongside the Breezy Point Parks & Recreation Committee and community stakeholders to collaboratively develop a roadmap for the future of Breezy Point Park.

▶ Why do we need a master plan?

- ▶ Master plans can be a useful tool to identify a community's needs and desires, pinpoint recreational gaps and opportunities, and chart a path forward for sustainable development.

- ▶ **Vision Statement:** Breezy Point Park will protect and preserve its unique natural assets while enhancing opportunities for recreation, connection, and year-round enjoyment. As a welcoming destination for all age groups, the park will strengthen the City's identity, contribute to its long-term attractiveness and vitality, and provide a balance between ecological stewardship and community use.

▶ Key goals

- ▶ Park Accessibility
- ▶ Increased Recreational Opportunities
- ▶ Strengthen Community Identity
- ▶ Sustainability & Maintenance

Master Plan Process Overview

TASK 1: PRELIMINARY SITE DESIGN

PARK & RECREATION MEETING, SITE VISIT	Attend meeting, site review, establish goals & timeline
BASE MAP & SITE ANALYSIS	Create existing conditions map, review site utilities/infrastructure
CONCEPTUAL DESIGN DEVELOPMENT	Develop 3 high level concept alternatives and supporting graphics to convey ideas
DEVELOP PREFERRED MASTER PLAN	Develop preferred master plan prepare maps & supporting high level 3D renderings for public open house
HIGH LEVEL COST ESTIMATE FOR PREFERRED OPTION	Create high-level estimates based on concepts
PUBLIC OPEN HOUSE PREPARATION	Prepare boards, visuals, and handouts
PRESENTATION AT PUBLIC OPEN HOUSE	Attend open house, facilitate discussion
OPEN HOUSE FEEDBACK SUMMARY	Compile feedback for presentation to Park & Recreation Committee

TASK 2: FINAL MASTERPLAN

FINAL PLAN REFINEMENT	Synthesize data, integrate feedback, finalize preferred plan
RENDERINGS & HIGH-RESOLUTION GRAPHICS	Update final visual materials – 3D photorealistic rendering
WRITTEN NARRATIVE	Compose project summary, goals, public input, design intent
PARK COMMITTEE PRESENTATION	Prepare and present compiled plan for review

TASK 3: FUNDING STRATEGY

GRANT RESEARCH & STRATEGY	Identify relevant grant programs and funding partners
BUDGET PLANNING	Incorporate \$50K annual budget, outline cost/funding strategy
FINAL FUNDING REPORT	Prepare summary report and recommendations
SUBMIT TO THE CITY FOR FINAL REVIEW	Prepare and present compiled plan for review

Park Opportunities & Challenges

Spread over roughly 14 acres, Breezy Point Park provides volleyball and basketball courts, a baseball field, community gardens, playground equipment, and picnic pavilions.

Challenges

- ▶ Visibility from the road is limited and may be difficult to locate for new visitors
- ▶ Expansive site with large portions that are underutilized
- ▶ Adjacent to Co. Rd. 11
 - ▶ Busy & difficult for pedestrians to cross
- ▶ Relatively flat site
- ▶ Limited ADA access
 - ▶ Minimal trails & Circulation
- ▶ Funding

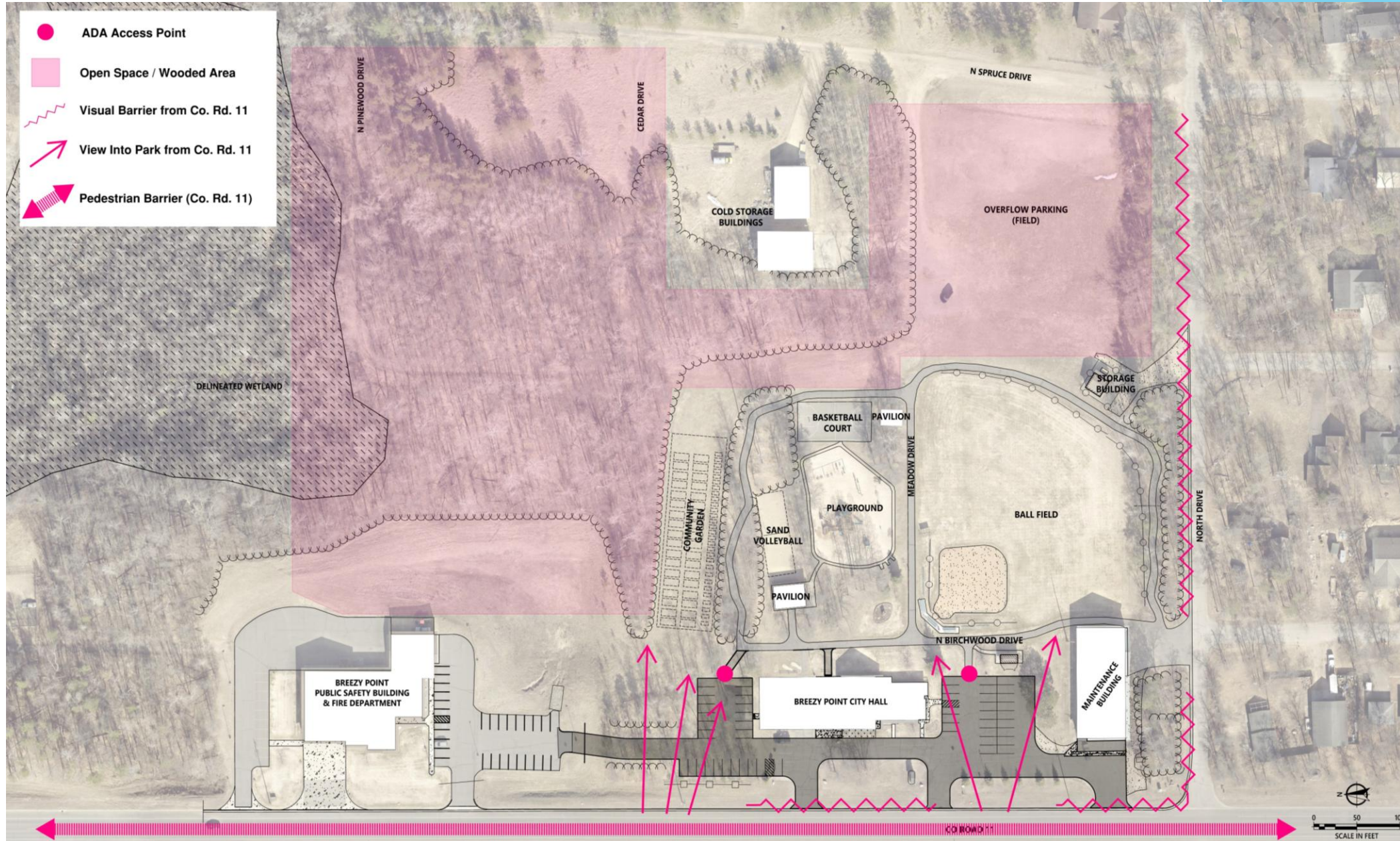
Opportunities

- ▶ Mature site trees
- ▶ Provide additional amenities for visitors
 - ▶ Benches, bike racks, water fountain
 - ▶ Spaces for passive recreation like hammocking, open-space, nature play areas and walking trails
 - ▶ Year-round restroom
 - ▶ Pickleball
 - ▶ Additional Parking
- ▶ Increase park visibility through additional signage
- ▶ Improve ADA Access & pedestrian routes
 - ▶ Within park
 - ▶ Across Co. Rd. 11

Existing Conditions



Challenges



Next Steps & Discussion

- ▶ Next Steps
 - ▶ Compile Feedback
 - ▶ Develop Preliminary Master Plan & Visuals
 - ▶ High-Level Estimates for Future Funding
- ▶ Open discussion /Q&A

Thank You!



PARK AND RECREATION MEETING

AGENDA ITEM

Section 6, Item A.

Prepared By: <i>Joe Zierden, Public Works Supervisor</i>	Meeting Date: <i>10/9/2025</i>	Item Name: <i>Community Garden Update</i>
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BACKGROUND/DISCUSSION

- The Community Garden guidelines and application were updated based on experience gained from the first season in operation. Generally, the guidelines/application was simplified and streamlined to lessen confusion.
- Automatic watering system is in reliable operation. The problem stemmed from city hall's domestic water supply exceeded plumbing code maximum allowable pressure. A pressure reducing valve was installed correcting the over pressure issue for the irrigation system and building.
- Eight 32 inch raised beds and two picnic tables were installed.

SUPPORTING DOCUMENTS



City of Breezy Point

COMMUNITY GARDEN GUIDELINES

ALL GARDENERS ARE ENCOURAGED TO ATTEND THE GARDEN ORIENTATION MEETING IN MAY. YOU WILL BE NOTIFIED BY EMAIL AND THERE WILL BE A POSTING AT CITY HALL WITH THE DATE AND INFORMATION.

PLOT FEES

- Resident: \$40.00
- Non-Resident: \$50.00

PLOT RESERVATION

Applications for garden plots will be accepted according to the table below, with priority given to Breezy Point Property Owners. Each application is limited to one plot per property owner, at this time. All assignments will be made by May 1.

Reservation Type	Open Application	Close Application
Garden Plot Renewals	February 2, 2026	February 27, 2026
New Garden Plot	March 2, 2026	March 27, 2026
Non-Breezy Point Property Owner	April 15, 2026	April 30, 2026

After the initial year and in subsequent years, unless otherwise revised, the City will offer returning gardeners (City of Breezy Point property owners) in good standing an opportunity to apply for priority renewal. Gardener's may only reserve the same plot/raised bed for the following year if request is made during the application period. If existing gardeners want a new plot, it will be treated as a new garden plot reservation.

If there are unreserved plots after March 27, the reservation application will be extended to non-Breezy Point property owners starting April 15.

Garden Sizes: (5) 17" High, Raised Beds (8' x 4')

(26) 32" High, Raised Beds (8' x 4')

(36) 10' x 18' Plots

GENERAL RULES AND GUIDELINES

- The Breezy Point Community Garden will be open between the dates of May 1 and October of the calendar year. Park hours of operation are limited to 6:00 AM to 9:00 PM daily.
- Plants and vines must not interfere with or shade neighboring plots in any manner.
- Soil must be removed to the maximum possible degree from weeds and plants before placing in disposal bin.
- All vegetation must be removed by October of the calendar year with all plant materials composted or disposed of per the rules and regulations outlined here.
- All support systems (trellis, cages, etc.) must be removed by October.
- No planting or growing of cannabis and/or marijuana of any kind is allowed.
- No planting of perennials is allowed in individual plots or raised beds (ex. Strawberries, rhubarb, chives, mint, etc.).

MAINTENANCE OF GARDEN AND PLOTS

- Plants must be maintained on a regular basis, kept within the limits of the rented garden plot, and must be legally permissible under MN State, County, and City regulations.
- Only organic gardening methods are permissible. No use of commercial fertilizers, pesticides, herbicides, or fungicides are permitted unless specifically labeled to contain only organic ingredients.
- Rented plots, and all adjoining pathways and fence lines, must be kept free of weeds, rocks, pests, and diseases by the renter.
- All trash, litter, and other materials that are not composted, and will be disposed of offsite.
- On site gardening tools are available for use on a first come first serve basis. If a gardener desires a specific tool or wishes to utilize a tool while none are available, they must provide their own. All tools must be cleaned and returned to the tool rack after use.
- Gardens may be flagged for lack of plot maintenance. Lack of management consists of improper weeding, watering, and removal of diseased or dying vegetation. Complaints can be made at City Hall during regular office hours and will be handled as follows:
 - a. Complaint must be provided in written form to City Hall or email the maintenance department at publicworks@cityofbreezypointmn.us. The complainant must identify the plot number and the reason for their complaint.
 - b. A member of City Staff will evaluate the situation, and if necessary, notify the renter via email or text, to remedy the issue within one week.

- c. Should the issue fail to be resolved within that week, a second notification will be sent to the renter the following week.
- d. If issue(s) remain unresolved by the third week the plot will be cleared and tarped for the remainder of the growing season. The renter will be notified of the closure of their plot and will be unable to reserve a plot for use in the concurrent year.
- If a Gardener is unable to maintain their plot for any reason, they must contact the City Staff via email at: publicworks@cityofbreezypointmn.us or 218-562-4441.

WATERING OF GARDEN AND PLOTS

- Water usage must be limited to the system provided by the City of Breezy Point. Individual sprinklers are not allowed on the premises and gardeners must remain present while watering their gardens.
- Renters must remain present during the watering of a plot and related hoses and/or tools must be returned to the appropriate rack after use. Instances of overwatering or mishandling of equipment can be reported to City Hall in writing.
- Any leaks or other mechanical problems with watering systems must be reported to staff at City Hall as soon as is safely possible. Call 218-820-8809 after hours.

DISPOSAL OF MATERIALS.

- Renters must dispose of all weeds and plants in the provided bins.
- All personal waste, such as pots and non-garden waste, must be removed from the facility and disposed of offsite.

MISCELLANEOUS GARDEN RULES

- All children under the age of 16 must always be accompanied by an adult who can monitor their behavior and location.
- The following items are prohibited on the Garden facility premises:
 - a. Alcohol/illegal drugs
 - b. Firearms (Except as allowed by MN State Statute)
 - c. Pets or animals
 - d. Smoking and/or vaping
 - e. Use of Fireworks
 - f. Fires of any kind

