



PARKS AND RECREATION COMMITTEE MEETING

Thursday, September 10, 2026 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. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PICKELBALL FUNDRAISING OPPORTUNITES**
- 5. APPROVAL OF MINUTES**
[A.](#) July 9, 2026 Parks and Recreation Committee Minutes
- 6. 2027 FINAL PARKS AND RECREATION BUDGET**
[A.](#) Budget 2027
- 7. GRANT OPPORTUNITES AND TIMELINES**
[A.](#) 2027 Timeline
- 8. STAFF REPORTS**
- 9. COMMITTEE MEMBER REPORTS**
- 10. ADJOURN**

Breezy Point Parks and Recreation Committee Meeting Minutes July 9, 2026, 5:00 PM

The meeting was called to order at 5:01 pm by Chair Arne.

The Pledge of Allegiance was recited by the attendees.

Roll Call was conducted with members Gail Arne, Deanne Trottier and Diane Williams in attendance and Kimberly Slipy joining remotely. Megan Zierden was absent. Staff present included City Administrator Allie Polsfuss and Public Works Director Joe Zierden.

Approval Of Minutes

The May 14, 2026 meeting minutes were briefly reviewed.

A motion was made by Arne and seconded by Slipy to approve the May 14, 2026 meeting minutes. The motion carried unanimously.

Parks Master Plan Phase 1 Priorities

Staff provided an overview, noting that the June 1 city council presentation of the master parks plan had been well received with positive feedback. The committee discussed the current 2026 capital parks budget of \$30,000, with staff proposing an increase to \$60,000 for 2027. A long-term goal of reaching a \$100,000 annual budget was mentioned, with the intent of eventually leveraging bonding to accelerate completion of the master plan. Staff also proposed adding \$10,000 to the operating budget annually for professional grant writing services through Jillian/Widseth, noting that the cost was a worthwhile investment given the potential to secure significant grant funding.

A question was raised regarding recently approved park dedication fees and whether those revenues factored into the budget. Staff clarified that park dedication funds are typically earmarked for purchasing tax-forfeited land, though they can be used for other parks-related purposes. The current balance in that account was estimated at approximately \$25,000–\$30,000 prior to a recent land purchase.

A brief discussion arose about whether the committee should restructure as a board rather than a committee, particularly as the budget grows. Staff noted that committees are recommending bodies without direct approval power, while commissions and boards carry more authority. It was generally agreed that a board structure would make more sense if the city eventually hired a full-time recreation coordinator, and that the distinction was largely semantic at the city's current size.

Regarding phase 1 priorities, it was noted that pickleball courts had been inadvertently omitted from the phase 1 cost estimate document due to an administrative error, as the concept plan had been updated after the estimates were prepared. Staff confirmed the pickleball court estimate was approximately \$270,000. One member expressed that pickleball courts and park trails were her top two priorities, noting that pickleball in particular is a facility the city currently lacks. It was also acknowledged that pickleball courts would require trail access, making the two items closely linked.

The committee discussed that the sequencing of construction work — such as tree removal, excavation, and trail routing — would largely be determined by staff and engineering rather than the committee, and that grant availability would also help dictate priorities. Staff confirmed they would reach out to Jillian after the preliminary budget is approved in early September to begin the grant writing process and explore what grants may be available and applicable in the near term.

A question was raised about the status of a potential 501(c)(3) organization that had been previously discussed. Staff indicated they were not prepared with an update but committed to following up on it.

Project Updates and Preliminary 2027 Projects

Staff reviewed the 2026 budget expenditures, noting that paving connecting the community garden to the existing trail network had recently been completed, new rule signage had been installed at key parks including the disc golf course parking lot, agar lime had been applied to the ball field, and two to three loads of wood chips had been added at a cost of approximately \$2,500. Staff noted that remaining 2026 budget would likely be consumed by continued signage work.

For 2027, staff noted that maintenance items such as trail washout repairs and rubber keypads at the disc golf course would be moved to the operating budget rather than the capital budget, reflecting a shift in how routine maintenance is handled going forward. The capital budget is intended to focus on master plan priorities for items over the \$5,000 threshold.

Staff also briefly mentioned ongoing discussions around GIS mapping for the city's parks and facilities. While no firm plans were in place, it was identified as a broader city direction being explored with the new city planner. A drone mapping update for the disc golf course was mentioned as something that had been looked into previously but set aside due to high costs.

Staff noted that city hall grounds would receive some maintenance work in the fall, including regrading to address drainage issues.

Committee Member Reports

One committee member reported that she had spoken with three pickleball community members who remained enthusiastic about the project. She noted the challenge of organizing fundraising efforts given that many interested parties are seasonal residents, and suggested a future public meeting could help gauge broader community interest among year-round residents.

Adjourn

A motion was made by Trottier and seconded by Williams to adjourn the meeting at 5:38 pm. The motion carried unanimously.



PARKS AND RECREATION COMMITTEE MEETING

AGENDA ITEM

Section 6, ItemA.

Prepared By:

Joe Zierden Public Works Supervisor,
Allie Polsfuss, City Administrator

Meeting Date:

September 10, 2026

Item Name:

2027 Preliminary Budget

BACKGROUND

The City of Breezy Point Council will be approving their preliminary 2027 budget on 9/14/2026. Below is the parks and recreation operating budget. Staff does not anticipate the parks and recreation budget being adjusted significantly before final adoption in December.

OVERVIEW

Parks & Recreation (Operating)					
	45100	Description	2025 Actual	2026 Budget	2027 Budget
192	41100	Compensation	22,059	37,733	61,760
193	41101	Admin Wages	3,058	19,000	0
194	41115	Seasonal Part Time	0	8,500	8,375
195	41120	Full-time Employee Overtime	215	500	500
196	41200	FICA & Medicare	1,791	4,500	5,410
197	41205	Paid Health & Dental Insurance	4,683	9,500	9,850
198	41220	PERA	1,800	4,610	5,100
199	41225	Life Insurance	66	76	90
200	41227	State Unemployment Tax	0	306	0
201	41228	MN Paid Leave Tax	0	0	315
202	41230	Worker's Comp	609	3,100	2,000
203	41308	Professional Services	5,485	5,000	20,000
204	41400	Office Equipment	0	250	0
205	41401	Maintenance Buildings	235	500	525
206	41405	Landscaping	10,907	5,000	5,000
207	42312	Motor Fuels	925	2,500	1,500
208	42315	General Operating Supplies	5,251	5,000	6,000
209	42360	Liability Insurance	242	275	275
210	42362	Property Insurance	6,160	2,000	3,100
211	43228	Equipment Rental	95	500	500
212	45530	Beach Improvements	755	500	500
213	47580	Equipment Outlay	0	500	500
214	47590	Capital Outlay	3,597	0	0
215	49720	Transfer to Other Account	0	0	0
216	49721	EOY Fund Balance Transfer	0	0	0
		Total Parks & Recreation Expenditures	67,932	109,850	131,300

A few items to note:

- Line 203
 - Budget \$10,000 for Widseth Grant Writing Services
 - Budget \$5,000 for Paul Bunyan Video
- CIP budget
 - \$60,000 to be used for grant match or carrying forward for master plan phase one.

STAFF RECOMMENDATION

No action needed, but staff is available to answer any questions the committee may have.



PARKS AND RECREATION COMMITTEE MEETING

AGENDA ITEM

Section 7, ItemA.

Prepared By: <i>Joe Zierden Public Works Supervisor, Allie Polsfuss, City Administrator</i>	Meeting Date: <i>September 10, 2026</i>	Item Name: 2027 Timeline
---	---	---

BACKGROUND
City staff met with representatives from Widseth to review various grant opportunities available during the next funding cycle that are applicable to phase one of the parks master plan.

Staff have also met internally to discuss and develop a plan and timeline for 2027 to ensure the Committee is informed of the City’s overall strategy for Parks and Recreation projects and funding.

OVERVIEW
Attachment A provides an overview and timeline for 2027, including the anticipated projects and various funding opportunities available throughout the year.

Staff is also proposing that the Parks and Recreation Committee move to an “as necessary” meeting schedule based on the projects and funding opportunities underway next year. Staff proposes scheduling regular Committee meetings for February, April, August, and November 2027.

This approach will allow meetings to remain productive, informative, and focused on the items that require Committee input or action. Staff will propose additional meetings as needed when projects, funding opportunities, or other items arise that require Committee discussion.

The proposed schedule will also allow staff and the Committee to remain focused on completing the primary projects and tasks associated with Parks and Recreation throughout the year.

STAFF RECOMMENDATION
Staff recommends that the Committee discuss the proposed 2027 timeline and meeting schedule and ask questions regarding the various funding opportunities and proposed approach.

Park & Recreation At a Glance

2027 Tentative Timeline

Project strategy and committee milestones for tracking parks and recreation activities

January

- Approve the Widseth contract for grant writing services (Council action.)

February

Parks Committee meeting

March

- Funding Opportunities

MN DNR Grant

Due March 31, 2027

Strategy	Target the initial phase around the pickleball courts and core park improvements
Funding	Up to 50% of eligible costs · \$50,000–\$500,000 grant (local match required)

April

Parks Committee Meeting

August

Parks Committee Meeting

- Funding Opportunities

Bernick Family Foundation Grant

Accepting July 1 – August 31

Strategy	Program priorities include fitness and well-being — support for activities that build active lifestyles. Pursue as a complementary source for the natural playground.
Funding	\$5,000–\$40,000

Sourcewell Impact Grant

Deadline September 31, 2027

Strategy	Funding for parking, access, and the nature playground.
Funding	Up to \$50,000

Sourcewell Impact Grant

Deadline September 31, 2027

Strategy	Funding for parking, access, and the nature playground.
Funding	Up to \$40,000 (25% local match)

November

Parks Committee Meeting

Timeline is subject to change and is for planning purposes only.