



# PARKS AND RECREATION MEETING

**Thursday, May 08, 2025 at 5:00 PM**

Public Safety Building | 8361 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**  
  
[A.](#) April 10, 2025 Parks and Recreation Meeting Minutes
5. **REQUEST FOR PROPOSAL PARK MASTER PLAN**  
  
[A.](#) Parks Master Plan RFP
6. **STAFF REPORTS**
7. **COMMITTEE MEMBER REPORTS**
8. **ADJOURN**

**City of Breezy Point  
Parks and Recreation Committee  
April 10, 2025 – 5:00 pm  
Meeting Minutes**

**Walk Through "City Campus"**

Committee meeting at 5:00 pm and walked around the City Hall Parks Campus.

**Call to Order**

The meeting was called to order at 5:46 pm.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call**

Roll call was conducted. Toft, Miller, Slipy, Arne, Williams, and Zierden were present. Trotter was noted as absent. Staff present included Public Works Supervisor Joe Zierden and Deputy Clerk Deb Runksmeier.

**Approval of Minutes**

**March 13, 2025 Parks and Recreation Meeting Minutes**

The committee reviewed the March 13, 2025 Parks and Recreation Meeting Minutes. A motion by Zierden was made to approve these minutes, Second by Miller. Carried 6-0

**April 1, 2025 Parks and Recreation Workshop Minutes**

The committee discussed the April 1, 2025 Parks and Recreation Workshop Minutes. A committee member requested an addition to be made regarding the community center, noting that it was mentioned in the last paragraph but not listed in the list on page 5. The committee also discussed adding bullet points for natural play spaces.

Williams moved to approve the April 1, 2025 Parks and Recreation Workshop Minutes with the additions of bullet points for the community center and natural play spaces. Slipy seconded the motion. The motion passed 5-1, Toft opposed.

## Summary of Council Discussion

The committee chair Arne provided a summary of the recent council discussion. They reported that the community garden project was progressing well, with most plots sold and one being held in reserve. The committee received an additional \$1,500 grant from the county SHIP program. An article about the project was featured in Lakes Country Journal, which the council was not previously aware of. The committee also received donations from Ace and the Crosslake Community Garden.

The chair mentioned that they had presented their plans to the council, including discussions about pickleball courts, other amenities, and trails. The council agreed to allow the committee to seek bids for a concept plan map. The presentation was well-received, with no negative comments from the council. The council expressed appreciation for the committee's work on the garden project, research, and grant applications.

The committee discussed the timeline for upcoming tasks, including sending letters to potential partners and creating a map of the proposed plans.

## City Campus / Master Plan Discussion

The committee discussed the development of a master plan for the city campus. They considered the option of issuing a Request for Proposal (RFP) for the project. The committee debated the pros and cons of using an RFP process versus working directly with their current city engineer, Widseth.

Committee members discussed the potential benefits of an RFP, including transparency, competitive pricing, and the possibility of finding new innovative ideas. They also considered the advantages of working with Widseth, such as their familiarity with the city's needs and their experience with grant writing for DNR projects.

The committee decided to invite representatives from Widseth to their next meeting to discuss the project further. They also planned to gather more information about the RFP process and sample RFPs from other municipalities.

The committee discussed the timeline for the project, considering the July 1st deadline for the Sourcewell grant application. They tentatively scheduled a workshop for May 22nd to further discuss the RFP process and make decisions after receiving more information at their next regular meeting.

Committee discussed scheduling a Parks and Recreation workshop on May 22nd at 5:00 PM to further discuss the RFP process and make decisions regarding the master plan.

## **Staff Reports**

Joe Zierden provided an update on the community garden project. He reported that the garden was on budget and should be open on time. There was approximately \$1,500 left in the budget, not including rule signs. The garden would have labeled plots, tools available for use, wagons with large tires for carrying plants, and wheelbarrows. The water supply was not yet complete but was expected to be finished soon.

The committee discussed the opening date for the garden, tentatively set for May 1st, with a mandatory meeting for gardeners scheduled for May 7th at 5:30 PM at the pavilion. They also discussed the need for locks on the gates and limiting vehicle access to the garden.

## **Committee Member Reports**

Kimberly Sliply reported on discussions with the Initiative Foundation about starting a project fund or community fund for Breezy Point. This fund could potentially be used for park and recreation projects without the need to establish a separate 501(c)(3) organization. The Initiative Foundation expressed interest in meeting with a team of people to help get the fund started.

The committee discussed the benefits of working with the Initiative Foundation, including back-office support, compliance management, and the ability to focus on fundraising and community events rather than administrative tasks. They also discussed the possibility of involving other community groups, such as the women's club, in fundraising efforts for park projects.

The committee member volunteered to participate in the initial meeting with the Initiative Foundation to explore this opportunity further.

## **Adjourn**

The meeting was adjourned at 6:31 pm.

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**REQUEST FOR PROPOSALS  
TO PROVIDE PARK MASTER PLAN FOR THE CITY  
OF BREEZY POINT**

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**City of Breezy Point  
Crow Wing County  
State of Minnesota**

**May 5, 2025**

**I. SUMMARY**

Breezy Point is requesting proposals to provide park master planning services for the City. Proposals must be received no later than noon on Friday, May 30, 2025. Proposals should be sent to:

CITY OF BREEZY POINT  
8319 County Road #11  
Breezy Point, MN 56472

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Breezy Point shall not be liable for any losses incurred by the bidders throughout this process.

**II. GENERAL INFORMATION**

Breezy Point is both a tourist-oriented City and a residential City. Visitors from around the world come to enjoy the lakes area and participate in the recreational opportunities that are offered here.

**III. SCOPE OF SERVICES**

**Project Scope Tasks / Line Items:**

Project Task items are to be bid on a lump sum basis. If a project item is not needed it will not be paid for. Line items / tasks that are completed will be paid for upon completion. All costs for mileage, accommodation, printing and other incidentals shall be incorporated into the lump sum cost for the Task. No separate payments will be made. The firm can submit monthly invoices to the City Administrator Clerk/Treasurer for approval and payment.

**Task 1: Site Visit, Meeting with Park & Recreation Committee and Preliminary Master Plan Design**

The project team will conduct a site visit to the Breezy Point City Park Campus site and meet with Park and Recreation Committee. This visit may include the participation of public officials and the public. The primary goal is to create a project base map and establish an understanding of the physical condition of the study area. Using the information gathered in the background research and the site visit, the firm will develop 3 options to address the established goals and objectives of the project team.

The selected firm is tasked with developing a Preliminary Master Park plan from the 3 options presented to the project team, the chosen plan may be one of the presented options or a combination of the presented options. This plan will be presented to the public at an open house. The firm is required to attend this meeting to discuss the plan with the public. Using input from this meeting and from other public outreach activities, the firm will develop the final master plan.

**Deliverables for Task 1**

- 1. Site Visit, Park & Recreation Meeting, Determine Project Timelines
- 2. Site Maps, Renderings, and High-Level Cost Estimates of the plan.
- 3. Presentation to public open house.
- 4. Compiling open house feedback on Preliminary Master Plan.

**Task 2: Compiling of the Master Plan.**

Building upon the Preliminary Master Plan and public input obtained in Task 1, the selected firm will undertake the comprehensive compilation of the Park Master Plan. This phase involves synthesizing all relevant details, incorporating public feedback, and refining design elements to create a cohesive and detailed blueprint for Breezy Point Park Master Plan.

The firm will work on consolidating the Park Master Plan ensuring the plan reflects the Park and Recreation Committees goals and objectives. Special attention should be given to addressing any concerns raised during the open house and incorporating community input. The Park Master Plan compilation should include detailed site maps, renderings, and high-resolution graphics to effectively communicate the proposed elements.

**Deliverables for Task 2:**

- 1. Compiled Park Master Plan document incorporating finalized conceptual designs.
- 2. Detailed site maps, renderings, and high-resolution graphics.
- 3. Written narrative providing context, rationale, and alignment with project goals.
- 4. Presentation of the compiled Park Master Plan to the Park and Recreation Committee for review and approval.

**Task 3: Identify Future Funding Sources**

In this task, the selected firm will conduct a thorough exploration of potential funding sources to support the implementation of the Breezy Point Master Park Plan. The objective is to identify diverse funding opportunities, grants, and partnerships that align with the project's scope and objectives. Identify and evaluate relevant grants at the local, state, federal level, in addition to \$50,000 annual project budget that could contribute to the development and enhancement of Breezy Point City Hall Campus Master Park Plan. This includes exploring grants specifically tailored to recreational development and environmental initiatives.

**Deliverables for Task 3:**

- 1. Report detailing identified funding sources, including grants, partnerships, community engagement strategies and \$50,000 annual project budget.
- 2. Financial plan outlining estimated costs and potential funding allocations.

**IV. Summary**

| Task | Description | Price (LS) |
|------|-------------|------------|
|------|-------------|------------|

|             |  |  |
|-------------|--|--|
| 1           | Task 1: Site Visit, Meeting with Park & Recreation Committee and Preliminary Master Plan |  |
| 2           | Compiling of the Master Plan   |  |
| 3           | Identify Future Funding Sources  |  |
| Total Price |  |  |

| Task | Additional Tasks  | Price (LS) |
|------|---|------------|
| A1   | Additional surveying of the site                                |            |
| A2   | Additional public input   |            |
| A3   | Additional in person meeting with Park and Recreation Committee |            |

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|-------------------|--------------|
| RFP Questions Due | May 22, 2025 |
| Proposal Due      | June 2, 2025 |
| Selection         | June 4, 2025 |

**V. Proposal Requirements**

You are invited to submit a 5 page or less proposal to the attention of Joe Zierden, Public Works Supervisor at 8319 County Rd. 11, Breezy Point, MN 56472. The submittal should include any information which may help in the selection process, including but not limited to; key project personnel, their backgrounds, and their portion of the project they will be responsible for and other similar projects your firm has completed in the recent past. Lengthy submittals of general company information are not necessary. Any sub-consultants needed to complete the professional services requested must be listed. The proposal must include a cost and schedule for each line item listed in the proposal.

**• Inquiries**

Prospective service providers may submit questions by e-mail or telephone to:

CITY OF BREEZY POINT  
 Joe Zierden, Public Works Supervisor  
 8319 County Road #11  
 Breezy Point, MN 5647  
 Phone: 218-820-8809  
 E-mail: [jzierden@cityofbreezypointmn.us](mailto:jzierden@cityofbreezypointmn.us)

**VI. Selection**

The proposals will be reviewed by the Park and Recreation committee, Public Works Supervisor, City Administrator Clerk/Treasurer and will be awarded based upon the factors described.

A 10-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

- Qualifications/experience of the project personnel/team ?%
- Understanding and implementation of the project scope ?%
- Cost ?%

**VII. AWARD NOTIFICATION**

The City will notify in writing the person or persons authorized to represent the prospective service provider, that they were not selected as a finalist.

**VIII. OWNERSHIP OF MATERIALS**

All materials submitted in response to the RFP become the property of the City of Breezy Point. Proposals and supporting materials will not be returned. The City of Breezy Point is not responsible for any costs incurred by the company in the preparation of the proposal.

Respectfully,

Joe Zierden  
Breezy Point Public Works Supervisor

Attachment #1 Site Overview Map