



PARKS AND RECREATION COMMITTEE REGULAR MEETING

Thursday, March 09, 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. CONSENT AGENDA

One action, topics will not be discussed unless removed from consent agenda.

[A.](#) October 13, 2022 Regular Parks & Recreation Committee Meeting Minutes

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

7. NEW BUSINESS

[A.](#) Parks Capital Improvement Plan Review

8. OLD BUSINESS

[A.](#) Community Garden Development Process

[B.](#) Parks Signage Cost Estimates

9. STAFF REPORTS

10. ADJOURN

**Breezy Point Parks & Recreation Committee
Thursday October 13, 2022 – 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. Members present were Gail Arne, Jim McKellar, and Diane Williams. Staff Also present were Administrator/Clerk David Chanski, Assistant Administrator Daniel Eick, Deputy Clerk Deb Runksmeier, Public Works Supervisor Joe Zierden, and Council Liaison Gary Bakken. Naomi Brockhoff and Joe Garcia were absent.

Community Center Discussion

Administrator Chanski explained the goal of the Community Center discussion. The committee is to choose five items of importance for at community center to have and then rank them. These items will be given to the engineer.

Gym
Pool
Walking Track
Weight room / fitness machines
Multipurpose Meeting room
Daycare / Child entertainment

Sandy Logelin gave a presentation for possible community garden.

General Parks Updates

Public Works Supervisor Joe Zierden reported on the disc golf course and park maintenance.

Meeting adjourned 6:18 p.m.

Submitted by Deb Runksmeier, Deputy Clerk

**Breezy Point Parks & Recreation Committee
Thursday February 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 5:02. Members present were Sandra Logelin, Jim McKellar, Bill Toft, Deanne Trottier, and Diane Williams. Staff Also present were Administrator/Clerk David Chanski, Assistant Administrator Daniel Eick, Deputy Clerk Deb Runksmeier, Public Works Supervisor Joe Zierden, and Council Liaison Michael Moroni. Gail Arne was absent.

Sandra Logelin, Bill Toft, and Deanne Trottier took their Oath to Office.

Election of Officers

MOTION WILLIAMS/TOFT TO NOMINATE MEGAN ZIERDEN FOR THE PARKS AND RECREATION CHAIR FOR 2022, MOTION CARRIED 6-0

MOTION WILLIAMS/TOFT TO NOMINATE SANDRA LOGELIN FOR VICE CHAIR OF THE PARKS AND RECREATION COMMITTEE FOR 2022, MOTION CARRIED 6-0

Community Garden

Joe Zierden reviewed information of what the cost and supplies would be needed to construct a city owed community garden. Administrator Chanski explained the process of how to get a project like this in the budget.

Disc Golf Course

Public Works Supervisor Joe Zierden reported on the disc golf course status of the expansion.

MOTION WILLIAMS/MCKELLAR TO HAVE STAFF RESEARCH NO ALCOHOL SIGNAGE, MOTION CARRIED 6-0

Adjourn

MOTION TROTTIER/WILLIAMS FOR MEETING TO ADJOURN AT 5:42 PM, MOTION CARRIED 6-0

Submitted by Deb Runksmeier, Deputy Clerk

TO: Parks & Recreation Committee

FROM: David Chanski, City Administrator/Clerk

RE: Parks Capital Improvement Plan Review

DATE: March 7, 2023



Background

Over the years, the Parks and Recreation Committee has developed and maintained a capital improvement plan (CIP) for the City's parks. The CIP was last modified in 2020 and is attached. As such, staff believes that the Parks & Recreation should review and update the CIP.

For the March 9 meeting, staff will simply walk the Committee through what projects have been completed. Staff then requests that the Committee further review the plan for discussion on future priorities beginning at the April 13 meeting.

Breezy Point Parks
Capital Improvement Plan
2020 revised 8/26/19

Cost for equipment has variable shipping costs depending on location, quantity, and weight. Prices listed assume some shipping cost and higher quality purchases. Improvements in most instances have not been formally estimated. Estimates are subject to change. On an annual basis the Park and Recreation Committee should review this Capital Improvement Plan for parks and update it as needed.

5 Year Plan

The Revolving Capital Fund has park reserves for capital expenditures. These funds are designated as Parkland Dedication and Park Capital. Each year funds are also budgeted for capital improvements. Available funds are:

Parkland Dedication	\$33,403
Park Capital	<u>\$85,823.91</u>

Park Properties

City Park {} Breezy Point Drive Park {} Swimming Beach {} Disc Golf Course {} Channel
Park Fishing Dock {} North Drive Boat Landing {} Four Seasons Trail Park

Projects will be undertaken as revenues are available and council approval is given. Interest earnings will be posted on an annual basis. Donations, grants or other revenue sources will be used to augment funding when available.

2015 Improvements	Cash Flow
	\$14,000
Disc Golf Course-	(\$9,132)
WeeNotes Melody and Piper	(\$3,900)
Trana Masonry- Sidewalks	(\$848.88)
Fishing Boardwalk Plaque	(\$211.29)

2016 Improvements \$15,000

Disc Golf Course	(\$6,887)
Trana Masonry- Bleacher Slabs	(\$1,998)

2017 Improvements – General Fund Revenues \$15,000

Enhance Disc Golf Course- Engraved Rock Tee signs	(\$630)
Tee Boxes – Timber and Hardware	(\$1,273.62)
Equipment Rental	(\$1,109.75)
Expansion of Parking Area - gravel	(\$670.26)
Fuel oasis oil	(\$200)
Fishing Boardwalk floats/railing and hardware	(\$14,051.26)
Bigfoot Slide	(\$4,827.99)

Four Seasons Trailhead Sign	(\$ 2,500)
2 Harmony Park Musical Instruments	(\$10,000)

2018 Improvements – General Fund Revenues \$16,000

Expansion of fishing pier/boardwalk	(\$15,300)
6 Parking Spots (160 ft.)	\$10,500
Sidewalk 160 by 5 ft.	\$ 4,800
Expand Trail at City Park 8 ft. wide \$50/ft.	(\$10,000)
Backflow preventer park bathroom	(\$1,416)
Pavilion Painting	(\$3,175)
Disc Golf trash cans	(\$643.00)
Disc Golf Signs	(\$215.53)
Disc Golf Benches	(\$1,485.64)
Balance	\$53,162

2019 Improvements – General Fund Revenues	<u>\$42,000</u>
Balance	<u>\$95,162</u>
City Park Master Site Plan	(\$15,000)
25 ton ball field aggregate delivered	\$1,200
Replace 10' of sidewalk bordering playground with reinforced concrete	\$800
Fishing Boardwalk metal sign	(\$105)
Disc Golf Kiosk	(\$830.70)
Beach Buoys	(\$1,460.38)
Nisswa Dock 3 dock sections and 2 stairs	(\$4,030.00)
Anderson Brothers Crack Seal and Poly patch trails	(\$2,912.01)
Balance	<u>\$85,823.91</u>

2020 Improvements –

New playground equipment City Hall Park	\$95,000
Community center feasibility study	
Plan and design Disc Golf Course Expansion	\$1,000
Disc Golf Course Improvements	\$10,000
Install steps; expand holes; concrete tee boxes	

2021 Improvements –

Boat Landing- New dock	\$5,000-\$9,000
Disc Golf Course Expansion	\$30,000-90,000
Follow up on feasibility study	
Breezy Point Drive Park- Plan for new equipment	

2022 Improvements-

Breezy Point Drive Park- New equipment	\$18,000
Continue previous projects if needed.	

2023 Improvements

Little League Ball Field

Excavation for Little League Ball Field	\$ 5,000
Irrigation for Ball Field	\$30,000
Turf Establishment – Ball Field	<u>\$12,000</u>
	<u>(\$47,000)</u>

Harmony Park Instrument	\$5,000
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2024 Improvements

Little League Ball Field - Continued

Backstop Fencing – Ball Field	\$ 10,000
Ag-Lime Baseline	\$ 7,500
Player Benches	\$ 5,000
Additional Fencing	<u>\$15,000</u>
	<u>(\$37,500)</u>

Remaining Improvements

Park improvements have been identified for the park system and have been listed by park with an estimated cost. Revenue sources include general fund, donations, and parkland dedication in some situations.

Breezy Point Drive Park

2021-2022 Explore/install new equipment	\$18,000
Replace cedar fencing, entire perimeter and 2 8’ gates	\$1,710

City Hall Park

Long Range

Construct Soccer Fields	\$20,000
(If space is available and a need is expressed.)	

Finish Little League Ball Field

Additional Fencing	\$30,000	
Bleachers	\$10,000 (50 seats)	
Infield Drag	\$10,000	
Parking Area?		\$50,000
Expand Trail at City Park 8 ft. wide \$50/ft.		\$10,000
Harmony Park Instruments		\$20,000
Acquire parcels in city hall campus area – As property and resources are available for purchase.		\$30,000
Build Community Center (fitness center, aquatic center, Library, commercial kitchen and dining/open area) Proposed building would be 20,000 to 30,000 square feet.		\$8,000,000
Bocce Ball Court 13 by 100 feet		\$2,000
Pickle Ball Tennis Courts (Two Courts)		\$45,000
2 – 20' by 24', add border of 4' by 24' @1152 Sq. ft. each, 2 @2304 sq. ft.		

Whitebirch 15 – 16 Parkland

Additional Disc Golf Complex	\$30,000-\$65,000
Mountain Bike Trails	
Pave Disc Golf Parking Area	
Playground	

Four Seasons Trail Park

Long Range

Pave parking area 13,500 sq. ft. @2.75 sq. ft.	\$37,000
Gravel walking trail -- Crushed Asphalt	\$10,900-- \$21,900
• Excavation and shaping, tree cleanup/chipping	\$1,500

- Class 5 @ 2 miles 8’ wide at 2” compacted \$7,000
- Erosion control material \$1,800
- Fuel \$600

Pave walking trail	\$600,000
New trail marking signs	16 @ \$85=\$1,360
Large Road Sign	2 @ 140=\$280

Trails

General Trail Goals

Interconnectivity of city trails with other trails is a general goal of the city. In particular trails linking specific amenities or parkland to parkland areas within the city would hold higher priorities. Trails that facilitate connections to the Paul Bunyan Scenic Byway and Paul Bunyan Trail have a higher priority but outside of jurisdictional boundaries of the city.

Roadway Trails

Trails along or in conjunction with roadways are goals of the city. These are considered long range in accomplishment due to their high costs. When opportunities present themselves they may need to be considered. These can be established in whole or in part as a separate project or in conjunction with a street reconstruction. In considering design for these trails, issues of safety, drainage, grant requirements (if applicable) and available right-of-way or easement shall be factored in determining whether a separated or widened roadway trail will be built.

Revenue sources for trail improvements include: Grants, Road Reconstruction Funds, General Funds, Bonds, Donations and Parkland Dedication. **(\$50/foot – 2015 estimate)**

Long Range

Dove Street, Camping Cluster II to Co. Rd. 4	9260 ft.	\$463,000
Ranchette Drive, Dove Street to Ski Chalet Drive	5200 ft.	\$260,000

Ski Chalet Drive, Ranchette Drive to Co. Rd. 11	6500 ft.	\$325,000
County Road 11 4-way to Paul Bunyan Trail	4.7 miles 24,816ft	\$1,240,800

DRAFT

TO: Parks & Recreation Committee

FROM: David Chanski, City Administrator/Clerk

RE: Community Garden Development Process

DATE: March 7, 2023



During the February 9 Parks & Recreation Committee meeting, the Committee reviewed what discussion has taken place regarding the proposed idea of developing a community garden. City Administrator Chanski also shared that the development of a community garden should come as a budget request from the Committee to the City Council, and such a budget request should be submitted by the end of July.

Below are 5 questions that staff believes should be answered and included in a budget request for the construction of a community garden in 2024:

1. Garden Size/Number of Plats
2. Garden Location
3. Construction Cost and On-Going Maintenance Costs
4. Annual Plat Fees
5. Rules and Regulations

In addition to answering these 5 questions, the Committee should take formal action whether this project should be pursued as no such action has yet to take place.

Including the March 9 meeting, the Parks & Recreation Committee is scheduled to meet 5 times before the end of July (March 9, April 13, May 11, June 8, and July 13). Therefore, staff recommends the following development timeline:

- March 9: Decision to pursue community garden project and determination of initial garden size.
- April 13: Determination of garden location.
- May 11: Review of construction and on-going maintenance costs and discussion of annual plat fees.
- June 8: Discussion on community garden rules and regulations
- July 13: Final review of community garden rules and regulations and direction to send budget request to the City Council.

Committee Action

Staff recommends the Parks & Recreation Committee formally vote to pursue the development of a community garden. Additionally, staff requests that the Committee determine the number of plats that should be included in this initial project phase.

TO: Parks & Recreation Committee

FROM: David Chanski, City Administrator/Clerk
Joe Zierden, Public Works Supervisor

RE: Parks Signage Cost Estimates

DATE: March 7, 2023



Background

During the February 9 Parks & Recreation Committee meeting, the Committee requested staff to bring back cost estimate for the installation of signage on all park lands.

Existing Signage

The public beach sign measures approximately 20"x30" and the brush site sign measures 36"x48". The beach sign cost approximately \$300-\$400 and the city brush site cost approximately \$500-\$700 when purchased a few years ago. Both signs are rather basic metal signs. To sign all park properties with rules (Breezy Point Drive park, fishing boardwalk, city beach, City Hall park, walking trail and disc golf course) would cost around from \$1,800 to \$4,200 depending on type and sizes required.



Committee Action

If the Committee would like to pursue installing rules signage on all park land, the Committee needs to determine the number and location of desired signs, the size and wording of the signs, and the cost to install the signs. Once these items are determined, the Committee must send such a request to the City Council for approval.