



PARKS AND RECREATION COMMITTEE

Thursday, August 14, 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

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

A. May 8, 2025 Parks and Recreation Meeting Minutes

B. July 10, 2025 Parks and Recreation Meeting Minutes

5. BUSINESS ITEMS

A. Parks Master Plan Proposals

B. 2026 Budget

6. STAFF REPORTS

7. COMMITTEE MEMBER REPORTS

8. ADJOURN

Parks and Recreation Committee
Thursday May 8, 2025 - 5:00 p.m.
Meeting minutes

Call To Order

The meeting was called to order.

Pledge Of Allegiance

The Pledge of Allegiance was recited.

Roll Call

Public Works Supervisor Joe Zierden conducted roll call with members Gail Arne, Jody Miller, Kimberly Slipy, Deanne Trottier, Diane Williams, and Megan Zierden in attendance. Staff present included Zierden and Deputy City Clerk Deb Runksmeier.

Approval Of Minutes

April 10, 2025 Parks And Recreation Meeting Minutes

A motion was made to approve the minutes from April 10th.

Megan Zierden made a motion to approve the minutes from April 10th. Kimberly Slipy seconded the motion. The motion passed 6-0

Request For Proposal Park Master Plan

The committee discussed the draft Request for Proposal (RFP) for the Park Master Plan. Joe Zierden had prepared the draft using examples from Widseth and previous RFPs. The committee agreed to add a sentence under general information to provide more context about the city park's role in the community and the desire to enhance it for all age groups.

The committee discussed the selection criteria for the consultant. They agreed on an even split of 33% for each of the three criteria: cost, understanding of project scope, and qualifications.

Zierden mentioned that the city council wanted to expand the scope to include the concept of a larger city campus. He said he would modify the map for the proposal accordingly.

The committee discussed the project schedule and agreed that it would be better to let the selected consultant propose a timeline rather than dictating one in the RFP.

Staff Reports

Joe Zierden reported on several ongoing projects:

- The disc golf baskets that were removed for winter would be reinstalled around May 12th.
- The sprinkler system at City Hall was down due to construction, which might affect the ball fields.

- The community garden had temporary water access through extended hoses.
- The department was busy with spring work, including road work and getting the sewer plant operational.

Committee Member Reports

Committee members discussed several topics:

- The resignation of Bill Toft and last meeting for Jody Miller.
- The Paul Bunyan Scenic Byway website update and the need to review and provide updated information about Breezy Point.
- The community garden group suggestion to create a Facebook group for garden plot users.
- Williams shared an update on the Crosslake Community Center and its development over 52 years, which provided ideas and inspiration for Breezy Point's future projects.
- The need for community involvement and fundraising for park projects.
- The possibility of organizing events to celebrate and promote park facilities, such as a grand opening for the expanded disc golf course.

Adjourn

A motion to adjourn was made by Trottier and seconded by Slipy. The motion passed unanimously.

The meeting was adjourned at 5:44 pm

Parks and Recreation Committee
Meeting Minutes
Thursday July 10, 2025 - 5:00 p.m.

Call to Order

The meeting was called to order.

Pledge of Allegiance

The Pledge of Allegiance was recited by those present.

Roll Call

Public Works Supervisor Joe Zierden conducted roll call with members Gail Arne, Kimberly Slipy, Diane Williams, and Megan Zierden in attendance. Deanne Trotter was absent. Staff present included Zierden, City Administrator Allie Polsfuss, and Deputy Clerk Deb Runksmeier.

Parks Master Plan Discussion and Ranking

Joe Zierden reported that there was good interest in the proposal, with several companies submitting bids. He distributed printed packets and scoring sheets to the committee members, noting that some of the scoring sheets were smeared. Joe explained that the three criteria they had discussed previously were included, along with points. He requested that everyone write their name on the sheets for record-keeping purposes.

Zierden suggested that the committee members take the packets home to review and compare at their own pace, rather than rushing to score them during the meeting. He proposed discussing the results either at a special meeting or at the next regular meeting, depending on when everyone completed their reviews.

Chair Arne suggested that staff should separate out what costs were equal across all proposals and what were additional, to make comparisons easier. She noted differences in graphics and the extent of work with funding among the proposals.

Committee members discussed their initial impressions of the proposals. Some key points raised included:

- The level of detail provided varied among proposals
- Some proposals included timelines while others didn't
- Experience and local knowledge were seen as important factors
- The committee appreciated proposals that showed familiarity with Breezy Point and its existing plans

The committee decided to have members submit their ratings by July 31st. Joe would then compile the scores and comments. They discussed the possibility of narrowing down to the top 2-3 proposals and potentially having those firms come in for presentations, depending on the results.

A motion was made by Megan Zierden and seconded by Kimberly Slipy that staff will collect and tabulate the ratings from the committee, and if there's one proposal that's clearly top-rated, proceed to make that as a recommendation to the city council in August. The motion passed 3-0 with Williams abstention.

Old Business

Arne reported that the city website was outdated, still mentioning the Paul Bunyan foot that no longer exists. She planned to report to the council in August about the Parks and Recreation Committee's activities.

Staff Reports

Joe Zierden provided several updates on park-related matters:

- Budget planning for next year had begun. Items identified included:
- Adding pavement to connect existing trails to the relocated shelter and community garden accesses
- Thinning out the brushy area between the main playground and community garden
- Replenishing wood chips in the playground area (estimated cost \$5,000-\$10,000)
- Potentially repainting the basketball court
- Landscaping around the new shelter and installing picnic tables and benches
- The community garden was progressing well, with plans to finish the inside work, mulching, and installing furniture in August.
- An article about the SHIP grant was nearly ready for publication.
- Clarified that the \$50,000 set aside annually for parks could be used in various ways, including pay-as-you-go or to secure a loan.

Committee Member Reports

Megan Zierden updated the committee on changes to the Sourcewell grant application process. They have created a new online portal for applications, which streamlines the process for multiple grant requests. She suggested that staff should set up an account for the city to access grant opportunities.

Kimberly Slipy reported on a meeting she and Gail had with Amy Gray from the Initiative Foundation regarding starting a partner fund or endowment for Parks and Recreation. She explained the different options for funds, including community foundations and designated funds. The committee discussed the potential benefits and challenges of setting up such a fund, including the need for a dedicated group of fundraisers and considerations about how the fund would interact with the city government.

Slipy also mentioned the Thriving Communities Initiative, a grant program from the Initiative Foundation that could provide funding and support for city projects and training. She noted that the application deadline was approaching, but there might be flexibility given the city's recent leadership changes.

Arne informed the committee that a donor sign for the community garden had been created and would be installed soon. She also reported high interest in garden plots, with at least five

people requesting spots. The committee discussed the possibility of expanding the garden in the future to accommodate more plots.

Adjourn

A motion to adjourn was made by Williams and seconded by Slipy. The motion passed unanimously.

The meeting was adjourned at 6:05 pm

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PARK AND RECREATION COMMITTEE MEETING

Section 5, Item A.

AGENDA ITEM

Prepared By: Joe Zierden, Public Works Supervisor	Meeting Date: 8/14/2025	Item No. Click or tap here to enter text.	Item Name: Park Master Plan RFP Ranking
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COMMITTEE ACTION REQUESTED

Discuss and select firm to present to City Council for recommendation

BACKGROUND/DISCUSSION

Firm Name	Base Cost	Maximum Cost	Base Cost Rank	Max Cost Rank	Committee Rank/Score
HKGI	\$20,000	\$30,800	3	6	433
AYRES	\$17,200	\$29,500	2	4	450
SGA	\$25,900	\$25,900	6	3	405
EOR	\$27,600	\$40,600	7	7	402
WIDSETH	\$25,500	\$25,500	5	2	478
MOORE	\$7,500	\$11,700	1	1	397
KARVAKKO	\$24,000	\$28,100	4	5	381

- 1. Widseth
- 2. Ayres
- 3. HKGI

FINANCIAL IMPACT

\$7,500 - \$40,600

STAFF RECOMMENDATION

Discuss amongst the committee and provide a recommendation to City Council for approval on September 2, 2025.



PARK AND RECREATION COMMITTEE MEETING

AGENDA ITEM

Section 5, Item B.

Prepared By: Joe Zierden, Public Works Supervisor	Meeting Date: 8/14/2025	Item No. Click or tap here to enter text.	Item Name: 2026 Budget
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COMMITTEE ACTION REQUESTED

A motion to recommend the preliminary 2026 Parks and Recreation Budget to the City Council would be appreciated.

BACKGROUND/DISCUSSION

The below items are proposed use of the funds if recommended by the Parks and Recreation Committee and approved by the City Council.

Parks (New Costs)

- Wood Chips Est \$15,000
- Trail Paving 1250 sq. ft. Est \$15,000
 - To community garden access and moved pavilion
- Basketball Court Resurfacing Est \$15,000

FINANCIAL IMPACT

\$45,000 - \$50,000

STAFF RECOMMENDATION

Recommend the 2026 Parks and Recreation Budget as presented and recommend approval by City Council.

SUPPORTING DOCUMENTS

- 2026 Budget Spreadsheet

PARKS 2025
ctlDim3

	2025 YTD Budget	2025 YTD Amount	MTD Amount
E 100-45100-100 Compensation (GENERAL)	\$57,315.00	\$8,446.55	\$1,182.81
E 100-45100-102 Full-Time Employees Overtime	\$561.00	\$112.02	\$19.24
E 100-45100-103 Admin/Office Wages	\$0.00	\$2,356.83	\$315.68
E 100-45100-106 Seasonal Wages	\$8,500.00	\$0.00	\$0.00
E 100-45100-121 PERA	\$4,300.00	\$807.95	\$112.60
E 100-45100-122 FICA/Medicare	\$5,078.00	\$807.77	\$112.06
E 100-45100-125 Medicare	\$0.00	\$0.00	\$0.00
E 100-45100-130 Life Insurance	\$58.00	\$28.88	\$0.00
E 100-45100-131 Paid Health/Dental	\$9,092.00	\$2,133.55	\$36.11
E 100-45100-150 Worker s Comp (GENERAL)	\$500.00	\$418.00	\$0.00
E 100-45100-160 Liability Insurance	\$250.00	\$170.44	\$0.00
E 100-45100-210 Operating Supplies (GENERAL)	\$5,000.00	\$900.55	\$110.88
E 100-45100-212 Motor Fuels	\$2,500.00	\$168.85	\$21.99
E 100-45100-222 Landscaping	\$5,000.00	\$4.43	\$4.43
E 100-45100-228 Equipment Rental	\$500.00	\$0.00	\$0.00
E 100-45100-300 Professional Svcs (GENERAL)	\$5,000.00	\$1,809.60	\$1,159.60
E 100-45100-362 Property Ins	\$5,000.00	\$4,713.74	\$0.00
E 100-45100-400 Equipment	\$250.00	\$0.00	\$0.00
E 100-45100-401 Maint Buildings	\$500.00	\$207.85	\$0.00
E 100-45100-530 Beach Improvements	\$500.00	\$141.84	\$0.00
E 100-45100-580 Equipment Outlay	\$500.00	\$0.00	\$0.00
E 100-45100-590 Capital Outlay	\$0.00	\$3,056.22	\$0.00
E 100-45100-720 Transfer to Other Account	\$0.00	\$0.00	\$0.00
E 100-45100-721 EOY Fund Bal Transfer	\$0.00	\$0.00	\$0.00
	\$110,404.00	\$26,285.07	\$3,075.40

<u>Detail Balance</u>	<u>Detail % of Budget</u>
\$48,868.45	14.74%
\$448.98	19.97%
(\$2,356.83)	0.00%
\$8,500.00	0.00%
\$3,492.05	18.79%
\$4,270.23	15.91%
\$0.00	0.00%
\$29.12	49.79%
\$6,958.45	23.47%
\$82.00	83.60%
\$79.56	68.18%
\$4,099.45	18.01%
\$2,331.15	6.75%
\$4,995.57	0.09%
\$500.00	0.00%
\$3,190.40	36.19%
\$286.26	94.27%
\$250.00	0.00%
\$292.15	41.57%
\$358.16	28.37%
\$500.00	0.00%
(\$3,056.22)	0.00%
\$0.00	0.00%
\$0.00	0.00%
\$84,118.93	