



PARKS AND RECREATION COMMITTEE

Thursday, August 08, 2024 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

6. APPROVAL OF MINUTES

A. June 13, 2024 Regular Parks & Recreation Committee Meeting Minutes

B. June 13, 2024 Parks & Recreation Committee Workshop Minutes

7. NEW BUSINESS

A. Small Pavilion Relocation

8. OLD BUSINESS

A. Disc Golf Course Bathroom Placement

B. Workshop Items for Discussion

9. STAFF REPORTS

10. COMMITTEE MEMBER REPORTS

11. ADJOURN

Breezy Point Parks & Recreation Committee
Thursday, June 13, 2024 – 5:00 p.m.
Meeting Minutes

The regular meeting of the Breezy Point Parks and Recreation Committee was called to order by Chair Gail Arne at 5:00 PM. In addition to Chair, members present included Megan Zierden, Bill Toft, Jim McKellar, Kimberly Slipy, and Diane Williams. Staff present included Assistant City Administrator Daniel Eick and Public Works Supervisor Joe Zierden.

Assistant City Administrator Eick took Roll.

All present stood for the pledge of allegiance.

Approval/Amendment of the Agenda

MOTION WILLIAMS/ARNE TO APPROVE THE AGENDA AS WRITTEN WITH THE ADDITION OF A DISCUSSION OF NIGHT TO UNITE UNDER COMMITTEE REPORTS, MOTION CARRIED 5-0

Approval of Minutes

Committee Member Toft requested clarification on whether or not members of the Committee could abstain from votes. Assistant City Administrator Eick clarified they cannot according to the opinions of the City Administrator and City Attorney.

Committee Member Slipy arrived at the meeting at 5:04 PM.

MOTION ZIERDEN/MCKELLAR TO APPROVE MINUTES AS PROPOSED, MOTION CARRIED 6-0

Ongoing Project Updates

Assistant City Administrator Eick presented an update to the Committee on actions taken by the City Council during their Monday, June 3, 2024, Regular Council Meeting. Additionally, Public Works Supervisor Joe Zierden updated the Committee on the status of the Community Garden project and his conversations with interested residents.

Chair Arne presented a list of action items for the Community Garden to the Committee and explained there was an active Garden Group in the community willing to help with the project. Committee Member Williams noted she would be comfortable empowering a group outside the committee to operate and manage the project.

Chair Arne requested clarification on how the Committee would be involved in project relevant donations. Assistant City Administrator Eick clarified accepting donations is a function of Staff and the City Council separate from the Committee. Public Works Supervisor Zierden noted individuals who would like to donate wood chips, or something similar, could contact him to arrange for pick up and/or drop off.

Sandy Logelin updated the Committee on her work collecting donations from the Community to support the project. Assistant City Administrator Eick explained the City is

capable of accepting donations through Ms. Logelin but noted if donors want a paper trail leading to them they should donate the items themselves.

Additionally, Ms. Logelin explained she has been communicating with several companies that can assist the City with locating grants. Mr. Toft requested an update on Ms. Logelin's plans to establish a 501c3 to assist the City with grants. Ms. Logelin explained she had abandoned the idea as she lacked the expertise to establish one and does not want to compete with other companies.

Committee Member Slipy asked if residents or Committee members could write grants on behalf of the City. Assistant City Administrator Eick explained, as of now, grants would need to be written by Staff but clarified he was unsure of availability. Additionally, he noted empowering a third party to write grants would require approval by the City Council and agreed to check on the question of residents or Committee members assisting.

MOTION ZIERDEN/ARNE TO HAVE STAFF PURSUE GRANTS THROUGH THE PATRIOT FOUNDATION, INITIATIVE FOUNDATION, AND SOURCEWELL FOR THE COMMUNITY GARDEN, MOTION CARRIED 6-0

Committee Chair Arne noted her desire to host a public Open House or groundbreaking ceremony for the Community Garden. In response, Committee Member Williams recommended the event be paired with Night to Unite to coincide with other topics she planned to discuss. Chair Arne agreed noting residents could be directed to the Garden's location at the event.

In response, Assistant City Administrator Eick requested clarification on whether this was a celebratory groundbreaking or an Open House. Chair Arne explained it could be both. Assistant City Administrator Eick clarified he could not render an opinion on this topic without Consulting the Chief of Police.

MOTION WILLIAMS/SLIPY TO FURTHER DISCUSS THE IDEA OF A GROUNDBREAKING CEREMONY OR OPEN HOUSE ALONGSIDE NIGHT TO UNITE DURING THE NEXT REGULAR PARKS AND RECREATION MEETING, MOTION CARRIED 6-0

MOTION ZIERDEN/MCKELLAR TO RECOMMEND NAMING THE COMMUNITY GARDEN THE "BREEZY POINT COMMUNITY GARDEN" AND TRANSMIT TO COUNCIL FOR FINAL APPROVAL, MOTION CARRIED 6-0

MOTION ARNE/SLIPY TO DIRECT STAFF TO DEVELOP COMMUNICATION MATERIALS FOR THE COMMUNITY GARDEN AND BEGIN BASIC PLANNING, MOTION CARRIED 6-0

The Committee reached consensus on directing staff to work alongside the "Garden Group", consisting of several members of the public, to draft processing material and procedures for City operations related to the Community Garden.

Community Garden Ad Hoc Committee

Assistant City Administrator Eick explained there was no longer a need to discuss this item as the Committee reached consensus on staff direction earlier in the meeting.

Committee Member Williams clarified, while she agreed, she would also like to discuss separating the Community Garden project from the Parks and Recreation budget. She explained she is uncomfortable with the project taking resources from the Parks and Recreation Department as it could deplete funding for other more inclusive projects.

Committee Member McKellar noted his agreement and claimed the Committee was overly involved in the process. Committee Member Toft agreed noting he would prefer the Committee focus on amenities with greater accessibility and broader appeals.

In response, Committee Member Williams requested clarification on whether the Committee could recommend that change. Assistant City Administrator Eick explained if the Committee would like to motion to fund the Community Garden through a different avenue, they could make that request to the City Council.

However, Committee Member Williams noted she was not trying to make that motion. In response, Public Works Supervisor Joe Zierden clarified the Member was referring to the operating budget, not the capital budget, and explained he could alter the operating budget accordingly if the Committee would like to.

MOTION WILLIAMS/MCKELLAR TO RECOMMEND THE COMMUNITY GARDENS RELEVANT LINE ITEMS IN THE BUDGET BE REMOVED FROM THE PARKS AND RECREATION BUDGET AND INSTEAD BE PLACED IN A UNIQUE LOCATION, MOTION CARRIED 4-2 WITH COMMITTEE MEMBER ZIERDEN AND COMMITTEE CHAIR ARNE OPPOSING

Staff Reports

Public Works Supervisor Zierden updated the committee on the status of the signage changeout planned for the City's Disc Golf Courses alongside several miscellaneous updates to the City's parks.

Committee Reports

Committee Member Williams briefly explained work she has been doing with members of the public and the City's Police Department to improve accessibility, activities, and messaging for Night to Unite. Committee Member Zierden noted items related to Night to Unite will need Police Department approval.

In response, Committee Chair Arne requested clarification on the available budget for the project. Assistant City Administrator Eick noted, at this time, the Committee does not have a budget as the City Council has not authorized one.

Committee Member McKellar agreed with past sentiments noting, while he would be happy to volunteer, these items should be brought to the Police Department for approval. Additionally, he noted if the Police was not comfortable adding items, he did not believe the Committee should consider them.

Adjourn

MOTION SLIPY/MCKELLAR TO ADJOURN, MOTION CARRIED 6-0.

Meeting adjourned at 6:20 p.m.

Submitted by Daniel Eick, Assistant City Administrator

DRAFT

Breezy Point Parks & Recreation Committee
Thursday, June 13, 2024 – 6:25 p.m.
Workshop Minutes

A Workshop of the Breezy Point Parks and Recreation Committee was called to order by Chair Gail Arne at 6:25 PM. In addition to Chair, members present included Megan Zierden, Bill Toft, Jim McKellar, Kimberly Slipy, and Diane Williams. Staff present included Assistant City Administrator Daniel Eick.

2024 Committee Priorities Discussion

Assistant City Administrator Eick explained the purpose of this Workshop was to discuss priorities for the remainder of 2024 and invited members to discuss accordingly. Upon review, the Committee agreed to prioritize the following items:

- An item to further plan the placement of a kiosk, pavilion, signage, and printable maps at the City of Breezy Point Disc Golf Courses.
 - Mr. Travis Moser briefly presented work he and the Breezy Point Disc Golf Club are performing to help identify and inform people about City rules and ordinances.
- An item to further discuss the usage of QR codes throughout the City's Parks and public spaces and define their use.
- An item to discuss the design of signage throughout City Parks and plan for the replacement and/or creation of additional signage where required.
- An item to further discuss the specifics of the Parks and Recreation Committees communications strategies and advise staff on implementation.
- An item to further discuss the Parks and Recreation Master Plan and prioritize the order in which the Committee would like to tackle implementation.

Adjourn

MOTION SLIPY/MCKELLAR TO ADJOURN, MOTION CARRIED 5-0.

Meeting adjourned at 7:08 p.m.

Submitted by Daniel Eick, Assistant City Administrator

TO: Parks & Recreation Committee
FROM: David Chanski, City Administrator/Clerk
RE: Small Pavilion Relocation
DATE: August 8, 2024



Background

The City Council accepted the bid on the City Hall Remodel & Expansion project during a special meeting on July 18. Construction is scheduled to commence in mid-to-late September. As the first phase of the project is the construction of the new addition on the north side of City Hall, relocation of the small pavilion will be one of the first tasks completed.

Small Pavilion Relocation

The small pavilion on the north side of City Hall has been inspected by the Building Official and deemed to be in very good condition and worth relocated. As such, relocation of the pavilion was an included expense in the City Hall Remodel & Expansion project.

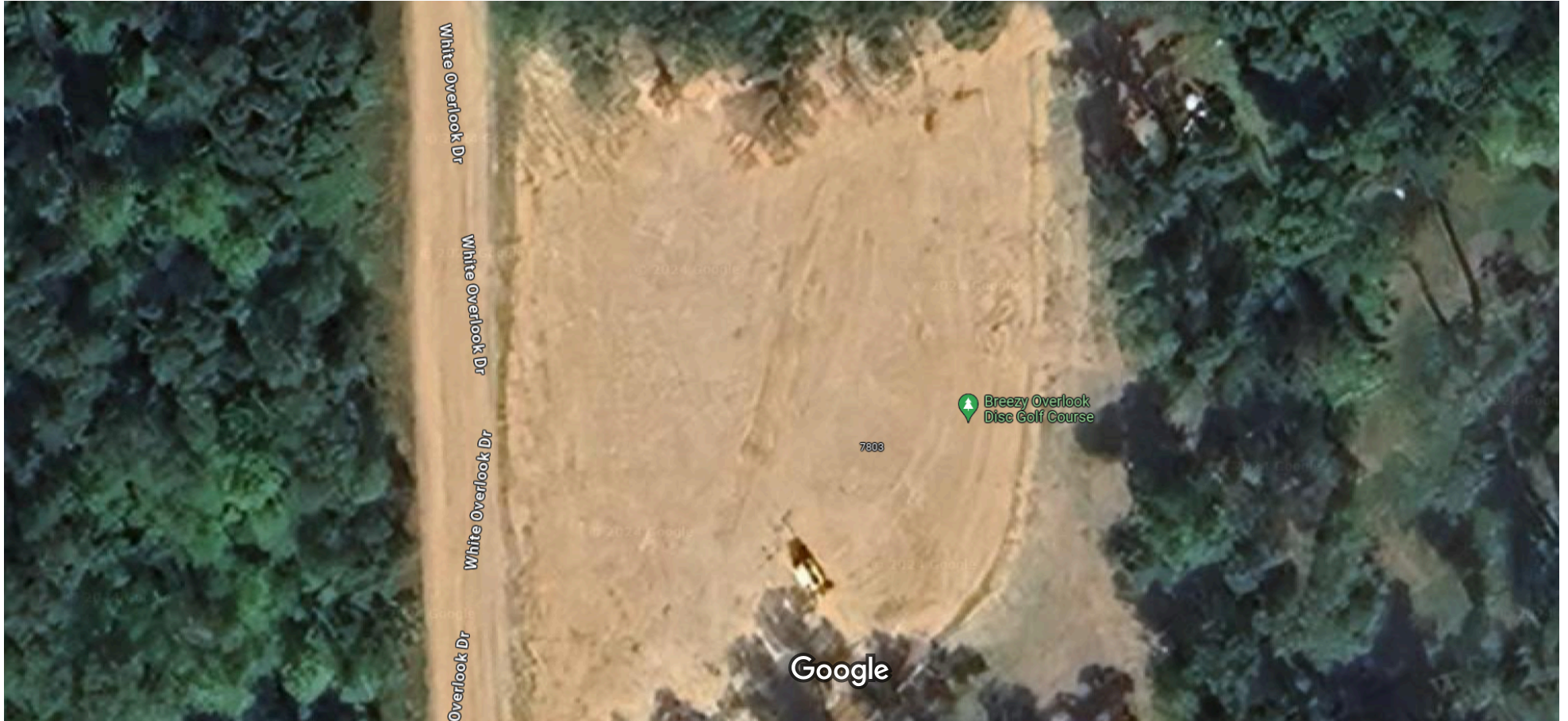
Staff is recommending that the pavilion be relocated to the new disc golf course parking lot as the installation of a pavilion is a listed as future improvement to the Breezy Point Disc Golf Course & Recreation in the Parks Master Plan.

Committee Action

Staff is requesting that the Committee discuss a new location for the small pavilion and make a recommendation to the City Council.



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TO: Park and Recreation Committee
FROM: Joe Zierden, Public Works Supervisor
RE: Disc Golf Course Hole 10 and 13 Restroom
DATE: July 11, 2024



Background:

At the request of city council and park and recreation committee an investigation of the feasibility of placing a portable bathroom to the north side of the new disc golf course was initiated. Access to the course is possible via a 20 wide trail corridor that connects to Green Scene to access hole 10 or a 20 wide trail corridor that connects to Blueridge Drive to access hole 13. A small 3-sided wood fence enclosure of the restroom and some property pin locating would be recommended for the project.

Joe Osborne owner of Fyle’s Satellites was consulted as to his requirements to service the bathroom. The truck would need to be within 30 feet for weekly maintenance and a firm path of at least 12 feet to drive on. Joe did a drive through of the course with Neil on June 12th to determine if driving his truck on the fairway was a viable option to reach hole 10 or 13, as he does service portable bathrooms on some local golf courses. His conclusion was the topography was too steep and he would not drive on the course.

An additional portable bathroom would cost approximately \$135 per month for six months would total \$810 per season of additional operating expense.

Below is summary of the options and maps are attached to illustrate approximate path direction and location of restroom:

- **Hole 10 Option 1:** Within 30 feet of Green Scene and would cost **\$1340 - \$1640**
- **Hole 10 Option 2:** 307 feet from Green Scene and would cost **\$1708 - \$2008**
- **Hole 13 Option 1:** Within 30 feet of Blueridge Drive and would cost **\$1340 - \$1640**
- **Hole 13 Option 2:** 770 feet from Blueridge Drive and would cost **\$2326 - \$2626**

| | Hole 10 option 1 | Hole 10 option 2 | Hole 13 option 1 | Hole 13 option 2 |
|--------------------------------------|------------------|------------------|------------------|------------------|
| Property Pin Location verification | \$1000-\$1300 | \$1000-\$1300 | \$1000-\$1300 | \$1000-\$1300 |
| Gravel | \$40 | \$408 | \$40 | \$1,026 |
| Cedar Fence around portable bathroom | \$300 | \$300 | \$300 | \$300 |
| Path Distance (feet) | 30 | 307 | 30 | 770 |
| Total Cost | \$1340 - \$1640 | \$1708 - \$2008 | \$1340 - \$1640 | \$2326 - \$2626 |

Requested Action:

A motion on how to proceed would be appreciated.



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Hole 10 Option 1

Date: 6/24/2024 Time: 2:42 PM



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Hole 10 Option 2

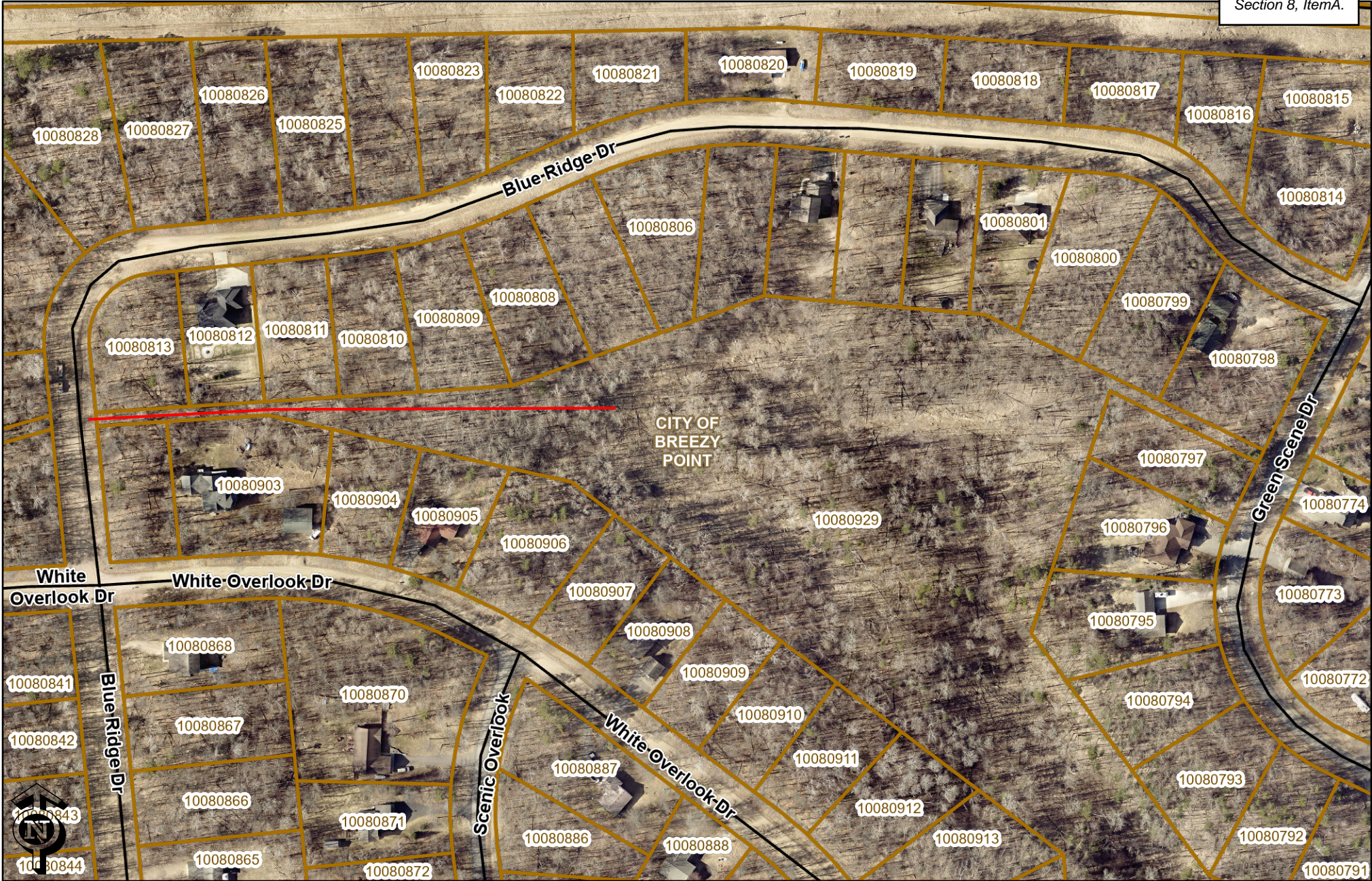
Date: 6/24/2024 Time: 1:49 PM



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Hole 13 Option 1

Date: 6/24/2024 Time: 2:44 PM

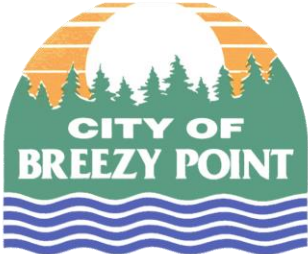


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Hole 13 Option 2

Date: 6/24/2024 Time: 2:50 PM

TO: Parks & Recreation Committee
FROM: Daniel Eick, Assistant City Administrator
RE: 2024 Workshop Items for Discussion
DATE: July 3, 2024



Summary

On Thursday, June 13, the City of Breezy Point Parks and Recreation Committee held a workshop focused on goal setting for the remainder of the 2024 calendar year. From those conversations, the Committee noted a desire to discuss several items further. These items included:

- An item to further plan the placement of a kiosk, pavilion, signage, and printable maps at the City of Breezy Point Disc Golf Courses.
- An item to further discuss the usage of QR codes throughout the City’s Parks and public spaces and consider their use.
- An item to discuss the design of signage throughout City Parks and plan for the replacement and/or creation of additional signage where required.
- An item to further discuss the specifics of the Parks and Recreation Committees communications strategies and advise staff on implementation.
- An item to further discuss the Parks and Recreation Master Plan and prioritize the order in which the Committee would like to tackle implementation.

Committee Action

Staff recommend the Committee discuss the above-mentioned items of interest throughout the remainder of the 2024 calendar year as directed at the Thursday, June 13, Committee Workshop.