



# PARKS AND RECREATION COMMITTEE

Thursday, July 13, 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](mailto:cityadmin@cityofbreezypointmn.us)

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## AGENDA

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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. **NEW BUSINESS**
  - A. Night to Unite Discussion
7. **OLD BUSINESS**
  - A. Parks Signage
  - B. Draft 2024 Parks Budget
  - C. Four Seasons Trail Discussion
8. **STAFF REPORTS**
9. **COMMITTEE MEMBER REPORTS**
10. **ADJOURN TO WORKSHOP**

TO: Parks & Recreation Committee  
FROM: David Chanski, City Administrator/Clerk  
RE: Night to Unite Discussion  
DATE: July 13, 2023

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Night to Unite is Tuesday, August 1 and is a statewide event that is intended to build and foster community bonds between citizens, businesses, and public safety organizations. Night to Unite occurs annually on the first Tuesday in August.

Night to Unite's goals are to:

- Heighten crime and drug prevention awareness.
- Generate support and participation in crime prevention and community policing programs.
- Strengthen neighborhood spirits and public safety-community partnerships.
- Let criminals know that you are committed to keeping your neighborhood safe.

The City of Breezy Point Police Department has taken the lead on Night to Unite for the last few years. In addition to law enforcement, fire, and EMS participation in the event, Public Works staff usually brings out various pieces of equipment for kids to see and touch and simple food items such as hotdogs, soda, and chips are provided. The Police Department usually seeks and receives donations for all food items. The City Council has never formally funded Night to Unite as part of the budget process.

Elements usually present at Night to Unite are police cars and law enforcement equipment, fire trucks and equipment, public works equipment, ambulance. North Memorial Air Care also usually lands a helicopter next to the baseball field if they are available.

Upon the request of Mayor Zierden, the City Council voted on July 6 to ask the Parks & Recreation Committee to discuss ways Night to Unite may be enhanced and to volunteer at Night to Unite. The Council also allocated up to \$500 for enhancements.

**Committee Action**

Staff recommends that the Parks & Recreation Committee discuss any ways the Committee believe Night to Unite could be enhanced and ways the Committee can support the event on August 1.

TO: Parks & Recreation Committee  
FROM: David Chanski, City Administrator/Clerk  
RE: Parks Signage  
DATE: July 13, 2023

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Based on the direction given by the Parks & Recreation Committee on June 8, staff got a quote for “no smoking and no drinking” signs that will be placed at all City parks. The signs will be 12”x18”, black and white, and street sign style aluminum. Staff estimates that 12 signs will be needed.

The quote from M-R Sign Co. is for \$253.20. This quote does not include the cost of posts, but Public Works Supervisor Zierden states that some locations have existing areas for the signs to be mounted, and, for areas the needs them, posts only range from \$20-\$50 each depending on the style of post.

At the July 6 City Council meeting, Councilmember Moroni requested that the City Council pre-approve a budget for signs in order to expedite the process once the Parks & Recreation Committee makes its decision. The City Council approved a budget of \$500 for signage.

Staff would like to remind the Committee that even though there is nothing restricting such signs from being placed, there is no City ordinance prohibiting smoking on public property. Therefore, until such an ordinance is adopted, no smoking cannot be enforced.

**Committee Action**

Staff recommends that the Parks & Recreation Committee accept the quote for “no smoking and no drinking” signs from M-R Sign Co.



**M-R Sign Co., Inc.**

1706 1st Avenue North  
Fergus Falls, MN 56537  
Phone: (218) 736-5681  
Fax: (218) 736-4070

QU Section 7, Item A.

Quote No: 13400

Date: 06/27/23


Attention: Joe Zierden

Quote: BREEZY POINT, CITY OF  
8319 CO RD 11  
BREEZY POINT, MN 56472

Phone No: 215-562-4441 OFFICE

Fax No: 218-562-4486

Quoted By: JOHN

Quantity	Stock Code	Description	Each	Line Total
12	900-693183	SS12"X18"RECHIW080BBL BLACK COPY/BRDR ON H/ WHITE  **NO SMOKING OR **DRINKING ALCOHOL  FOB FERGUS FALLS MN  THANKS!    JOHN WYCHOR	21.100	253.20

Line Total	253.20
Sales Tax	0.00
Freight	0.00
<b>Quote Total</b>	<b>253.20</b>

TO: Parks & Recreation Committee  
FROM: David Chanski, City Administrator/Clerk  
RE: 2024 Parks Budget Kickoff  
DATE: July 13, 2023

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Attached is the draft 2024 Parks & Recreation budget based on the direction given by the Parks & Recreation Committee during their June 8 meeting. Below is simple breakdown of the draft budget:

- Wages: Expenditure codes 100 through 150 are all wage associated expenditures. For this draft budget, roughly 10% of Public Works full-time wages were reallocated from Public Works to Parks. Additionally, the entire budget for the seasonal employee was reallocated from Public Works to Parks as the seasonal employee primarily works on Parks related duties. In total, \$33,309 of wage related expenditures were reallocated from Public Works to Parks.
- Motor Fuels: The fuel budget is based on the expected fuel costs to mow the parks with some extra for any ancillary fuel costs that may arise from the use of other equipment. These costs were mostly reallocated from Public Works.
- Professional Services: Increased to address anticipated bathroom facility costs for the disc golf course expansion.
- Landscaping and General Operating: Both increased to allow for additional maintenance to playground areas, ballfield, and disc golf course.
- Property Insurance and equipment: Both increased to adjust for general cost increases.
- Capital Outlay: Increased to \$100,000 per the Committee's request.

Taking out costs that are just reallocations from Public Works, the draft 2024 Parks budget is \$97,000 higher than the adopted 2023.

**Committee Action**

Staff recommends that the Parks & Recreation Committee recommend approval the attached 2024 Parks & Recreation Budget to the City Council.

**General Fund 100**

**2024 Preliminary Budget**

**Expenditures - Parks & Recreation ( Operating )**

<b>45100</b>	<b>Description</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>06/30/23 2023 YTD</b>	<b>% of Budget Used</b>	<b>2024 Budget</b>	<b>Change from 2023</b>
100	Compensation	0	0	0	0	-	17,751	17,751
102	Overtime	0	0	0	0	-	0	0
106	Seasonal Part time wages lawn mowing	0	0	0	0	-	8,500	8,500
121	PERA	0	0	0	0	-	1,332	1,332
122	FICA & Medicare	0	0	0	0	-	1,358	1,358
130	Life Insurance	0	0	0	0	-	48	48
131	Paid Health & Dental Insurance	0	0	0	0	-	3,620	3,620
150	Worker's Compensation Insurance	0	0	0	0	-	500	500
160	Liability Insurance	0	0	0	0	-	200	200
210	General Operating	2,134	2,095	3,500	1,101	31%	5,000	1,500
212	Motor Fuels	0	0	0	0	-	2,500	2,500
222	Landscaping	1,030	1,712	4,000	707	18%	6,000	2,000
228	Equipment Rental	0	0	500	0	0%	500	0
300	Professional Services	2,502	3,676	3,000	290	10%	6,000	3,000
362	Property Insurance	748	1,706	4,000	3,841	96%	4,500	500
400	Equipment	0	0	250	0	0%	250	0
401	Building Maintenance	0	23	500	0	0%	500	0
530	Beach Improvements	0	33	500	0	0%	500	0
580	Equipment Outlay	-25,000	0	500	0	0%	500	0
590	Capital Outlay	187,456	33,045	10,000	3,332	33%	100,000	90,000
720	Transfer to Other	25,000	10,000	10,000	0	0%	10,000	0
<b>Fund 100</b>	<b>Parks &amp; Recreation - Total Expenditures</b>	<b>193,869</b>	<b>52,290</b>	<b>36,750</b>	<b>9,271</b>	<b>25%</b>	<b>169,559</b>	<b>132,809</b>

TO: David Chanski, City Administrator/Clerk  
FROM: Daniel Eick, Assistant City Administrator  
RE: Four Seasons Trail Discussion  
DATE: July 7, 2023

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**Summary**

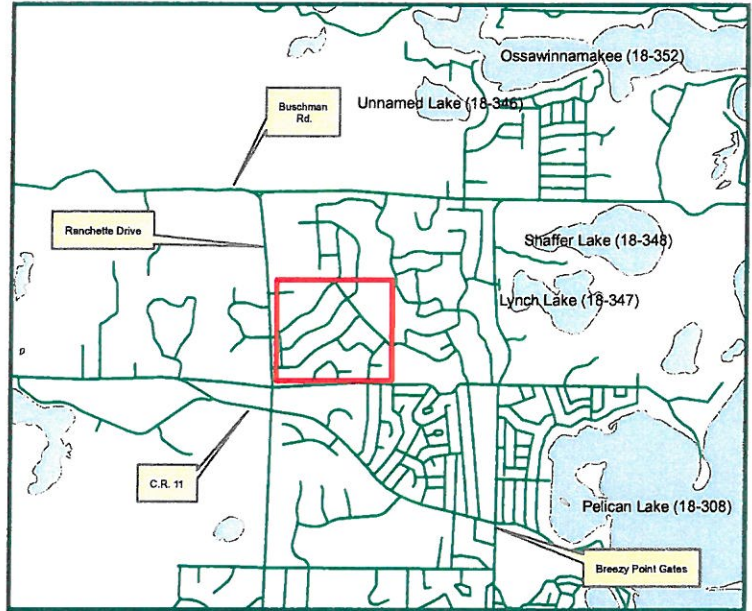
During the regular Parks & Recreation Committee Meeting held on Thursday, June 8, the Committee agreed to individually tour Four Seasons Trail throughout July. The purpose of these tours was to collect your thoughts on the trail and consider any conversations or improvements members might like to see. As such, this item has been placed on the agenda to facilitate said conversation.

**Committee Action**

No action is requested by staff at this time unless Committee discussion directs otherwise.



Area Detail



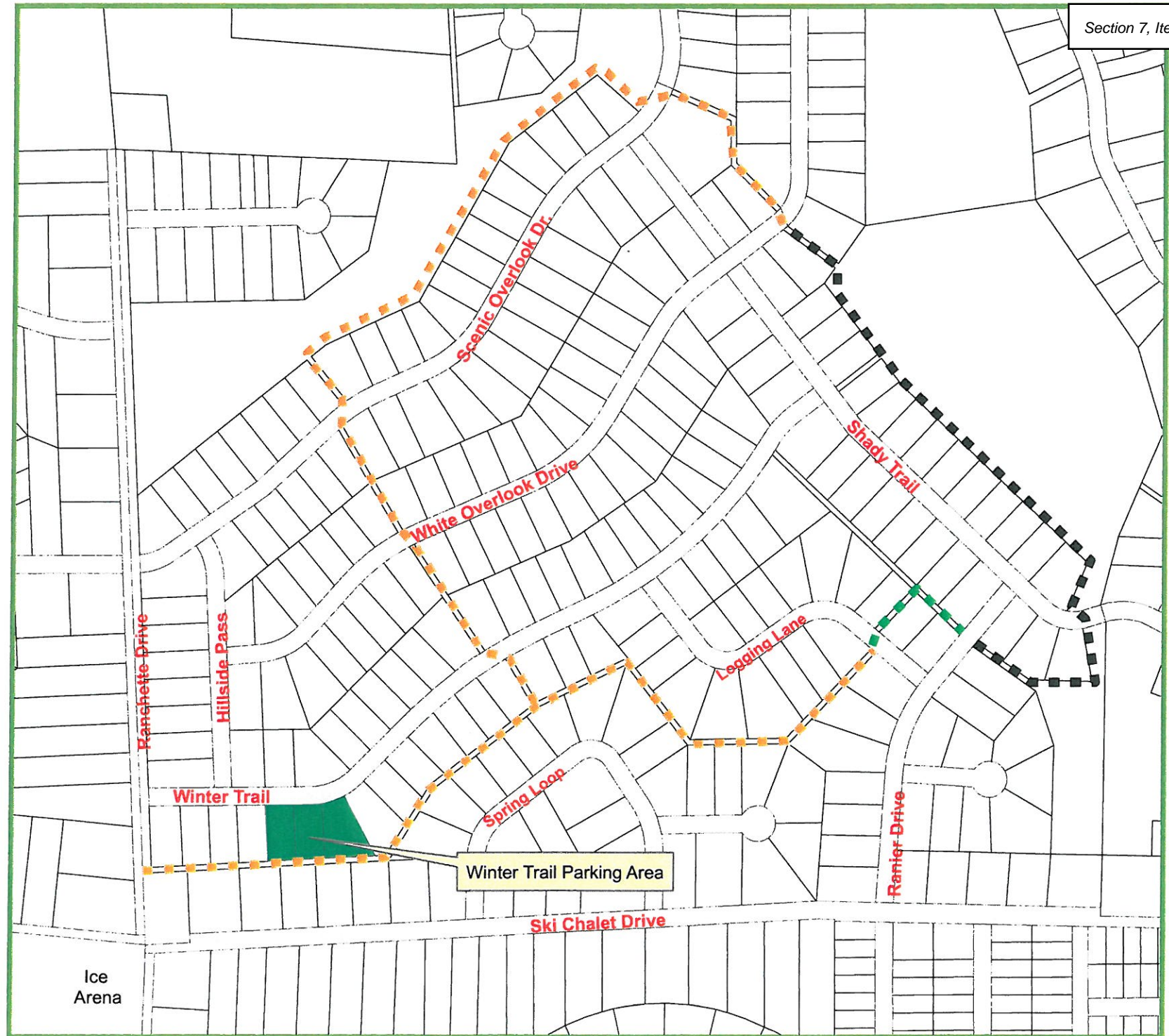
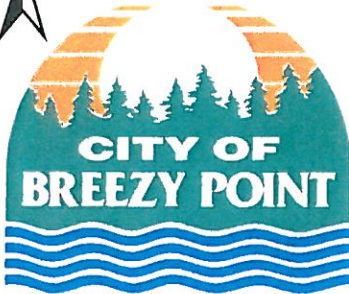
# Four Seasons Trail

- The Four Seasons Trail is a multi-use, grass surfaced trail for walking, biking, cross-country skiing and snowshoeing through beautiful, wooded Breezy Point, Minnesota.
- The trail forms a two-mile loop through various terrain.
- Off-street parking for users of the trail is provided along Winter Trail, just east of Ranchette Drive.
- No motorized vehicles are allowed.

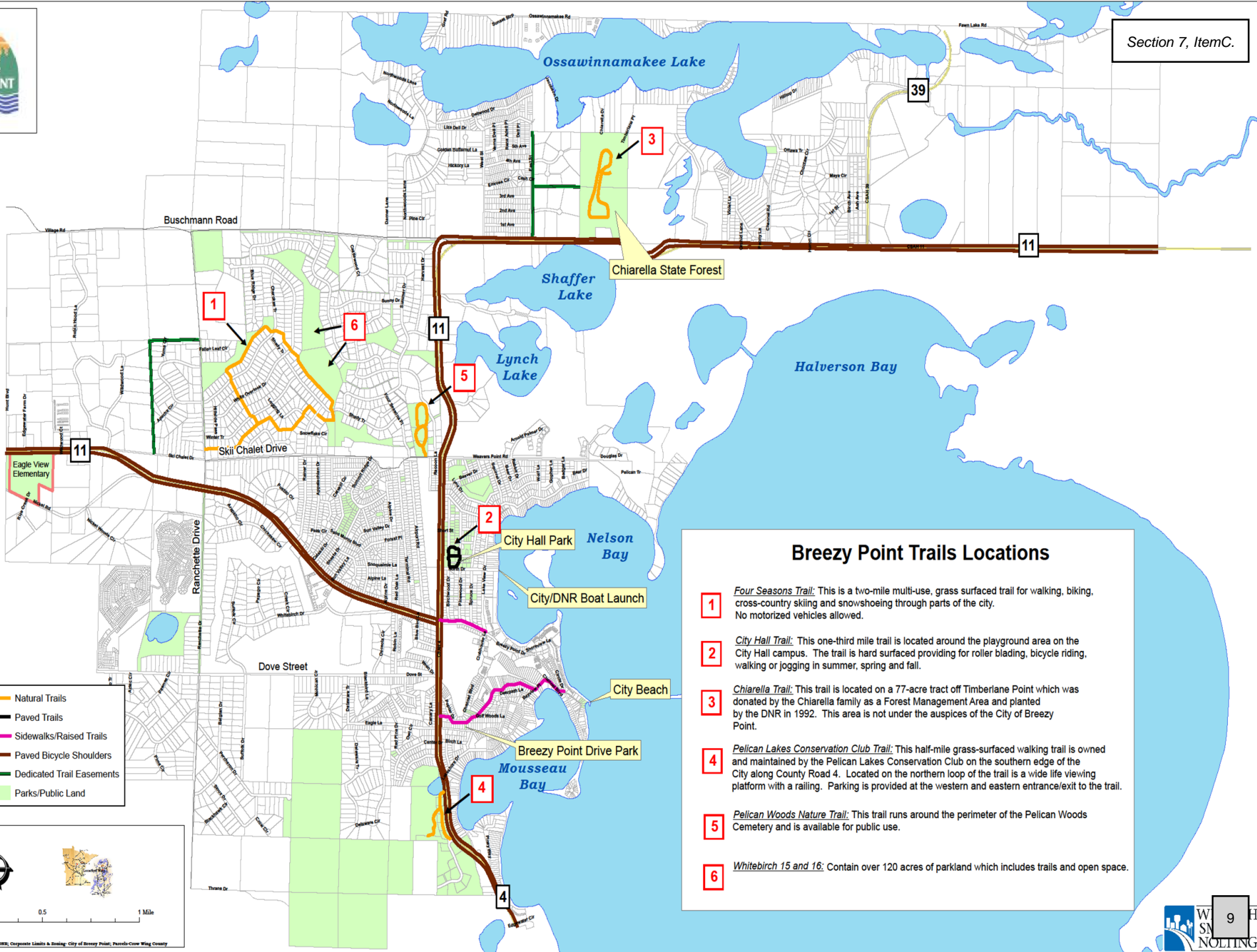


**Trail Locations**  
**Cross Country Ski Trail**  
**Level of Difficulty**

- Easiest
- More Difficult
- Most Difficult



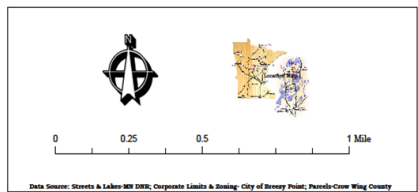




### Breezy Point Trails Locations

- 1** *Four Seasons Trail:* This is a two-mile multi-use, grass surfaced trail for walking, biking, cross-country skiing and snowshoeing through parts of the city. No motorized vehicles allowed.
- 2** *City Hall Trail:* This one-third mile trail is located around the playground area on the City Hall campus. The trail is hard surfaced providing for roller blading, bicycle riding, walking or jogging in summer, spring and fall.
- 3** *Chiarella Trail:* This trail is located on a 77-acre tract off Timberlane Point which was donated by the Chiarella family as a Forest Management Area and planted by the DNR in 1992. This area is not under the auspices of the City of Breezy Point.
- 4** *Pelican Lakes Conservation Club Trail:* This half-mile grass-surfaced walking trail is owned and maintained by the Pelican Lakes Conservation Club on the southern edge of the City along County Road 4. Located on the northern loop of the trail is a wide life viewing platform with a railing. Parking is provided at the western and eastern entrance/exit to the trail.
- 5** *Pelican Woods Nature Trail:* This trail runs around the perimeter of the Pelican Woods Cemetery and is available for public use.
- 6** *Whitebirch 15 and 16:* Contain over 120 acres of parkland which includes trails and open space.

- Natural Trails
- Paved Trails
- Sidewalks/Raised Trails
- Paved Bicycle Shoulders
- Dedicated Trail Easements
- Parks/Public Land



Data Source: Streets & Lakes-MD DNR; Corporate Limits & Zoning: City of Breezy Point; Parcels-Crow Wing County