

TO: Mayor and City Council  
FROM: David Chanski, City Administrator/Clerk  
RE: Community Center Due Diligence Work Plan  
DATE: July 1, 2024

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### **Background**

During the City Council meeting on April 1<sup>st</sup>, the City Council discussed a proposal from Mayor Zierden and Councilmember Moroni to conduct due diligence on a potential community center. Upon discussing the proposal, the City Council voted to table the discussion for a future workshop. During the June 3<sup>rd</sup> City Council meeting, the Council scheduled the topic to be discussed during the June 17 council workshop at Mayor Zierden's request. The Council then discussed due diligence during the June 17 workshop and requested that staff bring back a work plan for the City Council to formally consider at the July 1 City Council meeting.

### **Work Plan**

Based on the discussion that occurred on June 17, staff drafted the following work plan for consideration:

- Direct staff to conduct the requisite due diligence on the development of a potential community center. Such due diligence shall not require the expenditure of funds but shall include:
  - a) Engaging with neighboring communities to assess the interest in participating in a potential community center project.
  - b) Investigating the feasibility of the former Landis + Gyr building located at 6436 County Road 11 as a potential site for a community center.
  - c) Developing cost estimates for the operation of a City operated community center.
  - d) Researching potential outside funding opportunities and partnerships to support the construction and operation of a community center.

### **Recreational Amenities Directory**

One item that came out of the due diligence discussion was the development of a recreational amenities directory. Such a directory would detail available recreational amenities in Breezy Point as well as surrounding communities and would be posted to the City's website. The majority of the City Council expressed support for the creation of such a directory and asked staff to bring the idea back before the Council on July 1.

Additionally, the Council requested that it be included as a separate action item from the community center due diligence work plan.

### **Project Timelines**

A recreational amenities directory would not likely take extensive time to complete. Staff estimates that a draft of the directory could be delivered to the City Council at the September 3<sup>rd</sup> City Council Meeting.

Thorough due diligence as listed in the draft work plan will take extensive time for staff to complete, considering the projects that are already underway and an immediate focus on development of the 2025 Budget. As such, staff estimates that a report on community center due diligence will not be completed until at least the end of the year.

### **Council Action**

Staff is looking for the Council to provide direction on whether to execute the draft community center due diligence work plan and develop a recreational amenities directory.