

**City of Breezy Point
Parks and Recreation Committee
March 13, 2025 – 5:00 pm
Meeting Minutes**

Call to Order

The meeting was called to order.

Pledge of Allegiance

The committee stood for the Pledge of Allegiance.

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. Bill Toft was absent. Staff present included Public Works Supervisor Joe Zierden, Jerry Bohnsack Interim City Administrator, and Deputy Clerk Deb Runksmeier. Bill Toft was absent

Approval of Minutes

February 13, 2025 Parks and Recreation Committee Meeting Minutes

Slipy made a motion to approve the minutes from February 13. Williams seconded. The motion passed unanimously.

Grant Information and Services

Laurie Prem from Premium Brand Services LLC gave a presentation on grant opportunities, focusing on the DNR Outdoor Recreation grant. She provided an overview of her experience in grant writing and consulting.

Prem outlined a potential funding plan, including a 50% match from the DNR grant (up to \$83,000), \$50,000 from Sourcewell, and additional funds from donations, fundraising, city funds, park committee funds, and in-kind labor. She noted that volunteer time is valued at \$31.80 per hour for grant purposes.

Prem discussed the team composition required for a successful grant application, including city planners, project managers, business contacts, map creators, vendors, and a grant writer. She mentioned that Sourcewell offers funding to cover third-party costs like grant writing.

The eligibility requirements for the DNR grant were explained, including the need for at least one major component such as sports fields or courts. Prem outlined the timeline for the grant application process, with work potentially beginning in fall 2026 and the majority of construction happening in summer 2027.

Key points from the presentation included:

- Public involvement is required and must be documented
- City Council and Park Board must sign agreement to seek the grant
- Park projects must be maintained for outdoor recreation in perpetuity
- Strong project management and financial management are crucial
- A firm timeline is needed for the grant application

Prem provided a list of items needed for the application, including written plans, diagrams, cost estimates, photographs, maps, and various studies (wetland, wildlife, archaeological).

Committee members asked questions about public meetings, timeline, and next steps. Prem recommended developing a comprehensive park plan before proceeding with the grant application.

Staff Reports

Joe presented a memo regarding a tax forfeiture auction for a piece of land adjacent to the city campus. The committee discussed the importance of acquiring this land for future park development.

Williams made a motion to recommend that the City Council try to acquire the tax-forfeited lot before the April 8 auction. Zierden seconded. The motion passed unanimously.

Joe also provided updates on the community garden project, including:

- Water supply and irrigation work in progress
- Over half of the garden plots reserved
- All raised gardens full except for some 17-inch plots
- Ace Hardware potentially donating garden hoses and tools

Committee Member Reports

Committee members discussed the need for increased public involvement and transparency in the pickleball court project. Suggestions included:

- Holding a public meeting to gather input on the project
- Developing a comprehensive master plan for the park area
- Sending targeted notices to adjoining property owners
- Publishing newspaper articles about the park master plan

The committee decided to schedule a workshop to discuss the master plan and pickleball court project. They tentatively set the date for April 1 or 2 at 5:00 PM, pending confirmation of availability.

Kim reported on grant writing options and mentioned that grant writer administrative expenses could be included in the grant application if not covered by Sourcewell. She also suggested exploring the creation of a project fund through organizations like the Initiative Foundation to facilitate fundraising without needing a 501(c)(3) designation.

Adjourn

Motion to adjourn meeting at 6:41 pm. made by Williams, seconded by Miller. All in favor.