



CITY COUNCIL REGULAR MEETING

Monday, March 02, 2026 at 6:30 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **OPEN FORUM**

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

5. **CONSENT AGENDA**

- [A.](#) Approve City Council Meeting Minutes from February 2, 2026
- [B.](#) Approve Strategic Planning Meeting Minutes from February 3, 2026
- [C.](#) Approve Claims Totaling \$319,104.95; Checks 140904-140984, and eChecks 4082-4104
- [D.](#) Adopt CSAH 11 and Eagle View Elementary Site Circulation Study
- [E.](#) Accept Strategic Plan Summary
- [F.](#) Approve Animal Control Enforcement Contract with Lakes Area Wildlife Control
- [G.](#) Approve Revisions to Job Description and Authorize Advertisement of Planning and Zoning Administrator
- [H.](#) Approve Sale of 2020 Ford Explorer and Vehicle Purchase Credit Agreement
- [I.](#) Approve Sewer Rate Study Proposal
- [J.](#) Res. 09-2026 Establish 2026 Polling Place
- [K.](#) Res. 10-2026 Accept Donation of Defibrillator to Police Department
- [L.](#) Res 11-2026 Supporting and Authorizing Application for Sourcewell Internship Reimbursement Funding

6. BUSINESS ITEMS

- A. Short Term Rental Licensing Process Discussion
- B. Res 12-2026 Approve Plans and Specifications and Authorize Advertisement for Bid for 2026 Street Improvement Projects (CP-02)
- C. Approve Local Road Improvement Mailbox Policy Update

7. DEPARTMENTAL UPDATES & COUNCIL REPORTS

- A. Reschedule May 4 City Council Meeting-*Allie Polsfuss*
- B. Schedule Joint Meeting with Planning Commission-*Allie Polsfuss*
- C. Financial Investment Statements-*Informational Item*

8. ADJOURN

Breezy Point City Council February 2, 2026 – 6:30 pm Regular Meeting Minutes

Mayor Roggenkamp called the Regular City Council meeting to order at 6:30 PM on Monday, February 2, 2026.

The Pledge of Allegiance was recited by all present.

Administrator Polsfuss conducted the roll call. Council members Rebecca Ball, Steve Jensen, Todd Roggenkamp, Michael Moroni, and Brad Scott were present. Staff present included Administrator Allie Polsfuss, Police Chief Brian Sandell, Deputy City Clerk Deb Runksmeier, and Public Works Supervisor Joe Zierden.

Open Forum

Mayor Roggenkamp opened the forum. No residents came forward to speak. The open forum was then closed.

Consent Agenda

Mayor Roggenkamp read the items on the consent agenda. Council Member Jensen requested to have item 5.E. (Disc Golf Course Event Permit Application) removed from the consent agenda and placed under Business Items as 8.D. for further discussion.

- Minutes from January 5, 202 Regular City Council Meeting
- Minutes from January 5, 2026 Public Hearings
- Claims totaling \$224,400.31 (Checks 140-848-140903 and eChecks 4076-4081)
- Approve Waiving Reservation Fee for Women's Club and Special Event Fee for North Central Bass
- Resolution 07-2026 Approve Supporting and Authorizing Application for Sourcewell Third Party Services Program
- Resolution 08-2026 Accepting Donation of \$200 for Community Garden by Crosslake Area Garden Club.

Council Member Moroni moved to approve the consent agenda with the removal of item 5.E., seconded by Council Member Jensen. The motion carried 5-0.

Brainerd Lakes Area Economic Development Corp

Tyler Glenn, Executive Director of the Brainerd Lakes Area Economic Development Corporation (BLADC), presented an overview of the organization.

Glenn highlighted several key programs:

- A recruitment program that helps hire management-level positions
- A gap financing unified fund that assists business growth and expansion

- Business consulting services through partnership with the Small Business Development Center
- A foot traffic analytics database that tracks consumer behaviors

Public Hearing Ordinance 01-2026 Amending Chapter 91 Of The City Code; Parks And Recreation

Administrator Polsfuss explained that staff had drafted a Parks and Recreation Ordinance as directed by the Council. The proposed ordinance amends Chapter 91 of the city code to establish clear rules and regulations for all public parks and recreational areas, including hours of operation, prohibition of alcohol and drugs, garbage disposal requirements, animal control, motorized vehicle restrictions, fire restrictions, and behavior standards.

Mayor Roggenkamp opened the public hearing at 6:59 PM.

Bill Toft from 31877 Green Scene Drive addressed the Council, thanking them for putting "teeth" in the ordinance to allow police to issue citations. He asked about the penalty for violations and expressed concern about enforcement at the disc golf course expansion area, which he felt was difficult to patrol.

No one else from the public spoke.

Mayor Roggenkamp closed the public hearing at 7:02 PM.

After discussion, the Council decided to modify section 2.I. to remove the provision for special permits for alcohol.

Council Member Ball moved to approve Ordinance 01-2026 amending Chapter 91 Parks and Recreation with modification to section 2.I to remove language "unless approved through a special city permit for designated ordinance," seconded by Council Member Jensen. The motion carried 4-1. Scott Opposed.

Pay Application #14 And #15 To HyTec Construction

Administrator Polsfuss presented two applications for payment to HyTec Construction. She noted these were not the final pay applications as they were still waiting on resolution of a roof claim issue that couldn't be addressed until spring when snow is gone from the roof.

Council Member Moroni moved to approve pay application number 14 for \$25,680.25 and application number 15 for \$30,348.75 to HyTec Construction, seconded by Council Member Ball. The motion carried 4-1. Scott Opposed.

Edgewater Circle Project Assessment Discussions

Administrator Polsfuss explained that the assessment process for the Edgewater Circle project, which had been approved in December, was found to be invalid. When attempting to submit the assessment roll to the county, they were informed that the parcel ID number for the Edgewater South Condominium Association was not a taxable parcel. After consulting with legal counsel, she presented two options: proceed with a reassessment process for

individual condo owners (approximately \$800 each) for inclusion in next year's property taxes, or forego the assessment.

Council Member Jensen supported proceeding with option 1 to reassess the individual property owners. Council Members Ball and Moroni agreed.

Council Member Scott expressed concerns about setting a troubling precedent by assessing properties after the fact and questioned whether there was a time limit on how long after an improvement the city could go back to assess.

Administrator Polsfuss clarified that state statute allows for reassessment without a specific time limit and confirmed this had been reviewed by legal counsel.

Council Member Moroni moved to proceed with reassessing the individual property owners, pending legal counsel affirmation, seconded by Council Member Jensen. The motion carried 4-1 with Council Member Scott opposed.

Proclamation Of FoodShare Month

Council Member Jensen provided information about the Lakes Area Food Shelf in Pequot, noting that in 2025, they served 1,333 families, with 649 being new to the food shelf. She reported that 68% of the families had children under 18, and 110,000 pounds of food had been donated or rescued from local stores.

Council Member Moroni moved to proclaim Food Share Month from March 1 to April 6, 2026, seconded by Council Member Ball. The motion 5-0.

Disc Golf Course Event Permit Application For Airborn Disc Golf

Council Member Jensen explained why he had requested this item be removed from the consent agenda. The permit applicant had initially proposed 250 individuals with 100 family and friends as spectators, exceeding the 90 participants per course limit. There are then issues about parking and questions whether two porta-potties would be adequate for the number of attendees.

Jensen also stated that these types of permits should not be on the consent agenda but should come to Council for discussion.

Council Member Moroni noted that there had been previous tournaments with 90 participants at the original course with only one porta-potty, and it had worked. He also pointed out that this tournament would be run by the Professional Disc Golf Association with proper insurance coverage.

Council Member Scott questioned the credibility of the applicant and expressed concerns about parking and for residents to access their roads. He also asked for clarification about the vendors mentioned in the application.

Administrator Polsfuss confirmed that the application indicated "airborne disc golf" as the vendor but could get more details.

Council Member Jensen moved to deny the disc golf course event permit, seconded by Council Member Scott. The motion failed 2-3. Ball, Moroni, and Roggenkamp opposed.

Council Member Ball then moved to approve the permit with three contingencies: adding additional porta-potties (one at each course), clarifying what vending would take place, and providing all insurance information to the city, Second, by Moroni. After further discussion about the lack of clarity regarding the vendor operations, Mayor Roggenkamp suggested tabling the item to allow staff to gather more information.

Council Member Ball withdrew the motion with agreement from the seconder, Moroni.

City Updates

City Administrator Polsfuss reminded the Council of the strategic planning meeting scheduled for 5:00 PM the following evening at City Hall.

Made note of November Cash & Investments in the packet.

Mayor Roggenkamp reported on the Parks Committee January meeting, noting they had reviewed the master plan from Widseth Engineering and directed them to make changes. The next step would be to wait for the completed master plan before the Committee meets again.

Council Member Ball reported on the Lakes Fire District meeting from January 12th. She noted they had purchased ATVs that were now ready, and two trucks (2015 F-350 and 2015 F-550) were in service. Reported that calls were slightly down in 2025 compared to the previous year. The board had approved hiring two new firefighters, bringing their numbers to around 25-26, and had approved 2026-2027 contracts for members of the Pequot Lakes Fire District.

Chief Sandell provided an update that two officers had registered for EMT training, which would bring the department to two paramedics and three EMTs when completed.

Adjourn

Council Member Jensen moved to adjourn, seconded by Council Member Moroni. The motion carried 5-0.

The meeting adjourned at 8:02 PM.

Submitted by: Deb Runksmeier
Deputy City Clerk

City of Breezy Point February 3, 2026 Strategic Planning Session Minutes

Mayor Roggenkamp called the February 3, 2026 Strategic Planning Session to order at 5:00 PM.

Council members Rebecca Ball, Steve Jensen, Michael Moroni, Todd Roggenkamp, and Brad Scott were present. Staff present included Administrator Allie Polsfuss, Deputy City Clerk Deb Runksmeier, Public Works Supervisor Joe Zierden, Police Chief Brian Sandell, and Finance Specialist Janette Rust.

Council discussed Long Range Financial Planning, Street Infrastructure, Effective Organizational Management, Community Development, and Community Engagement. Council identified planning priorities for the next 5 to 10 years and up to 30 years. Staff were directed to follow up on certain items and gather more information on others.

Adjourn

Council Member Ball moved to adjourn, seconded by Council Member Scott. The motion carried 5-0.

The meeting adjourned the meeting at 7:47 PM.

Submitted by: Deb Runksmeier
Deputy City Clerk

Claims Totaling: \$319,104.95

Checks: 140904 - 140984

eChecks: 4082 - 4104

Section 5, Item C.

City of Breezy Point

Check Register - CLAIMS LISTING
Check Issue Dates: 2/1/2026 - 2/28/2026

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/Manual
AAA RENTAL INC								
102	AAA RENTAL INC	91900	SEWER - COMPRESSOR	140904	02/05/2026	195.37	195.37	
Total AAA RENTAL INC:							195.37	
AFLAC								
2	AFLAC	FEB 2026	AFLAC PREMIUMS - FEB 2026	4096	02/18/2026	156.40	156.40	M
Total AFLAC:							156.40	
AT&T GLOBAL LEGAL DEMAND CENTER								
4	AT&T GLOBAL LEGAL DEMAND	600540	PD TOWER/AREA SEARCH	140905	02/05/2026	145.00	145.00	
Total AT&T GLOBAL LEGAL DEMAND CENTER:							145.00	
AT&T MOBILITY								
2937	AT&T MOBILITY	X02032026	PD CELL PHONES - 12/26/25 - 01/25/26	140940	02/19/2026	973.04	973.04	
Total AT&T MOBILITY:							973.04	
ATLAS ABSTRACT & TITLE INC								
1055	ATLAS ABSTRACT & TITLE INC	I-63369	XXX N. PINEWOOD DR PURCHASE	4091	02/17/2026	.00	.00	V
1055	ATLAS ABSTRACT & TITLE INC	I-63369	XXX N. PINEWOOD DR PURCHASE	4093	02/17/2026	.00	.00	V
Total ATLAS ABSTRACT & TITLE INC:							.00	
AUTO VALUE PEQUOT LAKES								
123	AUTO VALUE PEQUOT LAKES	66277440	PW OIL, FUEL, OIL FILTER	140906	02/05/2026	415.87	415.87	
123	AUTO VALUE PEQUOT LAKES	66277620	PW XL ORANGE LIGHTNING	140906	02/05/2026	17.99	17.99	
123	AUTO VALUE PEQUOT LAKES	66277707	PW OIL, FUEL, AIR FILTER	140941	02/19/2026	69.58	69.58	
123	AUTO VALUE PEQUOT LAKES	66277714	PW SWIVEL GRIP CUMMINS	140941	02/19/2026	21.99	21.99	
123	AUTO VALUE PEQUOT LAKES	66277766	PW OIL, FUEL, OIL FILTER	140941	02/19/2026	132.85	132.85	
123	AUTO VALUE PEQUOT LAKES	66277810	PW PARTS	140941	02/19/2026	74.55	74.55	
123	AUTO VALUE PEQUOT LAKES	66277829	PW OIL, FUEL, AIR FILTER	140941	02/19/2026	337.90	337.90	
123	AUTO VALUE PEQUOT LAKES	66277985	PW 2.5GL MAG 1 15W-40 H	140941	02/19/2026	41.99	41.99	
123	AUTO VALUE PEQUOT LAKES	66278175	PW HD FUEL CONSTRUCTION	140941	02/19/2026	28.53	28.53	
Total AUTO VALUE PEQUOT LAKES:							1,141.25	
AXON ENTERPRISE, INC.								
2910	AXON ENTERPRISE, INC.	INUS411160	PD EVIDENCE LICENSES, STORAGE,	140907	02/05/2026	7,284.66	7,284.66	
2910	AXON ENTERPRISE, INC.	INUS412224	PD PRO LICENSE BUNDLE	140907	02/05/2026	6,616.56	6,616.56	
Total AXON ENTERPRISE, INC.:							13,901.22	
BEST OIL COMPANY								
2928	BEST OIL COMPANY	44428	PW DIESEL FUEL	140908	02/05/2026	816.00	816.00	
Total BEST OIL COMPANY:							816.00	
BLUE CROSS & BLUE SHIELD OF MN								
20	BLUE CROSS & BLUE SHIELD O	MARCH 2026	VISION INS PREMIUMS - MARCH 2026	4085	02/12/2026	68.10	68.10	M

M = Manual Check, V = Void Check

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total BLUE CROSS & BLUE SHIELD OF MN:							68.10	
BOUND TREE MEDICAL LLC								
1192	BOUND TREE MEDICAL LLC	86099020	CH DEFIB PADS	140942	02/19/2026	401.32	401.32	
Total BOUND TREE MEDICAL LLC:							401.32	
BRAINERD HYDRAULICS & AIR								
26	BRAINERD HYDRAULICS & AIR	38231	PW HOSE & FITTINGS	140943	02/19/2026	78.82	78.82	
Total BRAINERD HYDRAULICS & AIR:							78.82	
BREEZY POINT HARDWARE								
2519	BREEZY POINT HARDWARE	38877	PD TRASH BAGS	140909	02/05/2026	9.99	9.99	
2519	BREEZY POINT HARDWARE	38881	PW BATTERY	140909	02/05/2026	15.98	15.98	
2519	BREEZY POINT HARDWARE	38904	PW WASHER FLUID/MARKER PAINT	140909	02/05/2026	24.95	24.95	
2519	BREEZY POINT HARDWARE	38923	PD CONTRACTOR BAG 55G	140909	02/05/2026	16.99	16.99	
2519	BREEZY POINT HARDWARE	38864	PW GLOVES	140944	02/19/2026	51.98	51.98	
2519	BREEZY POINT HARDWARE	38902	PW GRAPHIE DRY LUBE SPRAY	140944	02/19/2026	9.99	9.99	
2519	BREEZY POINT HARDWARE	38974	PW GREASE	140944	02/19/2026	14.99	14.99	
2519	BREEZY POINT HARDWARE	39033	PD PARTS	140944	02/19/2026	3.99	3.99	
Total BREEZY POINT HARDWARE:							148.86	
CARGILL INC								
2325	CARGILL INC	2911941092	PW DEICER SALT	140910	02/05/2026	2,535.85	2,535.85	
Total CARGILL INC:							2,535.85	
CELLEBRITE, INC								
22	CELLEBRITE, INC	INVUS294335	PD MOBILE DEVICE FORENSIC SYST	140945	02/19/2026	10,577.00	10,577.00	
Total CELLEBRITE, INC:							10,577.00	
CHARTER COMMUNICATIONS - PA								
3199	CHARTER COMMUNICATIONS -	156481201020	INTERNET SERVICE	140946	02/19/2026	139.98	139.98	
3199	CHARTER COMMUNICATIONS -	175604301020	PD CABLE TV 02/02/26 - 03/01/26	140946	02/19/2026	38.43	38.43	
Total CHARTER COMMUNICATIONS - PA:							178.41	
CIVICPLUS LLC								
3049	CIVICPLUS LLC	361319	MUNICODE MEETINGS RENEWAL 10/2	140911	02/05/2026	3,775.00	3,775.00	
3049	CIVICPLUS LLC	348568	MUNICODE MEETINGS ULTIMATE 11/1	140947	02/19/2026	3,024.00	3,024.00	
3049	CIVICPLUS LLC	348648	DNS & DOMAIN HOSTING RENEWAL 1	140947	02/19/2026	4,653.65	4,653.65	
Total CIVICPLUS LLC:							11,452.65	
COLLINS BROTHERS TOWING								
2944	COLLINS BROTHERS TOWING	26-328032	PD TOW 2016 JEEP RENEGADE	140948	02/19/2026	125.00	125.00	
Total COLLINS BROTHERS TOWING:							125.00	

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
COLUMN SOFTWARE PBC								
3302	COLUMN SOFTWARE PBC	6AA024C4-00	ORD 01-20026 PARKS & REC FCCLEJ0	140949	02/19/2026	145.69	145.69	
3302	COLUMN SOFTWARE PBC	6AA024C4-00	MARCH 10 PLANNING COMMISSION F	140949	02/19/2026	43.27	43.27	
3302	COLUMN SOFTWARE PBC	SYLK4MIJ-00	2026 BUDGET SUMMARY REPORT PU	140949	02/19/2026	211.14	211.14	
Total COLUMN SOFTWARE PBC:							400.10	
COMPENSATION CONSULTANTS LTD								
2500	COMPENSATION CONSULTANT	02042026	HOLLINGSWORTH FSA	4103	02/04/2026	2,700.00	2,700.00	M
2500	COMPENSATION CONSULTANT	FSA 02182026	HOLLINGSWORTH FSA	4104	02/18/2026	203.58	203.58	M
2500	COMPENSATION CONSULTANT	5717	FSA/HSA PLAN ADMINISTRATION FEB	140912	02/05/2026	55.00	55.00	
Total COMPENSATION CONSULTANTS LTD:							2,958.58	
Crow Wing Auto Body Inc.								
55	Crow Wing Auto Body Inc.	BREEZY POIN	2024 FORD EXPLORER PD REPAIR	140950	02/19/2026	153.76	153.76	
Total Crow Wing Auto Body Inc.:							153.76	
CROW WING CO LAND SERVICES								
359	CROW WING CO LAND SERVIC	9515	E911 ADDRESSING FEES DEC 2025	140913	02/05/2026	50.00	50.00	
359	CROW WING CO LAND SERVIC	9733	2025 AUDIT CONFIRMATON	140951	02/19/2026	100.00	100.00	
Total CROW WING CO LAND SERVICES:							150.00	
Crow Wing Power								
61	Crow Wing Power	1438703DEC2	SEWER PLANT ELEC 12/08/25 - 01/08/	140914	02/05/2026	1,120.29	1,120.29	
61	Crow Wing Power	1439301DEC2	#4 POND - TSF PUMP ELEC 12/08/25 -	140914	02/05/2026	31.68	31.68	
61	Crow Wing Power	1460301DEC2	LIFT PUMP 2 ELEC 12/08/25 - 01/08/26	140914	02/05/2026	57.13	57.13	
61	Crow Wing Power	1501301DEC2	LIFT PUMP 4 ELEC 12/08/25 - 01/08/26	140914	02/05/2026	155.23	155.23	
61	Crow Wing Power	1516802DEC2	CH/MAINT ELEC 12/08/25 - 01/08/26	140914	02/05/2026	223.13	223.13	
61	Crow Wing Power	1518101DEC2	LIFT PUMB 5 12/08/25 - 01/08/26	140914	02/05/2026	70.53	70.53	
61	Crow Wing Power	1528301DEC2	LIFT PUMP 3 12/08/25 - 01/08/26	140914	02/05/2026	57.01	57.01	
61	Crow Wing Power	1532601DEC2	LIFT PUMP 1 ELEC 12/08/25 - 01/08/26	140914	02/05/2026	271.79	271.79	
61	Crow Wing Power	33476401DEC	CEM WELL ELEC 12/08/25 - 01/08/26	140914	02/05/2026	47.36	47.36	
61	Crow Wing Power	33770501DEC	LIFT PUMP 6 ELEC 12/08/25 - 01/08/26	140914	02/05/2026	85.41	85.41	
61	Crow Wing Power	33929201DEC	LIFT PUMP 7 ELEC 12/08/25 - 01/08/26	140914	02/05/2026	49.50	49.50	
61	Crow Wing Power	34120201DEC	PSB ELEC 12/08/25 - 01/08/26	140914	02/05/2026	626.17	626.17	
61	Crow Wing Power	34265401DEC	#8 LIFT STATION ELEC 12/08/25 - 01/0	140914	02/05/2026	39.67	39.67	
61	Crow Wing Power	34454801DEC	CEM NORTH SERVICE ELEC 12/08/25	140914	02/05/2026	31.92	31.92	
61	Crow Wing Power	34569801DEC	8319 N SPRUCE DR ELEC 12/08/25 - 0	140914	02/05/2026	73.00	73.00	
61	Crow Wing Power	3461301DEC2	LIFT PUMP 9 ELEC 12/08/25 - 01/08/26	140914	02/05/2026	37.70	37.70	
61	Crow Wing Power	35276301DEC	FISHING PIER ELEC 12/08/25 - 01/08/2	140914	02/05/2026	10.00	10.00	
61	Crow Wing Power	36058101DEC	CITY HALL ELEC 12/08/25 - 01/08/26	140914	02/05/2026	755.00	755.00	
Total Crow Wing Power:							3,742.52	
CTC - 446126								
2893	CTC - 446126	21750049	PD PHONE SERVICE 02/12/26 - 03/11/2	140952	02/19/2026	734.24	734.24	
Total CTC - 446126:							734.24	
CULLIGAN								
368	CULLIGAN	150-09980418	PD WATER - JAN 2026	140915	02/05/2026	35.10	35.10	

M = Manual Check, V = Void Check

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Total CULLIGAN:							35.10	
DACOTAH PAPER								
108	DACOTAH PAPER	16540	CH PAPER TOWELS & TOILET TISSUE	140953	02/19/2026	197.74	197.74	
Total DACOTAH PAPER:							197.74	
Driver and Vehicle Services								
872	Driver and Vehicle Services	FEB 202600-0	2016 FORD EPR VIN#61794	140916	02/05/2026	55.75	55.75	
872	Driver and Vehicle Services	FEB 2026	PD POLICE 100 CLUB PLATES (16)	140954	02/19/2026	48.00	48.00	
Total Driver and Vehicle Services:							103.75	
FYLES SATELLITES INC.								
2927	FYLES SATELLITES INC.	15175	PARKS PORTABLE RESTROOM RENT	140955	02/19/2026	340.00	340.00	
Total FYLES SATELLITES INC.:							340.00	
GARAGE DOOR STORE - Nisswa								
3174	GARAGE DOOR STORE - Nisswa	446580488	PW REPAIR GARAGE DOOR	140956	02/19/2026	1,855.00	1,855.00	
Total GARAGE DOOR STORE - Nisswa:							1,855.00	
GILMAN HEATING & AIR LLC								
238	GILMAN HEATING & AIR LLC	1679	PD FURNACE REPAIR	140917	02/05/2026	1,095.25	1,095.25	
Total GILMAN HEATING & AIR LLC:							1,095.25	
GOPHER STATE ONE CALL								
78	GOPHER STATE ONE CALL	6010246	SEWER 2026 FACILITY OPERATOR FE	140957	02/19/2026	56.75	56.75	
Total GOPHER STATE ONE CALL:							56.75	
HEALTHPARTNERS								
71	HEALTHPARTNERS	MARCH 2026	DENTAL INS PREMIUMS - MARCH 202	4097	02/12/2026	1,581.45	1,581.45	M
Total HEALTHPARTNERS:							1,581.45	
HEARTLAND ANIMAL RESCUE TEAM								
109	HEARTLAND ANIMAL RESCUE	01/2026	ANIMAL IMPOUND FEES - JAN 2026	140958	02/19/2026	421.65	421.65	
109	HEARTLAND ANIMAL RESCUE	34314 DH	HTO - CASE #34314	140958	02/19/2026	126.00	126.00	
Total HEARTLAND ANIMAL RESCUE TEAM:							547.65	
HERO SCHEDULE LLC								
3318	HERO SCHEDULE LLC	41366	PD HERO SCHEDULE SOFTWARE 01/	140918	02/05/2026	384.00	384.00	
Total HERO SCHEDULE LLC:							384.00	
HYTEC CONSTRUCTION								
2863	HYTEC CONSTRUCTION	15452	CH REMODEL/EXPANSION PAY APP #	140919	02/05/2026	25,680.25	25,680.25	
2863	HYTEC CONSTRUCTION	15536	CH REMODEL/EXPANSION PAY APP #	140919	02/05/2026	30,348.75	30,348.75	

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total HYTEC CONSTRUCTION:							56,029.00	
LAKES AREA WILDLIFE CONTROL								
3053	LAKES AREA WILDLIFE CONTR	14950	ANIMAL CONTROL - JAN 2026	140920	02/05/2026	583.50	583.50	
Total LAKES AREA WILDLIFE CONTROL:							583.50	
LAKES PRINTING INC								
920	LAKES PRINTING INC	229856	ENVELOPES	140921	02/05/2026	198.80	198.80	
920	LAKES PRINTING INC	229857	POSTCARD MAILER - HEARING NOTI	140921	02/05/2026	138.46	138.46	
920	LAKES PRINTING INC	230089	ENVELOPES	140921	02/05/2026	371.60	371.60	
920	LAKES PRINTING INC	230383	QUARTER 1 2026 NEWSLETTER	140959	02/19/2026	2,712.80	2,712.80	
Total LAKES PRINTING INC:							3,421.66	
LAKES UTILITY COORDINATION COM								
376	LAKES UTILITY COORDINATION	202610	SEWER MEMBERSHIP DUES - 2026	140960	02/19/2026	75.00	75.00	
Total LAKES UTILITY COORDINATION COM:							75.00	
LAW ENFORCEMENT LABOR SERVICES								
1543	LAW ENFORCEMENT LABOR S	FEBRUARY 2	PD UNION DUES - FEB 2026	140961	02/19/2026	292.00	292.00	
Total LAW ENFORCEMENT LABOR SERVICES:							292.00	
LEAGUE OF MINNESOTA CITIES								
125	LEAGUE OF MINNESOTA CITIE	441341	ANNUAL MEMBERSHIP DUES - 2026	140962	02/19/2026	3,855.00	3,855.00	
Total LEAGUE OF MINNESOTA CITIES:							3,855.00	
MARCO TECHNOLOGIES LLC								
2720	MARCO TECHNOLOGIES LLC	574036570	PD COPIER LEASE - 01/17/2026 - 02/17	140922	02/05/2026	143.39	143.39	
2720	MARCO TECHNOLOGIES LLC	574339651	CH COPIER LEASE 01/22/26 - 02/22/26	140922	02/05/2026	315.10	315.10	
Total MARCO TECHNOLOGIES LLC:							458.49	
McCoy Construction Forestry								
2995	McCoy Construction Forestry	2631492	PW 2021 JOHN DEERE TRACTOR REP	140963	02/19/2026	360.18	360.18	
Total McCoy Construction Forestry:							360.18	
MEDICA								
3507	MEDICA	MARCH 2026	HEALTH INS PREMIUMS - MARCH 202	4098	02/25/2026	22,132.81	22,132.81	M
Total MEDICA:							22,132.81	
MENARDS- BAXTER								
173	MENARDS- BAXTER	63294	PW ANTIFREEZE/OIL	140923	02/05/2026	390.51	390.51	
173	MENARDS- BAXTER	63603	PW ANTIFREEZE/OIL	140923	02/05/2026	141.58	141.58	
173	MENARDS- BAXTER	63812	PW BRAKE/PARTS CLEANER/DRAIN P	140964	02/19/2026	131.23	131.23	
Total MENARDS- BAXTER:							663.32	

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
MID-STATES ORG CRIME INFO CTR								
324	MID-STATES ORG CRIME INFO	2601131-IN	MEMBERSHIP DUES 2026	140924	02/05/2026	100.00	100.00	
Total MID-STATES ORG CRIME INFO CTR:							100.00	
MIDWEST MACHINERY CO								
2335	MIDWEST MACHINERY CO	10774670	PW FILTER KIT/OIL FILTER	140965	02/19/2026	196.19	196.19	
Total MIDWEST MACHINERY CO:							196.19	
MOTOROLA SOLUTIONS INC								
2001	MOTOROLA SOLUTIONS INC	8282263723	PD RADIO BATTERY	140925	02/05/2026	1,065.00	1,065.00	
Total MOTOROLA SOLUTIONS INC:							1,065.00	
NCPERS Group Life Ins								
3300	NCPERS Group Life Ins	357500032026	LIFE INSURANCE PREMIUMS - MARC	140966	02/19/2026	96.00	96.00	
Total NCPERS Group Life Ins:							96.00	
NORTH COUNTRY CHEVROLET								
3280	NORTH COUNTRY CHEVROLET	30001656	PD 2026 CHEVROLET TAHOE	140967	02/19/2026	54,645.36	54,645.36	
Total NORTH COUNTRY CHEVROLET:							54,645.36	
OLD 10 APPAREL, LLC								
16	OLD 10 APPAREL, LLC	3623	CH CLOTHING ORDER	140968	02/19/2026	455.00	455.00	
Total OLD 10 APPAREL, LLC:							455.00	
ON SYSTEMS INC								
2224	ON SYSTEMS INC	12565	IT SERVICES FEB 2026	140969	02/19/2026	3,800.46	3,800.46	
2224	ON SYSTEMS INC	12634	UPDATED FOR WINDOWS 10>11	140969	02/19/2026	75.00	75.00	
Total ON SYSTEMS INC:							3,875.46	
OPG-3, INC								
7	OPG-3, INC	9384	LF CLOUDSITE LICENSE/INSTALL	140970	02/19/2026	4,030.00	4,030.00	
Total OPG-3, INC:							4,030.00	
PELICAN SQUARE INC								
113	PELICAN SQUARE INC	1019455	PD COFFEE SUPPLIES	140971	02/19/2026	37.87	37.87	
113	PELICAN SQUARE INC	1024679	FUEL	140971	02/19/2026	34.68	34.68	
Total PELICAN SQUARE INC:							72.55	
PEQUOT LAKES FIRE DISTRICT								
3427	PEQUOT LAKES FIRE DISTRICT	26-107	FIRE RELIEF - 1ST QTR 2026	140926	02/05/2026	78,504.56	78,504.56	
Total PEQUOT LAKES FIRE DISTRICT:							78,504.56	
PEQUOT LAKES SANITATION								
121	PEQUOT LAKES SANITATION	CH FEB 2026	PW GARBAGE SERVICE FEB 2026	140927	02/05/2026	144.43	144.43	

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
121	PEQUOT LAKES SANITATION	PD FEB 2026	PD GARBAGE FEB 2026	140927	02/05/2026	25.10	25.10	
Total PEQUOT LAKES SANITATION:							169.53	
PINE RIVER STATE BANK								
260	PINE RIVER STATE BANK	FEB 2026	BANK ACH FEES - FEB 2026	4100	02/02/2026	5.00	5.00	M
260	PINE RIVER STATE BANK	CHG BACK 02	BANK NSF FEE	4101	02/04/2026	4.00	4.00	M
Total PINE RIVER STATE BANK:							9.00	
QUADIENT FINANCE USA, INC.								
2911	QUADIENT FINANCE USA, INC.	JAN 2026	POSTAGE REFILL - JAN 2026	140928	02/05/2026	600.00	600.00	
Total QUADIENT FINANCE USA, INC.:							600.00	
QUADIENT LEASING USA, INC.								
3045	QUADIENT LEASING USA, INC.	Q2167523	POSTAGE MACHINE LEASE 02/03/26 -	140929	02/05/2026	134.22	134.22	
Total QUADIENT LEASING USA, INC.:							134.22	
RATWIK ROSZAK & MALONEY PA								
1645	RATWIK ROSZAK & MALONEY P	81615	LEGAL SERVICES - DEC 2025	140930	02/05/2026	2,110.48	2,110.48	
1645	RATWIK ROSZAK & MALONEY P	81763	LEGAL SERVICES - JAN 2026	140972	02/19/2026	2,000.00	2,000.00	
Total RATWIK ROSZAK & MALONEY PA:							4,110.48	
RELIANCE STANDARD LIFE INS								
3086	RELIANCE STANDARD LIFE INS	MARCH 2020	LIFE INS PREMIUMS MARCH 2026	4099	02/25/2026	178.50	178.50	M
Total RELIANCE STANDARD LIFE INS:							178.50	
RITEWAY BUSINESS FORMS								
2886	RITEWAY BUSINESS FORMS	26-32813	ENVELOPES	140973	02/19/2026	252.27	252.27	
Total RITEWAY BUSINESS FORMS:							252.27	
SADUSKY RENOVATIONS								
239	SADUSKY RENOVATIONS	JAN 2026	BUILDING INSPECTIONS SERVICES -	140974	02/19/2026	5,554.49	5,554.49	
Total SADUSKY RENOVATIONS:							5,554.49	
SAFEWARE INC								
5	SAFEWARE INC	30330988	PD NARC GONE	140931	02/05/2026	335.55	335.55	
Total SAFEWARE INC:							335.55	
SPARROW CLEANING SERVICE								
107	SPARROW CLEANING SERVICE	3857	PD OFFICE CLEANING - DEC 2025	140932	02/05/2026	450.00	450.00	
107	SPARROW CLEANING SERVICE	3859	CH OFFICE CLEANING - DEC 2025	140932	02/05/2026	700.00	700.00	
107	SPARROW CLEANING SERVICE	3868	PD OFFICE CLEANING - JAN 2026	140975	02/19/2026	360.00	360.00	
107	SPARROW CLEANING SERVICE	3869	CH OFFICE CLEANING - JAN 2026	140975	02/19/2026	560.00	560.00	
Total SPARROW CLEANING SERVICE:							2,070.00	

M = Manual Check, V = Void Check

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
STORM TRAINING GROUP LLC								
3355	STORM TRAINING GROUP LLC	001088	PD TRAINING 04/24/26	140933	02/05/2026	299.00	299.00	
Total STORM TRAINING GROUP LLC:							299.00	
STRYKER SALES, LLC								
3562	STRYKER SALES, LLC	9211395451	PD SUPPLIES	140934	02/05/2026	67.20	67.20	
Total STRYKER SALES, LLC:							67.20	
TDS TELECOM								
155	TDS TELECOM	FEB 2026	INTERNET SERVICE	140976	02/19/2026	149.00	149.00	
Total TDS TELECOM:							149.00	
THE OFFICE SHOP								
175	THE OFFICE SHOP	1162102.1	CH 1099 FORMS	140935	02/05/2026	43.72	43.72	
175	THE OFFICE SHOP	1162102-0	CH 1099 ENVELOPES	140935	02/05/2026	41.50	41.50	
Total THE OFFICE SHOP:							85.22	
TOWMASTER								
1486	TOWMASTER	90004795	PW SERVICE - TRUCK	140977	02/19/2026	828.00	828.00	
Total TOWMASTER:							828.00	
US BANK								
1739	US BANK	JAN 2026	CH OFFICE SUPPLIES	4095	02/09/2026	1,841.98	1,841.98	M
Total US BANK:							1,841.98	
USA Blue Book								
163	USA Blue Book	INV00935736	SEWER BUFFER PACK & INVERTED P	140936	02/05/2026	206.35	206.35	
163	USA Blue Book	INV00942939	CUSTOM MARKING FLAG	140978	02/19/2026	229.50	229.50	
Total USA Blue Book:							435.85	
VERIZON WIRELESS								
1274	VERIZON WIRELESS	6135655798	SEWER CELL PHONES 03/11/26 - 03/1	140979	02/19/2026	200.96	200.96	
Total VERIZON WIRELESS:							200.96	
VESTIS								
2987	VESTIS	2530498714	CH RUGS - FEB 2026	140937	02/05/2026	136.28	136.28	
2987	VESTIS	2530498715	PD MATS - FEB 2026	140937	02/05/2026	104.95	104.95	
Total VESTIS:							241.23	
VICTORY AUTOMOTIVE SERVICE LLC								
3377	VICTORY AUTOMOTIVE SERVIC	1404707	2023 RAM BATTERY REPLACEMENT	140938	02/05/2026	270.49	270.49	
3377	VICTORY AUTOMOTIVE SERVIC	1404790	PD OIL CHANGE 2024 FORD EXPLOR	140938	02/05/2026	73.56	73.56	
3377	VICTORY AUTOMOTIVE SERVIC	1404649	PD 2023 RAM HEADLAMP/BULB	140980	02/19/2026	231.75	231.75	

City of Breezy Point

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Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total VICTORY AUTOMOTIVE SERVICE LLC:							575.80	
VIKING ELECTRIC SUPPLY INC								
2405	VIKING ELECTRIC SUPPLY INC	S009905956.0	PSB KEYSTE KT	140939	02/05/2026	203.76	203.76	
Total VIKING ELECTRIC SUPPLY INC:							203.76	
WEX Bank								
1193	WEX Bank	JAN 2026	PD FUEL PURCHASES - JAN 2026	4083	02/02/2026	1,976.54	1,976.54	M
Total WEX Bank:							1,976.54	
WIDSETH SMITH NOLTING & ASSOC								
1632	WIDSETH SMITH NOLTING & AS	243240	BP PARK ENGINEERING FEES THRU 0	140981	02/19/2026	5,148.78	5,148.78	
Total WIDSETH SMITH NOLTING & ASSOC:							5,148.78	
WSB								
3054	WSB	R-022038-000	PROFESSIONAL SERVICES 0101/26 -	140982	02/19/2026	1,971.14	1,971.14	
Total WSB:							1,971.14	
XCEL ENERGY								
105	XCEL ENERGY	963264549	PW NATURAL GAS 12/30/25 - 01/30/26	140983	02/19/2026	1,837.65	1,837.65	
105	XCEL ENERGY	963278741	PD NATURAL GAS SERVICE 12/30/25 -	140983	02/19/2026	1,074.19	1,074.19	
Total XCEL ENERGY:							2,911.84	
ZIEGLER INC								
135	ZIEGLER INC	IN002275206	PW EQUIPMENT OIL	140984	02/19/2026	187.26	187.26	
135	ZIEGLER INC	IN002285533	OIL/FILTER 257D	140984	02/19/2026	106.42	106.42	
Total ZIEGLER INC:							293.68	
ZIFT - CASELLE								
32	ZIFT - CASELLE	CC PROCESS	CC PROCESSING FEES - JAN 2026	4102	02/04/2026	319.67	319.67	M
Total ZIFT - CASELLE:							319.67	
Grand Totals:							319,104.95	



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>3/02/2026</i>	Item Name: <i>Eagle View Traffic Study</i>
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BACKGROUND

In July 2025, the City Council approved a Professional Services Agreement to participate in a Transportation Planning Study in coordination with Eagle View Elementary, Crow Wing County, and the City of Pequot Lakes.

Over the following months, Bolton & Menk conducted an in-depth traffic analysis focused primarily on:

- The two school access intersections along CSAH 11
- Internal school site circulation
- Traffic flow and safety considerations during peak school hours

At the January 5, 2026 City Council meeting, the project engineer from Bolton & Menk presented the findings of the traffic study and requested that the Council formally adopt the study at a future meeting to memorialize the findings.

OVERVIEW

Attachment A includes a summary of revisions made to the report and the final version of the study for Council consideration.

Adoption of the study does not obligate the City to participate in future improvements or expansions. Rather, adoption formally records the City’s acceptance of the analysis and recommendations for future planning, coordination with partner agencies, and potential funding opportunities.

STAFF RECOMMENDATION

Adopt the CSAH 11 and Eagle View Elementary Site Circulation Study

MEMORANDUM

Date:

February 18th, 2026

To: Rob Hall, P.E.
CC: ISD 186, City of Breezy Point, City of Pequot Lakes

From: Chloe Christenson, P.E.

Subject: Report Edits: CSAH 11 and Eagle View Elementary Site Circulation Study

The following changes have been made to the CSAH 11/Eagle View Elementary Site Circulation Study Report since 12/31/2025:

- Certification page
 - Changed the line above the signatures from “REVIEWED BY” to “ADOPTED BY”
- Page 1: fourth paragraph, first sentence
 - Changed “investment” to “investments”
- Page 1: last paragraph, first sentence
 - Changed “is” to “are”
- Page 3: first paragraph under traffic counts
 - Added “while school was in session”
- Page 3: second paragraph under traffic counts, third sentence
 - Added “(HV %)”
- Page 10: first sentence
 - Constructed at all the two (removed the word “all”)
- Page 16: Added enhanced interim project graphics
- Page 19 and 21:
 - Added the interim solution to the benefit cost analysis portion of the report and include the interim solution in tables 9 and 10.
- Page 22: Last paragraph, first sentence
 - Added “It is recommended that safety and operational performance of the study area are reviewed on an annual basis and discussed between the applicable agencies. “
- Page 22: second paragraph, first sentence
 - Changed from “The most fiscally responsible solution” to “The recommended solution...”
- Page 22: second paragraph, second sentence
 - Changed to “The added visibility, due to increased sight distance, and comfort ...”
- Page 22: second paragraph, second sentence
 - Changed “affect” to “effect”
- Page 22: third paragraph
 - Added sentence to the end – “If this solution becomes necessary, the agencies involved should seek outside funding sources and proceed with construction.”

County State Aid Highway (CSAH) 11 Traffic and Eagle View Elementary Site Circulation Study

Crow Wing County, MN
February 18, 2026



Real People. Real Solutions.

Submitted by:

Bolton & Menk, Inc.
10400 Viking Drive
Suite 100
Eden Prairie, MN 55344
P: (612) 358-2637

Certification

Traffic Report

For

County State Aid Highway (CSAH) 11 Traffic and Eagle View Elementary Site
Circulation Study

Crow Wing County, MN
25X.139457.000

February 18, 2026

I hereby certify that this report was prepared by me or under my direct supervision and that I am
a duly Licensed Professional Engineer under the laws of the State of Minnesota.

	63076	February 18, 2026
Chloe M. Christenson, P.E.	License No.	Date

ADOPTED BY:

Crow Wing County	Date
Pequot Lakes Public Schools	Date
City of Breezy Point	Date
City of Pequot Lakes	Date

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Appendix E: Opportunities and Dismissals

Appendix F: Public Engagement Summary

Appendix G: Benefit Cost Analysis

I. Executive Summary

Crow Wing County, in collaboration with ISD 186, the City of Pequot Lakes and the City of Breezy Point, conducted a study that analyzed traffic operations and safety along CSAH 11 near Eagle View Elementary in Breezy Point, Minnesota. This primarily focused on the two school access intersections as well as the internal school site circulation. Current conditions show that while overall crash rates are below the statewide average, the West School Access intersection has experienced angle crashes, and drivers exiting the school face limited sightlines and significant delays during peak arrival and dismissal times. Traffic observations and modeled conditions showed that school peak congestion affects queue lengths, driver gap acceptance, and overall safety on CSAH 11. These findings prompted an analysis of alternatives that aim to improve safety, increase efficiency of school traffic peaks, and maintain the collaborative system that balances the needs of the school peak hours as well as CSAH 11 during all times of the year.

Public engagement played a key role in shaping and evaluating alternatives. Two phases of outreach occurred; each included an in-person open house and an online platform for feedback and collaborative conversation. The outreach process was designed to share technical findings in an accessible way and to gather both qualitative and location-specific feedback from parents, residents, school staff, and daily roadway users. Community opinions were split between roundabouts and signals, with many respondents emphasizing the need for improvements during school peak hours without creating year-round delays. Public feedback was incorporated into the evaluation of alternatives and helped refine the recommended phased approach.

Alternatives included roundabouts, traffic signals, and on-site circulation changes. Each alternative was evaluated using consistent criteria that considered safety, mobility, public input, and cost. Roundabouts scored highest for safety benefits due to their ability to reduce severe crashes and vehicle conflict points, and they maintained acceptable traffic flow through 2045. A benefit-cost analysis showed that none of the alternatives have a construction cost outweighing the quantified benefits; however, a single-lane roundabout at the West School Access had the most favorable ratio, and the highest safety benefit among all options.

These results supported focusing near-term investments on lower-cost improvements while reserving higher-cost infrastructure changes for future consideration. Based on technical analysis and public input, the study recommends a phased approach: implement interim improvements first by reconstructing eastbound right-turn lanes and adjusting stop bar locations at both school access intersections to improve sightlines and increase driver comfort. These interim improvements are intended to address the most critical visibility and safety concerns while minimizing cost and disruption.

Annual reviews of safety and operational performance are recommended to monitor the study area. If issues persist, the long-term recommendation is to construct a single-lane roundabout at the West School Access intersection, which offers the greatest safety and operational benefits while aligning with public priorities. This phased strategy allows near-term improvements while preserving a long-term solution that can be implemented at the agency's discretion as conditions are warranted.

II. Introduction

This report summarizes the traffic and site circulation analysis completed to identify and evaluate future roadway improvements on CSAH 11 near Eagle View Elementary in Breezy Point, Minnesota. State Aid Highway 11 roadway will be referred to as CSAH 11 throughout this report. CSAH 11 is being analyzed between the eastern and western access points of Nickel Road to evaluate the current roadway and develop a plan for this corridor to better serve current and future generations of users. The project considerations include:

- Safety: The corridor averages 1 crash per year in the study area – 2 of which were angle crashes in the last five years at the intersection of the West School Access and Edgewater Farm Drive.
- Balance: Design must accommodate fluctuating traffic volumes, including school start and end times as well as peak seasons due to the presence of nearby summer homes.
- Roadway Conditions: Vertical curvature to the west, horizontal curvature to the east, and various access points were considered.

CSAH 11 is divided by the cities of Pequot Lakes and Breezy Point within the project area, the project corridor is located in Crow Wing County. See **Figure 1** for the project location.

Figure 1: Project Location



The current speed limit along CSAH 11 is 55 MPH with a 30 MPH School Zone near Eagle View Elementary School. Roadway functional classification by roadway in the project area is as follows:

- CSAH 11 is classified as a Major Collector
- All other side streets along the corridor are classified as local roads

All intersections along CSAH 11 within the study area are side street stop controlled.

The corridor serves a variety of adjacent land uses including several businesses, residential homes, a church, Eagle View Elementary School, and traffic destined to/from MN 371. CSAH 11 is a two-lane undivided roadway. The East and West School Access intersections to Eagle View Elementary have designated left and right turn lanes. There are also two bypass lanes along eastbound CSAH 11 within the study area.

The West School Access intersection for Eagle View Elementary functions as the primary parent drop-off and pick-up area, while the East School Access accommodates buses and early childhood drop-off and

pick-up. The west loop experiences the highest traffic volumes during arrival and dismissal times. Parents queue through the parking lot and circulate through the loop for pick-up. A notification system is in place that allows parents to alert staff upon arrival, prompting students inside the building to prepare for departure.

III. Data Collection

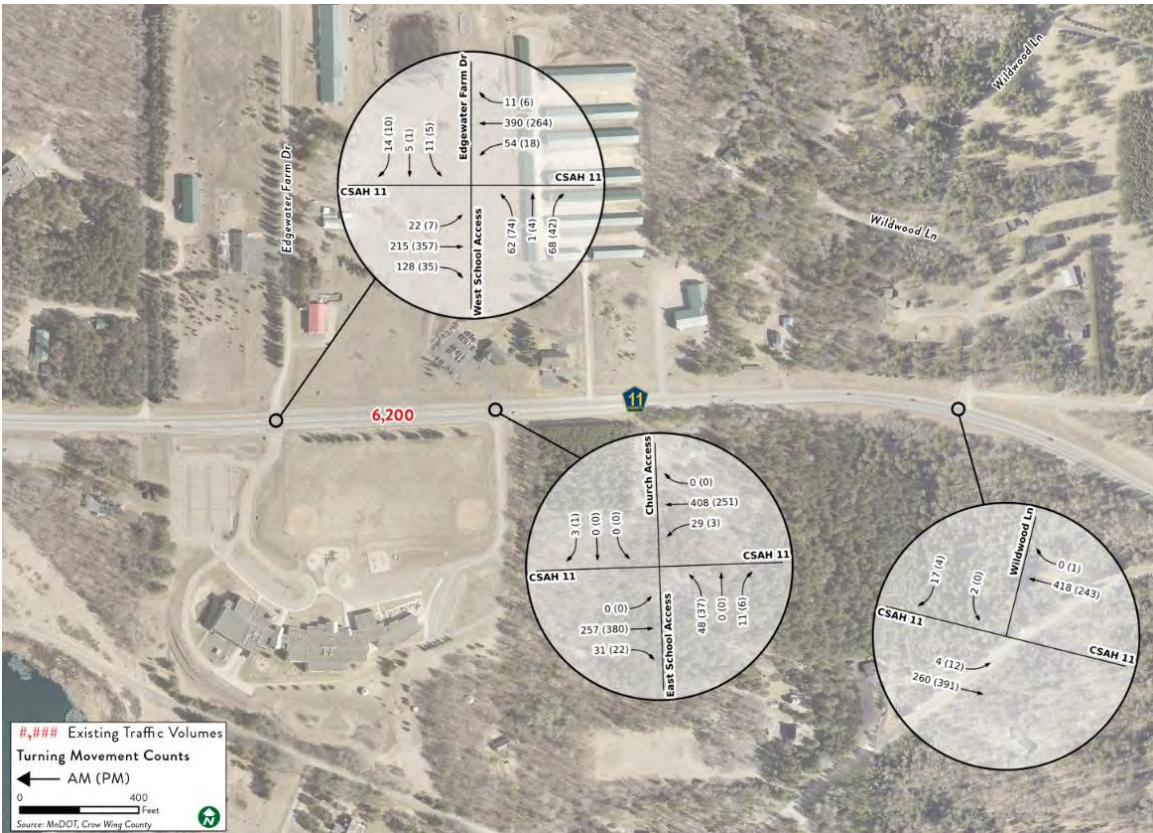
Traffic Counts

In September 2025, 13-hour typical weekday turning movement counts were collected at the following intersections while school was in session:

- CSAH 11 at West School Access/Edgewater Farm Dr
- CSAH 11 at East School Access/Church Access
- CSAH 11 at Wildwood Ln

The counts isolate auto, heavy commercial, bicycle, and pedestrian movements. The AM peak hour was found to be from 7:15- 8:15 AM, the school PM peak was found to be from 2:45-3:45 PM. The heavy vehicle percentage (HV%) on CSAH 11 was determined to be 2.9% for the entire day, but the peak hour HV% is higher, ranging from 4.1% (AM) to 6.6% (PM). The AM and PM peak turning movement counts are displayed in **Figure 2** and can be found in **Appendix A**.

Figure 2: 2025 Turning Movement Counts



Radar Counts

Radar counts were also collected at the same time as turning movement counts. The radar was located between the two school access points along CSAH 11. Radars collect the total number of vehicles as well as speeds for each vehicle passing that location on CSAH 11. 48 hours of radar data was collected from 9/10/2025-9/11/2025. The data found in **Table 1** below displays the data found from the radar data collection. The radar data summary can be found in **Appendix B**.

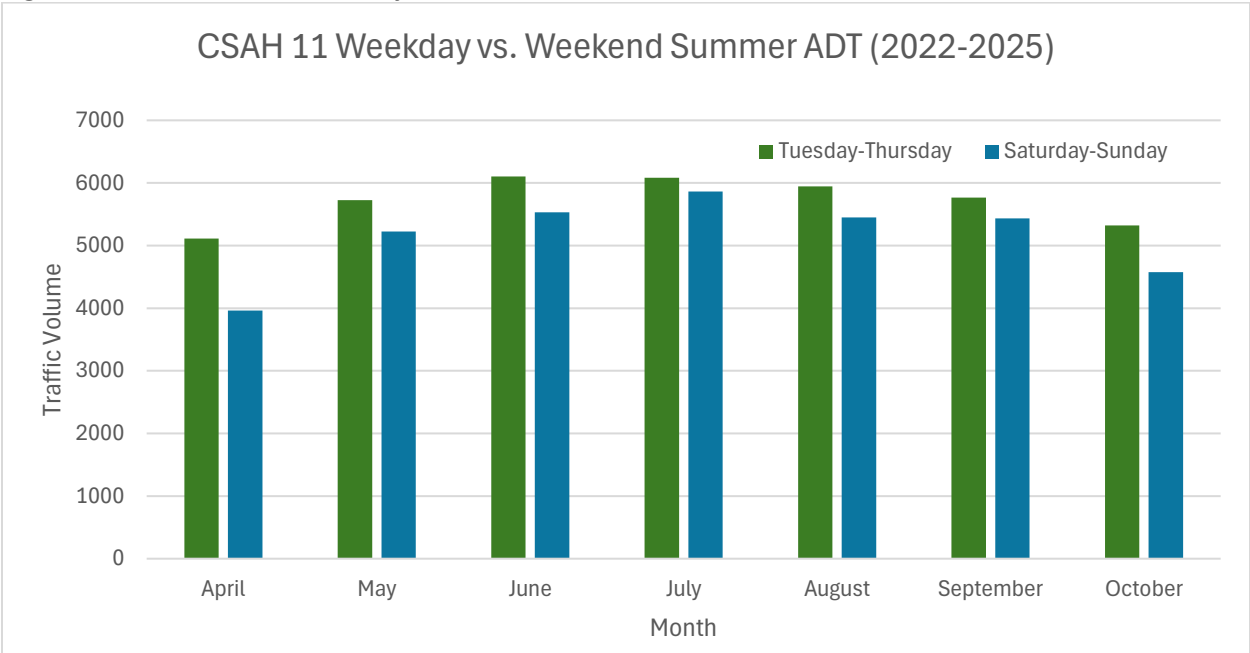
Table 1: Radar Data Summary

	EB	WB
Average Daily Weekday Speed (mph)	46.2	50.3
Average Daily 10 mph Pace (mph)	45-55	51-61
Average Daily 85th Percentile Speed (mph)	54	59
Average School Drop-Off Time Speed (mph)	38.5	40.9
Average School Pick-Up Time Speed (mph)	39.5	43.2

IV. StreetLight Analysis

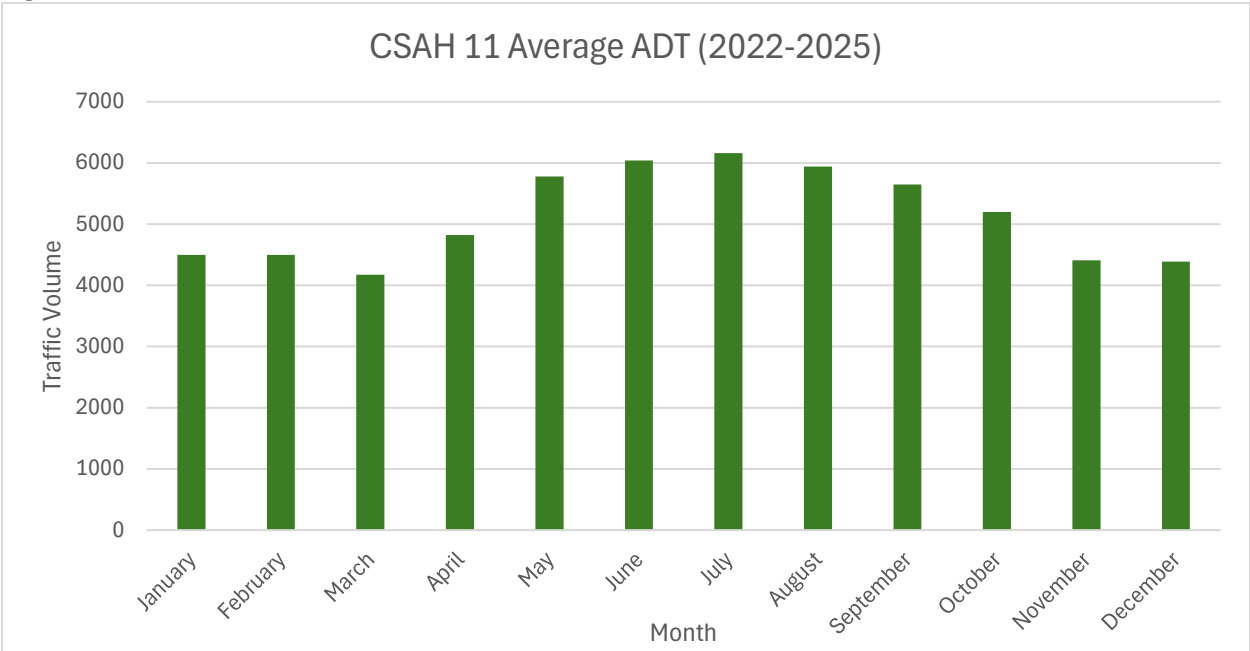
Summer traffic variation, historical average daily traffic, and speed data along the corridor were analyzed using StreetLight. The study compared weekday and weekend volumes from April through September, using a three-year average for consistency. Results indicate that weekend traffic nearly equals weekday traffic from May through October, indicating high recreational usage of the roadway in the summer months. **Figure 3** illustrates the trend in traffic volumes throughout the summer months.

Figure 3: Summer ADT Variability



Historical daily traffic data, averaged by month over the past three years, reveals seasonal trends in corridor usage. Notably, the Average Daily Traffic (ADT) increases during the summer months, likely due to the presence of cabins or lakeside destinations in the surrounding area. May-October shows higher than average volume. July has the highest ADT, at 20% above the yearly average. **Figure 4** illustrates the historical ADT patterns.

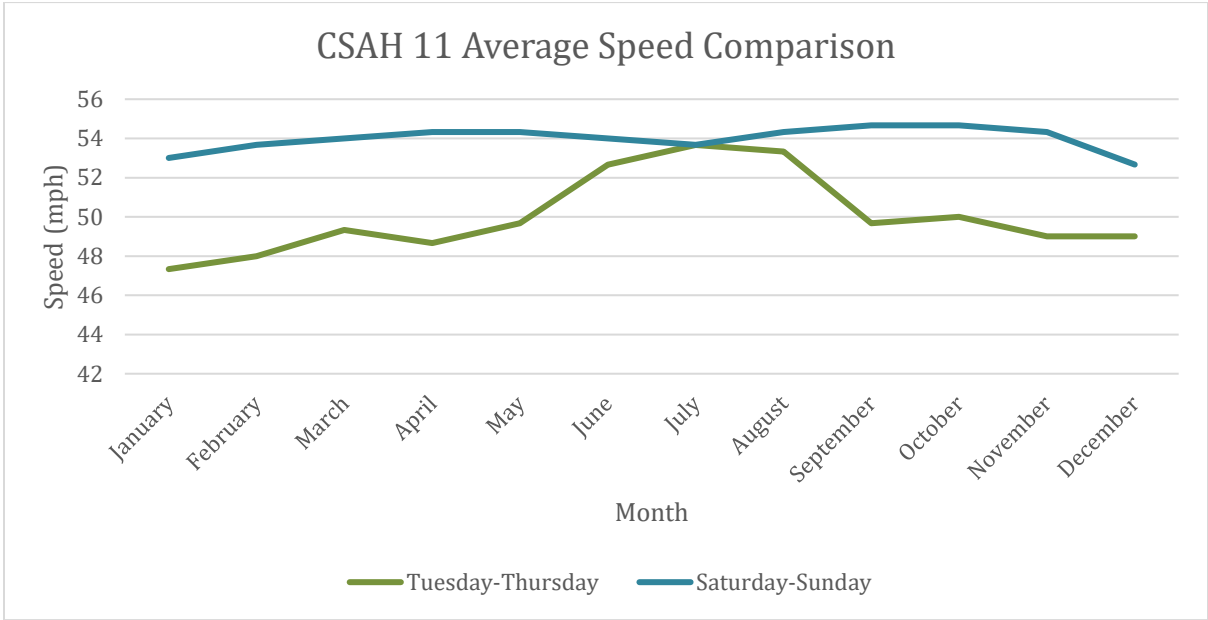
Figure 4: Historical ADT



Average speed data was analyzed to better understand driving patterns along the corridor throughout the year, including differences between weekdays and weekends. The analysis revealed that weekend speeds are consistently higher than weekday speeds. As expected, average speeds tend to decrease during the winter months. Weekend speeds remain in the 53-55 mph range year-round. Weekday speeds show a 4-mph reduction during the school year.

Figure 5 illustrates the variation in speeds between weekdays and weekends over the course of the year.

Figure 5: Average Speed Comparison



V. Crash Analysis

Intersection Crashes

A five-year crash analysis between January 2020 – December 2024 was completed for all study intersections along the project corridor.

At the CSAH 11 at West School Access/Edgewater Farm Dr intersection, there were two crashes in the last five years. Both were right angle crashes, the first one involving a southbound and westbound vehicle resulting in minor personal injury. The other angle crash consisted of a northbound and eastbound vehicle resulting in property damage only. Notably, the northbound and eastbound vehicle crash occurred during the school morning peak.

At Wildwood Ln (approximately 300 feet east of the East School Access intersection), a single vehicle run off road crash occurred with a vehicle traveling eastbound. This crash resulted in property damage only. No other crashes were reported in the five-year analysis period.

A comparison of the crash rate and the critical rate were completed to determine if there is a safety issue at any of the intersections in the project area. The total crash rate is the number of crashes per million entering vehicles (MEV). The critical rate is a statistical comparison based on similar intersections statewide. An observed crash rate greater than the critical rate indicates that the intersection operates outside of the expected normal range. The critical index reports the magnitude of this difference and a critical index of less than one indicates that the intersection is operating within the normal range. **Table 2** summarizes the total crash rate information by intersection.

Table 2: Total Crash Rate Summary

Intersection	Number of Crashes	Total Crash Rate		
		Observed	Statewide Average	Critical Index
CSAH 11 at West School Access/Edgewater Farm Dr	2	0.138	0.141	0.32
CSAH 11 at East School Access/Church Access	0	0	0.141	0
CSAH 11 at Wildwood Ln	1	0.079	0.141	0.18

Table 2 indicates that all intersections have a critical index under one, indicating all intersections are performing within the normal expected range compared to similar intersections statewide in the last five years.

The intersection crash worksheets can be found in **Appendix C**.

A 10-year analysis of fatal, serious injury, pedestrian and bicycle crashes was completed analyzing data from January 2015-December 2024 and found no fatal, serious injury, pedestrian or bicycle crashes have occurred in the study area.

VI. Existing Traffic Operations

A level of service (LOS) analysis of the peak hours was completed using the 2025 turning movement counts that were collected in September. The LOS results are based on average delay per vehicle as calculated by the Highway Capacity Manual (HCM) 7th Edition, which defines the level of service, based on control delay. Control delay is the delay experienced by vehicles slowing down as they are approaching the intersection, the wait time at the intersection, and the time for the vehicle to speed up through the intersection and enter the traffic stream. The average intersection control delay is a volume weighted average of delay experienced by all motorists entering the intersection on all intersection approaches. Intersections and each intersection approach are given a ranking from LOS A through LOS F. LOS A indicates the best traffic operation, with vehicles experiencing minimal delays. LOS A through D is generally perceived to be acceptable to drivers. LOS E indicates that an intersection is operating at, or very near, its capacity and that drivers experience considerable delays. LOS F indicates an intersection where demand exceeds capacity, and drivers experience substantial delays.

The existing traffic volumes were analyzed with the current geometry along CSAH 11. The school start/end times made up the two peak hours analyzed. The AM school peak hour was analyzed from 7:15-8:15 AM and the PM school peak hour was found to be 2:45-3:45 PM. The peak hour operational results are summarized in **Table 3**. The overall intersection delay, approach delay, and maximum queues are shown. The simulation settings within Synchro were calibrated based on the camera footage of the site to replicate real-life conditions as closely as possible.

Table 3: Existing Traffic Operations

	Approach	AM Peak			PM Peak		
		Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)	Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)
CSAH 11 at West School Access/Edgewater Farm Dr	EB	1 - A	14 - B	25	1 - A	10 - B	0
	WB	1 - A		25	1 - A		25
	NB	63 - F		175	40 - E		150
	SB	28 - D		25	16 - C		25
CSAH 11 at East School Access/Church Access	EB	0 - A	5 - A	0	0 - A	3 - A	0
	WB	1 - A		0	0 - A		0
	NB	41 - E		75	27 - D		50
	SB	12 - B		0	10 - B		0
CSAH 11 at Wildwood Ln	EB	0 - A	1 - A	0	0 - A	0 - A	0
	WB	0 - A		0	0 - A		0
	NB	-		-	-		-
	SB	14 - B		0	10 - B		0

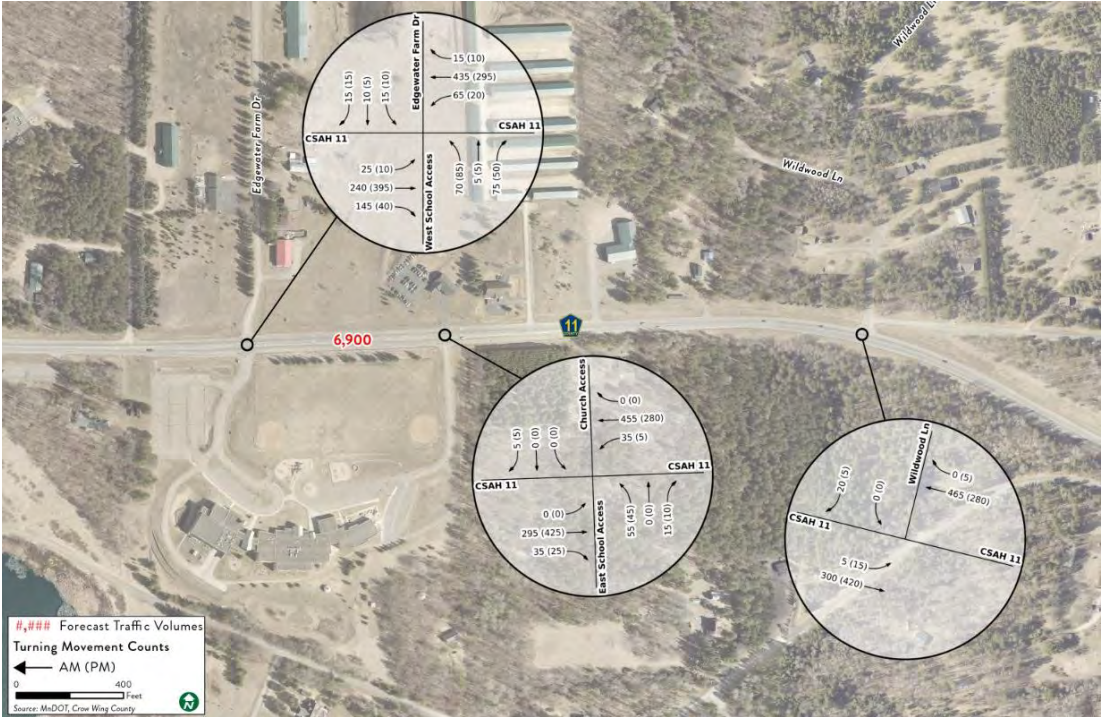
During the existing condition AM and PM peak hour, all intersections operate at LOS B or better overall. However, the northbound approaches at the West and East School Access intersections show delay during each peak hour. In the AM peak hour, the West School Access intersection (where the majority of parent pick-up and drop-off occurs) shows a failing level of service with over a minute of delay, while the East School Access northbound approach experiences 41 seconds of delay (LOS E). The PM peak hour shows slightly better operations, but elevated delays and queueing are still observed on the northbound approaches.

VII. Traffic Forecasting

2045 forecasts were determined based on data available from the 2040 Comprehensive Plan for Crow Wing County. The county is assuming a 0.5% growth for CSAH 11 in twenty years. Therefore, 2045 forecasted turning movements were calculated using the same growth rate.

Forecasted AM and PM peak turning movement counts are shown in **Figure 6** and **Appendix A**.

Figure 6: Forecasted 2045 Turning Movement Counts



VIII. Forecasted Traffic Operations

The forecasted 2045 peak hour turning movement counts were analyzed in Synchro. The operational results are shown in **Table 4**. The overall intersection delay, approach delay, maximum queues are shown.

Table 4: 2045 No Build Traffic Operations

	Approach	AM Peak			PM Peak		
		Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)	Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)
CSAH 11 at West School Access/Edgewater Farm Dr	EB	1 - A	29 - D	25	1 - A	18 - C	0
	WB	1 - A		25	1 - A		25
	NB	137 - F		275	75 - F		225
	SB	38 - E		50	18 - C		25
CSAH 11 at East School Access/Church Access	EB	0 - A	7 - A	0	0 - A	4 - A	0
	WB	1 - A		0	0 - A		0
	NB	66 - F		125	36 - E		75
	SB	12 - B		0	10 - B		0
CSAH 11 at Wildwood Ln	EB	0 - A	1 - A	0	0 - A	0 - A	0
	WB	0 - A		0	0 - A		0
	NB	-		-	-		-
	SB	14 - B		0	10 - B		0

During the 2045 No Build AM peak hour, the intersection delay increases compared to the existing conditions at the two school accesses. Most of the delay increase is observed at the northbound approach at both intersections. At the West School Access intersection, the approach delay increases from 63 seconds (LOS F) in 2025 to 137 seconds (LOS F) in 2045. While this approach is LOS F currently, in 2045 the approach delay is expected to increase by more than double.

During the 2045 No Build PM peak hour analysis, the maximum approach delay at the West School Access intersection increases from 40 seconds of delay per vehicle (LOS E) in 2025 to 75 seconds of delay per vehicle (LOS F) in 2045. Similar increases in delay are anticipated for the East School Access intersection.

IX. Warrant Analysis

A warrant analysis was completed for the intersection analyzing the existing (2025) traffic volumes. The MnMUTCD (Chapter 4C) states that the investigation of the need for a traffic control signal shall include an analysis of the applicable factors contained in the following traffic signal warrants:

- Warrant 1: Eight-Hour Vehicular Volume
- Warrant 2: Four-Hour Vehicular Volume
- Warrant 3: Peak Hour
- Warrant 4: Pedestrian Volume
- Warrant 5: School Crossing
- Warrant 6: Coordinated Signal System
- Warrant 7: Crash Experience
- Warrant 8: Roadway Network
- Warrant 9: Intersection Near a Grade Crossing

A warranted analysis was completed for the three intersections that had count data collected along the corridor. The results by location are summarized below. Documentation supporting the warrant analysis is included in **Appendix D**.

West School Access/Edgewater Farm Drive

- No signal warrants are met with existing volumes.
- All-way stop criteria are not met with existing volumes.

East School Access/Church Access

- No signal warrants are met with existing volumes.
- All-way stop criteria are not met with existing volumes.

Wildwood Lane

- No signal warrants are met with existing volumes.
- All-way stop criteria are not met with existing volumes.

X. Alternative Analysis

Traffic control changes were considered at the two school access intersections within the study area in order to improve safety and reduce delay for all users. The alternatives are discussed in categories for CSAH 11 alternatives, on-site alternatives, opportunities and dismissals, and interim alternatives.

CSAH 11 Alternatives

Single Lane Roundabout

This alternative reduces side street approach delay and queuing compared to the current side street stop control. It also improves safety for all modes of transportation, as roundabouts are found to reduce the severity of crashes and reduce the number of right angle crashes at intersections. The proposed roundabout layout is shown below in **Figure 7**.

Figure 7: Proposed Roundabout Layout



The single lane roundabout alternative was analyzed in Arcady Junctions 10, which is based on geometric simulation. The operational analysis of the roundabout alternative is found in **Table 5** below.

Table 5: Roundabout Traffic Operations (2025 & 2045)

		Approach	AM Peak						PM Peak					
			Approach		Intersection		Queue Length (ft)		Approach		Intersection		Queue Length (ft)	
			Delay (sec/veh)	LOS	Delay (sec/veh)	LOS	Avg	Max	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS	Avg	Max
2025	CSAH 11 at West School Access/Edgewater Farm Dr	EB	6	A	6	A	25	75	6	A	6	A	25	100
		WB	7	A			50	100	6	A			25	75
		NB	5	A			25	50	5	A			25	50
		SB	5	A			25	25	5	A			0	25
	CSAH 11 at East School Access/Church Access	EB	6	A	6	A	25	100	6	A	6	A	25	100
		WB	7	A			50	100	4	A			25	50
		NB	5	A			25	50	6	A			25	50
		SB	4	A			0	25	0	A			0	25
2045	CSAH 11 at West School Access/Edgewater Farm Dr	EB	7	A	7	A	50	100	7	A	6	A	50	100
		WB	8	A			50	125	6	A			25	75
		NB	5	A			25	50	5	A			25	50
		SB	5	A			0	25	5	A			0	25
	CSAH 11 at East School Access/Church Access	EB	6	A	7	A	25	75	7	A	6	A	50	100
		WB	8	A			50	125	5	A			25	50
		NB	6	A			25	50	7	A			25	50
		SB	5	A			0	25	0	A			0	25

The roundabouts are expected to operate at LOS A through 2045. The maximum queue found is 125ft heading westbound into the western roundabout. Because there is approximately 500 feet of space between the two roundabouts, this maximum queue is not anticipated to cause any congestion.

A single lane roundabout would reduce the number of conflict points at a standard four-legged intersection from 32 to 8. Data published by MnDOT's Office of Traffic Engineering "A Study of the Traffic Safety at Roundabouts in Minnesota" indicates that single-lane roundabouts are anticipated to have less fatal and serious injury crashes than thru-stop intersections.

Signalized Traffic Control

Signals are customizable to timing needs of the school while prioritizing mainline CSAH 11 at other times. They also allow for each approach and/or movement to have designated time to safely maneuver, alleviating congestion coming into or out of the school property. The proposed layout would not require any geometric changes to the existing roadway. **Table 6** shows the operational results of this alternative.

Table 6: Signalized Traffic Operations (2025 & 2045)

		Approach	AM Peak			PM Peak		
			Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)	Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)
2025	CSAH 11 at West School Access/Edgewater Farm Dr	EB	10 - B	11 - B	100	8 - A	13 - B	175
		WB	11 - B		100	8 - A		75
		NB	13 - B		25	15 - B		50
		SB	11 - B		25	9 - A		25
	CSAH 11 at East School Access/Church Access	EB	13 - B	11 - B	125	16 - B	12 - B	200
		WB	10 - B		150	8 - A		100
		NB	7 - A		50	7 - A		50
		SB	0 - A		0	0 - A		0
2045	CSAH 11 at West School Access/Edgewater Farm Dr	EB	10 - B	12 - B	125	8 - A	13 - B	200
		WB	13 - B		125	8 - A		100
		NB	14 - B		50	15 - B		75
		SB	11 - B		25	9 - A		25
	CSAH 11 at East School Access/Church Access	EB	14 - B	12 - B	150	17 - B	13 - B	225
		WB	11 - B		175	8 - A		100
		NB	8 - A		50	8 - A		50
		SB	0 - A		0	0 - A		0

All intersections operate at LOS B or better through 2045. The highest approach delay is 17 seconds (LOS B) with a maximum queue of 225 feet at the eastbound approach at the East School Access intersection in the 2045 PM peak hour.

On-Site Alternatives

Several alternatives were considered to alleviate on-site congestion within the school property only. Each one attempts to either reduce the amount of accesses to CSAH 11, or change the traffic pattern on CSAH 11 to reduce conflicting vehicular movements. The One Way Loop alternative is discussed below, while the two Single Access alternatives are discussed in the dismissals section of this study report.

One-Way Loop

With this alternative, vehicles and buses enter via West School Access intersection and exit via East School Access intersection. This allows more space for parent pick-up line, and maintains access to all existing parking lots. **Figure 8** shows the proposed alternative layout.

Figure 8: Proposed One-Way Loop Layout



The East School Access intersection would require a traffic control change because the increase in volume would lead to higher delay than is seen today with the existing stop control. Therefore, this alternative was analyzed with both a roundabout and a signal at the East School Access intersection. The alternative assumed no traffic control change to the West School Access intersection. **Table 7** shows the operational results for this alternative if there were a signal or a roundabout at the East School Access intersection.

Table 7: One-Way Loop Traffic Operations (2025 & 2045)

		Approach	AM Peak			PM Peak		
			Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)	Approach (Delay - LOS)	Intersection (Delay - LOS)	Max. Approach Queue Length (ft)
2025	CSAH 11 at West School Access/Edgewater Farm Dr	EB	1 - A	2 - A	25	1 - A	1 - A	0
		WB	2 - A		25	1 - A		25
		NB	-		-	-		-
		SB	23 - C		25	14 - B		25
	CSAH 11 at East School Access/Church Access Signal	EB	9 - A	14 - B	75	17 - B	17 - B	125
		WB	15 - B		175	12 - B		100
		NB	14 - B		75	22 - C		50
		SB	0 - A		0	0 - A		0
	CSAH 11 at East School Access/Church Access Roundabout	EB	3 - A	6 - A	25	5 - A	7 - A	75
		WB	7 - A		100	6 - A		50
		NB	5 - A		50	11 - B		175
		SB	4 - A		25	0 - A		25
2045	CSAH 11 at West School Access/Edgewater Farm Dr	EB	1 - A	3 - A	25	1 - A	1 - A	25
		WB	2 - A		25	1 - A		25
		NB	-		-	-		-
		SB	29 - C		50	16 - B		25
	CSAH 11 at East School Access/Church Access Signal	EB	10 - B	15 - B	100	19 - B	20 - C	150
		WB	17 - B		225	13 - B		125
		NB	15 - B		75	27 - C		75
		SB	0 - A		0	0 - A		0
	CSAH 11 at East School Access/Church Access Roundabout	EB	4 - A	24 - C	50	5 - A	7 - A	50
		WB	34 - D		950	7 - A		75
		NB	7 - A		75	13 - B		200
		SB	6 - A		25	0 - A		25

The roundabout alternative operates with a lower intersection delay at the East School Access intersection. Both options operate at LOS C or better for the overall intersection through 2045. In the 2045 AM peak hour, the westbound approach of the roundabout option operates with 34 seconds of delay per vehicle (LOS D). While the average queue for the WB approach at the roundabout in the 2045 AM peak hour is 350 feet, the maximum queue (950 feet) is anticipated to extend through multiple intersections along CSAH 11, which could temporarily block access to those driveways or roadways.

Opportunities and Dismissals

Through public engagement and engineering analysis, various options and alternatives were discussed but were either determined to be a future opportunity-driven improvement, or dismissed altogether. Opportunities were identified as long-term solutions that could be added to any alternative but is not a standalone alternative in itself. Dismissals were identified as concepts that had a fatal flaw due to constructability, safety, or inability to meet engineering standards. A visual map with these items is included in the **Appendix E**.

Opportunities

- Shift eastbound right turn lane at the West School Access intersection to the western access of the parking lot. This removes traffic from the West School Access intersection, creating more gaps for northbound vehicles exiting the property
- Add additional parking to the west of the current school property through school district's potential pursuit/acquisition of land
- Add second row of parking and lane line up to the eastern portion of the parking lot outside the Early Childhood Center

Dismissals

- Restrict access to right-in right-out or $\frac{3}{4}$ access at both school accesses along CSAH 11
 - Affects access of Edgewater Farm Dr and/or church, there is no nearby viable turnaround.
- Create a single entrance point in the middle of the school property and close other access points
 - Design is not per County access spacing guidelines, and new roadway would impact too much green space.
- Connect buses through back of school property
 - Dismissed due to constructability concerns due to steep grade, and disruption to current uses of land in the back of the school.
- Connect current on-site network to Nickel Rd instead of / in addition to CSAH 11
 - This pushes traffic to other connection points on CSAH 11, where operational and safety problems would persist. Nickel Rd is designed to handle residential traffic. Higher construction cost due to steep grade.
- Single Access A
 - In this alternative, all traffic enters and exits via West School Access intersection, and the East School Access intersection is closed. Buses and early childhood pick-up would circulate the same as the existing parent pick-up/drop-off, but continue on straight toward the eastern lots, turning back around and merging with parent pick-up/drop-off again before exiting the property. **Figure 9** shows the proposed layout of this alternative.
 - Through evaluation with the project management team and based on public feedback, it was determined that this alternative would not be carried through further analysis.

Figure 9: Proposed Single Access A Layout



- Single Access B
 - This alternative is similar to Single Access A, but uses a new roadway that goes between the field and the playground in order to separate the parent pick-up/drop-off and the buses and early childhood traffic. **Figure 10** shows the proposed layout of this alternative.
 - Through evaluation with the project management team and based on public feedback, it was determined that this alternative would not be carried through further analysis.

Figure 10: Proposed Single Access B Layout



Interim Alternatives

In order to immediately address the safety concerns and difficult sight lines at the school access intersections, an interim alternative is proposed. Vehicles that are northbound (exiting the school property) at either intersection need proper visibility to know the road is clear and safely make their turn. The proposed interim alternative at the West School Access intersection is to convert the currently striped gore area at the eastbound right turn lane to a concrete median, reconstruct the southeast corner of the intersection to improve curb lines and move the stop sign and stop bar forward. At the East School Access intersection, a median gore area would be constructed as there is currently no separation from the eastbound through lane and eastbound right turn lane. This allows for the southeast corner to be reconstructed and the northbound approach stop bar to move forward and create a better angle and visibility with the eastbound through lane. Additionally, a 250-foot northbound right turn lane was added for extra capacity. All of these proposed changes allow for northbound vehicles to safely move forward further, giving them more visibility as they assess CSAH 11 for gaps in traffic on both sides of the roadway. **Figure 11** and **Figure 12** show the proposed concepts at the west and east access intersections, respectively.

Figure 11: West School Access Interim Concept

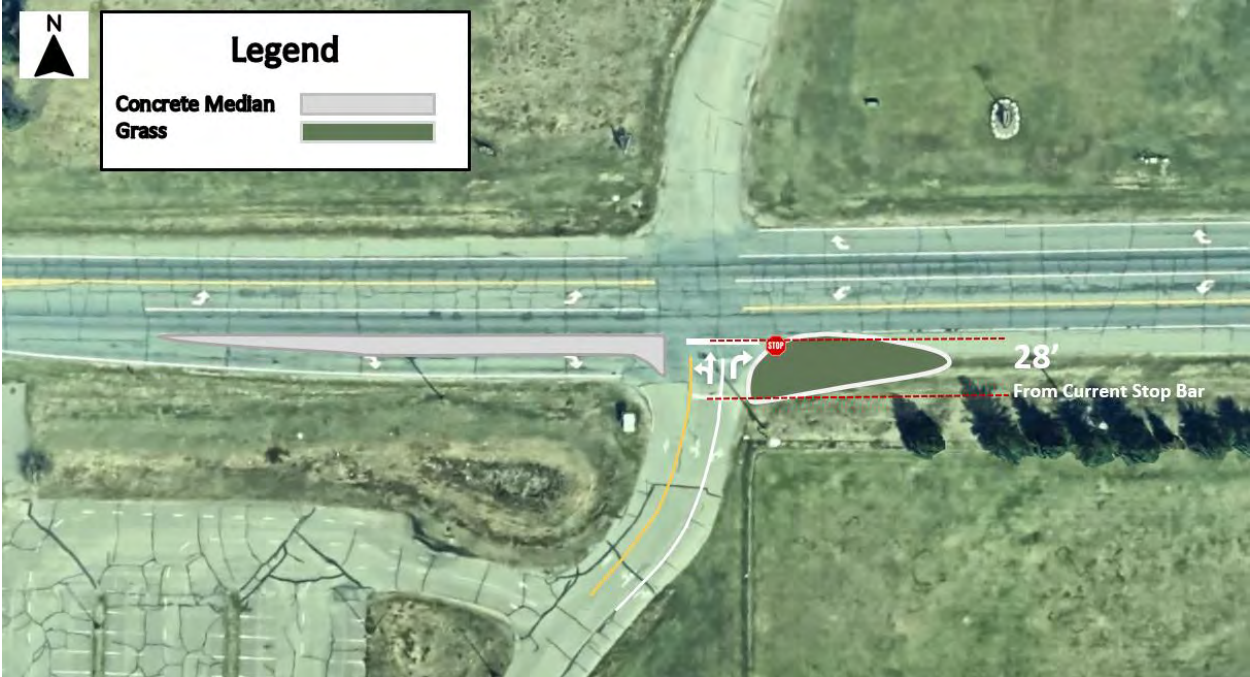
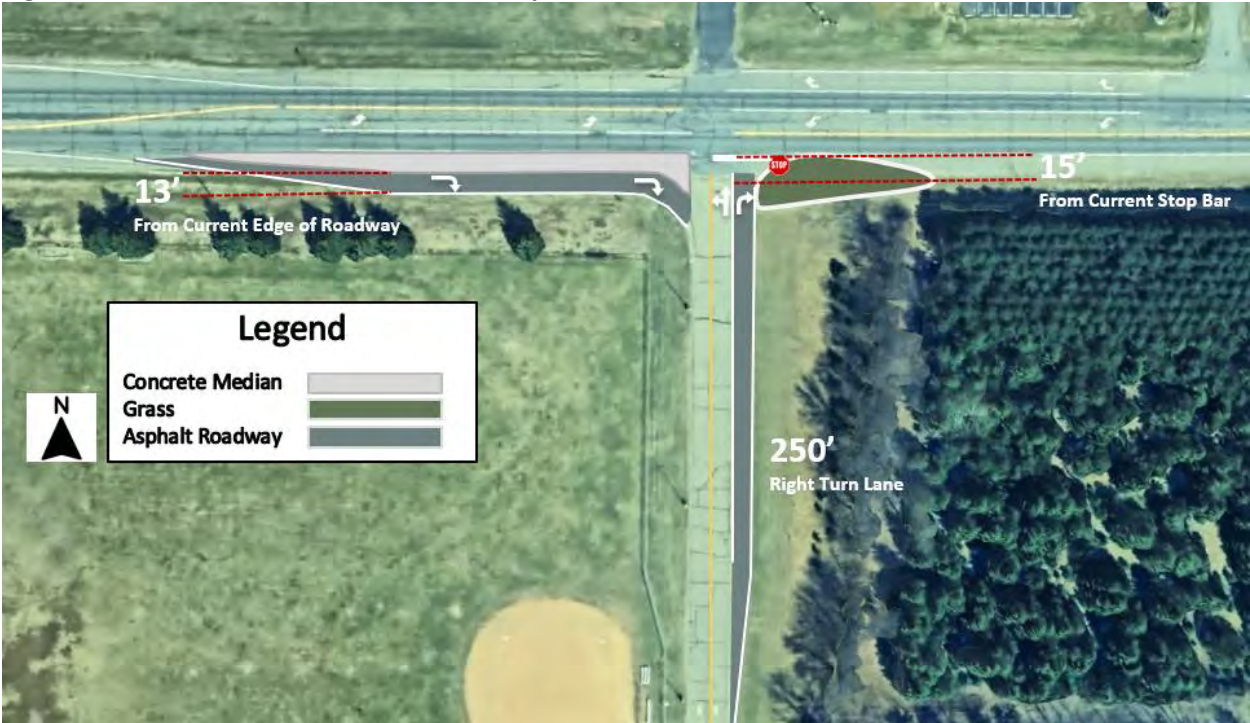


Figure 12: East School Access Interim Concept



Each intersection was assessed for proper sightlines in the current configuration and the proposed stop bar location. According to AASHTO's *Policy on Geometric Design of Highways and Streets*, the required sight distance for the use case "left-turn-from-stop" for a roadway speed of 55 mph, is 610 feet. This use case is the largest distance and longest gap a driver needs to safely complete their maneuver from a side

street. During the peak school start and release periods, the school speed zone speed limit is 30 mph. At 30 mph the required sight distance is 335 feet, which still leaves the majority of the turn lane within the sight triangle.

Figure 13 and **Figure 14** illustrate the existing sight distance triangles compared to the proposed triangles after shifting the stop bar north for the West and East School Access Intersections, respectively. This adjustment improves the sightline for northbound drivers, thereby enhancing overall safety.

Figure 13: Existing and Proposed Sight Triangles- West School Access



Figure 14: Existing and Proposed Sight Triangles- East School Access



Figure 13 and **Figure 14** also show an example vehicle in the eastbound right turn lane. This vehicle, when entering the school property using the turn lane, is within the red shaded sight triangle for the existing condition, but removed from the line of sight in the proposed (blue) condition. **Figure 14** also shows the proposed eastbound right turn lane moving further south, and the gore area that would be created in doing so.

The preliminary estimated cost of these treatments are \$154,000 at the West School Access intersection and \$234,000 at the East School Access intersection. Though studied for roadways with higher volume than CSAH 11, CMF 8499 shows that treatment of right turn geometry can decrease angle crashes at an intersection by nearly 60%.

XI. Public Engagement

Public engagement was a valuable piece of the study and alternatives analysis. In addition to an online engagement platform, an open house was held on September 29th, 2025 at Eagle View Elementary during phase one of public engagement. The first phase consisted of sharing existing speed data, operations, and safety analysis with the public. In turn, the public was asked to share their concerns, ideas, and thoughts as to how the safety and efficiency could be improved on CSAH 11 or within the Eagle View School site internally (or both). Many expressed opinions over the two access points to Eagle View Elementary on CSAH 11, and the delay experienced trying to exit the site. Suggestions included signalized intersections, roundabouts, and new connections on the south side of the school property.

A second round of public engagement occurred in November 2025. A bus driver meeting and an open house was held on November 5th, 2025 at Eagle View Elementary. This phase of engagement included informing the public of the various alternatives and soliciting opinions on which they feel is the best treatment for CSAH 11 and/or the school property to alleviate congestion, improve safety, and maintain efficiency.

A comprehensive list of the comments, the reactions and responses from both phases of public engagement are found in **Appendix F**.

XII. Evaluation Matrix

An evaluation matrix was developed to determine the various components of each alternative and how they contribute to the overall value of a recommended solution. As previously mentioned, the signals, roundabouts, and one way loop alternatives were evaluated at this level of detail for the study. Additionally, it was determined and desired through public feedback that the study look into the alternatives further to see if a treatment could occur at just one of the school access intersections, rather than both. Therefore, nine different alternatives were analyzed:

- Dual roundabout
- Roundabout at West School Access intersection only
- Roundabout at East School Access intersection only
- Dual signal
- Signal at West School Access intersection only
- Signal at East School Access intersection only
- One way loop – signalized at East School Access intersection
- One way loop – roundabout at East School Access intersection
- Interim- Stop Bar and Raised Gore

Each alternative was evaluated with both intersections included, so that the safety and operational benefits were quantified based on whether one or both of the intersections were being reconstructed, and all comparisons would be equal. The interim improvement assumes the same operational performances as the no build.

The evaluation matrix criteria, including the weight, tools used to evaluate, and scoring notes are listed below. The various measures evaluate safety, efficiency/mobility, public input, and cost. The weights of the measures are based on project goals, with 45% weighted for safety, 20% to mobility (delay and reliability), and the remaining 25% to public input and cost/benefit.

Table 8: Evaluation Matrix Criteria

Weight	Metric	Measure	Tool(s)	Scoring Notes
30%	Vehicle Safety	Treatments to improve safety	CMFs / anticipated crash reduction	Crash Rate Reduction: 0 = no reduction, 1 = minimal reduction (<25%), 2 = some reduction ~25%, 3 = moderate reduction ~50%, 4 significant reduction ~75+%
15%		Vehicle to vehicle conflict points	Intersection design and typical section	0 = neutral; 1= reduction of >10% conflict points; 2 = reduction of >25% conflict points; 3 = reduction of >50% conflict points; 4 = reduction of ≥75% conflict points
10%		Mainline LOS	Peak Hour 2045 traffic model operations	Weighted Average EB/WB delay. 1 = LOS F; 2 = LOS E; 3 = LOS D; 4 = LOS A,B, C
10%	Vehicle Mobility	Side Street LOS	Peak Hour 2045 traffic model operations	Weighted Average NB/SB delay. 1 = LOS F; 2 = LOS E; 3 = LOS D; 4 = LOS A,B, C
5%		System reliability (Off Peak)	CSAH 11 Travel Time Consistency (off peak)	Added travel time compared to No Build; 1 = ≥15 sec; 2 = ≥10 sec; 3 = ≥5 sec; 4 = <5 sec
5%		System reliability (Peak)	CSAH 11 Travel Time Consistency (peak)	Added travel time compared to No Build; 1 = ≥15 sec; 2 = ≥10 sec; 3 = ≥5 sec; 4 = <5 sec
15%		Public Feedback	Input ID and Open House Feedback	0 = majority negative; 2 = some negative, 3 = neutral or 50/50; 4; some positive; 5 = majority positive
10%		Benefit / Cost	Benefit Cost Ratio	Raw Value

Table 9: Evaluation Matrix Scoring

Metric	Measure	No Build	2 Roundabouts	West Roundabout	East Roundabout	2 Signals	West Signal	East Signal	One way loop-signalized	One way loop-roundabout	Interim Improvement
Vehicle Safety	Treatments to improve safety	0	4	3	3	2	1	1	1	3	3
	Vehicle to vehicle conflict points	0	4	2	2	0	0	0	1	3	0
	Mainline LOS	4	4	4	4	4	4	4	4	4	4
Vehicle Mobility	Side Street LOS	1	4	4	1	4	3	1	4	4	1
	System reliability (Off Peak)	4	1	1	1	2	3	3	4	1	4
	System reliability (Peak)	4	3	3	4	1	2	2	2	1	4
	Public Feedback	0	3	4	4	3	4	4	0	0	3
	Property Impacts	3	1	2	2	3	3	3	3	2	3
	Benefit / Cost	-	0.1	0.6	-0.3	-1.4	-1.1	-1.8	-0.7	0.3	0.1
Total Score		0.9	3.3	2.9	2.5	1.9	1.7	1.5	1.5	2.3	2.3

As seen in **Table 9**, the alternatives including a signalized intersection treatment score in the lower half of the alternatives. Evaluated for both the crash modification factors and conflict point reductions, roundabouts provide larger safety benefits than signals do. In terms of mobility, all alternatives maintain reasonable mainline level of service. Side street level of service is much lower on a system wide level when treatment would only occur at the East School Access intersection. This is due to the larger amount of vehicles at the West School Access intersection. In an off-peak hour, the signals add less travel time to vehicles traveling along CSAH 11. However, during a peak hour the roundabouts allow for better balance and mainline efficiency and therefore are scored higher than the signals. Public feedback was scored based on the online feedback as well as in-person. While roundabouts and signals were nearly split alternatives, most agreed they'd rather see a change to just one intersection than both. Another level of evaluation was done with the benefit/cost analysis, below.

XIII. Benefit Cost Analysis

A benefit cost analysis was completed for the same nine alternatives at both school access intersections on CSAH 11.

Safety Benefit

Crash reduction factors were taken from the Crash Modification Factor (CMF) Clearinghouse. The reduction factors were used in combination with the standard HSIP Benefit-Cost Calculation worksheets to generate benefits associated with crash reductions. The worksheet asks for an overall percent traffic growth at the intersections. Additionally, a discount rate of 3.1% and a project lifespan of 20 years was assumed based on MnDOT Benefit-Cost Analysis and HSIP guidance. For analysis, it was assumed that opening day would be in 2026. Benefits between 2026 and 2045 were analyzed. Five years of crash data (2020-2024) were analyzed.

CMFs for converting a stop-controlled intersection to a roundabout or signal were applied to the intersection(s). For a roundabout, CMF ID 211 was applied to all injury crashes (82% reduction) and CMF ID 229 was applied to all property damage only crashes (71% reduction). For a signal, CMF 7983 was applied to all crash types (36% reduction). For the interim improvement, CMF 8499 (60% reduction) was applied only to crashes that occurred involving NB and EB vehicles (where the treatment is proposed). The CMF worksheets are included in **Appendix G**.

The HSIP Benefit-Cost Calculation worksheets that were used to determine the present value cost of crashes for each alternative is included in the **Appendix G**.

Delay Benefit

The delay benefit was determined by modeling the existing and forecasted turning movement counts in Synchro and Arcady with the no build and build concepts. To estimate daily delay, delay was considered for four time periods; the AM peak hour, the PM peak hour, the average AM off peak hour, and the average PM off peak hour. The off peak hours were determined by analyzing the 6 am – 7 pm count and determining the average side street and mainline volumes. Five AM off peak hours and six PM off peak hours were used in analysis. New Synchro and Arcady models were created to determine delay for the two off peak hours.

It was assumed that 85% of the daily traffic occurred between 6:00 AM and 7:00 PM. Therefore, the following equation was used to calculate the total daily delay accounting for the remaining 15% of daily traffic. This equation references the number of hours that are associated with the peak and off-peak hours.

$$\frac{5*(AM\ off-peak\ Delay)+1*(AM\ Peak\ Delay)+1*(PM\ Peak\ Delay)+6*(PM\ off-peak\ Delay)}{0.85}$$

Text within parenthesis represents the total network delay in hours as determined for each concept in Synchro and Arcady. Auto delay and truck delay values were computed using the truck percentage (2.9%) collected from the turning movement counts. The following values of travel time savings per person-hour were taken from Table A.1 of MnDOT's recommended standard values for use in cost effectiveness and benefit-cost analysis:

- \$25.40 for autos
- \$40.00 for trucks

Benefits from the reduction of delay were computed by comparing the total delay values for the build alternative to the no build alternative. The total benefit over the 20-year analysis period was determined using the existing and future benefits and interpolation to calculate the delay benefit for each year. The discount rate of 3.1% was used to convert the yearly benefit to a present value.

Project Cost

The preliminary construction cost was calculated and used for the benefit cost analysis. The cost estimate uses 2026 or 2027 dollars, depending on the alternative. The cost excludes engineering and Right of Way estimated costs. Preliminary cost estimates are included in **Appendix G**.

Benefit-Cost Ratio

The 20-year safety and delay benefits were combined and compared to the total cost to construct the build alternative to determine the benefit cost ratio. A ratio greater than one indicates the project cost is less than the anticipated benefit from the investment. A ratio lower than one, or a negative ratio, indicates the anticipated benefit does not offset the cost. The results are shown in **Table 10** below.

Table 10: Benefit-Cost Analysis Summary

Alternative	Safety Benefit	Delay Benefit	Construction Cost	B/C Ratio
2 Roundabouts	\$1,028,482	-\$502,228	\$4,300,000.00	0.1
Roundabout - West School Access intersection	\$1,028,482	\$419,152	\$2,480,000.00	0.6
Roundabout - East School Access intersection	\$0	-\$514,749	\$2,020,000.00	-0.3
2 Signals	\$845,474	-\$3,743,151	\$2,100,000.00	-1.4
Signal - West School Access intersection	\$845,474	-\$2,005,915	\$1,050,000.00	-1.1
Signal - East School Access intersection	\$0	-\$1,899,247	\$1,050,000.00	-1.8
One Way Loop- Signal	\$38,238	-\$887,882	\$1,290,000.00	-0.7
One Way Loop- Roundabout	\$40,521	\$545,377	\$2,260,000.00	0.3
Interim- Stop Bar and Raised Gore	\$34,015	\$0	\$388,000.00	0.1

Table 10 shows that none of the alternatives have a benefit/cost ratio above 1. While this doesn't exclude the alternative from being an option, it demonstrates that based on current safety and operational conditions, the cost of implementing the alternative does not equal or outweigh the benefit that would be anticipated. The only alternatives that have a positive B/C ratio are the dual roundabouts, West School Access intersection roundabout, and one way loop with roundabout, and the interim alternative. The highest B/C ratio is for the West School Access intersection roundabout, due to the most safety benefit being seen at the West School Access intersection (due to crash history), and the lower cost of constructing a roundabout at just one intersection.

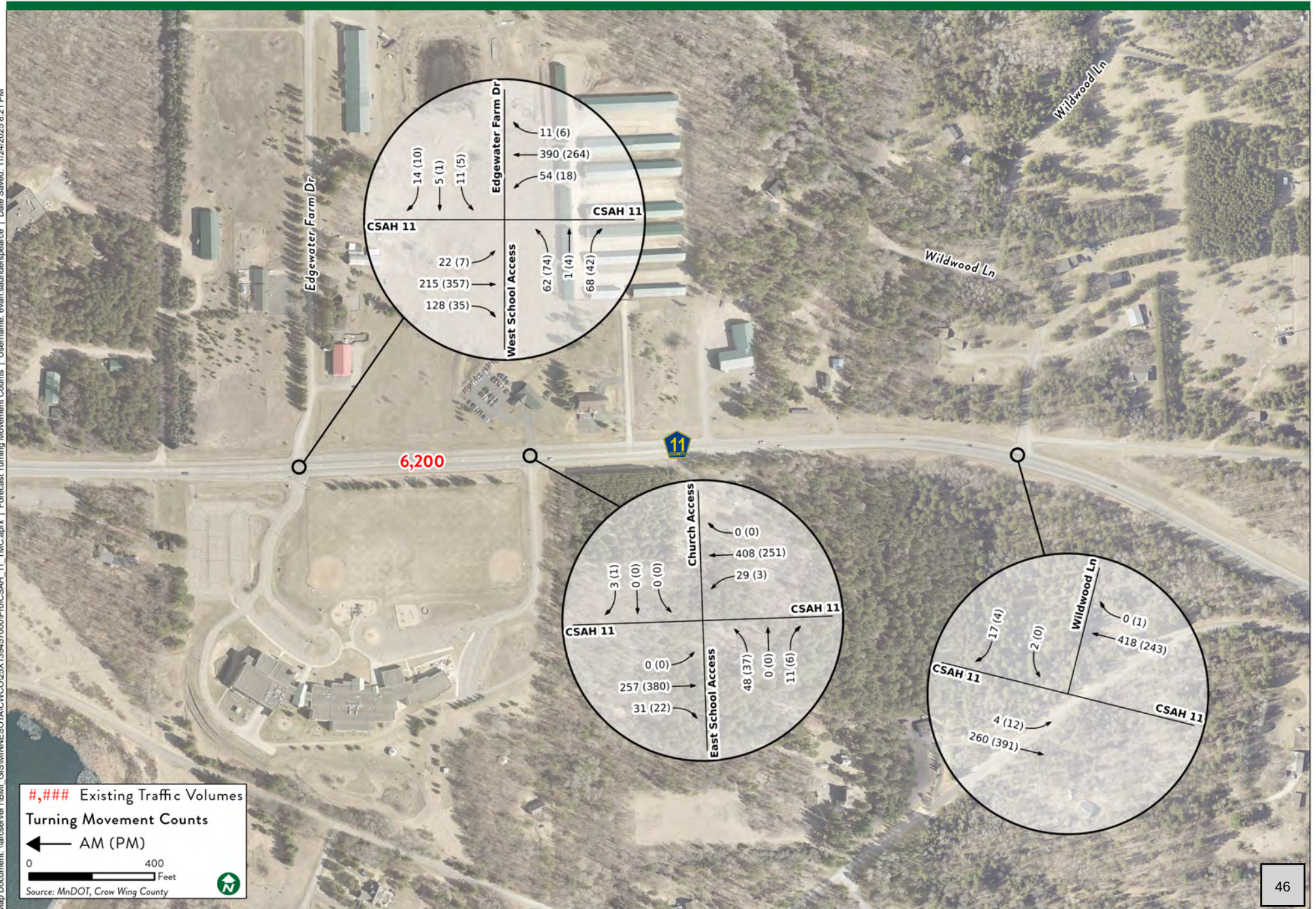
XIV. Recommendation

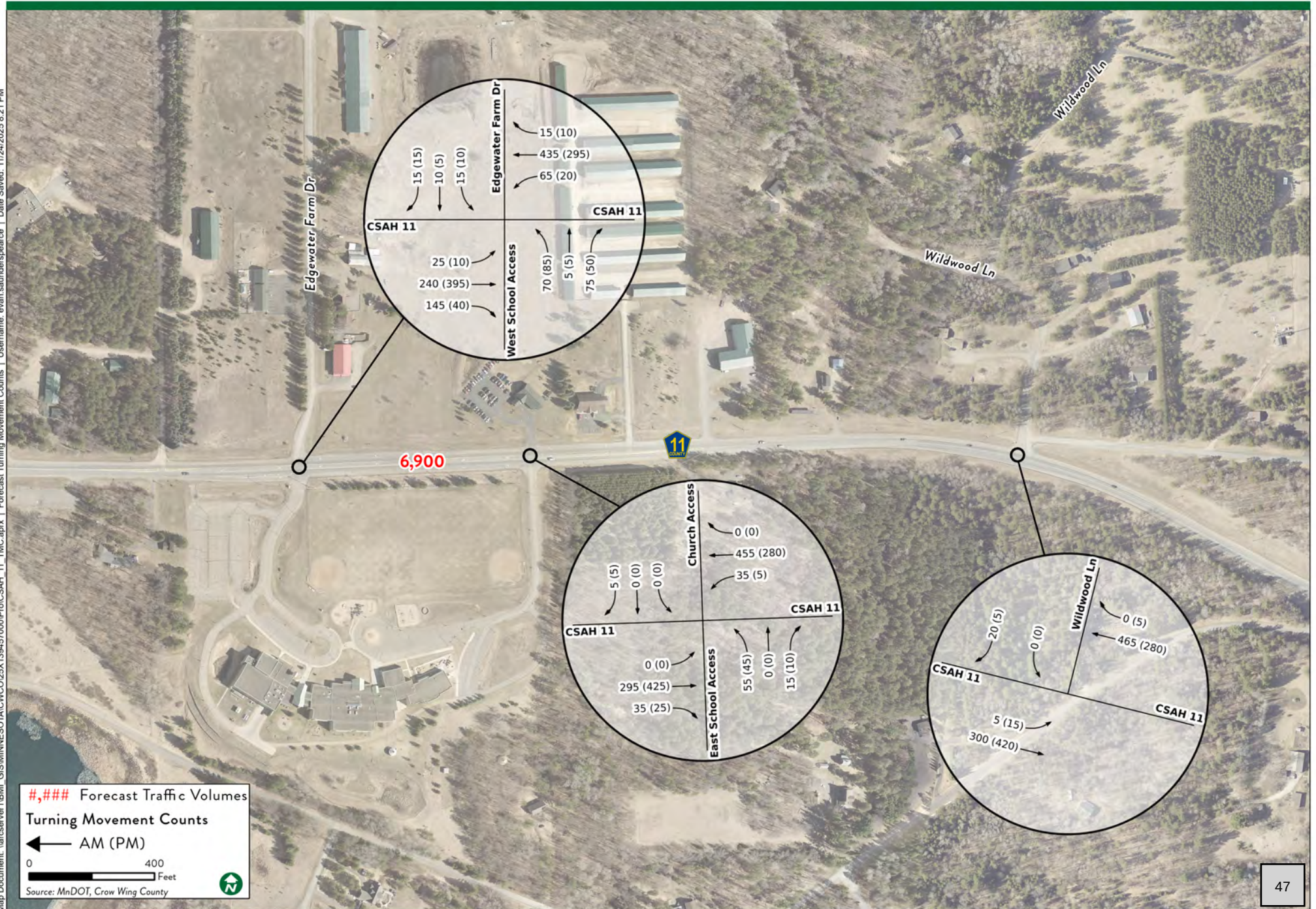
The evaluation matrix and benefit cost analysis show that the roundabout alternatives score higher than the signalized alternatives in terms of delay and safety. At present, the roundabout alternatives do not have a benefit/cost ratio above one and therefore do not show an immediate benefit for the estimated cost to construct.

The recommended solution in the immediate time frame is to implement the interim alternative of reconstructing the eastbound right turn lanes and northbound approaches at each school access intersection. The added visibility, due to increased sight distance, and comfort for northbound drivers and traffic calming effect that the concrete gore area would add for mainline drivers is anticipated to improve safety and reduce northbound delays exiting the school site, while maintaining mainline operations.

It is recommended that safety and operational performance of the study area are reviewed on an annual basis and discussed between the applicable agencies. In the event that safety or operational issues persist following the implementation of the interim improvements, the long-term recommendation for this area based upon the findings of the evaluation matrix and benefit-cost analysis is to implement a roundabout at the West School Access intersection. The evaluation matrix which weighs the project goals of safety, congestion, mainline efficiency, and public opinion shows that the dual roundabout alternative achieves these outcomes. The benefit cost analysis shows that implementing a roundabout at just the West School Access intersection has the most benefit in terms of system delay and expected safety benefits. If this solution becomes necessary, the agencies involved should seek outside funding sources and proceed with construction.

Appendix A: Turning Movement Figures





Appendix B: Radar Data

For Project:	Eagle View Elementary CWCO					Section 5, ItemD.
Project Notes:						
Location/Name:	Incoming = Eastbound					
Report Generated:	12/16/2025	9:39:50 AM				
Speed Intervals	1 MPH					
Time Intervals	Instant					
Traffic Report From	9/10/2025	12:00:00 AM	through	9/11/2025	11:59:59 PM	
85th Percentile Speed	54 MPH					
85th Percentile Vehicles	4815					
Total Vehicles	5665					
AADT:	2832					

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	2832	2832
AM Peak	11:00 AM	151
PM Peak	8:00 PM	340

Speed

Speed Limit:	55	
85th Percentile Speed:	54	
50th Percentile Speed:	48	
10 MPH Pace Interval:	45.0 MPH	55.0 MPH
Average Speed:	46.43	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	N/A	N/A	177	238	N/A	N/A	N/A
% over limit	N/A	N/A	7.7	7.1	N/A	N/A	N/A
Avg Speeder	N/A	N/A	57.4	57.3	N/A	N/A	N/A
Avg Speed	N/A	N/A	45.7	46.9	N/A	N/A	N/A

Class Counts

	Number	%
VEH_SM	2	0
VEH_MED	5396	95.3
VEH_LG	267	4.7
[VEH_SM=motorcycle,	VEH_MED = sedan,	VEH_LG = truck]

For Project:	Eagle View Elementary CWCO					Section 5, ItemD.
Project Notes:						
Location/Name:	Outgoing = Westbound					
Report Generated:	12/16/2025	9:39:50 AM				
Speed Intervals	1 MPH					
Time Intervals	Instant					
Traffic Report From	9/10/2025	12:00:00 AM	through	9/11/2025	11:59:59 PM	
85th Percentile Speed	59 MPH					
85th Percentile Vehicles	6514					
Total Vehicles	7663					
AADT:	3831					

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	3831	3831
AM Peak	385	385
PM Peak	310	310

Speed

Speed Limit:	55	
85th Percentile Speed:	59	
50th Percentile Speed:	54	
10 MPH Pace Interval:	51.0 MPH	61.0 MPH
Average Speed:	50.53	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	N/A	N/A	1316	1802	N/A	N/A	N/A
% over limit	N/A	N/A	37.6	43.3	N/A	N/A	N/A
Avg Speeder	N/A	N/A	58.6	58.6	N/A	N/A	N/A
Avg Speed	N/A	N/A	49.8	51.1	N/A	N/A	N/A

Class Counts

	Number	%
VEH_SM	178	2.3
VEH_MED	7106	92.7
VEH_LG	379	4.9
[VEH_SM=motorcycle,	VEH_MED = sedan,	VEH_LG = truck]

Appendix C: Crash Analysis

Intersection Safety Screening

Intersection: CSAH 11 & Wildwood Ln (2020-2024)

Statewide Averages based on 2019-2023 crashes

Crashes by Crash Severity	
Fatal (K)	0
Incapacitating Injury (A)	0
Minor Injury (B)	0
Possible Injury (C)	0
Property Damage (PDO)	1
Total Crashes	1

Intersection Characteristics	
Entering Volume	6,976
Environment	Rural
Lighting	Unlit
Traffic Control	Thru-Stop

Annual crash cost = \$3,600

Statewide comparison = Thru/STOP, Rural

Total Crash Rate	
Observed	0.079
Statewide Average	0.141
Critical Rate	0.450
Critical Index	0.18

Fatal & Serious Injury Crash Rate	
Observed	0.000
Statewide Average	0.926
Critical Rate	8.310
Critical Index	0.00

The observed crash rate is the number of crashes per million entering vehicles (MEV). The critical rate is a statistical comparison based on similar intersections statewide. An observed crash rate greater than the critical rate indicates that the intersection operates outside the expected, normal range. The critical index reports the magnitude of this difference (i.e. observed crash rate ÷ critical crash rate).

The observed total crash rate for this period is 0.08 per MEV; this is 82% below the critical rate. Based on similar statewide intersections, an additional 5 crashes over the five years would indicate this intersection operates outside the normal range.

The observed fatal and serious injury crash rate for this period is 0.00 per 100 MEV; this is 100% below the critical rate. The intersection operates within the normal range.

Intersection Safety Screening

Intersection: CSAH 11 & West School Access/Edgewater Farm Dr (2020-2024)

Statewide Averages based on 2019-2023 crashes

Crashes by Crash Severity	
Fatal (K)	0
Incapacitating Injury (A)	0
Minor Injury (B)	1
Possible Injury (C)	0
Property Damage (PDO)	1
Total Crashes	2

Intersection Characteristics	
Entering Volume	7,924
Environment	Rural
Lighting	Unlit
Traffic Control	Thru-Stop

Annual crash cost = \$79,600

Statewide comparison = Thru/STOP, Rural

Total Crash Rate	
Observed	0.138
Statewide Average	0.141
Critical Rate	0.430
Critical Index	0.32

Fatal & Serious Injury Crash Rate	
Observed	0.000
Statewide Average	0.926
Critical Rate	7.620
Critical Index	0.00

The observed crash rate is the number of crashes per million entering vehicles (MEV). The critical rate is a statistical comparison based on similar intersections statewide. An observed crash rate greater than the critical rate indicates that the intersection operates outside the expected, normal range. The critical index reports the magnitude of this difference (i.e. observed crash rate ÷ critical crash rate).

The observed total crash rate for this period is 0.14 per MEV; this is 68% below the critical rate. Based on similar statewide intersections, an additional 5 crashes over the five years would indicate this intersection operates outside the normal range.

The observed fatal and serious injury crash rate for this period is 0.00 per 100 MEV; this is 100% below the critical rate. The intersection operates within the normal range.

Appendix D: Warrant Analysis

Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 1 - 3 (Volume Warrants)

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	West Access/Edgewood Farm Dr
Analyzed with	1 approach lane	Analyzed with	2 or more approach lanes
Total Approach Volume	6141 vehicles	Total Approach Volume	594 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	100 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Volume Warrant thresholds due to isolated community.

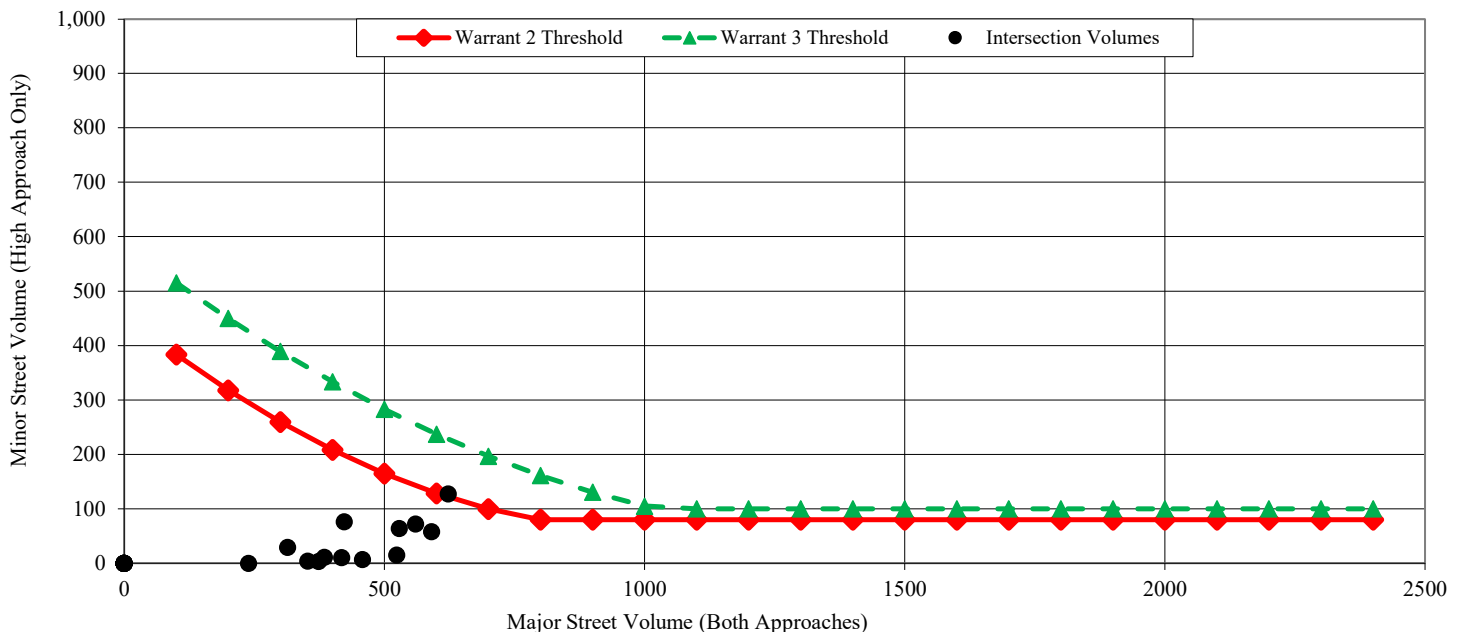
Warrant 1, Eight Hour Vehicular Volume			
	Condition A	Condition B	Condition A+B*
Condition Satisfied?	Not Satisfied	Not Satisfied	Not Satisfied
Required values reached for	0 hours	2 hours	1 (Cond. A) & 5 (Cond. B)
Criteria - Major Street (veh/hr)	350	525	280 (Cond. A) & 420 (Cond. B)
Criteria - Minor Street (veh/hr)	140	70	112 (Cond. A) & 56 (Cond. B)

* Should be applied only after an adequate trial of other alternatives that could cause less delay and inconvenience to traffic has failed to solve the traffic problems.

Warrant 2, Four Hour Vehicular Volume	
Condition Satisfied?	Not Satisfied
Required values reached for	1 hour
Criteria	See Figure Below

Warrant 3, Peak Hour Vehicular Volume		
	Condition A	Condition B
Condition Satisfied?	Not Satisfied	Not Satisfied
Required values reached for	0 total, minor, 0 delay	0 hours
Criteria - Total Approach Volume (veh in one hour)	800	See Figure Below
Criteria - Minor Street High Side Volume (veh in one hour)	150	
Criteria - Minor Street High Side Delay (veh-hrs)	5	

Figure 4C-2 (Warrant 2 - 70% Factor) & Figure 4C-4 (Warrant 3 - 70% Factor)



Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 4 to 6 (Pedestrian, School, Coordinated Systems)

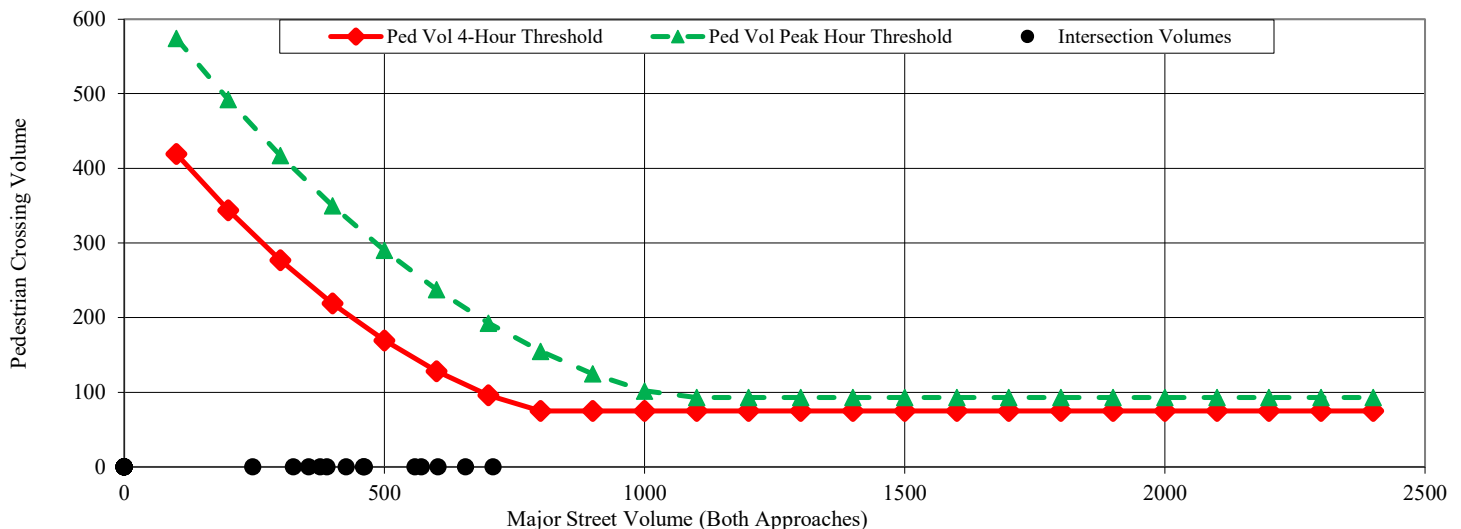
Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	West Access/Edgewood Farm Dr
Analyzed with	1 approach lane	Analyzed with	2 or more approach lanes
Total Approach Volume	6141 vehicles	Total Approach Volume	594 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	0 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Pedestrian Warrant thresholds due to high speeds on CSAH 11 and isolated community.

Warrant 4, Pedestrian Volume		
	Condition A - Four Hour Vol.	Condition B - Peak Hour Vol.
Condition Satisfied?	Not Satisfied	Not Satisfied
Required values reached for	0 hours	0 hours
Criteria - Min. Distance to Nearest Controlled Crossing	300 feet, unless progressive movement not impacted	
Criteria - Major Street Volume and Crossing Volume	See Figure Below	

Figure 4C-6 & Figure 4C-8 (Warrant 4 Four Hour & Peak Hour - 70% Factor)



Warrant 5, School Crossing	
Condition Satisfied?	Not Satisfied
Criteria - School Crossing Data	- 20 or more schoolchildren crossing during the highest hour. - Consideration given to other remedial measures. - 300 feet or more to nearest controlled crossing, or proposed signal will not restrict progression. - Engineering study showing inadequate gaps in traffic.

Warrant 6, Coordinated Signal System	
Condition Satisfied?	Not Satisfied
Criteria - Coordinated Signal System	- If one-way, the adjacent traffic control signals are too far apart to provide the necessary degree of vehicular platooning. - If two-way, the adjacent traffic control signals do not provide the necessary degree of platooning, but will collectively provide a progressive operation with the proposed traffic control signal. - Resultant spacing of traffic control signal is 1,000 feet or greater.

Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 7-9 (Crash, Network, Rail Crossing)

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	West Access/Edgewood Farm Dr
Analyzed with	1 approach lane	Analyzed with	2 or more approach lanes
Total Approach Volume	6141 vehicles	Total Approach Volume	594 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	0 percent applied	Right turn reduction of	0 percent applied

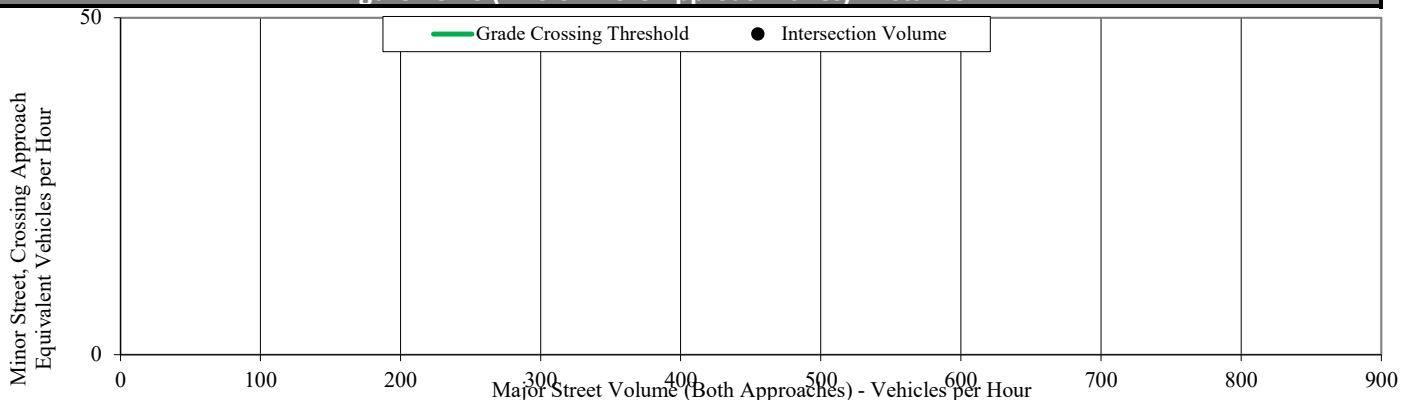
Reduction applied to the Crash and Roadway Network Warrant thresholds due to isolated community.

Warrant 7, Crash Experience	
Condition Satisfied?	Not Satisfied
Required values reached for	Alternatives not tried, 4 or less correctable crashes, 5 hours (Veh. Vol.), 0 hours (Ped 4-Hour), and 0 hours (Ped Peak Hour)
Criteria - Alternatives	Adequate trial has failed to reduce the crash frequency
Criteria - Reported Crashes (within 12-month period)	5 or more crashes susceptible to correction by a traffic control signal
Criteria - Major Street (veh/hr)	From Warrant 1: 280 (Cond. A), 420 (Cond. B)
Criteria - Minor Street (veh/hr)	From Warrant 1: 112 (Cond. A), 56 (Cond. B)
(Alternative Volume Requirement) Criteria - Pedestrian Volume	80 percent of the Pedestrian Volume Warrant requirements

Warrant 8, Roadway Network	
Condition Satisfied?	Not Satisfied
Required values reached for	Not an intersection of 2 major routes, but does not satisfy volume/warrant or alternative volume requirements
Criteria - Common Intersection of Two Major Routes	- Part of the street or highway system, or - Includes rural or suburban highways outside, entering, or traversing a city, or - Appears as or major route on an official plan.
Criteria - Existing or Immediately Projected Entering Volume	1,000 or more vehicles per typical peak hour
Criteria - Warrants	Satisfies Warrants 1, 2, or 3 with 5-year projected volumes
(Alternative Requirement) Criteria - Non-normal Business Day	1,000 or more vehicles per hour for any 5 hours

Warrant 9, Intersection Near a Grade Crossing	
Condition Satisfied?	#N/A
Required values reached for	#N/A
Criteria - Alternatives	Consideration or trial failed to alleviate the safety concerns
Criteria - Max. Distance to Nearest Controlled Crossing	140 feet from the center of the track to the stop or yield line
Criteria - Major Street Volume and Crossing Volume	See Chart Below

Figure 4C-10 (Two or More Approach Lanes): Distance D =



Traffic Signal Warrant Analysis

Section 5, Item D.

Multi-Way Stop Warrants

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	West Access/Edgewood Farm Dr
Analyzed with	1 approach lane	Analyzed with	2 or more approach lanes
Total Approach Volume	6141 vehicles	Total Approach Volume	594 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	100 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Multi-Way Stop Warrant thresholds due to high speeds on CSAH 11 and isolated community.

Condition A - Traffic Signal Warrant	
Condition Satisfied?	Not Satisfied
Criteria*	Traffic Signal Warranted & Justified

* Multi-way stop control may be used as an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Condition B - Crash Experience	
Condition Satisfied?	Not satisfied
Required values reached for	less than 4 correctable crashes
Criteria - Crash Experience	5 or more correctable crashes in 12-month period

Condition C - Intersection Volume & Delay	
Condition Satisfied?	Not Satisfied
Required values reached for	1 hour & 1.3 sec. average delay/veh
Criteria - Major Street (veh/hr)	210 for any 8 hours of an average day
Criteria - Minor Street (total vol-veh, ped, & bikes/hr)	140 for the same 8 hours of an average day
Criteria - Delay (average sec/veh)	30 during the highest hour

Condition D - Combination Volume, Crash Experience, & Delay	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours, less than 4 crashes, & 1.3 sec. average delay/veh
Criteria - Major Street (veh/hr)	240 for any 8 hours of an average day
Criteria - Minor Street (total vol-veh, ped, & bikes/hr)	160 for the same 8 hours of an average day
Criteria - Crash Experience	4 or more correctable crashes in 12-month period
Criteria - Delay (average sec/veh)	24 during the highest hour

Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 1 - 3 (Volume Warrants)

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	East Access/Church Access
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5928 vehicles	Total Approach Volume	152 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	100 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Volume Warrant thresholds due to isolated community.

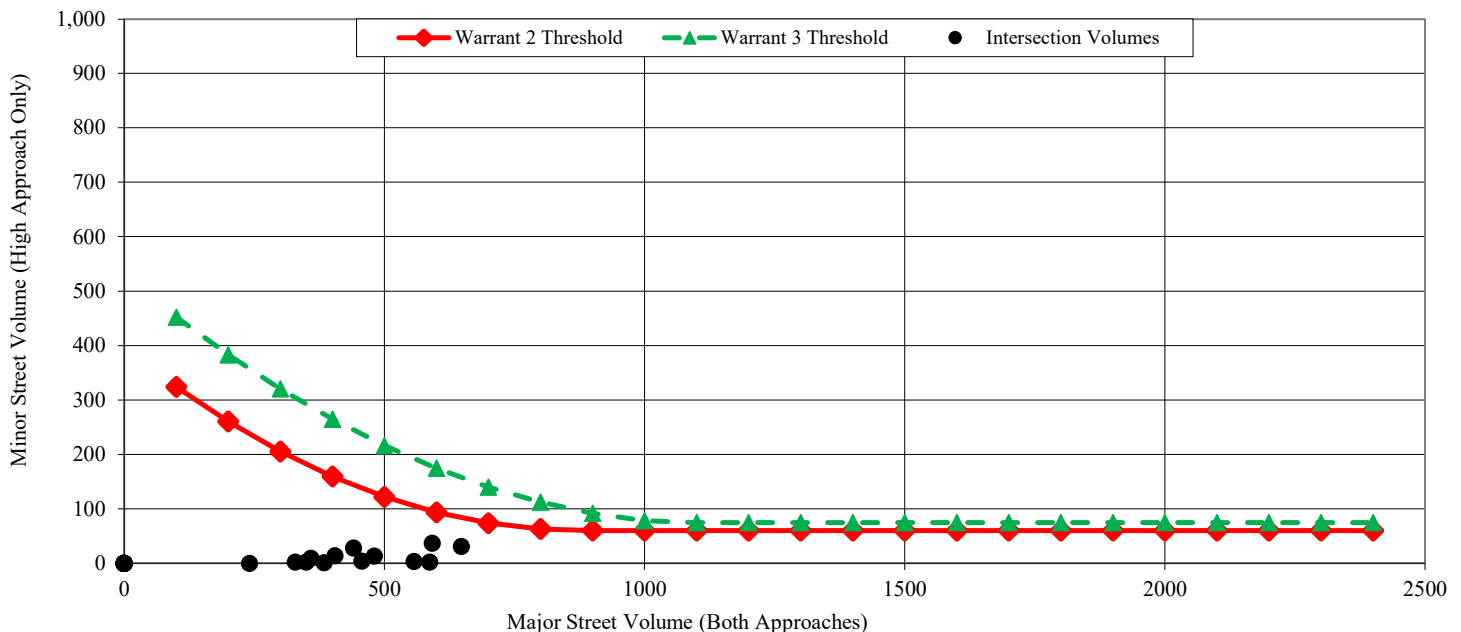
Warrant 1, Eight Hour Vehicular Volume			
	Condition A	Condition B	Condition A+B*
Condition Satisfied?	Not Satisfied	Not Satisfied	Not Satisfied
Required values reached for	0 hours	0 hours	0 (Cond. A) & 0 (Cond. B)
Criteria - Major Street (veh/hr)	350	525	280 (Cond. A) & 420 (Cond. B)
Criteria - Minor Street (veh/hr)	105	53	84 (Cond. A) & 42 (Cond. B)

* Should be applied only after an adequate trial of other alternatives that could cause less delay and inconvenience to traffic has failed to solve the traffic problems.

Warrant 2, Four Hour Vehicular Volume	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours
Criteria	See Figure Below

Warrant 3, Peak Hour Vehicular Volume		
	Condition A	Condition B
Condition Satisfied?	Not Satisfied	Not Satisfied
Required values reached for	0 total, minor, 0 delay	0 hours
Criteria - Total Approach Volume (veh in one hour)	800	See Figure Below
Criteria - Minor Street High Side Volume (veh in one hour)	150	
Criteria - Minor Street High Side Delay (veh-hrs)	5	

Figure 4C-2 (Warrant 2 - 70% Factor) & Figure 4C-4 (Warrant 3 - 70% Factor)



Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 4 to 6 (Pedestrian, School, Coordinated Systems)

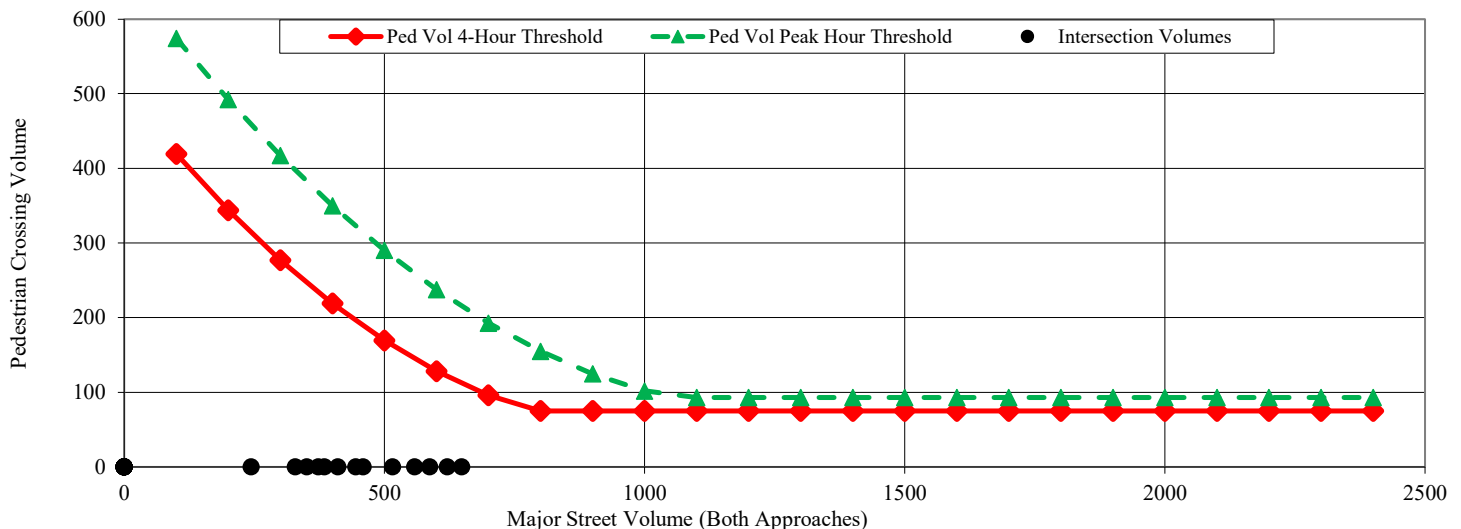
Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	East Access/Church Access
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5928 vehicles	Total Approach Volume	152 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	0 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Pedestrian Warrant thresholds due to high speeds on CSAH 11 and isolated community.

Warrant 4, Pedestrian Volume		
	Condition A - Four Hour Vol.	Condition B - Peak Hour Vol.
Condition Satisfied?	Not Satisfied	Not Satisfied
Required values reached for	0 hours	0 hours
Criteria - Min. Distance to Nearest Controlled Crossing	300 feet, unless progressive movement not impacted	
Criteria - Major Street Volume and Crossing Volume	See Figure Below	

Figure 4C-6 & Figure 4C-8 (Warrant 4 Four Hour & Peak Hour - 70% Factor)



Warrant 5, School Crossing	
Condition Satisfied?	Not Satisfied
Criteria - School Crossing Data	- 20 or more schoolchildren crossing during the highest hour. - Consideration given to other remedial measures. - 300 feet or more to nearest controlled crossing, or proposed signal will not restrict progression. - Engineering study showing inadequate gaps in traffic.

Warrant 6, Coordinated Signal System	
Condition Satisfied?	Not Satisfied
Criteria - Coordinated Signal System	- If one-way, the adjacent traffic control signals are too far apart to provide the necessary degree of vehicular platooning. - If two-way, the adjacent traffic control signals do not provide the necessary degree of platooning, but will collectively provide a progressive operation with the proposed traffic control signal. - Resultant spacing of traffic control signal is 1,000 feet or greater.

Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 7-9 (Crash, Network, Rail Crossing)

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	East Access/Church Access
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5928 vehicles	Total Approach Volume	152 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	0 percent applied	Right turn reduction of	0 percent applied

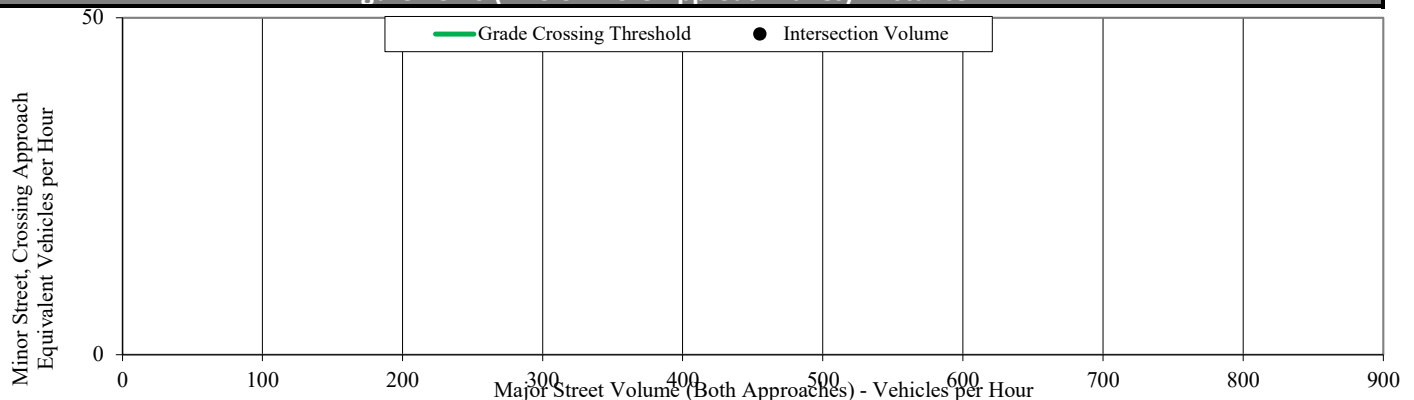
Reduction applied to the Crash and Roadway Network Warrant thresholds due to isolated community.

Warrant 7, Crash Experience	
Condition Satisfied?	Not Satisfied
Required values reached for	Alternatives not tried, 4 or less correctable crashes, 0 hours (Veh. Vol.), 0 hours (Ped 4-Hour), and 0 hours (Ped Peak Hour)
Criteria - Alternatives	Adequate trial has failed to reduce the crash frequency
Criteria - Reported Crashes (within 12-month period)	5 or more crashes susceptible to correction by a traffic control signal
Criteria - Major Street (veh/hr)	From Warrant 1: 280 (Cond. A), 420 (Cond. B)
Criteria - Minor Street (veh/hr)	From Warrant 1: 84 (Cond. A), 42 (Cond. B)
(Alternative Volume Requirement) Criteria - Pedestrian Volume	80 percent of the Pedestrian Volume Warrant requirements

Warrant 8, Roadway Network	
Condition Satisfied?	Not Satisfied
Required values reached for	Not an intersection of 2 major routes, but does not satisfy volume/warrant or alternative volume requirements
Criteria - Common Intersection of Two Major Routes	- Part of the street or highway system, or - Includes rural or suburban highways outside, entering, or traversing a city, or - Appears as or major route on an official plan.
Criteria - Existing or Immediately Projected Entering Volume	1,000 or more vehicles per typical peak hour
Criteria - Warrants	Satisfies Warrants 1, 2, or 3 with 5-year projected volumes
(Alternative Requirement) Criteria - Non-normal Business Day	1,000 or more vehicles per hour for any 5 hours

Warrant 9, Intersection Near a Grade Crossing	
Condition Satisfied?	Not Examined
Required values reached for	
Criteria - Alternatives	
Criteria - Max. Distance to Nearest Controlled Crossing	
Criteria - Major Street Volume and Crossing Volume	

Figure 4C-10 (Two or More Approach Lanes): Distance D =



Traffic Signal Warrant Analysis

Section 5, Item D.

Multi-Way Stop Warrants

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	East Access/Church Access
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5928 vehicles	Total Approach Volume	152 vehicles
Total Ped/Bike Volume	0 crossings	Total Ped/Bike Volume	3 crossings
Right turn reduction of	100 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Multi-Way Stop Warrant thresholds due to high speeds on CSAH 11 and isolated community.

Condition A - Traffic Signal Warrant	
Condition Satisfied?	Not Satisfied
Criteria*	Traffic Signal Warranted & Justified

* Multi-way stop control may be used as an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Condition B - Crash Experience	
Condition Satisfied?	Not satisfied
Required values reached for	less than 4 correctable crashes
Criteria - Crash Experience	5 or more correctable crashes in 12-month period

Condition C - Intersection Volume & Delay	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours & 1 sec. average delay/veh
Criteria - Major Street (veh/hr)	210 for any 8 hours of an average day
Criteria - Minor Street (total vol-veh, ped, & bikes/hr)	140 for the same 8 hours of an average day
Criteria - Delay (average sec/veh)	30 during the highest hour

Condition D - Combination Volume, Crash Experience, & Delay	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours, less than 4 crashes, & 1 sec. average delay/veh
Criteria - Major Street (veh/hr)	240 for any 8 hours of an average day
Criteria - Minor Street (total vol-veh, ped, & bikes/hr)	160 for the same 8 hours of an average day
Criteria - Crash Experience	4 or more correctable crashes in 12-month period
Criteria - Delay (average sec/veh)	24 during the highest hour

Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 1 - 3 (Volume Warrants)

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	Wildwood Ln
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5833 vehicles	Total Approach Volume	89 vehicles
Total Ped/Bike Volume	2 crossings	Total Ped/Bike Volume	2 crossings
Right turn reduction of	100 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Volume Warrant thresholds due to isolated community.

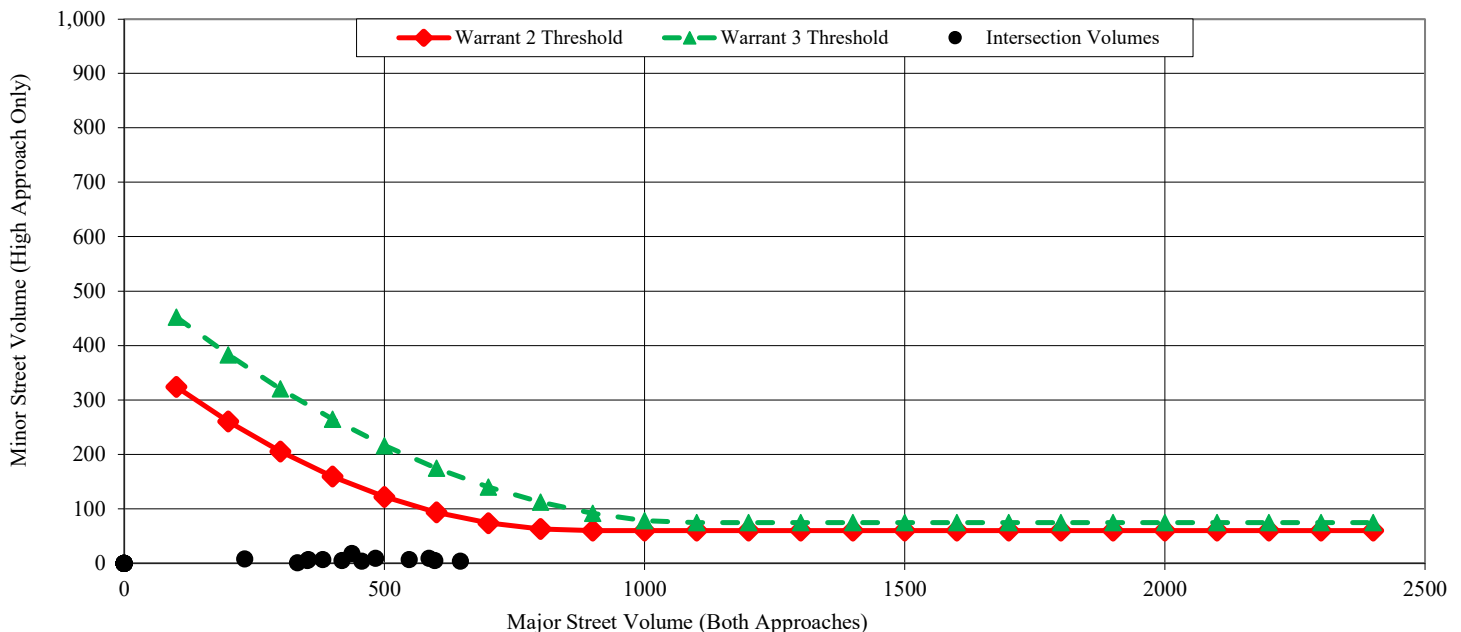
Warrant 1, Eight Hour Vehicular Volume			
	Condition A	Condition B	Condition A+B*
Condition Satisfied?	Not Satisfied	Not Satisfied	Not Satisfied
Required values reached for	0 hours	0 hours	0 (Cond. A) & 0 (Cond. B)
Criteria - Major Street (veh/hr)	350	525	280 (Cond. A) & 420 (Cond. B)
Criteria - Minor Street (veh/hr)	105	53	84 (Cond. A) & 42 (Cond. B)

* Should be applied only after an adequate trial of other alternatives that could cause less delay and inconvenience to traffic has failed to solve the traffic problems.

Warrant 2, Four Hour Vehicular Volume	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours
Criteria	See Figure Below

Warrant 3, Peak Hour Vehicular Volume		
	Condition A	Condition B
Condition Satisfied?	Not Satisfied	Not Satisfied
Required values reached for	0 total, minor, 0 delay	0 hours
Criteria - Total Approach Volume (veh in one hour)	650	See Figure Below
Criteria - Minor Street High Side Volume (veh in one hour)	150	
Criteria - Minor Street High Side Delay (veh-hrs)	5	

Figure 4C-2 (Warrant 2 - 70% Factor) & Figure 4C-4 (Warrant 3 - 70% Factor)



Traffic Signal Warrant Analysis

Section 5, ItemD.

Warrants 4 to 6 (Pedestrian, School, Coordinated Systems)

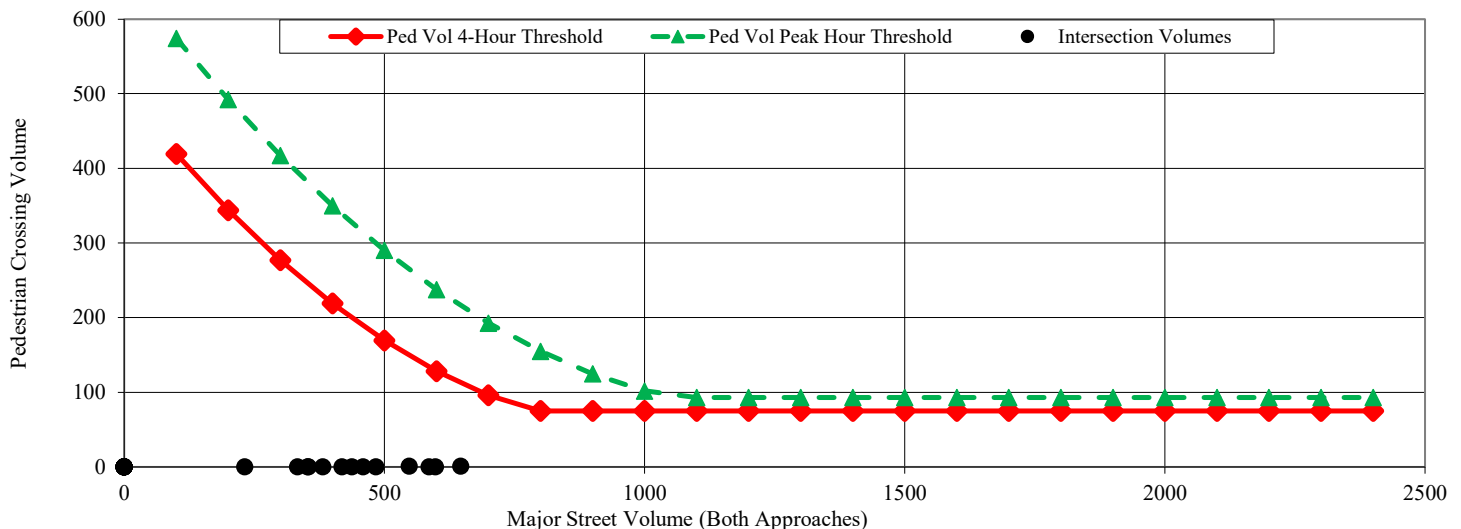
Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	Wildwood Ln
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5833 vehicles	Total Approach Volume	89 vehicles
Total Ped/Bike Volume	2 crossings	Total Ped/Bike Volume	2 crossings
Right turn reduction of	0 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Pedestrian Warrant thresholds due to high speeds on CSAH 11 and isolated community.

Warrant 4, Pedestrian Volume		
	Condition A - Four Hour Vol.	Condition B - Peak Hour Vol.
Condition Satisfied?	Not Satisfied	Not Satisfied
Required values reached for	0 hours	0 hours
Criteria - Min. Distance to Nearest Controlled Crossing	300 feet, unless progressive movement not impacted	
Criteria - Major Street Volume and Crossing Volume	See Figure Below	

Figure 4C-6 & Figure 4C-8 (Warrant 4 Four Hour & Peak Hour - 70% Factor)



Warrant 5, School Crossing	
Condition Satisfied?	Not Satisfied
Criteria - School Crossing Data	- 20 or more schoolchildren crossing during the highest hour. - Consideration given to other remedial measures. - 300 feet or more to nearest controlled crossing, or proposed signal will not restrict progression. - Engineering study showing inadequate gaps in traffic.

Warrant 6, Coordinated Signal System	
Condition Satisfied?	Not Satisfied
Criteria - Coordinated Signal System	- If one-way, the adjacent traffic control signals are too far apart to provide the necessary degree of vehicular platooning. - If two-way, the adjacent traffic control signals do not provide the necessary degree of platooning, but will collectively provide a progressive operation with the proposed traffic control signal. - Resultant spacing of traffic control signal is 1,000 feet or greater.

Traffic Signal Warrant Analysis

Section 5, Item D.

Warrants 7-9 (Crash, Network, Rail Crossing)

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	Wildwood Ln
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5833 vehicles	Total Approach Volume	89 vehicles
Total Ped/Bike Volume	2 crossings	Total Ped/Bike Volume	2 crossings
Right turn reduction of	0 percent applied	Right turn reduction of	0 percent applied

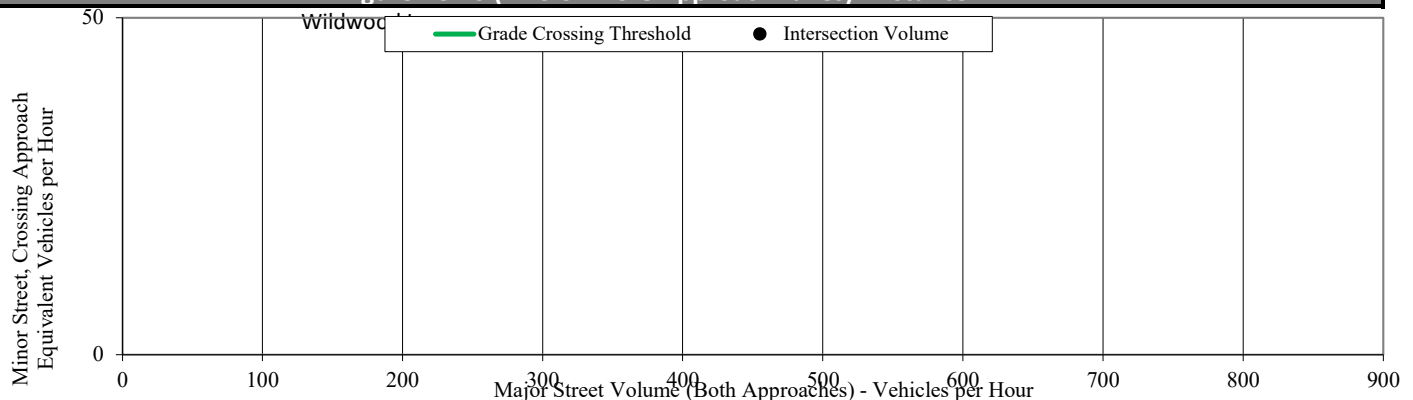
Reduction applied to the Crash and Roadway Network Warrant thresholds due to isolated community.

Warrant 7, Crash Experience	
Condition Satisfied?	Not Satisfied
Required values reached for	Alternatives not tried, 4 or less correctable crashes, 0 hours (Veh. Vol.), 0 hours (Ped 4-Hour), and 0 hours (Ped Peak Hour)
Criteria - Alternatives	Adequate trial has failed to reduce the crash frequency
Criteria - Reported Crashes (within 12-month period)	5 or more crashes susceptible to correction by a traffic control signal
Criteria - Major Street (veh/hr)	From Warrant 1: 280 (Cond. A), 420 (Cond. B)
Criteria - Minor Street (veh/hr)	From Warrant 1: 84 (Cond. A), 42 (Cond. B)
(Alternative Volume Requirement) Criteria - Pedestrian Volume	80 percent of the Pedestrian Volume Warrant requirements

Warrant 8, Roadway Network	
Condition Satisfied?	Not Satisfied
Required values reached for	Not an intersection of 2 major routes, but does not satisfy volume/warrant or alternative volume requirements
Criteria - Common Intersection of Two Major Routes	- Part of the street or highway system, or - Includes rural or suburban highways outside, entering, or traversing a city, or - Appears as or major route on an official plan.
Criteria - Existing or Immediately Projected Entering Volume	1,000 or more vehicles per typical peak hour
Criteria - Warrants	Satisfies Warrants 1, 2, or 3 with 5-year projected volumes
(Alternative Requirement) Criteria - Non-normal Business Day	1,000 or more vehicles per hour for any 5 hours

Warrant 9, Intersection Near a Grade Crossing	
Condition Satisfied?	Not Examined
Required values reached for	
Criteria - Alternatives	
Criteria - Max. Distance to Nearest Controlled Crossing	
Criteria - Major Street Volume and Crossing Volume	

Figure 4C-10 (Two or More Approach Lanes): Distance D =



Traffic Signal Warrant Analysis

Section 5, Item D.

Multi-Way Stop Warrants

Project Name	CSAH 11 Traffic and Site Circulation Study
Project/File #	25X139457000
Scenario	Existing Conditions (2025)

Intersection Information			
Major Street (E/W Road)	CSAH 11	Minor Street (N/S Road)	Wildwood Ln
Analyzed with	1 approach lane	Analyzed with	1 Approach Lane
Total Approach Volume	5833 vehicles	Total Approach Volume	89 vehicles
Total Ped/Bike Volume	2 crossings	Total Ped/Bike Volume	2 crossings
Right turn reduction of	100 percent applied	Right turn reduction of	0 percent applied

Reduction applied to Multi-Way Stop Warrant thresholds due to high speeds on CSAH 11 and isolated community.

Condition A - Traffic Signal Warrant	
Condition Satisfied?	Not Satisfied
Criteria*	Traffic Signal Warranted & Justified

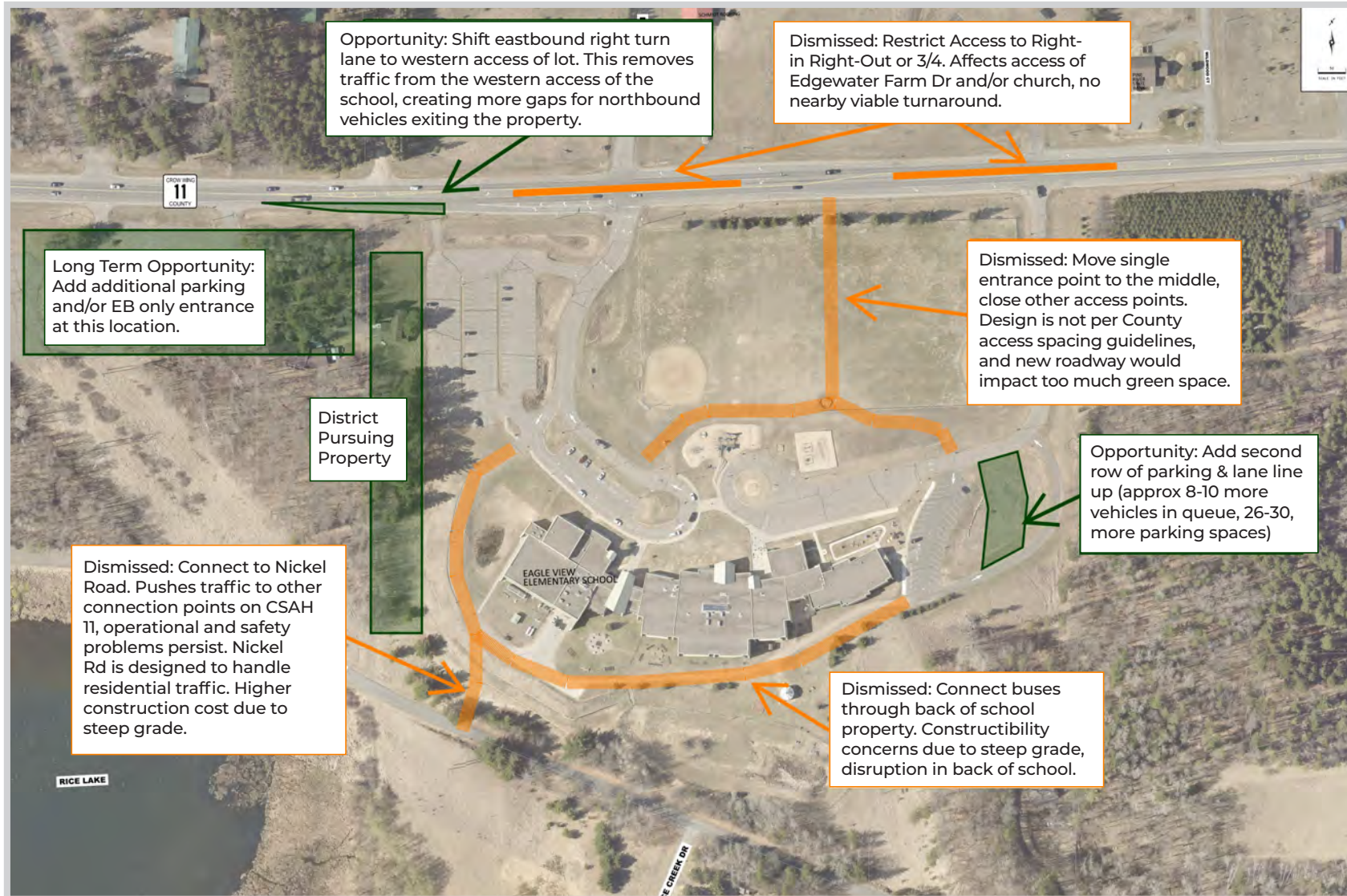
* Multi-way stop control may be used as an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Condition B - Crash Experience	
Condition Satisfied?	Not satisfied
Required values reached for	less than 4 correctable crashes
Criteria - Crash Experience	5 or more correctable crashes in 12-month period

Condition C - Intersection Volume & Delay	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours & 0 sec. average delay/veh
Criteria - Major Street (veh/hr)	210 for any 8 hours of an average day
Criteria - Minor Street (total vol-veh, ped, & bikes/hr)	140 for the same 8 hours of an average day
Criteria - Delay (average sec/veh)	30 during the highest hour

Condition D - Combination Volume, Crash Experience, & Delay	
Condition Satisfied?	Not Satisfied
Required values reached for	0 hours, less than 4 crashes, & 0 sec. average delay/veh
Criteria - Major Street (veh/hr)	240 for any 8 hours of an average day
Criteria - Minor Street (total vol-veh, ped, & bikes/hr)	160 for the same 8 hours of an average day
Criteria - Crash Experience	4 or more correctable crashes in 12-month period
Criteria - Delay (average sec/veh)	24 during the highest hour

Appendix E: Opportunities and Dismissals



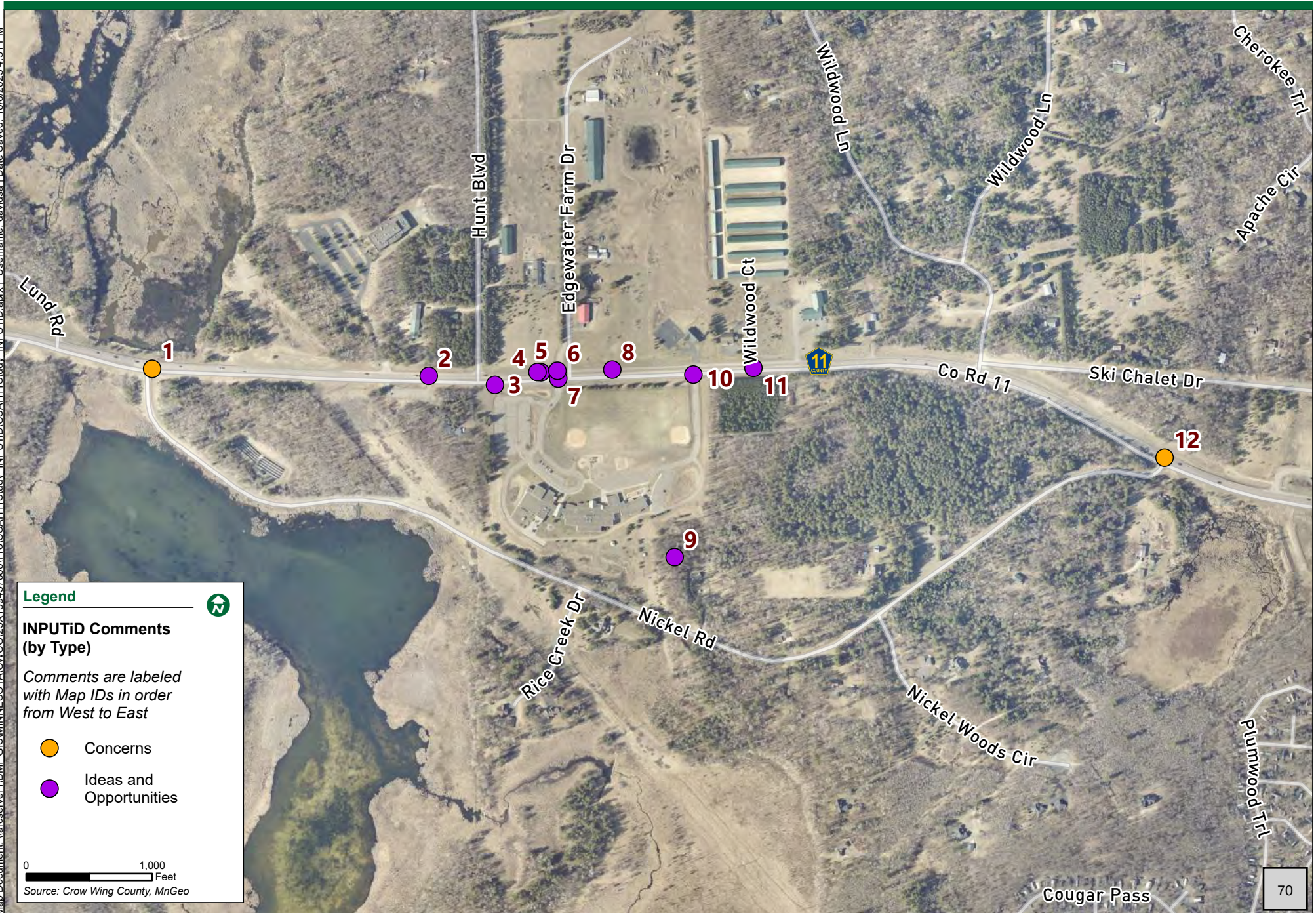
Ideas Identified from Public Engagement and Alternatives Analysis:

- Opportunities: Potential improvements to the school site or access points, regardless of the selected alternative; also useful for long-term planning.
- Dismissals: Concepts reviewed but not pursued due to safety concerns, design flaws, or inability to meet standards.

Appendix F: Public Engagement Summary



Map Document: \\arcserver1\B\GIS\MINNESOTA\CWCO\25X139457000\Proj\CSAH11Study INPUTiD.aprx | Username: davidisa | Date Saved: 10/6/2025 4:51 PM



Map ID 1 Concerns

Citizen Category: Nearby Resident

 11  0

There is no easy way to expand this end of Nickel Road; it is already an incredibly dangerous intersection for residents on this road. Furthermore, it would be very difficult/expensive to make it usable for more traffic since there is Rice Lake, a power line corridor, low lands, and steep terrain behind Eagle View Elementary. Nickel Road is, for all intents and purposes, one step above a minimum maintenance road. It is a quiet residential area.

8/30/2025

 3  0

It would be really nice to put 55MPH speed signs up next to the 30MPH when flashing to remind drivers to resume normal speed on each ends of the school zones

9/2/2025

 0  0

If the proposed housing development comes to fruition, another set of issues will be presented.

9/23/2025

Map ID 2 Ideas and Opportunities

Citizen Category: Automobile User

 2  0

I like roundabouts in many situations. Here, though, a 24/7 12 month slow-down, consuming fuel and brakes, to fix a twice daily 9 month problem is not appropriate. Traffic lights that would flash yellow on 11, red at entrances most of the time and control 11 when buses move in and out would be better.

(Cameras to catch speeders would be nice; not sure of MN law on that.)

9/22/2025

 0  0

If the proposed housing development comes to fruition, that presents another set of problems.

9/23/2025

Map ID 3 Ideas and Opportunities

Citizen Category: Student/Teacher/Parent

 6  0

Adding a turn lane into the corner of the parking lot so cars can bypass the crowded center lane and enter more smoothly, regardless of whether a stoplight or roundabout is added later.

9/4/2025

Map ID 4 Ideas and Opportunities

Citizen Category: Student/Teacher/Parent

 12  0

Create a right turn lane on the northwest end of the parking lot (near hunt blvd). This would allow greater visibility to those turning left out of the main entrance/exit onto county road 11. Right now it is DANGEROUS to make a left turn out of the main exit due to the right turn lane obstructing visibility of traffic continuing East on CR 11.

8/29/2025

 2  8

I would suggest a traffic light to allow people to turn LEFT at intervals. This would reduce backups into the parking lots as well and reduce frustration when leaving.

9/1/2025

Map ID 5 Ideas and Opportunities

Citizen Category: Student/Teacher/Parent

 1  6	Make this whole thing a two lane. That way people can get out in the traffic and merge back in instead of waiting 3 business days to pull out of the school.	8/27/2025
 7  0	I do agree the roads need to change so the traffic flows better getting in and out of the school	8/27/2025
 1  11	Is there a problem to fix? Do we have any accident reports to warrant a change? I think people slow down enough on this stretch of highway. No reason to make a change for a possible incident that might occur.	8/28/2025
 5  0	We need something. Even with police, people speed and it's really scary. Someone is going to get seriously injured and don't want to	8/29/2025
 2  0	Wait for that to happen to do something about it. Especially bad in winter, when it rains, is foggy and sun hits your line of vision.	8/29/2025
 4  0	Do a test now, place temporary traffic control lights during the beginning, ending of school and for special events. Problem with the reduced speed limit is drivers still don't have to stop and wait for busses to all pull out. Pretty sure traffic lights can be set to only change red when traffic is approaching from the schools 2 entrance's.	9/5/2025
 0  0	Speed limits and flashing lighted signs have not kept the speed under control. Multiple police can sit there and enforce the speed, but this is not a long term solution for the officers.	9/12/2025
 2  0	Need to find a way to support the long line of buses to safely enter CR 11, acknowledging the continuous flow coming out of the parent pick up/drop off line at the same time as oncoming traffic concerns.	9/12/2025

Map ID 6 Ideas and Opportunities

Citizen Category: Student/Teacher/Parent

 5  1	We really only need traffic control for 45 minutes in the morning and 45 minutes in the afternoon. Instead of looking at a construction project, is it possible/ safe/ cost effective to pay a police officer from Pequot to do traffic control for those short time frames? Could admin/ teachers from the school do it? Why spend money and inconvenience all the traffic on CR11 for what amounts to short periods of time, twice a day, for not even the entire school year?	9/19/2025
 1  0	I disagree. There are many other school events, sporting events after school and all through the summer etc. I get what you're saying but there are many other times as a parent of three kids currently at eagleview that it feels unsafe coming and going!	9/22/2025

Map ID 7 Ideas and Opportunities

Citizen Category: Nearby Resident

 21  4	During Sturgis they have temporary lights they put up during the rally to control traffic. Truly there are only 2 busy times on that road. During drop off in the am and pick up in the evening. It doesnt make sense to spend millions of dollars of taxpayers money to make a roundabout or two lanes as it is not needed year round. Even if we put lights up permanently. I believe it would be more cost effective way to render the problem. I know parents get frustrated with the amount of time they have to wait at thiose times but there are the options of bussing for children and/or patience.	8/27/2025
--	---	-----------

	18		6	I feel that the lights would be a good alternative to the roundabout. I think that they should have lights at both entrances into the school so that the buses are able to get in and out equally as easy.	8/27/2025
	28		3	Traffic control lights would be a cost effective way, and only need to be in use during the school year during pre-set times. It would also be a benefit if these can be activated by the school for special events that may be held that will increase traffic ingress/egress.	8/27/2025
	16		6	Roundabouts I feel wouldn't solve a thing. I like the idea of stop lights	8/27/2025
	13		0	For the safety of kids, parents, and bus drivers this needs to be addressed ASAP	8/27/2025
	8		5	A round about would not impede the flow of traffic. And people leaving the school would have a safer option to exit.	8/28/2025
	6		8	There needs to be a designated speed zone through there that it remains 30 MPH at all times and definitely a roundabout is needed. 11 is always busy with traffic, myself and my husband drive it all year around for work. A stoplight would cause to much congestion during drop off and pick up.	8/28/2025
	9		8	It needs a roundabout. It's dangerous as is during pickup and drop off. You can't see when leaving the school as heavy traffic is continuing on 11 or turning north or south from	8/29/2025
	4		0	I like the idea of traffic lights, we just need something!!!! It's really scary having to navigate traffic especially going left and don't want to wait to do something until someone gets seriously injured. Especially scary in the winter, when it rains, is foggy and the sun hits your line of vision.	8/29/2025
	3		0	Round about or traffic light but we need something.	8/30/2025
	3		0	Traffic lights, round about...just do something! I've almost been hit by busses too! Taking a left hand turn is impossible. Maybe it's the traffic flow in the school drop off areas.	8/31/2025
	5		3	Traffic lights are the win here!	9/1/2025
	3		1	Lights temporarily and the plans for a roundabout!	9/1/2025
	0		6	No round abouts. Lights- yes! Maybe study is needed about why there are so many parent pick up and drop offs? Is it due to no busses to pick up the child, is the child in a different town and attends due to open enrollment borders? What would create less traffic? Could doors at the school be opened earlier/available staff?	9/2/2025
	4		2	Traffic lights would just back this stretch even worse. Roundabouts keep traffic going and would be the ideal option.	9/5/2025
	1		0	And roundabouts slow people down.	9/12/2025
	1		0	What if the current field was made into the new parking lot and the current parking lot baseball fields? More parking, more room for parent pick up/drop off cars	9/19/2025
	0		1	But a J turn to force right turns and put in roundabout at the bus entrance/exit.	9/19/2025



1



2

I think a round-about solves all issues- reduces speed, reduces having to turn left on the road, constant flow of traffic (vs stopping altogether at a light- though I'll take a light over nothing at all!), and consistency on the road year round rather than locals and visitors alike having to read multiple signs regarding speed zones and rules for the road.

9/19/2025



0



0

I don't think people understand how expensive roundabouts are. We're talking at least \$1 million per roundabout. They're not a perfect solution, either, with increased risk for pedestrian traffic trying to walk or bike through the intersection - which is important to consider for a school.

9/19/2025

Map ID 8



Ideas and Opportunities

Citizen Category: Student/Teacher/Parent



1



0

Can we look closely at (for example) bus scheduling and how to get more kids to take the bus to school instead of being driven by parents? Can we clear at least some of this up by looking at why so many parents need to drive their kids to school? My kids are driven because the bus pick-up is an absurd 6:20am. I'm not putting my kids on the bus for almost two hours when my kids could WALK to school in less than an hour. I'd happily bus my kids if the ride were reasonable, taking my car out of this equation. How much of the congestion could be cleaned up without having to add anything to CR11?

9/19/2025



0



0

I don't think this is a big enough problem to worry about, everyone knows it's a school zone....slow down, pay attention, be careful and considerate for those brief time frames that are affected daily. Personally added construction and increased taxes won't ever change the fact that it's a school zone and my earlier comments will still apply.

9/23/2025



Citizen Category:



15



19

Perhaps there could be an outlet on Nickel Road to divert the bus traffic or the parking lot traffic away from the main traffic area during busy hours.

8/27/2025



16



0

Wouldn't that just cause the same congestion issues at the Nickel Road intersections?

8/29/2025



6



0

I wonder if residents on Nickle were ever told that all traffic would maintain off of CR11. Offloading from 2 outlets to 4 may reduce some congestion, but in reality it's just dispersing to other outlets.

8/29/2025



10



0

You will have the same issues trying to get on to 11 at either stop sign from Nickle Road. All drivers will now be dealing with traffic at 55mph instead of 30mph since Nickle road is out of the school zone of reduced speed. We do not need a longer stretch of a school zone reduced speed

8/30/2025



12



0

I don't understand how that could be justified when a county road runs directly parallel. Nickel Road is not built for that amount of traffic. It's a 35mph, narrow, residential road that hasn't even got lane lines painted let alone the width to support turn lanes that I'm sure would inevitably be argued for. It reads like the solution being presented is to disrupt a quiet neighborhood by turning it into a miniature version of CR-11? Would they not be better off diverting resources to a roundabout or light that only runs during arrival and release or any other plethora of solutions that minimally disrupt an already busy road bordered by commercial properties? I just don't see how this can even be presented as a serious solution. As tax payers we are already paying for another referendum. Do we need to be further burdened by a disruption to our property values or even potential loss of property due to increased traffic and likely road projects required to accommodate bus traffic?

8/30/2025



11



0

this is a terrible idea.

8/30/2025



12



0

ultimately the traffic ends up back on 11. nickel road is definitely not a solution and should be taken out of the conversation completely.

8/30/2025



10



0

This is a bad idea. Nickel Rd is a quiet residential road, it's not built for that kind of traffic. People jog and walk their dogs on Nickel.

8/30/2025



8



0

This is an awful idea. Nickel Road needs less traffic vs more! There is already added traffic during school drop off and pick up where people try to avoid the traffic on CR11 and are zooming way over the 30mph on Nickel Road. It's a nice quiet neighborhood on Nickel and there are people walking, running and biking and this would make that hazardous. Please find a solution that helps CR11 and not include the residential neighborhood in any part of this discussion.

8/30/2025



2



0

This spot makes no sense because it puts them parallel on Nickel and that road isn't set up for that

9/2/2025



2



0

This is not a solution. There aren't even turn lanes to access Nickel Road and traffic would end up back on 11 anyway. I'd suggest either a traffic light or roundabout(s).

9/8/2025



Citizen Category: Nearby Resident

 16  14	Perhaps at both entrances, a roundabout could be created? But make the roundabout similar to that over 371. IE, the East entrance (bus entrance), you must always exit heading East. The West entrance is the same - you must head East to hit the East roundabout to then circle around to head West. Similar to exiting from Edgewater Farm - if you want to head East, you enter the roundabout heading West to then be able to head East. This slows traffic down at all times in a school zone, and no need to maintain electronics.	8/27/2025
 21  10	I do not feel round abouts are necessary since they are very expensive and this road is only really busy 2 times out of the day. Traffic lights would definitely be a more better way to navigate traffic during pick up and drop off times. Something really does need to change though because the school expects parents and kids to be quick and efficient during pick up and drop off but it is hard when yoi get backed up at the road because you can pull out onto the main road very easily at all.	8/27/2025
 12  12	Traffic lights!	8/28/2025
 2  13	There needs to be a designated speed zone through there that it remains 30 MPH at all times and definitely a roundabout is needed. 11 is always busy with traffic, myself and my husband drive it all year around for work.	8/28/2025
 4  1	My only comment would be if you put a roundabout here, how would you handle the long line of buses that exit at the same time	8/28/2025
 5  3	I agree that roundabouts are prohibitively expensive. Traffic lights are a much more practical solution, and they can be activated when needed, or set to flashing amber when not needed.	8/29/2025
 6  8	I agree, I think there needs to be a roundabout! And I agree about the speed limit always being 30MPH. It is a busy road & if roundabouts get out in, you have to go slower than 55MPH to go through them.	8/29/2025
 4  0	It may be good to comment what a roundabouts installation and maintenance cost by the county is compared to a standard install and maintenance of traffic lights. Along with accident rates between the 2. Not only do we need to be budget conscious, but also keeping in mind what is safer for everyone during the most times. Speed limit will force users to slow down at all times. It also slows traffic for any and all events that may be at the school or businesses across the road.	8/29/2025
 2  5	Traffic lights at both entrances!	8/31/2025
 0  1	I had to start turning right (as exiting first entrance out of Eagle view) because a left was impossible. Then I'd turn around just past the bank. But school busses are crazy there exiting and it's super dangerous.	8/31/2025
 5  3	Round abouts would be a great idea. It would slow the speed of traffic and increase safety in the area. At the very least one by the main parking lot would be the most beneficial because last year alone there were multiple accidents that occurred in that location. The kids safety are well worth it and lights would definitely impede the flow of traffic compared to a round about in my opinion (plus just a really weird spot for one and I can see people still going through it.	9/2/2025

 0  8	is the most practical, safest, and least cost solution is to not allow access at all from the school onto the county road but to require traffic accessing the school site to access off nickel road-?	9/5/2025
 1  5	I do not feel that roundabout is necessary. It's an additional expense that would only be utilized twice a day for about 2/3 of the year. Perhaps al do not feel that roundabout is necessary. It's a additional expense that would only be utilized twice a day for about 2/3 of the year. I think by slowing the traffic to 30 miles an hour should be sufficient	9/5/2025
 0  3	A multi faceted solution could include; staggered arrival and dismissal times, more volunteers/staff/police directing traffic, a walking/bike path from Pequot to Breezy Point to allow safe walking and biking, a carpooling program at the school as well as added turn lanes and lights during arrival and dismissal.	9/6/2025
 4  0	I recall a long time ago that a police officer would direct traffic for 20 minutes each morning and afternoon. That was perfect at the time.	9/12/2025
 0  2	A round about here is ideal for a couple of reasons. First, you virtually eliminate all severe accidents and that safety factor alone may be worth the investment. Second, stoplights are also expensive but not as safe and doesn't keep traffic moving.	9/17/2025
 1  0	We cannot have traffic diverted to the residential neighborhood via Nickel Road. The traffic STILL HAS TO FUNNEL ONTO COUNTY RD 11!!!! Both sides of Nickel Road are past the school zone area and WE DO NOT NEED TO EXTEND THAT! When school is out, all of the out of town tourist ALWAYS slow down to 30mph even though they do not have to. Let's not make that even longer on 11.	9/19/2025
 2  0	The hard part with the teardrop roundabout, is that everyone has to be funneled into the same area, not matter what direction they need to go. As someone who leaves the East exit regularly, it makes it very difficult to get out when people coming from the West exit come and turn around in the bank/church parking lot, so they can make a right turn to go West. When people turn around in those parking lots, it only adds to the amount of traffic trying to move and get out of the East exit....and those people really have no reason to come east at that point. I do feel that the slower speed zone has helped people be able to get in and out of the school parking lots, but it is not enough. This overall is a tough problem to solve!! But a roundabout or stop light would help at least control the flow.	9/22/2025
 1  0	As one of the bus drivers, I agree something needs to be done here. As others have stated there are only 169 school days. Buses begin exiting at 7:47 and are all done by about 8. In the afternoons it's about 3:05 to 3:10. I love a roundabout but this not needed here. Stop lights at the location of the current school zone flashing lights that would stop traffic on 11 for 20 to 30 seconds every 2 minutes or so would be enough to fix the congestion at all the intersections in the school zone. This could so easily be tested by renting the stoplight used in construction areas.	9/25/2025

Map ID 11



Ideas and Opportunities

Citizen Category:



1



0

Would be nice to have a left turn bay for the bank and storage garage or a bypass lane for the eastbound traffic

9/8/2025

Citizen Category:



4



0

These intersections for the few that actually live on Nickle Road are already extremely dangerous. If you are waiting to turn on the highway, there are many that do not see your signal due to distractions or inappropriate defensive driving skills. Nickel Road is essentially the equivalent of Bushman Road if you're looking to bypass County Road 11.

9/11/2025



2

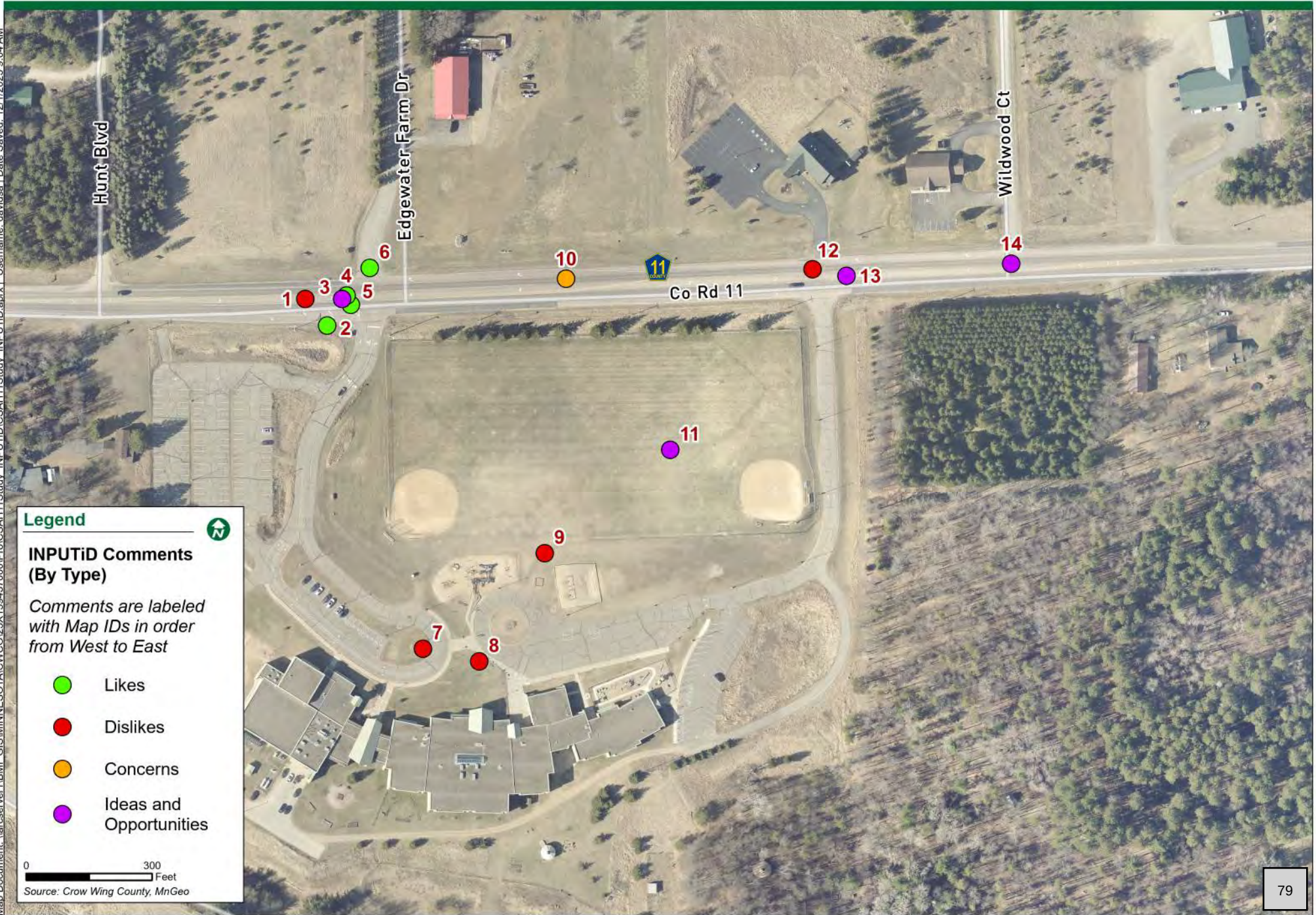


0

Except on buschman road your wheels will fly off and your car will be destroyed by driving on it. We better hope that the city of breezy doesn't get involved in this. It'll never get fixed just like buschman

9/20/2025

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Map ID 1  Dislikes			
Citizen Category: Student/Teacher/Parent		Roundabouts	
 5	 1	Roundabouts will slow the flow of traffic all day/year for a few times a day 9 months a year problem. For those that use 11 other than just for school drop-off/pick-up this is no ideal.	11/6/2025
Map ID 2  Likes			
Citizen Category: Student/Teacher/Parent		Roundabouts	
 2	 6	I think a roundabout is a good balance of safety and convenience.	11/6/2025
Map ID 3  Ideas and Opportunities			
Citizen Category: Student/Teacher/Parent		Signals	
 6	 0	Could lights be added but only used during those peak drop-off/pick-up times and otherwise the roads function as they do currently?	11/6/2025
 4	 0	These lights could only be used during certain time so the busses can get in and out am and pm	11/6/2025
 4	 0	The congestion issues here are for a TOTAL of One Hour out of the day for 9 months out of the year. A traffic light that is programmable to be in use for the congestion issues is the best solution. Tearing up the road for a round about to solve an hour of congestion is way to expensive and unnecessary.	11/8/2025
 1	 0	Agree with the comment above. Program signals during peak hours. Have signal length be longer than usual to allow for many cars to pour out. Keep signals green all the time on Cty Rd 11 outside of school hours. Make sure turn lanes are long enough since there will be a lot of cars at these times.	11/12/2025
 2	 0	This idea makes the most sense. The issue of congestion is a minimal amount of time in a 24 hour period and No Congestion issue for 3 months out of the year. IF the light is programmable for the congestion times only and allows for longer periods of green to let a lot of card out, then it is the way to go.	11/13/2025

Map ID 4 Likes

Citizen Category: Student/Teacher/Parent

Roundabouts

 2  2 Yes

11/6/2025

 0  2

This seems to be the best solution from the choices given. There is not a way to get traffic diverted over to Nickel Rd due to the steepness of the terrain and cost to resolve that is prohibitively expensive. Single entrance and exit solutions require cutting off the park and fields from the kids, requiring manpower to make sure the kids are crossing safely during all hours is expensive and tedious. Someone gets complacent due to repetitiveness and someone could get hurt. Not a risk the school should be taking as they would be held liable for the incident. The roundabout in its current form I do feel has the entrances onto the roundabout as a bit extreme of an angle, but as a design starting point it gets it across and shows how it would look. This allows vehicles on and off County Rd 11 safely and consistently. Helps with cross traffic in both entrances for the school and the daycare across the street. Keeps the church happy as parents will stop turning around in their parking lot.

11/6/2025

Map ID 5 Likes

Citizen Category:

Roundabouts

 2  5

Roundabout seems to be the most effective solution. Cost being the only main outlier, I believe this is the best solution, Maintains traffic flow and reduces speed through the school zone. Win Win!

11/6/2025

 4  1

Difficult for large vehicles

11/6/2025

 1  0

I'm not convinced that roundabouts maintain traffic flow during heavy congestion periods. Is there any backup or studies that show roundabouts are efficient for heavy traffic flows?

11/13/2025

Map ID 6 Likes

Citizen Category: Nearby Resident

Roundabouts

 1  0

They may have more upfront costs, but very little maintenance after and no power outage issues. They keep traffic moving and allow separation of busses and parent pickup vehicles. It will also slow traffic the entire stretch between roundabouts.

11/13/2025

Map ID 7 Dislikes

Citizen Category: Student/Teacher/Parent

Single Entrance A

 1  0

Crossing a roadway is not a solution we should be comfortable with for kids getting to their parks and playground. This maybe limited to school traffic unlike the one way road, but it doesn't solve the problem with getting vehicles onto and off County Rd 1.

11/6/2025

Map ID 8 Dislikes

Citizen Category: One Way Loop
 4  0 Having the kids crossing a road is not desired for me. 11/6/2025

 4  0 Having a one way street going through the middle of the play yard is not ideal and potentially dangerous. We just spent money on a new playground. Don't make it hard to use by constantly crossing a through roadway. 11/6/2025

 3  0 This still appears not safe and too much congestion with the busses and the parents in the same areas. It also does not help the traffic slow on 11 to allow the busses to get out. 11/6/2025

 1  0 This option is too unsafe. 11/12/2025

Map ID 9 Dislikes

Citizen Category: Student/Teacher/Parent Single Entrance B
 1  0 Crossing a roadway is not a solution we should be comfortable with for kids getting to their parks and playground. This maybe limited to school traffic unlike the one way road, but it doesn't solve the problem with getting vehicles onto and off County Rd 11. 11/6/2025

Map ID 10 Concerns

Citizen Category: Student/Teacher/Parent Signals
 0  0 I think people would get stuck between the lights without enough space 11/12/2025

Map ID 11 Ideas and Opportunities

Citizen Category: Student/Teacher/Parent Opps. & Dismissals
 0  1 Has the idea been brought forward to change the current field into the parking lot, keeping the same entrance and exits, and make the existing parking lot the new field? Staff alone take up 3/4 of the current parking lot so add families, parent pick up, etc...its crowded. Since they are thinking about buying that property next to the school, the "new field" would have plenty of space. 11/6/2025

Map ID 12 Dislikes

Citizen Category: Nearby Resident Signals
 2  4 Traffic flows currently. I think this is the worst solution by far. Currently it takes about 5 minutes to get from North Star to 371, this could double that. 11/5/2025

 1  4 Traffic lights are not the solution. For something that is primarily busy doing dropoff/pickup having lights all day slows down traffic. Also, clearing traffic from the school lines gets delayed further causing issues with kid dropoff/pickup. 11/6/2025

 5  0 This is a way that the busses can have the traffic stop so they can get out on 11. Since there is no other way traffic will stop or slow down to allow busses to get out. 11/6/2025

Map ID 13



Ideas and Opportunities

Citizen Category: Student/Teacher/Parent

Roundabouts



1



0

Has this been discussed with the bus drivers to see if they will find a significant improvement in how fast they get out onto 11 or do they still think with it being a bus it will still take longer with the traffic coming from their left.

11/11/2025



0



0

I feel like a round about will still present an issue with exiting out from the school. With everyone exiting to the right and a steady flow of cars from the left, it will be difficult to know if the oncoming cars from the left will be going into the school or continuing east on city rd 11. This will create hesitency with drivers exiting from the school therefore creating a backup.

11/13/2025

Map ID 14



Ideas and Opportunities

Citizen Category: Student/Teacher/Parent

Roundabouts



1



0

Give the bank and storage site a dedicated turn left turn lane. We are already making changes to the road adding this is just utilizing space that would be wasted currently.

11/6/2025



2



0

these roundabouts do not improve the congestion for parents and school busses.

11/6/2025

Appendix G: Benefit Cost Analysis

CSAH 11 Site Circulation Study: Roundabout Entrances**Crow Wing County, MN**

12/15/2025



Section 5, Item D.

Real People. Real Solutions.

Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-2)					
	REMOVE BITUMINOUS PAVEMENT	SY	16,360	\$ 11.00	\$ 180,000
	EXCAVATION - COMMON	CY	19,620	\$ 17.00	\$ 333,600
	COMMON EMBANKMENT (CV)	CY	1,670	\$ 10.00	\$ 16,700
	AGGREGATE BASE (CV) CLASS 5	CY	3,850	\$ 39.00	\$ 150,200
	SELECT GRANULAR EMBANKMENT (CV)	CY	7,770	\$ 30.00	\$ 233,100
	CONCRETE PAVEMENT 8.0"	SY	1,000	\$ 141.00	\$ 141,000
	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TONS	5,120	\$ 124.00	\$ 634,900
	CURB AND GUTTER B624	LF	10,810	\$ 30.00	\$ 324,300
	4" CONCRETE SIDEWALK	SF	37,030	\$ 9.00	\$ 333,300
	Subtotal				\$ 2,347,000
	All Roadway Construction Subtotal				\$ 2,347,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -	\$ -
(3)	LIGHTING	LS	1	\$ 200,000.00	\$ 200,000
(4)	URBAN DRAINAGE	LS	1	\$ 470,000.00	\$ 470,000
	Subtotal				\$ 670,000
PERCENTAGE ITEMS					
	MOBILIZATION		5%	of all roadway	\$ 150,900
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)		2%	of all roadway	\$ 60,400
	SIGNING & PAVEMENT MARKINGS		3%	of all roadway	\$ 90,600
	TURF ESTABLISHMENT AND EROSION CONTROL		5%	of all roadway	\$ 150,900
	LANDSCAPING/STREETScape		3%	of all roadway	\$ 75,500
	TRAFFIC CONTROL/STAGING		5%	of all roadway	\$ 150,900
	CONTINGENCY FOR MISSING ITEMS		20%	of all roadway	\$ 603,400
	Subtotal				\$ 1,283,000
Construction Cost (2027 Dollars)					\$ 4,300,000
Anticipated Right-of-Way Cost (2027 Dollars)					\$ 80,000
Engineering Cost (2027 Dollars)					\$ 860,000
Total Cost (2027 Dollars)					\$ 5,240,000

Notes:

- County road pavement section assumed is 10 inch bituminous pavement, 12 inch aggregate base, and 24 inch sand.
- Local road pavement section assumed is 4 inch bituminous pavement, 6 inch aggregate base, and 24 inch sand.
- Includes wire, conduit, source of power, base, etc. Assuming MnDOTs LED-40 foot standard poles
- Storm sewer cost is 20% of roadway construction cost

CSAH 11 Site Circulation Study: West Roundabout

Crow Wing County, MN

12/15/2025

Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-2)					
	REMOVE BITUMINOUS PAVEMENT	SY	10,260	\$ 11.00	\$ 112,900
	EXCAVATION - COMMON	CY	11,430	\$ 17.00	\$ 194,400
	COMMON EMBANKMENT (CV)	CY	1,670	\$ 10.00	\$ 16,700
	AGGREGATE BASE (CV) CLASS 5	CY	2,330	\$ 39.00	\$ 90,900
	SELECT GRANULAR EMBANKMENT (CV)	CY	4,790	\$ 30.00	\$ 143,700
	CONCRETE PAVEMENT 8.0"	SY	600	\$ 141.00	\$ 84,600
	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TONS	3,090	\$ 124.00	\$ 383,200
	CURB AND GUTTER B624	LF	4,820	\$ 30.00	\$ 144,600
	4" CONCRETE WALK	SF	22,100	\$ 9.00	\$ 198,900
	Subtotal				\$ 1,370,000
	All Roadway Construction Subtotal				\$ 1,370,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -	\$ -
(3)	LIGHTING	LS	1	\$ 100,000.00	\$ 100,000
(4)	URBAN DRAINAGE	LS	1	\$ 270,000.00	\$ 270,000
	Subtotal				\$ 370,000
PERCENTAGE ITEMS					
	MOBILIZATION		5%	of all roadway	\$ 87,000
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)		2%	of all roadway	\$ 34,800
	SIGNING & PAVEMENT MARKINGS		3%	of all roadway	\$ 52,200
	TURF ESTABLISHMENT AND EROSION CONTROL		5%	of all roadway	\$ 87,000
	LANDSCAPING/STREETSCAPE		3%	of all roadway	\$ 43,500
	TRAFFIC CONTROL/STAGING		5%	of all roadway	\$ 87,000
	CONTINGENCY FOR MISSING ITEMS		20%	of all roadway	\$ 348,000
	Subtotal				\$ 740,000
Construction Cost (2027 Dollars)					\$ 2,480,000
Anticipated Right-of-Way Cost (2027 Dollars)					\$ 60,000
Engineering Cost (2027 Dollars)					\$ 500,000
Total Cost (2027 Dollars)					\$ 3,040,000

Notes:

- County road pavement section assumed is 10 inch bituminous pavement, 12 inch aggregate base, and 24 inch sand.
- Local road pavement section assumed is 4 inch bituminous pavement, 6 inch aggregate base, and 24 inch sand.

CSAH 11 Site Circulation Study: East Roundabout

Crow Wing County, MN

12/15/2025


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Section 5, Item D.

Real People. Real Solutions.

Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-2)					
	REMOVE BITUMINOUS PAVEMENT	SY	7,640	\$ 11.00	\$ 84,100
	EXCAVATION - COMMON	CY	8,740	\$ 17.00	\$ 148,600
	COMMON EMBANKMENT (CV)	CY	1,670	\$ 10.00	\$ 16,700
	AGGREGATE BASE (CV) CLASS 5	CY	1,830	\$ 39.00	\$ 71,400
	SELECT GRANULAR EMBANKMENT (CV)	CY	3,460	\$ 30.00	\$ 103,800
	CONCRETE PAVEMENT 8.0"	SY	400	\$ 141.00	\$ 56,400
	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TONS	2,390	\$ 124.00	\$ 296,400
	CURB AND GUTTER B624	LF	4,440	\$ 30.00	\$ 133,200
	4" CONCRETE WALK	SF	20,650	\$ 9.00	\$ 185,900
	Subtotal				\$ 1,097,000
	All Roadway Construction Subtotal				\$ 1,097,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -	\$ -
(3)	LIGHTING	LS	1	\$ 100,000.00	\$ 100,000
(4)	URBAN DRAINAGE	LS	1	\$ 220,000.00	\$ 220,000
	Subtotal				\$ 320,000
PERCENTAGE ITEMS					
	MOBILIZATION		5%	of all roadway	\$ 70,900
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)		2%	of all roadway	\$ 28,400
	SIGNING & PAVEMENT MARKINGS		3%	of all roadway	\$ 42,600
	TURF ESTABLISHMENT AND EROSION CONTROL		5%	of all roadway	\$ 70,900
	LANDSCAPING/STREETSCAPE		3%	of all roadway	\$ 35,500
	TRAFFIC CONTROL/STAGING		5%	of all roadway	\$ 70,900
	CONTINGENCY FOR MISSING ITEMS		20%	of all roadway	\$ 283,400
	Subtotal				\$ 603,000
Construction Cost (2027 Dollars)					\$ 2,020,000
Anticipated Right-of-Way Cost (2027 Dollars)					\$ 30,000
Engineering Cost (2027 Dollars)					\$ 400,000
Total Cost (2027 Dollars)					\$ 2,450,000

Notes:

- County road pavement section assumed is 10 inch bituminous pavement, 12 inch aggregate base, and 24 inch sand.
- Local road pavement section assumed is 4 inch bituminous pavement, 6 inch aggregate base, and 24 inch sand.

CSAH 11 Site Circulation Study: Signal Entrances**Crow Wing County, MN**

12/15/2025


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Section 5, Item D.

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Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTE 1)					
	COMMON EMBANKMENT (CV)	CY	3,080	\$ 10.00	\$ 30,800
	AGGREGATE BASE (CV) CLASS 5	CY	210	\$ 39.00	\$ 8,200
	4" CONCRETE SIDEWALK	SF	16,760	\$ 9.00	\$ 150,900
	Subtotal				\$ 190,000
	All Roadway Construction Subtotal				\$ 190,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	TRAFFIC SIGNAL SYSTEM	LS	2	\$ 550,000.00	\$ 1,100,000
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -	\$ -
(2)	RURAL DRAINAGE	LS	1	\$ 20,000.00	\$ 20,000
	Subtotal				\$ 1,320,000
PERCENTAGE ITEMS					
	MOBILIZATION	5%		of all roadway	\$ 75,500
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)	2%		of all roadway	\$ 30,200
	SIGNING & PAVEMENT MARKINGS	3%		of all roadway	\$ 45,300
	TURF ESTABLISHMENT AND EROSION CONTROL	5%		of all roadway	\$ 75,500
	LANDSCAPING/STREETSCAPE	3%		of all roadway	\$ 37,800
	TRAFFIC CONTROL/STAGING	5%		of all roadway	\$ 75,500
	CONTINGENCY FOR MISSING ITEMS	15%		of all roadway	\$ 226,500
	Subtotal				\$ 566,000
Construction Cost (2027 Dollars)					\$ 2,100,000
Anticipated Right-of-Way Cost (2027 Dollars)					\$ -
Engineering Cost (2027 Dollars)					\$ 400,000
Total Cost (2027 Dollars)					\$ 2,500,000

Notes:

- Sidewalk pavement section assumed is 4 inch concrete pavement and 4 inch aggregate base
- Storm sewer cost is 20% of roadway construction cost

CSAH 11 Site Circulation Study: One Way School Loop Entrance

Crow Wing County, MN

12/15/2025

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Section 5, Item D.

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Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTE 1)					
	REMOVE BITUMINOUS PAVEMENT	SY	2,610	\$ 11.00	\$ 28,800
	EXCAVATION - COMMON	CY	1,310	\$ 17.00	\$ 22,300
	AGGREGATE BASE (CV) CLASS 5	CY	200	\$ 39.00	\$ 7,800
	SELECT GRANULAR EMBANKMENT (CV)	CY	800	\$ 30.00	\$ 24,000
	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TONS	290	\$ 124.00	\$ 36,000
	CURB AND GUTTER B412	LF	280	\$ 30.00	\$ 8,400
	Subtotal				\$ 127,000
	All Roadway Construction Subtotal				\$ 127,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -	\$ -
(2)	URBAN DRAINAGE	LS	1	\$ 30,000.00	\$ 30,000
	Subtotal				\$ 30,000
PERCENTAGE ITEMS					
	MOBILIZATION		5%	of all roadway	\$ 7,900
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)		5%	of all roadway	\$ 7,900
	SIGNING & PAVEMENT MARKINGS		10%	of all roadway	\$ 15,700
	TURF ESTABLISHMENT AND EROSION CONTROL		5%	of all roadway	\$ 7,900
	LANDSCAPING/STREETSCAPE		3%	of all roadway	\$ 4,000
	TRAFFIC CONTROL/STAGING		5%	of all roadway	\$ 7,900
	CONTINGENCY FOR MISSING ITEMS		20%	of all roadway	\$ 31,400
	Subtotal				\$ 83,000
Construction Cost (2027 Dollars)					\$ 240,000
Anticipated Right-of-Way Cost (2027 Dollars)					\$ -
Engineering Cost (2027 Dollars)					\$ 50,000
Total Cost (2027 Dollars)					\$ 290,000

Notes:

- Local road pavement section assumed is 4 inch bituminous pavement, 6 inch aggregate base, and 24 inch sand.
- Storm sewer cost is 20% of pavement construction cost

CSAH 11 Site Circulation Study: Raised Concrete Gore West Intersection

Crow Wing County, MN

12/15/2025


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Section 5, Item D.

Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-2)					
	REMOVE BITUMINOUS PAVEMENT	SY	740	\$ 11.00	\$ 8,200
	AGGREGATE BASE (CV) CLASS 5	CY	260	\$ 37.00	\$ 9,700
	SELECT GRANULAR EMBANKMENT (CV)	CY	510	\$ 29.00	\$ 14,800
	CURB AND GUTTER B624	LF	590	\$ 29.00	\$ 17,200
	24" SOLID LINE PAINT GR IN (WR)	LF	40	\$ 13.00	\$ 600
	4" CONCRETE MEDIAN	SF	2,500	\$ 8.00	\$ 20,000
	Subtotal				\$ 108,000
	All Roadway Construction Subtotal				\$ 108,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -	\$ -
	Subtotal				\$ -
PERCENTAGE ITEMS					
	MOBILIZATION	5%		of all roadway	\$ 5,400
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)	2%		of all roadway	\$ 2,200
	SIGNING & PAVEMENT MARKINGS	3%		of all roadway	\$ 3,300
	TURF ESTABLISHMENT AND EROSION CONTROL	5%		of all roadway	\$ 5,400
	LANDSCAPING/STREETSCAPE	3%		of all roadway	\$ 2,700
	TRAFFIC CONTROL/STAGING	5%		of all roadway	\$ 5,400
	CONTINGENCY FOR MISSING ITEMS	20%		of all roadway	\$ 21,600
	Subtotal				\$ 46,000
Construction Cost (2026 Dollars)					\$ 154,000
Anticipated Right-of-Way Cost (2026 Dollars)					\$ -
Engineering Cost (2026 Dollars)					\$ 31,000
Total Cost (2026 Dollars)					\$ 185,000

Notes:

1. Assume 14' wide concrete gore area
2. County road pavement section assumed is 10 inch bituminous pavement, 12 inch aggregate base, and 24 inch sand.

CSAH 11 Site Circulation Study: Raised Concrete Gore East Intersection

Crow Wing County, MN

12/15/2025


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& M**

Section 5, Item D.

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Item		Unit	Total Qty	Unit Price
				Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-3)				
	REMOVE BITUMINOUS PAVEMENT	SY	740	\$ 11.00
	AGGREGATE BASE (CV) CLASS 5	CY	410	\$ 37.00
	SELECT GRANULAR EMBANKMENT (CV)	CY	820	\$ 29.00
	CURB AND GUTTER B624	LF	590	\$ 29.00
	24" SOLID LINE PAINT GR IN (WR)	LF	40	\$ 13.00
	4" CONCRETE MEDIAN	SF	2,500	\$ 8.00
	Subtotal			\$ 164,000
	All Roadway Construction Subtotal			\$ 164,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS				
	CITY UTILITIES (WATERMAIN/SANITARY/ELECTRIC)	LS		\$ -
	Subtotal			\$ -
PERCENTAGE ITEMS				
	MOBILIZATION	5%	of all roadway	\$ 8,200
	MISC REMOVALS (CURB, SIGNS, TREES, ETC.)	2%	of all roadway	\$ 3,300
	SIGNING & PAVEMENT MARKINGS	3%	of all roadway	\$ 5,000
	TURF ESTABLISHMENT AND EROSION CONTROL	5%	of all roadway	\$ 8,200
	LANDSCAPING/STREETSCAPE	3%	of all roadway	\$ 4,100
	TRAFFIC CONTROL/STAGING	5%	of all roadway	\$ 8,200
	CONTINGENCY FOR MISSING ITEMS	20%	of all roadway	\$ 32,800
	Subtotal			\$ 70,000
Construction Cost (2026 Dollars)				\$ 234,000
Anticipated Right-of-Way Cost (2026 Dollars)				\$ -
Engineering Cost (2026 Dollars)				\$ 47,000
Total Cost (2026 Dollars)				\$ 281,000

Notes:

1. Assume 14' wide concrete gore area
2. County road pavement section assumed is 10 inch bituminous pavement, 12 inch aggregate base, and 24 inch sand.
3. 250' Northbound Right Turn Lane assumed



CMF / CRF Details

CMF ID: 211

Conversion of stop-controlled intersection into single-lane roundabout

Description:

Prior Condition: *No Prior Condition(s)*

Category: Intersection geometry

Study: [Observational Before-After Study of the Safety Effect of U.S. Roundabout Conversions Using the Empirical Bayes Method, Persaud et al., 2001](#)

Star Quality Rating:	X

Crash Modification Factor (CMF)	
Value:	0.18
Adjusted Standard Error:	0.16
Unadjusted Standard Error:	0.09

Crash Reduction Factor (CRF)	
Value:	82 (This value indicates a decrease in crashes)
Adjusted Standard Error:	16
Unadjusted Standard Error:	9

Applicability

Crash Type:	All
Crash Severity:	A (serious injury),B (minor injury),C (possible injury)
Roadway Types:	Not specified
Number of Lanes:	
Road Division Type:	
Speed Limit:	
Area Type:	Rural
Traffic Volume:	
Time of Day:	

If countermeasure is intersection-based

Intersection Type:	Roadway/roadway (not interchange related)
Intersection Geometry:	Not specified
Traffic Control:	Stop-controlled
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details

Date Range of Data Used:	
Municipality:	
State:	
Country:	
Type of Methodology Used:	2

Sample Size Used:	
-------------------	--

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Dec-01-2009
Comments:	

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CMF / CRF Details

CMF ID: 229

Convert intersection with minor-road stop control to modern roundabout

Description:

Prior Condition: *No Prior Condition(s)*

Category: Intersection geometry

Study: [NCHRP Report 572: Applying Roundabouts in the United States, Rodegerdts et al., 2007](#)

Star Quality Rating:



Crash Modification Factor (CMF)

Value: 0.29

Adjusted Standard Error: 0.05

Unadjusted Standard Error: 0.04

Crash Reduction Factor (CRF)

Value: 71 (This value indicates a **decrease** in crashes)

Adjusted Standard Error: 5

Unadjusted Standard Error:	4
----------------------------	---

Applicability	
Crash Type:	All
Crash Severity:	All
Roadway Types:	Not Specified
Number of Lanes:	1
Road Division Type:	
Speed Limit:	
Area Type:	Rural
Traffic Volume:	
Time of Day:	

If countermeasure is intersection-based	
Intersection Type:	Roadway/roadway (not interchange related)
Intersection Geometry:	4-leg
Traffic Control:	Stop-controlled
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	
Municipality:	
State:	

Country:	
Type of Methodology Used:	2
Sample Size Used:	

Other Details	
Included in Highway Safety Manual?	Yes. HSM lists this CMF in bold font to indicate that it has the highest reliability since it has an adjusted standard error of 0.1 or less.
Date Added to Clearinghouse:	Dec-01-2009
Comments:	Countermeasure name changed from "convert two-way stop-controlled intersection to roundabout" to match HSM

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CMF / CRF Details

CMF ID: 7983

Install a traffic signal

Description:

Prior Condition: Intersections with a stop sign on minor roads

Category: Intersection traffic control

Study: [*Safety Evaluation of Signal Installation With and Without Left Turn Lanes on Two Lane Roads in Rural and Suburban Areas, Srinivasan et al., 2014*](#)

Star Quality Rating	
Star Quality Rating:	[View score details]

Crash Modification Factor (CMF)	
Value:	0.639
Adjusted Standard Error:	
Unadjusted Standard Error:	0.033

Crash Reduction Factor (CRF)	
Value:	36.1 (This value indicates a decrease in crashes)
Adjusted Standard Error:	

Unadjusted Standard Error:	3.3
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Applicability	
Crash Type:	All
Crash Severity:	All
Roadway Types:	Not specified
Number of Lanes:	2
Road Division Type:	
Speed Limit:	
Area Type:	All
Traffic Volume:	
Time of Day:	All

If countermeasure is intersection-based	
Intersection Type:	Not specified
Intersection Geometry:	3-leg,4-leg
Traffic Control:	Stop-controlled
Major Road Traffic Volume:	2480 to 18025 Annual Average Daily Traffic (AADT)
Minor Road Traffic Volume:	746 to 6829 Annual Average Daily Traffic (AADT)

Development Details	
Date Range of Data Used:	1992 to 2012
Municipality:	
State:	NC

Country:	
Type of Methodology Used:	Before/after using empirical Bayes or full Bayes
Sample Size Used:	

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Nov-10-2016
Comments:	The CMF was developed for both rural and suburban areas.

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CMF / CRF Details

CMF ID: 8499

CMF Name: Change right-turn lane geometry to increase line of sight (approach)

Description: Changes made to study approaches include: sharpening the flat approach

Prior Condition: Traditional right-turn lane design

Category: Intersection geometry

Study ID: [Effectiveness Evaluation of a Modified Right-Turn Lane Design at Intersections, Schattler et al. 2016](#)

Star Quality Rating	
Star Quality Rating:	4 Stars

Crash Modification Factor (CMF)	
Value:	0.404
Adjusted Standard Error:	
Unadjusted Standard Error:	0.113

Crash Reduction Factor	
Value:	59.6
Adjusted Standard Error:	
Unadjusted Standard Error:	11.27

Applicability	
Crash Type:	Right turn
Crash Severity:	All
Roadway Types:	All
Minimum Number of Lanes:	
Maximum Number of Lanes:	
Number of Lanes Direction:	
Number of Lanes Comment:	
Road Division Type:	
Minimum Speed Limit:	25
Maximum Speed Limit:	45
Speed Unit:	mph
Speed Limit Comment:	
Area Type:	
Traffic Volume:	
Average Traffic Volume:	
Time of Day:	
<i>If countermeasure is intersection-based.</i>	
Intersection Type:	Other
Intersection Geometry:	No values chosen.
Traffic Control:	Other
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Average Major Road Volume:	
Average Minor Road Volume:	

Development Details	
Date Range of Data Used:	2003 to 2014
Municipality:	
State:	IL
Country:	
Type of Methodology Used:	Before/after using empirical Bayes or full Bayes
Sample Size (crashes):	161 crashes before, 45 crashes after
Sample Size (sites):	7 sites before, 7 sites after
Sample Size (site-years):	site-years before, 21 site-years after

Other Details	
Included in HSM:	No
Date Added to Clearinghouse:	Mar 13, 2017
Comments:	CMF applies only to treated approaches. Intersection AADT ranges from 15,558 to 29,992. CMF applies to both stop-controlled and signalized intersections. Roadway/roadway both interchange and not-interchange related.

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Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

A. Roadway Description

Route	CSAH 11	District	3	County	Crow Wing
Begin RP		End RP		Miles	
Location	East and West access at Eagle View Elementary				

B. Project Description

Proposed Work	Install single lane roundabout (dual roundabout alternative and west roundabout alternative)		
Project Cost*		Installation Year	2027
Project Service Life	20 years	Traffic Growth Rate	0.500%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

Fatal (K) Crashes	Reference	CMF ID 229
Serious Injury (A) Crashes		
Moderate Injury (B) Crashes	Crash Type	PDO
Possible Injury (C) Crashes		
0.29	Property Damage Only Crashes	www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

Fatal (K) Crashes	Reference	CMF ID 211
0.18	Serious Injury (A) Crashes	
0.18	Moderate Injury (B) Crashes	Crash Type A,B,C
0.18	Possible Injury (C) Crashes	
	Property Damage Only Crashes	www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2020	End Date	12/31/2024	5 years
Data Source	MnDOT			

Crash Severity	PDO	A,B,C
K crashes		
A crashes		
B crashes		1
C crashes		
PDO crashes	1	

F. Benefit-Cost Calculation

\$1,028,482	Benefit (present value)	B/C Ratio = N/A
\$0	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$16,500,000
A crashes	\$1,700,000
B crashes	\$380,000
C crashes	\$180,000
PDO crashes	\$18,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate: 3.1% Revised
 Traffic Growth Rate: 0.500% Revised
 Project Service Life: 20 years Revised

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.82	0.16	\$62,286
C crashes	0.00	0.00	\$0
PDO crashes	0.71	0.14	\$2,555

\$64,840

H. Amortized Benefit

Year	Crash Benefits	Present Value
2027	\$64,840	\$64,840
2028	\$65,165	\$63,205
2029	\$65,490	\$61,611
2030	\$65,818	\$60,058
2031	\$66,147	\$58,543
2032	\$66,478	\$57,067
2033	\$66,810	\$55,628
2034	\$67,144	\$54,225
2035	\$67,480	\$52,857
2036	\$67,817	\$51,524
2037	\$68,156	\$50,225
2038	\$68,497	\$48,958
2039	\$68,840	\$47,724
2040	\$69,184	\$46,520
2041	\$69,530	\$45,347
2042	\$69,877	\$44,204
2043	\$70,227	\$43,089
2044	\$70,578	\$42,002
2045	\$70,931	\$40,943
2046	\$71,286	\$39,910
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$1,028,482

NOTE:
 This calculation relies on the real discount rate, which accounts for inflation. No further discounting is necessary.

Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

A. Roadway Description

Route	CSAH 11	District	3	County	Crow Wing
Begin RP		End RP		Miles	
Location	East and West access at Eagle View Elementary				

B. Project Description

Proposed Work	Install signal (dual roundabout alternative and west roundabout alternative)		
Project Cost*		Installation Year	2027
Project Service Life	20 years	Traffic Growth Rate	0.5%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

0.33	Fatal (K) Crashes	Reference	CMF ID: 323
0.33	Serious Injury (A) Crashes		
0.33	Moderate Injury (B) Crashes	Crash Type	Angle
0.33	Possible Injury (C) Crashes		
0.33	Property Damage Only Crashes		www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

	Fatal (K) Crashes	Reference	
	Serious Injury (A) Crashes		
	Moderate Injury (B) Crashes	Crash Type	
	Possible Injury (C) Crashes		
	Property Damage Only Crashes		www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2020	End Date	12/31/2024	5 years
Data Source	MnDOT			
Crash Severity	Angle	< optional 2nd CMF >		
K crashes				
A crashes				
B crashes	1			
C crashes				
PDO crashes	1			

F. Benefit-Cost Calculation

\$845,474	Benefit (present value)	B/C Ratio = N/A
\$0	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$16,500,000
A crashes	\$1,700,000
B crashes	\$380,000
C crashes	\$180,000
PDO crashes	\$18,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate: 3.1% Revised
 Traffic Growth Rate: 0.500% Revised
 Project Service Life: 20 years Revised

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.67	0.13	\$50,892
C crashes	0.00	0.00	\$0
PDO crashes	0.67	0.13	\$2,411

\$53,303

H. Amortized Benefit

Year	Crash Benefits	Present Value
2027	\$53,303	\$53,303
2028	\$53,569	\$51,959
2029	\$53,837	\$50,648
2030	\$54,106	\$49,371
2031	\$54,377	\$48,126
2032	\$54,649	\$46,912
2033	\$54,922	\$45,729
2034	\$55,197	\$44,576
2035	\$55,473	\$43,452
2036	\$55,750	\$42,356
2037	\$56,029	\$41,288
2038	\$56,309	\$40,247
2039	\$56,590	\$39,232
2040	\$56,873	\$38,242
2041	\$57,158	\$37,278
2042	\$57,443	\$36,338
2043	\$57,731	\$35,422
2044	\$58,019	\$34,528
2045	\$58,309	\$33,658
2046	\$58,601	\$32,809
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$845,474

NOTE:
 This calculation relies on the real discount rate, which accounts for inflation. No further discounting is necessary.

Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

A. Roadway Description

Route	CSAH 11	District	3	County	Crow Wing
Begin RP		End RP		Miles	
Location	East access to Eagle View Elementary (part of proposed one way loop alternative)				

B. Project Description

Proposed Work	Install single lane roundabout		
Project Cost*		Installation Year	2027
Project Service Life	20 years	Traffic Growth Rate	0.500%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

Fatal (K) Crashes	Reference	CMF ID 229
Serious Injury (A) Crashes		
Moderate Injury (B) Crashes	Crash Type	PDO
Possible Injury (C) Crashes		
0.29	Property Damage Only Crashes	www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

Fatal (K) Crashes	Reference	
Serious Injury (A) Crashes		
Moderate Injury (B) Crashes	Crash Type	
Possible Injury (C) Crashes		
	Property Damage Only Crashes	www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2020	End Date	12/31/2024	5 years
Data Source	MnDOT			

Crash Severity	PDO	< optional 2nd CMF >
K crashes		
A crashes		
B crashes		
C crashes		
PDO crashes	1	

F. Benefit-Cost Calculation

\$40,521	Benefit (present value)	B/C Ratio = N/A
\$0	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$16,500,000
A crashes	\$1,700,000
B crashes	\$380,000
C crashes	\$180,000
PDO crashes	\$18,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate: 3.1% Revised
 Traffic Growth Rate: 0.500% Revised
 Project Service Life: 20 years Revised

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.00	0.00	\$0
C crashes	0.00	0.00	\$0
PDO crashes	0.71	0.14	\$2,555

\$2,555

H. Amortized Benefit

Year	Crash Benefits	Present Value
2027	\$2,555	\$2,555
2028	\$2,567	\$2,490
2029	\$2,580	\$2,427
2030	\$2,593	\$2,366
2031	\$2,606	\$2,306
2032	\$2,619	\$2,248
2033	\$2,632	\$2,192
2034	\$2,645	\$2,136
2035	\$2,659	\$2,082
2036	\$2,672	\$2,030
2037	\$2,685	\$1,979
2038	\$2,699	\$1,929
2039	\$2,712	\$1,880
2040	\$2,726	\$1,833
2041	\$2,739	\$1,787
2042	\$2,753	\$1,742
2043	\$2,767	\$1,698
2044	\$2,781	\$1,655
2045	\$2,795	\$1,613
2046	\$2,809	\$1,572
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$40,521

NOTE:
 This calculation relies on the real discount rate, which accounts for inflation. No further discounting is necessary.

Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

A. Roadway Description

Route	CSAH 11	District	3	County	Crow Wing
Begin RP		End RP		Miles	
Location	East access to Eagle View Elementary (part of proposed one way loop alternative)				

B. Project Description

Proposed Work	Install signal		
Project Cost*		Installation Year	2027
Project Service Life	20 years	Traffic Growth Rate	0.5%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

0.33	Fatal (K) Crashes	Reference	CMF ID: 323
0.33	Serious Injury (A) Crashes		
0.33	Moderate Injury (B) Crashes	Crash Type	Angle
0.33	Possible Injury (C) Crashes		
0.33	Property Damage Only Crashes		www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

	Fatal (K) Crashes	Reference	
	Serious Injury (A) Crashes		
	Moderate Injury (B) Crashes	Crash Type	
	Possible Injury (C) Crashes		
	Property Damage Only Crashes		www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2020	End Date	12/31/2024	5 years
Data Source	MnDOT			

Crash Severity	Angle	< optional 2nd CMF >
K crashes		
A crashes		
B crashes		
C crashes		
PDO crashes	1	

F. Benefit-Cost Calculation

\$38,238	Benefit (present value)	B/C Ratio = N/A
\$0	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$16,500,000
A crashes	\$1,700,000
B crashes	\$380,000
C crashes	\$180,000
PDO crashes	\$18,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate: 3.1% Revised
 Traffic Growth Rate: 0.500% Revised
 Project Service Life: 20 years Revised

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.00	0.00	\$0
C crashes	0.00	0.00	\$0
PDO crashes	0.67	0.13	\$2,411

\$2,411

H. Amortized Benefit

Year	Crash Benefits	Present Value
2027	\$2,411	\$2,411
2028	\$2,423	\$2,350
2029	\$2,435	\$2,291
2030	\$2,447	\$2,233
2031	\$2,459	\$2,177
2032	\$2,472	\$2,122
2033	\$2,484	\$2,068
2034	\$2,496	\$2,016
2035	\$2,509	\$1,965
2036	\$2,521	\$1,916
2037	\$2,534	\$1,867
2038	\$2,547	\$1,820
2039	\$2,559	\$1,774
2040	\$2,572	\$1,730
2041	\$2,585	\$1,686
2042	\$2,598	\$1,643
2043	\$2,611	\$1,602
2044	\$2,624	\$1,562
2045	\$2,637	\$1,522
2046	\$2,650	\$1,484
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$38,238

NOTE:
 This calculation relies on the real discount rate, which accounts for inflation. No further discounting is necessary.

Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

A. Roadway Description

Route	CSAH 11	District	3	County	Crow Wing
Begin RP		End RP		Miles	
Location	CSAH 11				

B. Project Description

Proposed Work	Change Right Turn Lane Geometry to Increase Line of Sight		
Project Cost*		Installation Year	2026
Project Service Life	20 years	Traffic Growth Rate	0.500%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

0.40	Fatal (K) Crashes	Reference	CMF ID 8499
0.40	Serious Injury (A) Crashes		
0.40	Moderate Injury (B) Crashes	Crash Type	All
0.40	Possible Injury (C) Crashes		
0.40	Property Damage Only Crashes		www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

	Fatal (K) Crashes	Reference	
	Serious Injury (A) Crashes		
	Moderate Injury (B) Crashes	Crash Type	
	Possible Injury (C) Crashes		
	Property Damage Only Crashes		www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2020	End Date	12/31/2024	5 years
Data Source	MnDOT			
Crash Severity	All	< optional 2nd CMF >		
K crashes				
A crashes				
B crashes				
C crashes				
PDO crashes	1			

F. Benefit-Cost Calculation

\$34,015	Benefit (present value)	B/C Ratio = N/A
\$0	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$16,500,000
A crashes	\$1,700,000
B crashes	\$380,000
C crashes	\$180,000
PDO crashes	\$18,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate: 3.1% Revised
 Traffic Growth Rate: 0.500% Revised
 Project Service Life: 20 years Revised

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.00	0.00	\$0
C crashes	0.00	0.00	\$0
PDO crashes	0.60	0.12	\$2,144

\$2,144

H. Amortized Benefit

Year	Crash Benefits	Present Value
2026	\$2,144	\$2,144
2027	\$2,155	\$2,090
2028	\$2,166	\$2,038
2029	\$2,177	\$1,986
2030	\$2,188	\$1,936
2031	\$2,199	\$1,887
2032	\$2,210	\$1,840
2033	\$2,221	\$1,793
2034	\$2,232	\$1,748
2035	\$2,243	\$1,704
2036	\$2,254	\$1,661
2037	\$2,265	\$1,619
2038	\$2,277	\$1,578
2039	\$2,288	\$1,539
2040	\$2,300	\$1,500
2041	\$2,311	\$1,462
2042	\$2,323	\$1,425
2043	\$2,334	\$1,389
2044	\$2,346	\$1,354
2045	\$2,358	\$1,320
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$34,015

NOTE:
 This calculation relies on the real discount rate, which accounts for inflation. No further discounting is necessary.



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: Allie Polsfuss, City Administrator	Meeting Date: 3/02/2026	Item Name: 2026-2027 Strategic Plan
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OVERVIEW

At the Strategic Planning Session on February 3, 2026, the City Council identified their priorities and identified action items to ensure the priorities are being met. Below is a summary of the discussion and takeaways.

Attachment A includes the Strategic Plan Summary document staff will make public facing.

1. Priority: Long Range Financial Planning

Goal: *Ensure the City’s long-term financial sustainability through proactive planning, stable levy growth, and strategic investment in core infrastructure and reserves.*

Action Items

- Continue planning for the next 10–15 years while positioning the City for 20–30 years of long-term sustainability.
- Prioritize street improvements, sewer expansion projects, and ongoing replenishment of capital reserves.
- Engage the Finance Committee to retain a consultant to develop a Financial Management Plan, including long-term funding strategies for major capital investments across all departments.
- Use tax capacity and revenue projects to assist in the budgeting process.
- Maintain a commitment to a gradual, stabilized levy that supports City goals while keeping taxpayer burden a priority.

2. Priority: Street Infrastructure

Goal: *Maintain and improve the City’s street network through disciplined funding, thoughtful debt planning, and strategic implementation of the Street CIP.*

Action Items

- Maintain a 2–3% annual levy increase dedicated to street improvements, with a goal of stabilizing the Street Fund at \$700,000–\$1,000,000 within the next 10 years.
- Proactively plan for future bonding needs associated with the next major collector road project and establish an appropriate debt service cycle to support long-term success.
- Maintain the current special assessment policy, while revisiting the discussion of a potential no-assessment policy annually as progress is made on the Street Capital Improvement Plan (CIP).
- Consider the pavement of gravel roads as recommended by the Streets Committee and develop a thoughtful, long-term plan for prioritization and implementation.

3. Priority: Community Engagement

Goal: *Strengthen communication, visibility, and connection with residents through enhanced outreach, technology, and community-building initiatives*

Action Items

- Continue current communication efforts while identifying opportunities to enhance visibility d...



CITY COUNCIL MEETING

AGENDA ITEM

- existing platforms.
- Research a City of Breezy Point mobile app and explore ways to better utilize the City’s digital sign.
 - Enhance informational mailings and press releases to the local newspaper to increase positive City messaging, awareness, and visibility.
 - Begin discussions about hosting a community-wide event and brainstorm viable concepts for future consideration

4. Priority: Community Development

Goal: *Guide projects and development in a manner that aligns with the City’s vision through coordinated planning efforts, updates, and strategic investment decisions.*

Action Items

- Continue current community development initiatives and major projects, including enhancements to planning services for residents.
- Schedule a joint meeting with the Planning Commission to discuss priorities related to zoning code revisions.
- Initiate the process of updating the Comprehensive Plan within the next few years, with a particular focus on the land use section to better align with City priorities and future vision.
- Evaluate tax assistance requests as they are received from developers and assess the community benefits associated with individual projects

5. Priority: Organizational Management

Goal: *Build a strong, sustainable organization through strategic staffing, compensation and succession planning, and effective governance partnerships.*

Action Items

- Work with the Personnel Committee to complete a compensation and classification study within the next 2–3 years.
- Gather market data on Council and Commission compensation and provide recommendations to the Council regarding potential adjustments.
- Initiate discussions regarding the fire district funding and engage the Council, Fire Board, and relevant partners to explore potential recommendations.
- Work with the Personnel Committee to consider options as it relates to the Planning and Zoning department and position and propose a plan and timeline for the Council to consider in the near future.
- Consider options as it relates to Police Department succession planning and engage the Personnel Committee when the time comes to properly plan for this transition in leadership.



VISION STATEMENT

The City of Breezy Point, set in beautiful natural surroundings with abundant recreational amenities, strives to provide secure and enjoyable neighborhoods for all residents and visitors of all ages. The City and residents work together to sustain planned growth while building upon social connections and identity for the community.

THE PRIORITIES THAT GUIDE OUR DECISIONS:

Long Term Financial Planning



Ensure the City's long-term financial sustainability through proactive planning, stable levy growth, and strategic investment in core infrastructure and reserves.

Street Infrastructure



Maintain and improve the City's street network through disciplined funding, thoughtful debt planning, and strategic implementation of the Street CIP.

Community Engagement



Strengthen communication, visibility, and connection with residents through enhanced outreach, technology, and community-building initiatives.

Planning and Development



Guide projects and development in a manner that aligns with the City's vision through coordinated planning efforts, updates, and strategic investment decisions.

Organizational Management



Build a strong, sustainable organization through strategic staffing, compensation and succession planning, and effective governance partnerships.

Animal Control Enforcement Proposal for the City of Breezy Point, MN

This is a contract, made and entered into by Lakes Area Wildlife Control (LAWC) and the City of Breezy Point (CITY). LAWC will provide animal control services as described below.

For services rendered the city agrees to pay LAWC monthly as follows:

2026- \$583.50

2027- 601.00

2028- \$619.00

What is covered under this contract:

Animals running at large-

LAWC will pick up or attempt to pick up animals said to be running at large inside the city limits in violation of the city ordinance. If located and captured LAWC will deliver to the owner (if can be determined) or the designated impound facility. ***The city will be responsible for any fees associated with the impoundment outside of pickup and delivery.***

Citations-

While compliance and education will always be the goal of animal control, sometimes it becomes necessary to issue citations. LAWC will issue citations or warnings for violations of the city animal ordinances and or MN state statutes. When citations are issued notification will also be made to the police department, so an incident report can be generated. The CITY will also forward via email all animal related ICR's it generates.

Investigation of animal bites-

LAWC will investigate domestic animal bites and produce the necessary reports (including pictures) if any, to be delivered to the city police department. If required animal will also be delivered to impound facility for quarantine. If quarantined at owner's residence periodic checks as required would be done. Notification will be made to the police department, so an incident report can be generated.

Barking dog complaints-

LAWC will investigate complaints and produce a report covering the investigation.

Cruelty/neglect complaints-

LAWC will investigate and produce reports as necessary for cruelty and or animal neglect complaints. Notification will be made to the police department, so an incident report can be generated.

Court appearances/city council meetings-

If required LAWC will attend any court appearances and or city council meetings.

Transportation vehicle-

LAWC will provide a satisfactory vehicle to transport any and all animals. LAWC agrees to maintain satisfactory insurance coverage, a copy of which will be provided to the city.

Liability insurance-

LAWC agrees to maintain liability and vehicle insurance coverage for services rendered at a level that is agreed upon by the city. A copy of which will be provided to the city for review.

Independent Contractor Relationship-

It is expressly understood that the Contractor is an “independent contractor” and not an employee of the City. The Contractor shall have control over the manner in which the Services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers’ compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

Indemnification-

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor’s negligence or the Contractor’s performance or failure to perform its obligations under this Agreement. The Contractor’s indemnification obligation shall apply to the Contractor’s subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

Wild animals-

LAWC will make residents aware that these types of calls are not covered by the city animal ordinance and they would be responsible for any fees associated. LAWC handles all wild animal/pest calls and anyone hiring LAWC for these services would be made aware that it would be a contract with the home owner and LAWC, and would have nothing to do with the city.

Availability-

LAWC will respond to all emergency calls as soon as possible after received. It is agreed that there is no requirement for “active patrol” duties. While we can’t respond to every call immediately due to working a large area we will make every attempt to respond in a timely fashion.

Monthly reports-

LAWC will generate a report covering the calls received each month, to be turned in to the city council or designee in a timely fashion. These reports will document the time/date of call, response generated, nature of the call and outcome.

It is understood that LAWC will be contracting with the city, and not an employee of the city.

This contract shall be considered valid at the time both parties sign below, and will be in effect till midnight December, 31st 2028.

Lakes Area Wildlife Control
Michael O’Brien (owner)
9183 1st Ave
Breezy Point, MN 56472

City of Breezy Point
City Administrator

Michael O’Brien Date

Mayor Date

City Administrator Date



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>3/02/2026</i>	Item Name: <i>Planning and Zoning Administrator</i>
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BACKGROUND

Jerry Bohnsack has served the City of Breezy Point for approximately 15 years. He was originally hired in a part-time capacity and remained in that role until 2023. In 2023, the City Council approved the creation of a full-time Planning and Zoning Administrator position, which was filled by Peter Gansen in 2024. Mr. Gansen remained in the position for approximately one year.

In the fall of 2024, Jerry returned to the City in an Interim Administrator role and transitioned back into a part-time Planning and Zoning Administrator position in mid-2025. Jerry has since informed staff that 2026 will likely be his final year with the City.

OVERVIEW

The personnel committee met to review options and discuss the Planning and Zoning Administrator position. After discussion the personnel committee recommends that the full-time position is advertised with the hope of hiring in the summer.

Attachment A includes the current Planning and Zoning Administrator job description with suggested revisions as recommended by the personnel committee.

Spring is typically the most effective time to advertise for a job opening. The Personnel Committee recommends the following timeline:

- **March:** Advertise the full-time Planning and Zoning Administrator position
- **April/May:** Conduct interviews with qualified applicants
- **May/June:** Extend an offer to the selected candidate
- **July/August:** Employee start date
- **Fall:** New employee works alongside Jerry for training and transition
- **Fall-Winter:** Jerry gradually transitions out of the role and is available on an as-needed consulting basis

If the City does not receive qualified applicants through this process, the Personnel Committee will meet to discuss alternative viable options.

Staff will keep the personnel committee and Council updated on the hiring process.

FINANCIAL IMPACT

The position’s 2026 salary range is \$87,989-\$114,815.

STAFF RECOMMENDATION

Approve the revisions to the job description and authorize advertisement of the Planning and Zoning position.

CITY OF BREEZY POINT
Position Description

Position Title	Planning and Zoning Administrator
Department	Administration
Supervisor	City Administrator
FSLA Status	Exempt
Hiring Pay	\$87,898-\$114,815
Last Approved	3/02/2026

~~Job Summary:~~ Position Summary:

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To develop and implement land use plans, regulations and policies; conduct the development/project review process, and ensure a positive and effective enforcement of City policies and ordinances. Under limited supervision, performs varied and responsible technical work requiring the exercise of initiative and knowledge of the planning and zoning function and general knowledge of the overall operations of the City. Provides customer service to landowners and general members of the public in the area of planning, zoning and permit applications.

Scope of Responsibility:

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Responsible for all planning and zoning related duties, the Planning & Zoning Administrator makes highly technical administrative decisions within established procedures and precedent with a high level of discretion, notifying the supervisor whenever appropriate. This position is the primary staff member assigned to support the Planning Commission. This position will work collaboratively to guide development, support growth, and help shape the future of the community.

Essential Duties and Responsibilities:

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- Coordinates, reviews and evaluates proposed land use/development plans and building permits.
 - Represents the City in concept plan review and pre-application meetings with applicants.
 - Reviews building permit applications and land use requests for completion of necessary application materials and for compliance with zoning.
 - Conducts research and analysis relative to current development proposals, and other assigned projects based upon appropriate plans, policies and ordinances.
 - Checks maps to determine whether wetland, lakeshore or on-site septic considerations are involved.
 - Calculates building-zoning permit costs for standard applications that do not require review by the building official and provides general estimates on others pending approval by the building official.
 - Issues zoning permits for routine applications not requiring consultant or building official review.
 - Ensures notification of related agencies in accordance with legal requirements and City policies.
- Attends Planning Commission and City Council meetings to present information relevant to applications and projects.
 - Prepares meeting agendas and packet for the Planning Commission and includes necessary supporting documentation, including background analysis, recommended disposition and resolutions, to assist the members in their decision-making process.

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- Schedules public hearings and arranges for proper publication and distribution of legal notices through the media and mail as required under state and city requirements.
 - Prepares Planning Commission meeting minutes, creates resolutions and ordinances for recording with Crow Wing County, and processes necessary items with the County.
 - Distributes the agenda, consultant reports and correspondence to Planning Commission members in time for adequate review and meeting preparation.
 - Attends all Planning Commission meetings and communicates with the Planning Commission regarding business at hand.
 - Coordinates the processing of Conditional Use and other zoning permits to conform with legal and City requirements.
 - Ensures official minutes of the Planning Commission meetings are maintained.
 - Presents planning activities to the City Council and advises as necessary in the Council's decision-making process.
3. Administers the City's code enforcement program in a professional and assistive manner.
- Investigates complaints and code violations.
 - Prepares letters, notices and reports, as necessary to document situations.
 - Maintains files and advising property owners of code requirements and enforcement procedures in obtaining compliance.
 - Drives within the city to observe site conditions and take pictures for use in processing applications or in documenting and formulating responses to violations.
 - Responds to code violations reported by the public or observed by City staff and notifies offending parties by telephone or letter of a need to take corrective action, documenting complaints and contacts in the public files.
 - Under direction of the Assistant City Administrator, works with the City Attorney to assist with enforcement procedures when necessary.
 - Identifies inconsistencies in code provisions and recommends revisions.
 - Recommends ordinance amendments relative to emerging issues before they become problematic.
 - Approves and maintains Short Term Rental Licenses, associated database, responsible for following up to complaints, rules, and inspections as needed.
4. Serves as the contact person with external planning, zoning and inspection consultants.
- Refers applications to appropriate consulting staff for review and recommendations.
 - Receives consultant recommendations or approved permits and forwards them to applicants.
 - Monitors the timeliness and quality of consultant response to ensure a high level of customer service and compliance with statutory timelines, reporting problems to the supervisor.
 - Notifies consultants of meetings and agenda items and ensures that they will be available to report findings and recommendations.
5. Performs other duties as assigned or apparent.
- Maintains computer databases and systems needed in the course of performing functions assigned to this position.
 - Ensures the efficient storage and retrieval of information by establishing a systematic filing system.

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Minimum Qualifications:

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Four (4) year Bachelor Degree in planning or related field and a minimum of three years' of

demonstrated municipal experience in planning related activities or comparable private sector experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. The job requires excellent interpersonal skills and the ability to operate personal computers and proficiency with Microsoft Word, Excel, and GIS. Requires a Minnesota driver's license.

Desirable Qualifications:

Five years' experience with planning and zoning, land development, ~~real estate~~ or similar work and AICP certified. Public Sector and GIS experience is preferred.

Physical Demands & Working Conditions:

Worked is performed in both office and field settings. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings as necessary. Ability to communicate orally in person and over the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and other office equipment.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, ItemH.

Prepared By:

Brian Sandell, Chief of Police

Meeting Date:

March 2, 2026

Item Name:

Squad Sale

BACKGROUND/DISCUSSION

Approve the sale of a 2020 Ford Explorer to DTM for \$13,500. DTM rigs our current squad cars and will reduce the equipment costs and labor when outfitting the new Tahoe. The 2026 Tahoe is at the department and ready for outfitting.

STAFF RECOMMENDATION

Approve the sale of a 2020 Ford Explorer to DTM.

SUPPORTING DOCUMENTS

Purchase Agreement

VEHICLE PURCHASE AGREEMENT AND INVOICE SETOFF (CREDIT) AGREEMENT

DTM Fleet Service and Breezy Point Police Department

This Vehicle Purchase Agreement and Invoice Setoff (the "Agreement") is made and entered into as of _____ (the "Effective Date") by and between:

Seller: Breezy Point Police Department (and/or the City of Breezy Point, as applicable)

Address: _____

Phone/Email: _____

Buyer: DTM Fleet Service ("DTM")

Address: _____

Phone/Email: _____

Seller and Buyer may be referred to individually as a "Party" and collectively as the "Parties."

1) Vehicle Sale

Seller agrees to sell and Buyer agrees to purchase the following vehicle (the "Vehicle"):

Year/Make/Model: 2020 Ford Police Interceptor Utility

VIN: _____

Odometer: Approximately 89,000 miles (reading at transfer: _____)

Color/Unit No. (if any): _____

Title Status: () Clear () Other: _____

2) Included and Excluded Equipment

2.1 Included Equipment (Transfers with Vehicle). The Vehicle is sold with its current police upfit/equipment installed and included in the sale, including any installed emergency lighting, siren/controller, push bumper, prisoner partition/cage (if installed), console/mounting hardware, wiring, and related accessories currently on the Vehicle at the time of transfer (collectively, "Included Equipment"), subject to the exclusions below.

2.2 Excluded Equipment (Not Included). The following items are excluded from the sale and will be removed by Seller prior to delivery unless otherwise agreed in writing: (a) any in-car and/or body camera system and related recording equipment (including DVR/NVR, mounts specific to the camera system, and associated storage/communications components dedicated to the camera system), and (b) the police radio (including radio head, radio body, microphone, antenna, and cabling specific to the radio) (collectively, "Excluded Equipment").

2.3 Removal Standard. Seller will use reasonable care to avoid unnecessary damage during removal of Excluded Equipment. Any openings or mounting points created by removal will be left in a safe condition.

3) Purchase Price

The purchase price for the Vehicle is Thirteen Thousand Five Hundred Dollars (\$13,500.00) (the "Purchase Price").

4) Payment Method - Setoff / Credit Against Final Invoice (Estimate #1855)

4.1 Credit Instead of Cash Payment. The Parties agree that the Purchase Price will be satisfied by a credit/setoff applied to Seller's final invoice for the new police vehicle upfit and equipment previously quoted by DTM under **Estimate #1855** (the "Upfit Work").

4.2 How the Credit Will Appear. DTM will apply a line-item credit on the final invoice substantially as follows:

"Credit - Purchase of 2020 Ford Police Interceptor Utility (VIN _____): -\$13,500.00".

4.3 If Final Invoice Exceeds Credit. If the final invoice total for the Upfit Work is greater than \$13,500, Seller will pay DTM the remaining balance per the payment terms stated on the final invoice (or DTM's standard invoice terms if none are stated).

4.4 If Credit Exceeds Final Invoice. If the final invoice total for the Upfit Work is less than \$13,500, then (check one):

- () DTM will pay Seller the difference within ____ days after issuance of the final invoice, or
 () Any remaining credit will be applied to other outstanding invoices owed by Seller to DTM, and if none exist, DTM will pay Seller the remaining credit within ____ days.

4.5 No Other Offsets. No other offsets or deductions will apply unless agreed in writing by both Parties.

5) Condition of Vehicle; AS-IS Sale

5.1 AS-IS / NO WARRANTY. The Vehicle and Included Equipment are sold AS-IS, WHERE-IS, with all faults (if any). Seller makes no warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose.

5.2 Inspection Opportunity. Buyer acknowledges it has had the opportunity to inspect the Vehicle (or waive inspection) prior to purchase.

6) Delivery, Possession, and Risk of Loss

6.1 Delivery Date/Location. Delivery and transfer of possession will occur on _____ at _____, unless the Parties agree otherwise in writing.

6.2 Risk of Loss. Risk of loss transfers to Buyer upon delivery and transfer of possession of the Vehicle to Buyer (or Buyer's agent).

7) Title and Documents

7.1 Title Transfer. Seller will provide Buyer with properly executed title and any required transfer documents at the time of delivery.

7.2 Liens. Seller represents that the Vehicle is free and clear of liens and encumbrances unless disclosed here: _____.

7.3 Odometer Disclosure. The Parties will complete any required odometer disclosure statement(s) at transfer.

8) Taxes and Fees

Unless required by law otherwise, Buyer is responsible for registration, title fees, and taxes (if any) associated with the Vehicle after transfer. Seller is responsible for any obligations arising prior to the transfer date.

9) Decommissioning and Data

9.1 Markings and Restricted Use Equipment. Prior to delivery, Seller will remove or disable any agency-specific markings, decals, and identifiers as required by Seller policy and applicable law. Buyer

acknowledges that the use of emergency lights/sirens on public roadways may be restricted by state/local law and agrees to comply with all applicable laws.

9.2 Data Removal. Seller will remove the Excluded Equipment and will make commercially reasonable efforts to remove or wipe any operational data specific to Seller that may remain on the Vehicle (for example, camera/radio related data). Buyer is responsible for wiping or reconfiguring any remaining systems after transfer.

10) Relationship to Upfit Work (Estimate #1855)

This Agreement does not change the scope of work in Estimate #1855 except for the credit/setoff described in Section 4. The Upfit Work will be invoiced and performed according to Estimate #1855 and any approved change orders.

11) Authority

Each Party represents that the person signing below has the authority to bind that Party to this Agreement.

12) Governing Law

This Agreement shall be governed by the laws of the State of _____.

13) Entire Agreement; Amendments

This Agreement contains the entire understanding between the Parties regarding the Vehicle purchase and the invoice credit described herein. Any amendment must be in writing and signed by both Parties.

14) Signatures

SELLER: Breezy Point Police Department / City of Breezy Point (as applicable)	BUYER: DTM Fleet Service
By: _____	By: _____
Name/Title: _____	Name/Title: _____
Date: _____	Date: _____

Optional: Attach a copy of Estimate #1855 to this Agreement (or reference its date/version) for administrative completeness.



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By:

Allie Polsfuss, City Administrator
Joe Zierden, Public Works Supervisor

Meeting Date:

3/02/2026

Item Name:

Sewer Rate Study

BACKGROUND

As part of the 2026 Budget Process, the City Council approved funding for a sewer rate study to be completed in 2026. The purpose of the study is to ensure that current and future sewer rates are sufficient to support anticipated system expansions, capital improvements, operational costs, and long-term financial sustainability.

At the beginning of the year, staff issued Requests for Proposals (RFPs) to:

- Northland Securities
- Ehlers
- David Drown and Associates

The City received two proposals in response to the solicitation.

OVERVIEW

After review of the submitted proposals, staff determined that the lowest responsible and responsive proposal was submitted by David Drown and Associates (DDA) in the amount of \$4,500 (see Attachment A).

Staff has prior experience working with DDA in other communities, and the City of Breezy Point has previously utilized DDA for various financial advisory services. Based on qualifications, experience with municipal utilities, and cost proposal, staff believes DDA is well qualified to complete this study.

We will coordinate with Public Works, Engineering, Finance, and DDA to kick off this rate study and provide updates to the Finance Committee and Council as it progresses.

FINANCIAL IMPACT

The proposal of \$4,500 is less than the budgeted amount of \$15,000.

STAFF RECOMMENDATION

Approve the proposal from David Drown and Associates for the 2026 sewer rate study.

City of Breezy Point, Minnesota

WASTEWATER RATE STUDY PROPOSAL

Deadline for Request: February 20, 2026



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320 (phone); 612-605-2375 (fax)
www.daviddrown.com

Section 1 Consultant Qualifications/Profile

David Drown Associates (“DDA”) was created in 1997 by owner and President David P. Drown. DDA was formed to fill a need in the financial consulting industry by providing a higher level of personal service to municipal clients with an emphasis on preserving long-term financial strength. Some consulting firms measure success by the number of transactions they have completed, DDA measures success by the strength of its client’s trust. DDA currently serves approximately 400 local jurisdictions across the state and is the financial advisor for many of Minnesota Rural Water Association’s financing programs. David Drown Associates, Inc. is a registered, independent financial advisory firm that serves Minnesota communities.

DDA competently provides the following financial services to local governments in Minnesota: debt structuring, municipal bond sales and issuance, continuing disclosure, utility rate studies, developer negotiation, TIF district creation and administration, tax abatement, capital financial planning and computer modeling, business subsidy processing and more. The associates at DDA have issued hundreds of millions of dollars’ worth of municipal bonds, have authored hundreds of TIF and tax abatement plans, and offer a unique approach to capital financial planning and the analysis of utility rate structures.

As a municipal advisor, it is our duty to advise on revenue sources and the impacts to property taxes and utility rates that projects have when implemented. This includes in depth analysis of all costs including the cost of operations associated with new facilities, increases in operating costs and projected debt payments. This is considered in the context of opportunities that may exist to schedule projects at advantageous times. Additionally, we have significant knowledge of and experience with funding programs used by Minnesota cities. This type of analysis is provided at various levels based on the size and scope of the project proposed.

David Drown Associates, Inc. maintains offices in Minneapolis, Cologne, Parkers Prairie, and Spring Valley. Because of this, DDA staff is uniquely positioned to serve our clients throughout Minnesota. We deliver service to our clients where it is most convenient to them – in their communities.

Section 2 Key Personnel

Staff assigned to conduct the wastewater rate study for the City of Breezy Point will be Mr. Shannon Sweeney. Shannon has been with David Drown Associates, Inc. as a municipal advisor for more than 25 years. During that time he has had the opportunity to assist local units of government with project financing for housing subdivisions, senior housing, hospitals, nursing homes, public works facilities, fire stations, broadband networks, airport improvements, and many street and utility construction and reconstruction projects including a variety of water and wastewater treatment projects.

Shannon has coordinated both public and private components of project financing for a number of Minnesota Public Facilities Authority and USDA – Rural Development funded projects. More recently Shannon has also assisted client communities with securing and administering projects that have received Special Appropriations (SPAP) funding through the State of Minnesota’s bonding bill.

Shannon has undertaken a number of utility rate studies including most recently an update of a water rate analysis for a water treatment plant project proposed by the City of Minnetrista. Similar studies have also been completed for large water/sewer projects in the City of Aurora/Town of White), and the Cities of Le Sueur, Annandale and Shorewood. Each of these studies was customized to meet the needs of the client.

Section 3 Project Approach/Work Plan for Water Rate Study

1. **Gather and review background information** – Information that we will gather for review in our initial phase of the study will include the following:
 - a) The 5 most recent financial audits of the City (we presently have audits through 2022)
 - b) Year-end (2025) revenue and expense reports for the wastewater utility
 - c) 2025 budget for the wastewater enterprise
 - d) Wastewater rate schedules for 2022-2026 including access charges
 - e) Capital Improvement Plan for the wastewater enterprise with estimated project construction costs and impact to annual operating costs (CIP provided capital cost but will need to discuss impact to operating costs)
 - f) Annual flow data (2022-2025) for the wastewater system
 - g) Number of total connections to the wastewater system for 2022-2025

2. **Analyze existing rate structure** – The information collected will be used to create a financial model for the wastewater enterprise. The model will provide for the analysis of the impacts of capital projects and associated increases to operating costs to the existing rate structure.

The funding approach for past and current projects will be evaluated and specific recommendations will be made if beneficial changes are identified. Cash balance targets for the wastewater fund will be discussed with staff.

To address affordability of projects and the proposed rate structure, we will compare the rate impacts to a peer group of cities from the region. Our approach to addressing affordability is to determine where the city falls within its peer group for cost of service.

3. **Funding Recommendations** - Funding sources for the various capital improvements will be recommended as part of the study. Recommendations for timing and implementation of a project (as determined to be appropriate) will also be provided. Our experience in working with State and Federal Agencies enables us to quickly evaluate funding alternatives and provide specific information pertaining to the projected annual debt service cost and impact to rates.
4. **Wastewater Rate Recommendations** - We will examine the current rate structure and impacts associated with projected increases that may be required due to planned capital expenditures and increases to operating costs. We will have discussions with staff regarding any actual or perceived deficiencies and make recommendations for modifications.
5. **Reserve Amounts** – Appropriate levels of cash reserves will be discussed. The financial model will be able to incorporate a long-term replacement plan that takes timing and affordability into consideration, but cost estimates will be needed from staff for the study period.

Section 4 Cost

Our fixed fee for providing the services outlined in this proposal shall be \$4,500. Participation in two council work sessions or meetings is anticipated. Financial models will be created using Microsoft Excel and will be provided to the City along with our report. Once the financial model is created, updates in subsequent years can be provided at a cost not-to-exceed \$500.00 each year as long as the work is authorized each year.

Section 6 Additional Information

David Drown Associates, Inc. is not aware of any conflicts of interest associated with this engagement. As a registered municipal advisor we will need to have a signed engagement letter on file once authorized to proceed as we will be providing financial advice. The engagement letter is not a contract, and its sole purpose is to inform the City of our fiduciary responsibility.

CITY OF BREEZY POINT
RESOLUTION 09-2026

A RESOLUTION SETTING THE OFFICIAL 2026 POLLING LOCATION FOR THE CITY OF
BREEZY POINT

WHEREAS, per Minnesota Statute 204B.16 subd.1 the governing body of each municipality must designate by ordinance or resolution a polling place by December 31st of each year;

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that that the official polling location for the calendar year 2026 for the City of Breezy Point is:

Breezy Point City Hall

8319 County Road 11

City of Breezy Point, MN 56472

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 2nd day of March 2026.

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/Clerk

CITY OF BREEZY POINT
RESOLUTION 10-2026

A RESOLUTION ACCEPTING THE DONATION OF DEFIBRILLATOR TO THE BREEZY
POINT POLICE DEPARTMENT BY HELMSLEY FOUNDATION

WHEREAS, the Helmsley Foundation MN AED Project has awarded a grant to donate a new Stryker CR2 AED worth \$2,324.00 to the Breezy Point Police Department.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the grant for a Stryker CR2 AED for the Breezy Point Police Department side-by-side by the Helmsley Foundation.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 2th Day of March 2026

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/Clerk

**CITY OF BREEZY POINT
RESOLUTION 11-2026**

**A RESOLUTION SUPPORTING AND AUTHORIZING THE APPLICATION FOR
SOURCEWELL INTERNSHIP REIMBURSEMENT FUNDING**

WHEREAS, Sourcewell has a grant program that offers local government entities funding which provides internships that bolster recruitment efforts and strengthen community workforce sustainability; and

WHEREAS, The City of Breezy Point is the sponsoring agency submitting a Sourcewell Grant application; and

WHEREAS, funding requests have to show a public purpose; and

WHEREAS, this funding request is a summer Public Works position and will benefit the local community.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they fully support the application for Internship Reimbursement Funding through Sourcewell.

Rebecca Ball:_____

Brad Scott: _____

Steve Jensen_____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 2nd day of March, 2026

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/Clerk



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemA.

Prepared By:

Allie Polsfuss, City Administrator
Jerry Bohnsack, Planning Administrator
Scott Sadusky, Building Official

Meeting Date:

March 2, 2026

Item Name:

Short Term Rental Process

BACKGROUND

Below is a brief timeline on the City's short term rental (STR) licensing in Breezy Point:

2020:

- Crow Wing County began developing a countywide STR licensing program.
- After the County ordinance was approved, the City began receiving complaints regarding short-term rentals but lacked a local regulatory framework to address reports and concerns.
- City officials expressed a desire for local control to better manage impacts within Breezy Point and began discussions regarding a City-administered STR licensing process.

2021:

- Over the course of multiple Planning Commission and City Council meetings, city officials discussed potential ordinance provisions.
- Key priorities identified at that time included:
 - Minimizing public nuisance impacts to full-time residents
 - Addressing noise concerns
 - Preventing overcrowding, particularly related to parking and occupancy
 - Ensuring safety
 - Preserving neighborhood character
 - Protecting City infrastructure (septic systems, roads, etc.)
- A task force was created to develop proposed ordinance language addressing these concerns

2022:

- The first draft of the City's STR ordinance was approved, effective January 1, 2023.
- Discussions included implementing inspections of STR properties and potentially contracting with the City's building inspector to conduct basic safety inspections.

2023:

- At the beginning of the year, a moratorium was enacted to allow the City to study and evaluate ongoing concerns, including:
 - Noise, parking, structural occupancy, safety, water quality and sewage capacity
- The City began accepting STR license applications at the end of 2023 for 2024.
- The STR ordinance was later amended to address well testing

2025

- City staff met to review the STR licensing process and identified multiple deficiencies in:
 - The existing application
 - The process for safety and structural inspections
 - The overall administrative framework
- Staff distributed renewal packets to current STR license holders outlining a proposed updated administrative process and revised fees.
- The City Council did not approve the proposed fee increase and directed staff to return with additional information for further discussion.

OVERVIEW



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemA.

The purpose of this discussion tonight is to have a conversation with the City Council and get direction on the administrative process associated with the STR license. This discussion does **not** involve proposed amendments to the STR ordinance itself.

The short term rental ordinance can be found in attachment A.

Current process

The current licensing process involves completing a one page application (seen in attachment B) and a \$300 annual license fee.

As currently structured, it is difficult for staff verify compliance with Chapter 115 before issuing a license.

To address staff's concerns, there are two options for the City Council to consider.

Proposed Process

Option 1: Revised Short Term Rental Application Only. No change in fee.

Attachment C includes the proposed application. Proposed additions to the application include:

1. Number of legal bedrooms
 - Comply with City Code 115.003 (J): *Bedrooms shall be at least 70 square feet for 1 occupant, 90 square feet for 2 occupants, and an additional 50 square feet for each occupant over 2.*
2. Size of bedrooms offered to guests
 - -Comply with City Code 115.003 (J): *Licensee shall not advertise the property as containing any more than the number of Bedrooms identified on the license.*
3. Maximum number of guests allowed
 - Comply with City Code 115.003 (J): *Licensee shall not advertise the property as available to more guests than the occupancy limit identified on the license.*
4. Site plan drawn to scale, showing parking and driveways, all structure (can be drawn on a sheet of paper- no survey needed)
 - Helps staff determine compliance with above code provisions prior to issuance
5. Floor plans, drawn to scale of the home (can be drawn on a sheet of paper- no survey needed)
 - Helps staff identify which rooms are to be used as bedrooms and transient guest bedrooms.

The above revisions help staff determine compliance with City Code chapter 115 prior to issuance.

Option 2: Revise Short Term Rental Application (\$300) + Life and Safety inspection (\$200)

City Code 115.03F states *"The Owner or Owner's Authorized Agent shall permit access to the property and all permitted units at any reasonable time for the purpose of inspection upon request of the City of Breezy Point."* Throughout the early discussions on provisions of the ordinance, it was intended to include a basic health and safety inspection. However, following its approval, staff turnover resulted in the inspection component never being implemented.

Scott Sadusky, the City's building official, will be present to answer any questions regarding the inspection.

Purpose

The goal of implementing an annual inspection is to ensure the safety of properties in Breezy Point and the safety of those renting within the city (including life, safety and fire emergency items, building and housing code items, capacity and occupancy limits, etc.) The intent is not to create an overly burdensome process, but rather to establish a simple, consistent, and defensible inspection program that confirms minimum safety standards are being met.



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemA.

Proposed Inspection

Attachment D includes the proposed annual inspection.

In early 2026, staff met with the inspection team to review and refine the proposed scope of inspection items. The checklist has been significantly streamlined from earlier drafts and focuses only on essential life and safety components. Staff believes this inspection is an important and reasonable part of the license issuance process.

Fee Consideration

The cost of the inspection is \$200 per property, which includes any necessary re-inspections. If the Council directs staff to implement inspections, staff proposes increasing the annual STR license fee from \$300 to \$500 to account for the inspection cost.

Enforcement

During the December City Council meeting, concerns were raised regarding enforcement, particularly related to properties operating as short-term rentals without a valid license.

Operating Without a License

If a property is reported and determined to be operating without a required STR license, the City may:

1. Issue an administrative citation in accordance with § 115.005(C).
2. Report to the County, as they would also be in violation of County Ordinance (§ 3.1)
3. If compliance is not achieved, the City may:
 - Initiate civil action seeking a court order enjoining the property owner from continuing to rent the property; and/or
 - Pursue misdemeanor prosecution as permitted by ordinance.

Violations of Other Ordinance Provisions

For violations of operational standards or other provisions within Chapter 115 (e.g., occupancy limits, parking, noise, advertising inconsistencies), enforcement must follow the procedures outlined in City Code § 115.005.

These procedures establish the City's authority for:

- Issuing administrative citations
- Suspension or revocation of a license
- Additional legal remedies as necessary

Additionally, attachment E includes a list of communities that have a STR licensing process and what requirements, fees, and any additional considerations other cities have as a part of this process.

STAFF RECOMMENDATION

Have a discussion on the options above and direct staff to proceed.

Anticipated timeline if directed:

1. Implement new process for 2027
2. Begin accepting applications for 2027 in the fall of 2026
3. Allow a grace period for renewing in 2027
4. Implement new fee (if applicable) as a part of the 2027 fee schedule process.



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemA.

CHAPTER 115: SHORT TERM RENTAL LICENSING

Section

- 115.001 Purpose
- 115.002 Definitions
- 115.003 General Provisions and Requirements
- 115.004 License Application Requirements
- 115.005 Enforcement
- 115.006 Appeals

§ 115.001 PURPOSE.

- (A) The purpose and intent of this ordinance is to regulate Short-Term Rental properties within the City of Breezy Point.

§ 115.002 DEFINITIONS.

- (A) Short-Term Rental Unit – means any home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day period and is not a bed and breakfast, resort, timeshare unit, hotel, or motel.
- (1) A bed and breakfast is defined as a place of lodging that provides not more than eight (8) rooms for rent to no more than twenty (20) guests at a time, is located on the same property as the owner's personal residence, provides no meals, other than breakfast served to persons who rent rooms, and was originally built and occupied as, or was converted to, a single-family residence prior to being used as a place of lodging.
- (2) A resort is defined as a commercial business with a central management to provide necessary services, and having dwelling units and/or campsites for rent or owned by time interval and may provide related facilities such as restaurants, bars, golf courses or other recreational amenities.
- (3) A timeshare unit is defined as a dwelling structure specifically used for interval ownership sales and not to be subdivided.
- (4) A hotel/motel is defined as a commercial business with a central management to provide lodging and may provide related facilities such as restaurants, bars and other recreational amenities.
- (B) Long-Term Rental Unit – means any home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where living quarters are furnished to the public for a 30-day period or greater and is not an apartment, resort, hotel, or motel.
- (C) Owner – means the property Owner of Record of the real estate located in the City of Breezy Point.

- (D) Owner's Authorized Agent – means a person who has written designation to act on behalf of the Owner.
- (E) Parcel – means a unit of real property that has been given a parcel identification number (PIN) assigned and maintained by the County.
- (F) Subsurface Sewage Treatment System – (SSTS) means a private septic system that is either an individual subsurface sewage treatment system as defined in subpart 41 of Minnesota Rule 7080.1100 or a midsize subsurface sewage treatment as defined in subpart 4 of Minnesota Rule 7081.0020, as applicable.
- (G) Bedroom – means, an area that is either:
- (1) a room designed or used for sleeping; or
 - (2) a room or area of a dwelling that has a minimum floor area of 70 square feet with access gained from the living area or living area hallway. Architectural features that affect the use as a Bedroom under this item may be considered in making the Bedroom determination. Areas primarily used as a living area (e.g. living rooms, porches, family rooms, kitchens, dens, etc.) shall not be used as a bedroom.
- (H) Improved Parking Surface – means a driveway or other designated parking area consisting of a concrete, bituminous, paving brick, compacted Class-5 gravel, or rock surface. Parking is not allowed on grass surfaces.
- (I) Private Well System – (PWS) means the source of potable drinking water supplied to the Short-Term Rental unit that is in compliance with Minnesota Rules 4725 and has been assigned a unique well identification number.
- (J) Community Well System – (CWS) means a source of potable drinking water that is in compliance with Minnesota Rules 4725 and supplies at least 15 service connections and is separately licensed by the Minnesota Department of Health.

§ 115.003 GENERAL PROVISIONS AND REQUIREMENTS.

- (A) As of the effective date of this Ordinance, all new and existing Short-Term Rental Units shall obtain a City License prior to commencing rental operations.

- (B) Long-Term Rental Units do not require a City License.
- (C) All property taxes must be maintained as current. A property listed as delinquent shall not be issued a City License. If a property has a current City License and goes delinquent in property taxes it shall result in immediate revocation of the City License.
- (D) Separate Short-Term Rental Unit licenses are required for each unit on a Parcel that has Short-Term Rental Unit operations conducted in it.
- (E) All Short-Term Rental Unit licenses must be renewed each year.
 - (1) The annual licensing period shall be January 1 to December 31. Licensing fees for licenses issued after January 1 will not be prorated.
 - (2) License renewal applications for rental operations in the following year must be submitted and approved by the City of Breezy Point prior to any rental activity.
 - (3) Any City License that is not renewed prior to January 1 shall be considered expired.
- (F) The Owner or Owner's Authorized Agent shall permit access to the property and all permitted units at any reasonable time for the purpose of inspection upon request of the City of Breezy Point.
- (G) Private Well System – Whereas the City of Breezy Point does not have a municipal water system therefore all Short-Term Rental Units are supplied from either a Private Well System or a Community Well System. A Community Well System is regulated separately by MDH and is not subject to the following requirements.
 - (1) The Private Well System shall be identified by a unique identification number.
 - (2) Documentation shall be provided that an annual water quality test has been performed for Coliform Bacteria and Nitrates.
 - (3) Documentation shall be provided that the well has been tested for Arsenic, Mercury, Lead, and Sulfate within the last 10 years.

(H) Septic Systems

- (1) The Short-Term Rental Unit must be connected to an approved SSTS or served by central sanitary sewer system.
- (2) If connected to an SSTS a valid certificate of compliance that was issued on a new septic system installed within the past five (5) years OR a copy of a compliance inspection form which was performed within the past three (3) years, must be provided with the license application. Holding tanks are not allowed for Short-Term Rental Units. At least once every three (3) years thereafter the Owner or Owner's Authorized Agent shall provide an updated certificate of septic testing showing that the system is compliant for the number of Bedrooms and occupants indicated in the application prior to approval of the City License for the ensuing year.

(I) Solid Waste

- (1) Onsite solid waste must comply with City of Breezy Point Ordinances §51 and §153.067(A).
- (2) Garbage, refuse, and/or recycling shall be stored completely enclosed within designated refuse containers.
- (3) The Owner or Owner's Authorized Agent of the Short-Term Rental Unit shall provide sufficient garbage, refuse, or recycling storage containers and contract with a licensed service to accommodate the demand of the occupants.

(J) Occupancy

- (1) Occupancy of a Short Term Rental Unit shall be determined by bedroom size. Bedrooms shall be at least 70 square feet for 1 occupant, 90 square feet for 2 occupants, and an additional 50 square feet for each occupant over 2.
- (2) Use of recreational vehicles, tents, RV's, accessory structures, or fish houses to obtain additional occupancy is strictly prohibited. Accessory structures with appropriate plumbing and septic systems (i.e., guest house) may be used as a Short-Term Rental Unit and will require a separate City License.
- (3) Licensee shall not advertise the property as containing any more than the number of Bedrooms identified on the license.

- (4) Licensee shall not advertise the property as available to more guests than the occupancy limit identified on the license.
- (5) No more than two Short-Term Rental Unit licenses will be issued per Parcel.

(K) Noise

- (1) Noise levels shall comply with Breezy Point Ordinance §153.063(D)(5)(c) and shall comply with the following quiet hours.
- (2) Quiet hours are between the hours of 10 pm to 7 am daily (including weekends). The Owner of the Short-Term Rental Unit is expected to enforce this rule. Failure to do so may result in enforcement action as described in Section 5.

(L) Parking

- (1) One (1) off-street parking space per Bedroom shall be provided for each rental unit with a minimum of two (2) off-street parking spaces.
- (2) All off-street parking shall be on an Improved Parking Surface.
- (3) On street parking shall be minimized and cannot restrict access by emergency vehicles or the traveling public and shall not impede any ingress or egress of the property or adjacent property Owners. In addition, parking cannot encroach neighboring properties.
- (4) All on street parking shall meet the general requirements and limitations described in City of Breezy Point Ordinances §70.061 - §70.074.

(M) Property Contact Information.

- (1) The Owner or the Owner's Authorized Agent shall keep on file with the city, and shall notify each renter, in writing, of the contact information for the Owner or Owner's Authorized Agent who shall be available twenty-four (24) hours a day, seven (7) days a week, whenever the property is being rented for Short-Term Rental Unit purposes.
- (2) The Owner or the Owner's Authorized Agent shall respond to any issue or complaint raised within one (1) hour of any such point of contact being notified of the issue or complaint. Property contact information shall be accessible to the public twenty-four (24) hours a day, seven (7) days a

week on the Crow Wing County Website and the City of Breezy Point website.

- (3) A printed copy of the property contact information shall be prominently posted in the unit and distributed to all adjacent property Owners within 150 feet of the property boundaries.
- (N) Severability: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
- (O) Jurisdiction: The provisions of this Ordinance apply to all areas within the boundaries of the City of Breezy Point.
- (P) License Transfer: The Short-Term Rental Unit license shall not be transferrable upon any change in Ownership of the licensed property, or otherwise.
- (Q) The City of Breezy Point shall issue no more than sixty (60) Short Term Rental Unit Licenses at any given time.
 - (1) Licenses shall be issued on a first come, first serve basis.
 - (2) Licenses that are not renewed annually by January 1 shall be made available to the next qualified applicant(s).

§ 115.004 LICENSE APPLICATION REQUIREMENTS

- (A) Parcel Identification Number (PIN) and physical address of the property that will be rented.
- (B) Sketch plan of the unit and property, including the number and size of bedrooms and available off-street parking space.
- (C) Contact information:
 - (1) The name, mailing address, email address and telephone number of the fee Owner of the Short-Term Rental Unit for which the license is to be issued (the "Owner").
 - (2) The name, mailing address, email address and telephone number of any listing agent that can represent the Owner (the "Owner's Authorized Agent").

- (3) Name and phone number of a person designated to be responsible twenty-four (24) hours per day seven (7) days per week when the unit is rented.
- (D) Proof of insurance showing coverage for Short-Term Rental Units such as landlord insurance or equivalent.
- (E) A non-refundable and non-prorated fee identified in City of Breezy Point fee schedule.
- (F) PWS information as set forth in section 3(g) above or a declaration that the STR is connected to a licensed CWS.
- (G) SSTS information as set forth in section 3(h) above, if applicable.

§ 115.005 ENFORCEMENT

- (A) While several areas of compliance for this ordinance duplicate areas of compliance for the County Ordinance, the City of Breezy Point shall be the first point of contact for any violations.
- (B) The City of Breezy Point will investigate all complaints and alleged violations of the City Ordinance. Violations of nuisance ordinances requiring immediate attention such as excessive noise, inappropriate behavior, etc. may be reported to law enforcement for handling. The Owner or Owner's Authorized Agent shall address any substantiated complaints/violations as directed by the City of Breezy Point in writing with 7 business days of the date on the notice of violation. All substantiated complaints/violations not resolved as directed may result in enforcement action.
- (C) If a violation is not addressed within the timeframe listed on the notice of violation, administrative citations shall be issued per Ordinance §10.98 until the violation is corrected.
- (D) If four (4) substantiated complaints/violations have occurred at a Short-Term Rental Unit within an eighteen (18) month period, then the City License may be subject to revocation as determined by the City Council.
- (E) Any City License revoked under this section will not be reissued for a period of one year from the date of revocation and until a written management plan outlining the steps taken to ensure future violations will not occur is accepted.
- (F) If two (2) substantiated complaints/violations occur within an eighteen (18) month period at a Short Term Rental Unit that has had its City License previously revoked, that Short Term Rental Unit may be subject to revocation and may not

be eligible for future licensure as determined by the City Council.

- (G) Any City License revoked under this section shall be reported to Crow Wing County.
- (H) If the Owner's County Short-Term Rental License is revoked for any reason, the City License shall be automatically revoked as of the date of the County's revocation.

§ 1115.006 APPEALS

- (A) Administrative Appeal. Appeals from any order, requirement, decision or determination made by the City Administrator shall be made to the Breezy Point City Council
- (B) Appeals of the decision of the Breezy Point City Council shall be brought in the District Court of Crow Wing County.

Received by City: _____

Application Number: _____

Non-refundable Fee Paid: _____



8319 County Road 11
Breezy Point, MN 56472
Phone: (218) 562-4441
www.breezypointmn.gov

Short Term Rental License Application

Name of Applicant _____

Address _____ Email: _____

City, State, Zip _____

Phone _____ Alternate Phone _____

Physical Address / Location of Property _____

Parcel ID(s) _____

Property Manager (if different from Applicant) _____

Property Manager Phone _____ Property Manager Email: _____

Property Manager Address _____

24 Hour Contact Number (during rental periods) _____

Application Materials Checklist:

Applications that do not contain the following items will be returned incomplete.

- ☐ Proof of Insurance (landlord insurance or equivalent)
- ☐ Septic System Certificate of Compliance (if not connected to city sewer)
- ☐ Structure Floor Plan with Room Dimensions and Room Identification
- ☐ Off-Street Parking Plan
- ☐ \$300 Application Fee (per unit)

Applicant Signature: _____ Date: _____

*By signing above, I acknowledge that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application. Additionally, I acknowledge that all well testing requirements per Section 115.003(G) of the City Code have been satisfied.

SHORT-TERM RENTAL LICENSE APPLICATION

For the license term January 1 2027 – December 31, 2027



City of
Breezy Point
Minnesota

City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472
deputycityclerk@cityofbreezypointmn.us
218-562-4441

FOR OFFICE USE ONLY

Date Inspection Approved: _____ Initial: _____

License fee

_____ Annual License Fee

Payment method: _____ Check _____ Credit card

Received: _____ Application

_____ Septic Compliance

_____ Plans as required

_____ Proof of Insurance

_____ Off Street Parking Plan

Date processed: _____ Initial: _____

License # _____

SITE INFORMATION

Site property address: _____

Year built _____

PROPERTY OWNER INFORMATION

Property owner's name(s): _____

(Required)

Property owner's address: _____

(Street address)

(City)

(State)

(Zip code)

Phone number(s) _____ (Home/Public) _____ (Cell) _____

Email address(es) _____

PROPERTY MANAGER/AGENT INFORMATION (if applicable)

Management company: _____ Agent: _____

(Street address)

(City)

(State)

(Zip

code) (Company phone #)

(Agent phone #)

(Email address)

TENANT INQUIRIES, COMPLAINTS, AND CITY MAILINGS TO BE SENT TO: _____ Owner _____ Agent →

PROPERTY INFORMATION

1. Number of legal bedrooms:
2. Number of bedrooms to be offered to guests:
3. Size of bedrooms: #1_____ #2_____ #3_____ #4_____ #5_____ #6_____
Additional:_____
4. Maximum number of guests allowed per ordinance:
5. Are the designated parking areas in a garage or improved surface: Yes No
6. Have any exterior home alterations been done, or planned, to accommodate the Short-Term Rental
Yes No If yes, please explain
7. Website the listing will be found on:

EMERGENCY CONTACT INFORMATION

Emergency Contact Phone Number:

Emergency Contact Email Address:

REQUIRED ATTACHMENTS

For your application to be complete, you must submit the following:

1. Site plan, drawn to scale, showing parking and driveways, all structures, and outdoor recreational areas that guests will be allowed to use, including, not but limited to, deck/patio, grill, recreational fire, or sauna.
2. Floor plans, drawn to scale, of the home identifying which rooms will be used as transient guest bedrooms
3. \$____payment for license application
4. Is the Short Term Rental connected to the City of Breezy Point Municipal Sanitary Sewer System
Yes No
5. If the Short-Term Rental is not connected to the City of Breezy Point Sewer System, attach a copy of a valid certification of installation within the past 5 years or copy of compliance inspection performed in the last three years.
6. Proof of insurance showing coverage for STR units such as landlord insurance or equivalent.

SIGNATURES

By signing above, I acknowledge that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application. Additionally, I acknowledge that all well testing requirements per Section 115.003(G) of the City Code have been satisfied.

Date _____

Date _____

Interior	
General Areas	☐ Walls and ceilings are in good repair and free from holes or water damage ☐ Floors are in good repair and structurally sound ☐ Handrails and guardrails are securely attached and unobstructed ☐ Continuous guardrails installed on open sides of landings and stairways 30 inches or more above grade ☐ Windows are easily operable ☐ No broken or cracked window glass
Bedrooms/Sleeping Areas	☐ Proper egress provided and/or door opens directly to the exterior as required ☐ Minimum floor space of 70 square feet ☐ Minimum room width of 7 feet ☐ Adequate lighting and ventilation ☐ No gas-powered appliances located within or shared with the bedroom
Kitchen	☐ Sink properly connected to sanitary sewer system ☐ Hot (minimum 120°F) and cold running water available ☐ The home's physical Address must be permanently posted anywhere in the kitchen for emergency services. (fridge, picture frame, cabinets.)
Bathroom	☐ Tub and/or shower properly installed, maintained, and in good condition ☐ Washbasin properly installed, maintained, and in good condition ☐ Toilet properly installed, secured, fully functioning, and all components intact ☐ Proper ventilation provided (operable window or mechanical vent) ☐ Hot and cold running water supplied to all fixtures
Electrical/Mechanical	☐ Cover plates installed on all outlets, switches, and junction boxes ☐ Electrical wiring intact and properly maintained ☐ Heating appliances properly installed ☐ Permanent heating source provided (temporary heaters not used as primary heat source) ☐ Fuel-burning appliances connected to an approved chimney, flue, or vent

Exterior	
Exterior	☐ Roof is structurally sound and free of leaks ☐ Porch and/or deck in good repair and structurally sound ☐ Deck guardrails capable of withstanding 200 lb force ☐ Guardrails installed where deck or porch is over 30 inches above grade ☐ Soffit and fascia in good condition ☐ Siding is weather-tight and intact ☐ House numbers clearly visible from the public way

Community	Fee Cost	Fee Structure	Requirements
Cook County	\$600	Annually	Require Inspection
Mille Lacs	\$300	New Permit	Require Inspection & Lodging License
	\$100	Annual Renewal	
Crowwing	\$100	Per Advertised Bed	N/A
Cross Lake	\$750	Annually	Require Inspections
Crosby	\$500	Annually	Unknown
Aitkin Co	\$696	New Permit	IUP Permit, Inspection required
	\$100	Per Bedroom	
Duluth	\$320	Base	Require Inspection
	\$40	Per Unit	
Walker	\$100	Per Advertised Bed	IUP Permit, Inpection Required
Grand Rapids	\$598	New	Land Use permit, inspection required
	\$176	Annual	
Cass County	\$200	Annual Renewal	CUP Permit
Maple Grove	\$400	New Permit	Require inspection
	\$200	Annual	
Chaska	\$97	Per unit	Require inspection
Edina	\$180	Per Unit	Require inspection
Stillwater	\$300	Annual	Require inspection, background check



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemB.

Prepared By: <i>Allie Polsfuss, City Administrator, Joe Zierden Public Works Supervisor, Nick Peterson Engineer</i>	Meeting Date: <i>03/02/2026</i>	Item Name: <i>Approve Plans and Specifications and Authorize Advertisement for Bid for 2026 Street Improvement Project</i>
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BACKGROUND

Below is the 2026 Project timeline to date:

- September 18, 2025- Streets Committee provided recommendation to Council to include Piney Way, Blue Bird Lane, and Wren Drive in the 2026 Street Improvement Project
- October 6, 2025- City Council ordered the preparation of a feasibility report
- December 1, 2025- City Council received feasibility report and called for an assessment hearing
- December 15, 2025- Staff held informational session
- January 5, 2026- City Council held public hearings for all streets, ordered improvements, and authorized preparation of plans and specifications
- February 16, 2026- Streets Committee provided feedback on project plans

OVERVIEW

The next step in the process is to approve the plans and authorize advertisement for bid.

This link includes the plans and specifications prepared by Widseth: <https://www.breezypointmn.gov/media/12261>

Attachment B includes the approximate timeline following the approval tonight.

STAFF RECOMMENDATION

Staff recommends the City Council Approve Plans and Specifications and Authorize Ad for Bid for the 2026 Street Improvement Project

SUPPORTING DOCUMENTS

Plans and Specifications
Attachment B-Project Timeline

CITY OF BREEY POINT
RESOLUTION 12-2026

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE 2026 STREET IMPROVEMENT PROJECT
CITY PROJECT 02-26

WHEREAS, pursuant to a resolution passed by the council January 5th, 2026, the city engineer has prepared plans and specifications for the 2026 Street Improvement Project, consisting of Bluebird Lane, Piney Way and Wren Drive, and has presented such plans and specifications to the council for approval.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREEZY
POINT, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications.
3. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 3:00 p.m. on March 31st, 2026, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 6:30 p.m. on April 6th, 2026, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
4. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 2nd Day of March, 2026.

Rebecca Ball: ____

Brad Scott: ____

Steve Jensen: ____

Todd A. Roggenkamp: ____

Michael Moroni: ____

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator

APPENDIX B
POSSIBLE PROJECT SCHEDULE
2026 STREET IMPROVEMENTS
CITY OF BREEZY POINT
DEC. 12, 2025

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Resolution Ordering Preparation of Feasibility Report	Monday, October 6, 2025	City Council Meeting	
Approve Engineering Contract for Feasibility Report			
Resolution Receiving Feasibility Report	Monday, December 1, 2025	City Council Meeting	
Resolution Calling Improvement Hearing			
Mailed Notice for Improvement Hearing	Tuesday, December 9, 2025	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Saturday, December 13, 2025	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	2
Public Informational Meeting	Monday, December 15, 2025	5:00 p.m. Breezy Point City Hall	4
Second Published Notice for Improvement Hearing	Saturday, December 19, 2026		
Improvement Hearing - Bluebird Lane	Monday, January 5, 2026	5:00 p.m. Breezy Point City Hall	5
Improvement Hearing - Piney Way		5:30 p.m. Breezy Point City Hall	5
Improvement Hearing - Wren Drive		6:00 p.m. Breezy Point City Hall	5
Resolution Ordering Improvement and Plan Preparation		City Council Meeting	
Approve Engineering Design Contract		City Council Meeting	
Design and Staff Review			
Roads Committee Review	January-February		
	February	75% Plan Review	
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids	Monday, March 2, 2026	City Council Meeting	
Bidding Publication	Tuesday, March 3, 2026	Publication must be made at least <u>three weeks</u> before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.	2
Bid Opening	Wednesday, March 25, 2026	By default bid remains subject to acceptance for 60 days after the Bid opening.	
Resolution Ordering Assessment Hearing	Monday, April 6, 2026	City Council Meeting	
Mailed Notice for Assessment Hearing	Tuesday, April 7, 2026	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Saturday, April 11, 2026	Once in local newspaper at least two weeks prior to hearing.	
Assessment Hearing	Tuesday, April 28, 2026	5:30 p.m. Breezy Point City Hall	
Resolution Adopting Assessment Rolls	Monday, May 4, 2026	City Council Meeting	
End of Assessment Appeal Period	Wednesday, June 3, 2026	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Notice of Award	Monday, July 6, 2026	City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.	
Approve Engineering Construction Contract			
Pre-Construction Meeting	July, 2026		
Begin Construction	July-August, 2026		

NOTES

1. City Council Meetings held on 1st Monday of the month
2. Deadline for Wednesday publication in the Pine and Echo Journal is Friday by 11:00 a.m. for the Wednesday edition and Tuesday by 10:00 a.m. for the Saturday edition.
3. The project schedule assumes all Council actions are taken at a regular scheduled meetings. The schedule could be accelerated with special meetings.
4. City to mail or notify public of meeting time and location.
5. Improvement Hearing(s) can be held separately or together.
6. **All dates are subject to change, this is a living document. Dates may change based on coordination with other CIP projects.**



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemC.

Prepared By:

Joe Zierden, Public Works Supervisor

Meeting Date:

3/2/2026

Item Name:

Mailbox Policy Update

BACKGROUND/DISCUSSION

With upcoming road projects, it was felt updating the mailbox policy to replace existing non-conforming mailboxes as part of the project would be beneficial to the city and residents. The existing policy has the additional language highlighted in red.

COUNCIL ACTION REQUESTED

Approve the Mailbox Policy as presented

SUPPORTING DOCUMENTS

Mailbox Policy



City of Breezy Point Mailbox Policy

Individual rural mailboxes are to be installed to proper specifications set forth by the Commissioner of the Minnesota Department of Transportation and the Postmaster.

1. The City of Breezy Point will not intentionally hit mailboxes.
2. Damage to a conforming mailbox and support as a result of negligence on the part of a city employee will be paid for by the City upon receipt of a Verified Claim provided no violations of any laws or ordinances are involved on the part of the box owner.
3. Damage to a non-conforming mailbox and support will be the responsibility of the Box owner, and the City will assume no responsibility.
4. Box owners are responsible for clearing snow from around their boxes to insure continued mail services.
5. As a part of a road improvement project, the City will replace existing mailboxes with MnDOT Standard Plate 9350B Swing-away type mailbox supports. It will be offered to the property owner to keep the original mailbox if they so choose. Existing conforming mailboxes may remain in place if construction activities do not require removal.

Attached please find a copy of the recommended rural mailbox support. Your cooperation in complying with this recommendation is appreciated. Should you have any questions please feel free to contact us.

Breezy Point Road Department
(218) 562 – 4441

City of Breezy Point						
Cash, Cash Equivalents & Investments As of January 31, 2026						
Institution	Cash (\$)	Money Market (\$)	CDs (\$)	Gov't Bonds (\$)	Maturity Date	30-Day Yield
Pine River Checking	\$1,503,936.48					
Financial Northeastern Securities		\$195,873.12				3.59%
			\$245,436.10		10/30/2026	4.04%
			\$245,492.45		04/30/2027	3.94%
			\$245,188.65		04/30/2029	3.84%
PMA 4M Fund		\$1,871,585.97				3.68%
Multi-Bank Securities (MBS)		\$301,537.40				2.76%
			\$132,637.22		05/28/2026	70.00%
			\$245,071.05		11/14/2030	4.04%
Northland Securities		\$124,864.93				2.87%
			\$224,757.00		02/18/2026	1.75%
			\$240,367.05		02/23/2027	1.98%
			\$245,558.60		04/30/2027	3.94%
			\$246,974.70		04/30/2029	4.05%
			\$246,438.15		04/30/2030	4.02%
			\$244,421.80		01/22/2031	3.85%
Wells Fargo		\$57,773.17				3.28%
				\$244,576.15	02/25/2026	1.00%
			\$214,571.82		09/25/2026	0.66%
			\$240,237.20		02/17/2027	1.88%
			\$246,009.40		05/01/2028	3.98%
			\$246,972.25		04/30/2029	4.06%
			\$246,832.60		04/30/2030	4.06%
TOTALS	\$1,503,936.48	\$2,551,634.59	\$3,756,966.04	\$244,576.15		
TOTAL ALL FUNDS	\$8,057,113.26					

City of Breezy Point		
Fund Balances As of January 31, 2026		
Fund Name	Balance (\$)	% of Total
General Fund	\$1,963,655.71	24.5%
EDA Fund	\$4,825.93	0.1%
TIF District	\$863.50	0.0%
Cemetery Fund	\$223,709.41	2.8%
Debt Service Fund	\$608,776.28	7.6%
Capital Fund	\$738,214.38	9.2%
Sewer Operating Fund	\$541,480.12	6.8%
Sewer Capital Fund	\$3,931,967.93	49.1%
Escrow Reserve Fund	\$1,572.95	0.0%
TOTAL	\$8,015,066.21	100.0%

* Differences in fund balances compared to Cash, Cash Equivalents & Investments chart are due to issued checks that are outstanding and deposits in transit.