



CITY COUNCIL REGULAR MEETING

Monday, August 04, 2025 at 6:30 PM

Public Safety Building | 8361 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. PRESENTATIONS

A. Life Saving Award

B. Parks and Recreation Committee Update- Gail Arne

5. 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. The City Council will not respond to comments in open forum, and 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.

6. CONSENT AGENDA

A. Approve City Council Meeting Minutes July 7, 2025

B. Approve Claims Totaling \$811,119.31-Checks 140404-140480 and eChecks 4940e-3968e

C. Res. 11-25 Accept Donation for Pelican Woods Cemetery

D. Res. 12-25 Accept Donation from Widseth for Pelican Woods Cemetery

E. Res. 13-25 Accept Donation for Cemetery Bench

F. Res.14-25 Accept Donations for Breezy Point Police Department

G. Res. 15-25 Accept Donation from Pelican Square and Breezy Point Resort for Supplies for Night to Unite

H. Res 16-25 Declare Surplus of Furniture and Equipment and Authorize Disposal or Sale

- [I.](#) Approve Appointment of Robbin Jensen as Cemetery Commissioner
- [J.](#) Approve Final Pay Application for Shoreview Lane Construction Project
- [K.](#) Review Body Camera Audit Report
- [L.](#) Approve Pay Application #1 for CR-11 Sanitary Sewer Extension

7. BUSINESS ITEMS

- [A.](#) Approve Hytec Pay Application #10
- [B.](#) Special Assessment Policy Discussion
- [C.](#) Authorize Administrative Assistant Position
- [D.](#) Approve Agreement with Jerry Bohnsack for Planning and Zoning Administrative Services
- E. Authorize Extending Wage Increase for Deputy City Clerk/Office Manager and Finance Specialist

8. DEPARTMENTAL REPORTS

- A. City Hall Update-*Jerry Bohnsack*
- [B.](#) Shoreview Lane Shoreline Update-*Joe Zierden, Public Works Supervisor*
- [C.](#) July Breezy Point Police Offense Summary- *Informational Item*

9. ADJOURN



CITY COUNCIL MEETING

AGENDA ITEM

Section 4, ItemA.

Prepared By: <i>Brian Sandell, Chief of Police</i>	Meeting Date: <i>August 4, 2025</i>	Item No. 4a	Item Name: <i>Lifesaving Award</i>
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COUNCIL ACTION REQUESTED

Present Life Saving Award

BACKGROUND/DISCUSSION

On July 13th, Paramedic Sergeant Joe Garcia assisted Nisswa with a medical emergency. The patient was experiencing severe respiratory distress and upon the arrival of Sergeant Garcia and North Memorial Ambulance went into cardiac arrest.

Sergeant Garcia initiated CPR, inserted and advanced airway, administered life sustaining medications, and performed cardiac pacing with a heart monitor.

The patient was revived and flown to Saint Cloud Hospital for additional care.

This incident reflects the partnership between local law enforcement, fire, and North Memorial Ambulance. It also highlights our partnership with North Memorial Ambulance and our paramedic and EMT programs. Thanks to the City Council for continued support of these lifesaving programs.

STAFF RECOMMENDATION

Present Sergeant Garcia with a Lifesaving Award acknowledging his continued dedication to the residents and guests of Breezy Point

Breezy Point City Council

July 7, 2025 – 6:30 pm

Meeting minutes

Call to Order

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

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

Open Forum

Bill Toff from Green Scene Drive, representing Breezy Point Alliance, addressed the council with concerns about the management of tax dollars.

Public Hearing - Edgewater Circle Improvement

Interim Administrator Bohnsack provided an overview of the Edgewater Circle improvement project. He explained that Pelican Township had prompted the timing of this street rehabilitation, as they were proposing to improve their portion of Edgewater Circle. Approximately 25% (390 feet) of the road is located within Breezy Point city limits. The road was rated as a 4, indicating the need for full depth reclamation. Bohnsack presented several options for the council to consider, including ordering the improvement with various assessment approaches or declining the improvement.

Mayor Todd Roggenkamp opened the public hearing at 6:40p.m.

Kathy Parsons, a condo owner at 9212 Edgewater Circle South and member of the Edgewater board, addressed the council. She explained that the condo association only uses about 100 feet of the road and requested the council to consider this when determining the assessment. Parsons emphasized that the undeveloped property beyond their driveway has no value to them and they have no intention of developing it.

Mayor Todd Roggenkamp closed the public hearing at 6:45p.m.

After closing the public hearing, the council discussed the project. Councilmember Jensen suggested addressing the city's assessment policy (agenda item 8a) before making a decision on this project. The council agreed to order the improvement to move forward with the project, with the understanding that a subsequent assessment hearing would take place after reviewing the assessment policy.

Motion: Councilmember Jensen moved to proceed with the Edgewater Circle Road improvement project and hold a subsequent assessment hearing. Councilmember Ball seconded the motion. The motion carried 5-0

Consent Agenda

The consent agenda items were approved, including:

- Minutes of the City Council meeting from June 2, 2025
- Claims totaling \$707,608.27
- Resolution approving administrator as signatory
- Pavilion request for Bike Around Minnesota
- Crow Wing County Municipalities Region Five Development Commission nomination

Motion: Councilmember Moroni moved to approve the consent agenda.

Councilmember Jensen seconded the motion. The motion carried 5-0

Sanitary Sewer Extension

Consider Bids Received July 3, 2025. Award Bid to Lowest Responsible Bidder.

Al presented the bids received for the sanitary sewer extension project. The lowest responsible bid was \$159,211.97, which was slightly below the engineer's estimate. Staff recommended awarding the contract to Large and Excavating Contractors of Holding Firmness.

Motion: Councilmember Scott moved to award the sewer extension contract to the lowest responsible bidder. Councilmember Jensen seconded the motion. The motion carried 5-0

Special Assessment Policy Discussion - Information and Comparisons

Jerry presented a memo comparing Breezy Point's special assessment policy with those of neighboring cities. The council discussed various approaches to assessments, including the use of appraisals to determine property benefit. The council directed staff to focus on developing language for pavement-to-pavement reconstruction assessments, considering an appraisal-based approach. They also requested information on the cost of appraisals. The council agreed to address the entire policy while focusing initially on the pavement-to-pavement aspect.

Transportation Planning Study - Professional Services Cost Share Agreement

The council discussed the proposed cost-share agreement for a transportation study initiated by Eagle View Elementary School and Crow Wing County. The study aims to address traffic and congestion issues in the area. Breezy Point's share of the cost is not to exceed \$5,000. Councilmember Jensen, who has been attending related meetings, supported the city's participation in the study.

Motion: Councilmember Jensen moved to approve the professional services cost share agreement for the transportation planning study. Councilmember Moroni seconded the motion. The motion carried 5-0

Police Vehicle Purchase - 2026 Chevy Tahoe

Chief Sandell requested approval to place an order for a 2026 Chevy Tahoe police vehicle. He explained that early ordering is necessary due to high demand and low production volumes. The council discussed the department's vehicle rotation plan and the switch from Ford to Chevy models. Despite some concerns about budget considerations, the council agreed to proceed with the order, noting that it could be canceled if necessary.

Motion: Councilmember Moroni moved to approve getting on the list for a 2026 Chevy Tahoe. Councilmember Scott seconded the motion. The motion carried 5-0

City Street Parking - Dove Street Information

Jerry addressed concerns raised by residents about a semi-tractor occasionally parked on Dove Street. Chief Sandell reported that officers had investigated and found no traffic hazard. The vehicle owner was informed of the city's 48-hour parking rule. The council agreed to let the police department continue monitoring the situation and enforce existing ordinances as needed.

Shoreview Lane Erosion and Instability

Councilmember Jensen presented concerns about erosion along Shoreview Lane, particularly in areas where ATVs and other vehicles have damaged the shoreline. The council discussed options for stabilizing the area, including planting vegetation and temporarily blocking off sections to allow for growth. They directed staff to proceed with Option 1 recommended by Crow Wing Soil & Water Conservation District, which involves planting willow and dogwood stakes and temporarily restricting access to allow vegetation to establish.

City Hall Renovation - HyTec Pay Application #9

The council reviewed and approved Pay Application #9 for the city hall renovation project, totaling \$470,174.28. Staff provided an update on the renovation progress, noting that the move-in date had been pushed back to the week of July 20th due to delays in receiving some equipment and materials. The council chambers are expected to be ready in October.

Motion: Councilmember Ball moved to approve HyTec Pay Application #9. Councilmember Moroni seconded the motion. The motion carried 4-1, Scott Opposed

Shoreview Lane Ice Damage Repair - Gladen Construction Payment #2

The council reviewed Payment #2 for the Shoreview Lane ice damage repair project. It was noted that this was not the final payment, as there would be one more small payment of approximately \$6,000 to release the retainage held from the contractor.

Motion: Councilmember Scott moved to approve Payment #2 for the Shoreview Lane ice damage repair. Councilmember Jensen seconded the motion. The motion carried 5-0

City Updates

Department Information

Bohnsack announced that Janette Rust, City Finance Specialist, had received a scholarship from the Government Finance Officers Association to participate in their certification program. The mayor congratulated Janette, noting that only two such scholarships were given out in the state.

The mayor reminded everyone about the upcoming Butterfly Release event on July 19th at 11 AM.

Suspend Regular Session

Move To Closed Session Under Minn. Stat. 13D.05, subd. 3(c) at 8:24 pm

Discuss Land Acquisition for Buschmann Road - WSB

The mayor suspended the regular session and moved to a closed session to discuss land acquisition for Buschmann Road with WSB.

Reopen Meeting at 8:37 pm

Adjourn

Motion to adjourn was made by council member Moroni and seconded by council member Ball. The motion carried 5-0

The meeting ended at 8:38 pm.

Deb Runksmeier
Deputy City Clerk

Claims Totaling: \$811,119.31
 Checks 140404 -140480
 eChecks 3940e - 3968e

Section 6, Item B.

07/30/25 9:46 AM
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CITY OF BREEZY POINT

***Check Detail Register©**

Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
3940 e	07/03/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$5,931.70	2025 PR 14	Federal
G 100-21703		FICA Tax Withholding	\$816.96	2025 PR 14	Medicare
G 100-21703		FICA Tax Withholding	\$1,703.56	2025 PR 14	Social Security
G 100-21703		FICA Tax Withholding	\$1,703.56	2025 PR 14	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$816.96	2025 PR 14	Medicare Benefit
		Total	\$10,972.74		
3941 e	07/03/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$1,067.63	MNDP 2025	MNDP - PR 14
		Total	\$1,067.63		
3942 e	07/03/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$992.94	MNDP 2025	MNDP - PR 13
		Total	\$992.94		
3943 e	07/03/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$3,132.93	2025 PR 14	State Tax - MN
		Total	\$3,132.93		
3944 e	07/03/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$1,755.70	2025 PR 14	PERA Deduct
G 100-21704		PERA	\$3,819.30	2025 PR 14	Police PERA Deduct
G 100-21704		PERA	\$2,025.79	2025 PR 14	PERA Benefit
G 100-21704		PERA	\$5,728.93	2025 PR 14	PERA police Benefit
		Total	\$13,329.72		
3945 e	07/03/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,749.98	HCSP 2025	HCSP - PR 13
		Total	\$2,749.98		
3946 e	07/03/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,854.81	HCSP 2025	HCSP - PR 14
		Total	\$2,854.81		
3947 e	07/03/25	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$1,525.40	HSA 2025 P	HSA - PR 14
		Total	\$1,525.40		
3948 e	07/14/25	MN DEPT OF LABOR & INDUSTRY			
E 100-41910-309		Building Inspector	\$2,086.67	2ND QTR 20	BLDG SURCHARGE REPORT - 2ND QTR 2025
		Total	\$2,086.67		
3949 e	07/17/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$6,036.21	2025 PR 15	Federal
G 100-21703		FICA Tax Withholding	\$865.38	2025 PR 15	Medicare
G 100-21703		FICA Tax Withholding	\$2,042.42	2025 PR 15	Social Security
G 100-21703		FICA Tax Withholding	\$2,042.42	2025 PR 15	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$865.38	2025 PR 15	Medicare Benefit

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Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$11,851.81		
3950 e	07/17/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$1,066.96	MNDPC2025	
		Total	\$1,066.96		
3951 e	07/17/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$3,312.65	2025 PR 15	State Tax - MN
		Total	\$3,312.65		
3952 e	07/17/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$2,129.66	2025 PR 15	PERA Deduct
G 100-21704		PERA	\$3,552.51	2025 PR 15	Police PERA Deduct
G 100-21704		PERA	\$2,457.30	2025 PR 15	PERA Benefit
G 100-21704		PERA	\$5,328.75	2025 PR 15	PERA police Benefit
		Total	\$13,468.22		
3953 e	07/17/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,891.05	HCSP 2025	HCSP - PR 15
		Total	\$2,891.05		
3954 e	07/17/25	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$1,575.40	HSA 2025 P	HSA - PR 15
		Total	\$1,575.40		
3955 e	07/17/25	AFLAC			
G 100-21710		Other Deductions	\$234.60	JULY 2025	AFLAC PREMIUMS - JULY 2025
		Total	\$234.60		
3956 e	07/17/25	HEALTHPARTNERS			
E 100-41300-131		Paid Health/Dental	\$168.88	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
E 100-41910-131		Paid Health/Dental	\$4.14	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
E 100-42100-131		Paid Health/Dental	\$722.14	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
E 100-43000-131		Paid Health/Dental	\$264.75	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
E 100-45100-131		Paid Health/Dental	\$36.11	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
E 600-43250-131		Paid Health/Dental	\$65.45	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
G 100-21706		Hospitalization/Medical Ins	\$222.60	AUG 2025	DENTAL INS PREMIUMS - AUG 2025
		Total	\$1,484.07		
3957 e	07/17/25	BLUE CROSS & BLUE SHIELD OF MN			
G 100-21706		Hospitalization/Medical Ins	\$55.46	AUG 2025	VISION INS PREMIUMS - AUG 2025
		Total	\$55.46		
3958 e	07/17/25	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$85.00	2025 PR 15	HSA - PR 15
		Total	\$85.00		
3959 e	07/31/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$5,775.76	2025 PR 16	Federal
G 100-21703		FICA Tax Withholding	\$841.99	2025 PR 16	Medicare
G 100-21703		FICA Tax Withholding	\$2,082.38	2025 PR 16	Social Security

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-21703		FICA Tax Withholding	\$2,082.38	2025 PR 16	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$841.99	2025 PR 16	Medicare Benefit
		Total	\$11,624.50		
3960 e	07/31/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$3,229.67	2025 PR 16	State Tax - MN
		Total	\$3,229.67		
3961 e	07/31/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$2,172.96	2025 PR 16	PERA Deduct
G 100-21704		PERA	\$3,264.79	2025 PR 16	Police PERA Deduct
G 100-21704		PERA	\$2,507.24	2025 PR 16	PERA Benefit
G 100-21704		PERA	\$4,897.18	2025 PR 16	PERA police Benefit
		Total	\$12,842.17		
3962 e	07/31/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$899.48	MNDPCP2025	
		Total	\$899.48		
3963 e	07/31/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,721.83	HCSP2025P	HCSP - PR 16
		Total	\$2,721.83		
3964 e	07/31/25	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$1,575.40	2025 PR 16	HSA - PR 16
		Total	\$1,575.40		
3965 e	07/21/25	RELIANCE STANDARD LIFE INS			
E 100-41300-130		Life Insurance	\$33.06	AUG 2025	LIFE INS PREMIUMS - AUG 2025
E 100-41910-130		Life Insurance	\$1.58	AUG 2025	LIFE INS PREMIUMS - AUG 2025
E 100-42100-130		Life Insurance	\$84.00	AUG 2025	LIFE INS PREMIUMS - AUG 2025
E 100-43000-130		Life Insurance	\$31.50	AUG 2025	LIFE INS PREMIUMS - AUG 2025
E 100-45100-130		Life Insurance	\$5.78	AUG 2025	LIFE INS PREMIUMS - AUG 2025
E 600-43250-130		Life Insurance	\$22.58	AUG 2025	LIFE INS PREMIUMS - AUG 2025
		Total	\$178.50		
3966 e	07/31/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$61.00	2025 PR M7	Federal
G 100-21703		FICA Tax Withholding	\$22.48	2025 PR M7	Medicare
G 100-21703		FICA Tax Withholding	\$96.10	2025 PR M7	Social Security
G 100-21703		FICA Tax Withholding	\$96.10	2025 PR M7	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$22.48	2025 PR M7	Medicare Benefit
		Total	\$298.16		
3967 e	07/31/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$40.00	2025 PR M7	State Tax - MN
		Total	\$40.00		
3968 e	07/31/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$30.00	2025 PR M7	Council PERA Deduct
G 100-21704		PERA	\$30.00	2025 PR M7	PERA Council Benefit

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total		\$60.00	
140404	07/09/25	A.O.S. TREE SERVICE			
E 100-43000-300		Professional Svcs (GENE	\$3,500.00	2055	PW TREE REMOVAL 30194 CIRCLE DR
		Total		\$3,500.00	
140405	07/09/25	AT&T MOBILITY			
E 100-42100-321		Telephone	\$960.85	JUNE 2025	PD CELL PHONES 5/26/25 - 6/25/25
		Total		\$960.85	
140406	07/09/25	AURORA AUTOMOTIVE LLC			
E 600-43250-220		Repair/Maint Supply (GEN	\$35.00	55672	SEWER TIRE REPAIR
		Total		\$35.00	
140407	07/09/25	AUTO VALUE PEQUOT LAKES			
E 600-43250-220		Repair/Maint Supply (GEN	\$3.99	66266873	SEWER SPRAYER
		Total		\$3.99	
140408	07/09/25	BEST OIL COMPANY			
E 100-43000-212		Motor Fuels	\$779.80	11006	PW DIESEL FUEL
E 100-42100-401		Maint Buildings	\$495.66	11006	PD DIESEL FUEL FOR GENERATOR
		Total		\$1,275.46	
140409	07/09/25	BOHNSACK, JEROME			
E 100-41900-300		Professional Svcs (GENE	\$29.40	JUNE 2025	CH OLD PHONES DISPOSAL REIMBURSEMENT
		Total		\$29.40	
140410	07/09/25	BRAINERD HYDRAULICS & AIR			
E 100-43000-220		Repair/Maint Supply (GEN	\$90.74	35828	PW HOSE & FITTINGS
E 100-43000-220		Repair/Maint Supply (GEN	\$24.12	36068	PW HOSE & FITTINGS
		Total		\$114.86	
140411	07/09/25	BREEZY POINT HARDWARE			
E 100-45100-210		Operating Supplies (GEN	\$9.99	36892	PARKS SYRINGE
E 100-45100-212		Motor Fuels	\$21.99	36959	PARKS FUEL
E 100-42100-401		Maint Buildings	\$5.98	36964	PD KEY
E 100-45100-210		Operating Supplies (GEN	\$2.99	36982	PARKS SOAP
E 100-45100-210		Operating Supplies (GEN	\$25.92	37045	PARKS IRRIGATION PARTS
		Total		\$66.87	
140412	07/09/25	CITY OF BREEZY POINT			
E 100-41900-381		Combined Utilities	\$150.00	2ND QTR 20	CH 2ND QTR 2025 SEWER SERVICE
E 100-42100-381		Combined Utilities	\$150.00	2ND QTR 20	PSB 2ND QTR 2025 SEWER SERVICE
		Total		\$300.00	
140413	07/09/25	COLLINS BROTHERS TOWING			
E 100-42100-200		General Operating (Suppli	\$240.00	25-234374-0	PD TOW 1999 DODGE DURANGO
		Total		\$240.00	
140414	07/09/25	COLUMN SOFTWARE PBC			
E 100-41910-351		Legal Notices Publishing	\$55.08	6AA024C4-0	PH NOTICE S6odQ33NrLxNiacMcNn4

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$55.08		
140415	07/09/25	COMPENSATION CONSULTANTS LTD			
E 100-41900-313		Benefits Administration	\$55.00	4121	FSA/HSA BENEFIT PLAN ADMINISTRATION - JULY 2025
		Total	\$55.00		
140416	07/09/25	CULLIGAN			
E 100-42100-381		Combined Utilities	\$86.10	JUNE 2025	PD WATER - JUNE 2025
		Total	\$86.10		
140417	07/09/25	DONDELINGER CHEVROLET HYUNDAI			
E 100-42100-220		Repair/Maint Supply (GEN	\$31.18	170339	PD OIL CHANGE & TIRE ROTATE 24 CHEV TAHOE
		Total	\$31.18		
140418	07/09/25	DUET RESOURCE GROUP INC			
E 401-41300-590		Capital Outlay	\$70,633.30	18642	CH FURNITURE - PHASE I
		Total	\$70,633.30		
140419	07/09/25	ESSENTIA HEALTH			
E 100-43000-300		Professional Srvs (GENE	\$70.40	APRIL 2025	PW DRUG TESTING - 890003457
E 100-45100-300		Professional Srvs (GENE	\$9.60	APRIL 2025	PARKS DRUG TESTING - 890003457
E 600-43250-300		Professional Srvs (GENE	\$16.00	APRIL 2025	SEWER DRUG TESTING - 890003457
		Total	\$96.00		
140420	07/09/25	FYLES SATELLITES INC.			
E 100-45100-300		Professional Srvs (GENE	\$335.00	13669	PARKS PORTABLE RESTROOM 4/30/25 - 6/25/25
E 100-45100-300		Professional Srvs (GENE	\$335.00	13686	PARKS PORTABLE RESTROOM 5/1/25 - 6/26/25
		Total	\$670.00		
140421	07/09/25	GLADEN CONSTRUCTION INC			
E 401-43121-626		2007 Rd/Util Improv Prn	\$6,190.98	PAY APP #3	SHOREVIEW LN REPAIR RETAINAGE RELEASE
		Total	\$6,190.98		
140422	07/09/25	GOPHER STATE ONE CALL			
E 600-43250-332		Gopher One Locates	\$49.95	5060244	SEWER LOCATES - JUNE 2025
		Total	\$49.95		
140423	07/09/25	GrassMaster Professional			
E 100-42100-402		Grounds Maintenance	\$365.00	115584	PD LAWN MOWING - JUNE 2025
E 100-41900-402		Grounds Maintenance	\$615.00	115584	CH/BALLFIELD LAWN MOWING - JUNE 2025
E 270-49010-300		Professional Srvs (GENE	\$1,285.00	115584	CEMETERY LAWN MOWING - JUNE 2025
E 270-49010-300		Professional Srvs (GENE	\$400.00	115584	CEMETERY FERTILIZING - JUNE 2025
		Total	\$2,665.00		
140424	07/09/25	HEARTLAND ANIMAL RESCUE TEAM			
E 100-41900-306		Animal Control	\$17.00	33930	BOARDING HTO CASE #33930
E 100-41900-306		Animal Control	\$333.87	6/2025	ANIMAL IMPOUND FEES - JUNE 2025
		Total	\$350.87		
140425	07/09/25	HYTEC CONSTRUCTION			

CITY OF BREEZY POINT

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Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 401-41300-590		Capital Outlay	\$470,174.28	15173	CH REMODEL & EXPANSION - PAY APP #9
		Total	\$470,174.28		
140426	07/09/25	LAKES AREA WILDLIFE CONTROL			
E 100-41900-306		Animal Control	\$583.50	14911	ANIMAL CONTROL - MAY 2025
E 100-41900-306		Animal Control	\$583.50	14912	ANIMAL CONTROL - JUNE 2025
		Total	\$1,167.00		
140427	07/09/25	LAW ENFORCEMENT LABOR SERVICES			
G 100-21710		Other Deductions	\$292.00	JULY 2025	PD UNION DUES - JULY 2025
		Total	\$292.00		
140428	07/09/25	MARCO TECHNOLOGIES LLC			
E 100-42100-400		Equipment	\$143.39	558352753	PD COPIER LEASE - 6/17/25 - 7/17/25
E 100-41900-400		Equipment	\$223.05	558924569	CH COPIER LEASE - 6/22/25 - 7/22/25
E 600-43250-200		General Operating (Suppli	\$55.76	558924569	CH COPIER LEASE - 6/22/25 - 7/22/25
		Total	\$422.20		
140429	07/09/25	MENARDS- BAXTER			
E 100-41900-401		Maint Buildings	\$80.91	48120	CH RECYCLE BINS
E 100-43000-225		Blacktop Repair	\$180.86	48502	PW TAMPER & POTHOLE PATCH
		Total	\$261.77		
140430	07/09/25	ON SYSTEMS INC			
E 100-41900-308		Software / IT Support	\$720.19	11979	IT SERVICE - JULY 2025
E 100-41910-308		Software / IT Support	\$288.08	11979	IT SERVICE - JULY 2025
E 100-42100-308		Software / IT Support	\$2,016.54	11979	IT SERVICE - JULY 2025
E 100-43000-308		Software / IT Support	\$216.06	11979	IT SERVICE - JULY 2025
E 600-43250-308		Software / IT Support	\$360.10	11979	IT SERVICE - JULY 2025
		Total	\$3,600.97		
140431	07/09/25	PAPER STORM			
E 100-42100-300		Professional Srvs (GENE	\$67.60	29792	PD DOCUMENT DESTRUCTION - JUNE 2025
		Total	\$67.60		
140432	07/09/25	PELICAN SQUARE INC			
E 100-41300-200		General Operating (Suppli	\$11.45	1024620	CH WATER
		Total	\$11.45		
140433	07/09/25	PEQUOT LAKES SANITATION			
E 100-42100-381		Combined Utilities	\$25.10	JULY 2025	PD GARBAGE SERVICE - JULY 2025
E 100-41900-381		Combined Utilities	\$62.66	JULY 2025	CH GARBAGE SERVICE - JULY 2025
E 100-41900-324		Recycling	\$40.00	JULY 2025	RECYCLING SERIVCE - JULY 2025
E 100-43000-381		Combined Utilities	\$41.77	JULY 2025	PW GARBAGE SERVICE - JULY 2025
		Total	\$169.53		
140434	07/09/25	QUADIENT FINANCE USA, INC.			
G 100-15500		Prepaid Items	\$600.00	JUNE 2025	POSTAGE PURCHASES - MAY & JUNE 2025
E 100-41300-200		General Operating (Suppli	\$61.01	JUNE 2025	LATE FEE & INTEREST
		Total	\$661.01		

CITY OF BREEZY POINT

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Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
140435	07/09/25	RUST, JANETTE			
E 100-41300-331		Travel Expenses / Mileage	\$39.20	2ND QTR 20	MILEAGE REIMBURSEMENT - 2ND QTR 2025
E 600-43250-331		Travel Expenses / Mileage	\$39.20	2ND QTR 20	MILEAGE REIMBURSEMENT - 2ND QTR 2025
		Total	\$78.40		
140436	07/09/25	SADUSKY RENOVATIONS			
E 100-41910-309		Building Inspector	\$12,046.95	JUNE 2025	BLDG INSPECTOR SERVICES - JUNE 2025
		Total	\$12,046.95		
140437	07/09/25	TDS TELECOM			
E 100-41900-308		Software / IT Support	\$29.80	JULY 2025	INTERNET SERVICE 7/13/25 - 8/12/25
E 100-41910-308		Software / IT Support	\$11.92	JULY 2025	INTERNET SERVICE 7/13/25 - 8/12/25
E 100-42100-308		Software / IT Support	\$83.44	JULY 2025	INTERNET SERVICE 7/13/25 - 8/12/25
E 100-43000-308		Software / IT Support	\$8.94	JULY 2025	INTERNET SERVICE 7/13/25 - 8/12/25
E 600-43250-308		Software / IT Support	\$14.90	JULY 2025	INTERNET SERVICE 7/13/25 - 8/12/25
		Total	\$149.00		
140438	07/09/25	US AUTOFORCE			
E 100-42100-220		Repair/Maint Supply (GEN	\$552.00	INV00100112	PD TIRES
		Total	\$552.00		
140439	07/09/25	VICTORY AUTOMOTIVE SERVICE LLC			
E 100-42100-220		Repair/Maint Supply (GEN	\$176.65	1403091	PD OIL CHANGE & TIRE BALANCE 2024 FORD EXP
		Total	\$176.65		
140440	07/09/25	WIDSETH SMITH NOLTING & ASSOC			
E 401-41900-300		Professional Svcs (GENE	\$2,490.06	238538	CH REMODEL & ADD ENGINEERING FEES THRU 6/13/25
E 600-43250-303		Engineering Fees	\$18,982.50	238813	CR 11 SANITARY SEWER EXT ENGINEERING FEES THRU 6/13/25
E 401-41900-300		Professional Svcs (GENE	\$830.00	238814	STREETS CIP ENGINEERING FEES THRU 6/13/25
		Total	\$22,302.56		
140441	07/09/25	WUSSOW, PATRICK			
E 401-41900-595		Land Acquisition/Easeme	\$7,850.00	10050510	BUSCHMANN RD EASEMENT PID:10050510
E 401-41900-595		Land Acquisition/Easeme	\$9,000.00	10050513	BUSCHMANN RD EASEMENT PID:10050513
		Total	\$16,850.00		
140442	07/09/25	XCEL ENERGY			
E 100-41900-381		Combined Utilities	\$25.85	933823268	CH NATURAL GAS 5/30/25 - 6/30/25
E 100-43000-381		Combined Utilities	\$25.86	933823268	PW NATURAL GAS 5/30/25 - 6/30/25
E 100-42100-381		Combined Utilities	\$35.79	933873183	PD NATURAL GAS 5/30/25 - 6/30/25
		Total	\$87.50		
140443	07/24/25	A-1 STORAGE INC			
E 100-41300-200		General Operating (Suppli	\$240.00	15183	CH STORAGE RENTAL 5/5/25 - 7/5/25
		Total	\$240.00		
140444	07/24/25	AXON ENTERPRISE, INC.			
E 100-42100-300		Professional Svcs (GENE	\$8,053.76	INUS361413	PD IN-CAR CAMERA LICENSES 7/15/25 - 7/14/26

CITY OF BREEZY POINT

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Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-15500		Prepaid Items	\$9,518.10	INUS361413	PD IN-CAR CAMERA LICENSES 7/15/25 - 7/14/26
		Total	\$17,571.86		
140445	07/24/25	BREEZY POINT HARDWARE			
E 100-45100-210		Operating Supplies (GEN	\$5.99	37059	PARKS WASP SPRAY
E 600-43250-200		General Operating (Suppli	\$5.99	37076	SEWER WASP SPRAY
E 100-45100-210		Operating Supplies (GEN	\$22.99	37134	PARKS TRASH CAN
E 270-49010-200		General Operating (Suppli	\$22.99	37134	CEMETERY TRASH CAN
E 600-43250-220		Repair/Maint Supply (GEN	\$8.98	37138	SEWER ADAPTER & CLEANER
E 100-41300-200		General Operating (Suppli	\$72.93	37146	CH SOAP, BATTERIES, TRASH CAN
E 100-41300-200		General Operating (Suppli	\$59.95	37149	CH HARDWARE & STUSENSOR
E 100-43000-200		General Operating (Suppli	\$11.97	37153	PW DOWEL
E 600-43250-200		General Operating (Suppli	\$12.98	37154	SEWER SHIMS & MARKING PAING
		Total	\$224.77		
140446	07/24/25	BUTTERFLY MEMORIES			
E 270-49010-438		Event Exp	\$2,200.00	10-623-276	2025 BUTTERLY RELEASE BUTTERFLIES
		Total	\$2,200.00		
140447	07/24/25	CHARTER COMMUNICATIONS - PA			
E 100-41100-100		Compensation (GENERAL	\$0.42	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 100-41300-200		General Operating (Suppli	\$1.40	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 100-41900-381		Combined Utilities	\$54.03	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 100-41910-200		General Operating (Suppli	\$0.42	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 100-42100-308		Software / IT Support	\$55.99	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 100-43000-200		General Operating (Suppli	\$0.70	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 600-43250-200		General Operating (Suppli	\$27.02	15648120107	INTERNET SERVICE 7/8/25 - 8/7/25
E 100-42100-381		Combined Utilities	\$30.88	17560430107	PD CABLE TV 7/2/25 - 8/1/25
		Total	\$170.86		
140448	07/24/25	CHILDERS, ANN & KENNETH			
E 401-41900-595		Land Acquisition/Easeme	\$7,400.00	10070773	BUSCHMANN RD PROJECT PID 10070773
		Total	\$7,400.00		
140449	07/24/25	COLUMN SOFTWARE PBC			
E 100-41910-351		Legal Notices Publishing	\$70.04	6AA024C4-0	PC PUBLIC HEARING NOTICE iHDIN3dQoPja91c62sfN
		Total	\$70.04		
140450	07/24/25	CROW WING CO TREASURER			
E 100-41910-302		E911 / Permit Exp	\$125.00	8500	E911 ADDRESSING - JUNE 2025
		Total	\$125.00		
140451	07/24/25	Crow Wing Power			
E 100-42100-381		Combined Utilities	\$647.67	34120201JU	PD ELECTRIC SERVICE 6/8/25 - 7/8/25
		Total	\$647.67		
140452	07/24/25	CTC			
E 100-41300-321		Telephone	\$256.00	21614086	CH PHONE SERVICE 7/12/25 - 8/11/25
E 100-43000-321		Telephone	\$34.91	21614086	PW PHONE SERVICE 7/12/25 - 8/11/25
E 100-42100-321		Telephone	\$436.58	21614086	PW PHONE SERVICE 7/12/25 - 8/11/25

CITY OF BREEZY POINT

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Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$727.49		
140453	07/24/25	FYLES SATELLITES INC.			
E 100-45100-300		Professional Svcs (GENE	\$480.00	13809	PARKS PORTABLE RESTROOM 5/14/25 - 7/9/25
		Total	\$480.00		
140454	07/24/25	GALLS LLC			
E 100-42100-417		Uniforms	\$90.49	31700878	PD UNIFORMS
		Total	\$90.49		
140455	07/24/25	HEIMBUCH FARMS LLC			
E 270-49010-222		Landscaping	\$313.04	8550	CEMETERY SOD
		Total	\$313.04		
140456	07/24/25	LOGELIN, SANDRA			
E 401-41900-595		Land Acquisition/Easeme	\$15,000.00	10081195	BUSCHMANN RD PROJECT PID 10081195
		Total	\$15,000.00		
140457	07/24/25	McCoy Construction Forestry			
E 100-43000-220		Repair/Maint Supply (GEN	\$2,701.40	2543214	PW 2021 JOHN DEERE TRACTOR REPAIR
		Total	\$2,701.40		
140458	07/24/25	MENARDS- BAXTER			
E 100-43000-200		General Operating (Suppli	\$43.08	49809	PW WATER
E 270-49010-222		Landscaping	\$120.00	49809	CEMETERY MULCH
		Total	\$163.08		
140459	07/24/25	MIDWEST MACHINERY CO			
E 600-43250-220		Repair/Maint Supply (GEN	\$75.33	10553549	SEWER BLADE
		Total	\$75.33		
140460	07/24/25	MILLS MOTOR INC			
E 100-42100-220		Repair/Maint Supply (GEN	\$83.32	611168	PD 2021 FORD EXP OIL CHANGE
		Total	\$83.32		
140461	07/24/25	MINNESOTA RURAL WATER ASSO			
E 600-43250-208		Training and Education	\$150.00	2025	SEWER MEMBERSHIP 9/25 - 8/26
G 600-15500		Prepaid Items	\$300.00	2025	SEWER MEMBERSHIP 9/25 - 8/26
		Total	\$450.00		
140462	07/24/25	MPCA			
E 600-43250-326		MPCA Permit/Lab Testing	\$1,450.00	10000200632	WATER PERMIT ANNUAL FEE 2025
		Total	\$1,450.00		
140463	07/24/25	NCPERS Group Life Ins			
G 100-21710		Other Deductions	\$80.00	AUG 2025	PERA ADD'TL LIFE INS PREMS - AUG 2025
		Total	\$80.00		
140464	07/24/25	PRATTS AFFORDABLE EXCAVATING			
E 100-43000-224		Aggregate Material	\$13,840.00	5369	PW CLASS 6
		Total	\$13,840.00		

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
140465	07/24/25	QUADIENT LEASING USA, INC.			
E 100-41900-400		Equipment	\$107.38	Q1925351	POSTAGE MACHINE LEASE 8/3/25 - 11/2/25
E 600-43250-200		General Operating (Suppli	\$26.84	Q1925351	POSTAGE MACHINE LEASE 8/3/25 - 11/2/25
		Total	\$134.22		
140466	07/24/25	QUALITY FLOW SYSTEMS, INC.			
E 600-43250-300		Professional Svcs (GENE	\$3,150.00	49200	SEWER LIFT 9 SERVICE
		Total	\$3,150.00		
140467	07/24/25	RATWIK ROSZAK & MALONEY PA			
E 100-41610-304		Legal/Prosecution Fees	\$640.50	80033	LEGAL SERVICES - JUNE 2025
		Total	\$640.50		
140468	07/24/25	SPARROW CLEANING SERVICE			
E 100-42100-401		Maint Buildings	\$450.00	3813	CLEANING SERVICES - JUNE 2025
E 100-41900-401		Maint Buildings	\$350.00	3814	CLEANING SERVICES - JUNE 2025
		Total	\$800.00		
140469	07/24/25	PUBLIC SAFETY EQUIPMENT LLC			
E 100-42100-300		Professional Svcs (GENE	\$375.00	10907	PD RADAR & LASER CERTIFICATIONS
		Total	\$375.00		
140470	07/24/25	THE OFFICE SHOP			
E 100-41910-200		General Operating (Suppli	\$126.23	1156700-0	CH OFFICE SUPPLIES
E 100-41910-200		General Operating (Suppli	\$76.82	1156700-1	CH OFFICE SUPPLIES
E 100-41910-200		General Operating (Suppli	\$49.63	1156837-0	CH OFFICE SUPPLIES
		Total	\$252.68		
140471	07/24/25	THURLOW HARDWARE & RENTAL			
E 100-45100-222		Landscaping	\$4.43	B250216	PARKS PIPE
		Total	\$4.43		
140472	07/24/25	VERIZON WIRELESS			
G 100-21710		Other Deductions	\$49.99	6118164341	BILL SCHULTZ UPGRADE CELL PHONE
E 100-43000-321		Telephone	\$100.42	6118164341	PW CELL PHONES 7/11/25 - 8/10/25
E 600-43250-321		Telephone	\$100.42	6118164341	SEWER CELL PHONES 7/11/25 - 8/10/25
		Total	\$250.83		
140473	07/24/25	Vestis			
E 100-42100-401		Maint Buildings	\$126.01	2530427818	PD MATS
		Total	\$126.01		
140474	07/24/25	VICTORY AUTOMOTIVE SERVICE LLC			
E 100-42100-220		Repair/Maint Supply (GEN	\$1,228.10	1403178	PD 2020 FORD EXP OIL CHG & BRAKES
E 100-42100-220		Repair/Maint Supply (GEN	\$98.80	1403239	PD 2020 FORD EXP OIL CHG
		Total	\$1,326.90		
140475	07/24/25	Whitebirch, Inc.			
E 204-46500-810		Refund/Reimbursements	\$7,265.92	2ND HALF 2	TIF PAYMENT - 2ND HALF 2025
		Total	\$7,265.92		

CITY OF BREEZY POINT

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Batch: PRL-070325,070925PAY,063025BLDGSURCHARGE,PRL-071725,PRL07172025,072425PAY,072425PAY-2,072525PAY,072825PAY,PRL-073125,PRLM773125

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
140476	07/24/25	ZIEGLER INC			
E 100-42100-401		Maint Buildings	\$623.02	SI000670868	PD REPAIRS
		Total	\$623.02		
140477	07/24/25	Crow Wing Power			
E 600-43250-381		Combined Utilities	\$2,647.95	1438703JUN	SEWER PLANT ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$31.68	1439301JUN	#4 POND TSF PUMP ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$42.47	1460301JUN	LIFT PUMP 2 ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$255.91	1501301JUN	LIFT PUMP 4 ELECTRIC 6/8/25 - 7/8/25
E 100-41900-381		Combined Utilities	\$260.75	1516802JUN	CH ELECTRIC 6/8/25 - 7/8/25
E 100-43000-381		Combined Utilities	\$260.75	1516802JUN	PW MAINT BLDG ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$73.16	1518101JUN	LIFT PUMP 5 ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$54.00	1528301JUN	LIFT PUMP 3 ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$476.14	1532601JUN	LIFT PUMP 1 ELECTRIC 6/8/25 - 7/8/25
E 270-49010-381		Combined Utilities	\$193.82	33476401JU	CEMETERY WELL ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$100.73	33770501JU	LIFT PUMP 6 ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$53.84	33929201JU	LIFT PUMP 7 ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$37.82	34265401JU	LIFT PUMP 8 ELECTRIC 6/8/25 - 7/8/25
E 270-49010-381		Combined Utilities	\$125.90	34454801JU	CEMETERY NORTH ELECTRIC 6/8/25 - 7/8/25
E 100-45100-210		Operating Supplies (GEN	\$33.00	34569801JU	PARKS 8319 N SPRUCE DR ELECTRIC 6/8/25 - 7/8/25
E 600-43250-381		Combined Utilities	\$34.37	34613101JU	LIFT PUMP 9 ELECTRIC 6/8/25 - 7/8/25
E 100-45100-210		Operating Supplies (GEN	\$10.00	35276301JU	PARKS FISHING PIER ELECTRIC 6/8/25 - 7/8/25
E 100-41900-381		Combined Utilities	\$224.00	36058101JU	CH ELECTRIC 6/8/25 - 7/8/25
		Total	\$4,916.29		
140478	07/24/25	FYLES SATELLITES INC.			
E 270-49010-300		Professional Srvs (GENE	\$175.00	13908	CEMETERY PORTABLE RESTROOM RENTAL
		Total	\$175.00		
140479	07/25/25	CROW WING CO TREASURER			
E 401-41900-595		Land Acquisition/Easeme	\$1,285.65	10161047	LOT PURCHASES PID #10161047
		Total	\$1,285.65		
140480	07/28/25	MINNESOTA RURAL WATER ASSO			
E 600-43250-326		MPCA Permit/Lab Testing	\$333.33	10000200632	SEWER MEMBERSHIP 9/25 - 8/25
G 600-15500		Prepaid Items	\$666.67	10000200632	SEWER MEMBERSHIP 9/25 - 8/25
		Total	\$1,000.00		
		10100	\$811,119.31		

Fund Summary

10100 Primary

100 GENERAL FUND	\$178,402.31
204 TIF 18-1 NORTHSTAR CENTER	\$7,265.92
270 CEMETERY Special Revenue Fund	\$4,835.75
401 Revolving Capital Fund	\$590,854.27
600 SEWER OPERATING FUND	\$29,761.06
	\$811,119.31

CITY OF BREEZY POINT
RESOLUTION 11-2025

A RESOLUTION ACCEPTING THE DONATION OF \$3,217.50 FOR THE PELICAN WOODS
CEMETERY

WHEREAS, donations for the Pelican Woods Cemetery totaling \$3,217.50 were received as part of the annual Butterfly Release.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the donations of the \$3,217.50 for the Pelican Woods Cemetery.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 4th Day of August 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/ Clerk

CITY OF BREEZY POINT
RESOLUTION 12-2025

A RESOLUTION ACCEPTING THE DONATION OF \$150 TO THE BREEZY POINT PELICAN
WOODS CEMETERY FOR BUTTERFLY RELEASE

WHEREAS, Widseth Smith Nolting has donated \$150 to the Breezy Point Pelican Woods Cemetery Butterfly Release Event.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the donation of \$150 to sponsor the coloring table and kids activities at the Pelican Woods Cemetery for the Butterfly Release Event by Widseth Engineering.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 4th Day of August 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/ Clerk

CITY OF BREEZY POINT
RESOLUTION 13-2025

A RESOLUTION ACCEPTING THE DONATION OF \$300 TO THE BREEZY POINT PELICAN
WOODS CEMETERY FOR A BENCH

WHEREAS, Don Erickson has donated \$300 to the Breezy Point Pelican Woods
Cemetery.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept
the donation of \$300 for a bench at the Pelican Woods Cemetery near the water feature
by Don Erickson.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 4th Day of August 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/ Clerk

CITY OF BREEZY POINT
RESOLUTION 14-2025

A RESOLUTION ACCEPTING THE DONATION OF \$100 FROM CHARLES AND KARLENE
HAMILTON TO THE BREEZY POINT POLICE DEPARTMENT

WHEREAS, Charles and Karlene Hamilton have donated \$100 to the City of Breezy Point
Police Department.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept
the donation of \$100.00 by Charles and Karlene Hamilton.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 4th Day of August 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/ Clerk

CITY OF BREEZY POINT
RESOLUTION 15-2025

A RESOLUTION ACCEPTING THE DONATION OF FOOD AND SUPPLIES TO THE BREEZY
POINT POLICE DEPARTMENT FOR NIGHT TO UNITE

WHEREAS, Pelican Square and the Breezy Point Resort have donated food and supplies to the City of Breezy Point Police Department.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the donation of food and supplies for the 2025 Night to Unite Event by Pelican Square and Breezy Point Resort.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 4th Day of August 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/ Clerk

CITY OF BREEZY POINT

RESOLUTION 16-2025 DECLARING EQUIPMENT TO BE SURPLUS AND AUTHORIZING ITS SALE

WHEREAS, the City of Breezy Point follows the requirements in State Law including Minnesota Statutes Section 471.345 for the appropriate sale of unused or excess equipment; and,

WHEREAS, with the construction and remodel of the City Hall facility, there is excess equipment and furniture no longer needed for the current for future municipal operations; and,

- Various Office Desks (\$50)*
- 5- Lenovo laptops (recycle)*
- Refrigerator (\$100)*
- 2- Microwaves (donate/recycle)*
- File Cabinet (\$25)*
- Office Chairs (\$10)*

WHEREAS, the Public Works Department has excess equipment and no longer need for current operations; and

- 225 Gallon Water Tank (\$100)*
- 300 Gallon Water Tank (\$100)*
- 2002 Boss Vplow (\$1,500)*
- 2002 Fisher Pro Caster (\$1,500)*
- Floating Dock Sections (\$50)*
- Salt Brine Machine (\$2,000)*

NOW, THEREFORE, BE IT RESOLVED by City of Breezy Point declares the furniture and equipment surplus and authorizes the City to sell and dispose of in accordance with local and state laws.

Adopted this _____ day of _____, 2025.

Mayor, Todd A. Roggenkamp

Attest:

City Administrator, Allie Polsfuss







CITY COUNCIL MEETING AGENDA ITEM

Section 6, Item1.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>8/4/2025</i>	Item No. Click or tap here to enter text.	Item Name: <i>Cemetery Commission Appointment</i>
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COUNCIL ACTION REQUESTED

Approve Appointment of Robbin Jensen as Cemetery Commissioner

BACKGROUND/DISCUSSION

At the July 7, 2025 City Council meeting, the Council accepted resignation of a Cemetery Commission member. The vacant commission seat was posted for 2 weeks and the City received one application.

Robbin Jensen has completed a Commission application.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approving the appointment of Robbin Jensen as Cemetery Commissioner

SUPPORTING DOCUMENTS



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item J.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>August 4, 2025</i>	Item No. 6j	Item Name: Approve Final Pay Application for Shoreview Lane
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BACKGROUND/DISCUSSION

City staff received the final pay application from Gladen Construction for the Shoreview Lane Ice Damage repair project.

FINANCIAL IMPACT

The final pay application is \$6,190.98

STAFF RECOMMENDATION

Approve Final Pay Application to Gladen Construction

SUPPORTING DOCUMENTS

Final Payment Estimate

FINAL PAYMENT ESTIMATE

Name of Contractor:	Gladen Construction, Inc. 40739 US Highway 71 Laporte, MN 56461	
Name of Owner:	City of Breezy Point 8319 County Road 11 Breezy Point, MN 56472	
Date of Completion:	Amount of Contract:	Dates of Estimate:
Original: See Agreement	Original: \$126,984.59	From: 5/21/25
Revised:	Revised:	To: 6/17/25

Description of Project:
SHOREVIEW LANE ICE DAMAGE REPAIR

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	\$18,000.00	\$18,000.00			1	\$18,000.00
2101.505	CLEARING	0.1	ACRE	\$12,000.00	\$1,200.00			0.1	\$1,200.00
2104.504	REMOVE BITUMINOUS PAVEMENT	90	SQ YD	\$18.00	\$1,620.00			90	\$1,620.00
2105.607	COMMON EXCAVATION	113	CU YD	\$118.00	\$13,108.00			113	\$13,108.00
2105.607	COMMON BORROW (CV)	91	CU YD	\$80.00	\$7,280.00			10	\$800.00
2108.504	GEOTEXTILE FABRIC TYPE 3	584	SQ YD	\$4.25	\$2,482.00			584	\$2,482.00
2211.507	AGGREGATE BASE (CV) CLASS 5	16.8	CU YD	\$205.00	\$3,813.00			16.9	\$3,874.50
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2-B)	30	TON	\$215.00	\$6,450.00			32	\$6,880.00
2511.507	RANDOM RIPRAP CLASS IV	422	CU YD	\$115.00	\$48,530.00			406	\$46,890.00
2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$1,000.00	\$1,000.00			1	\$1,000.00
2564.502	DELINEATOR TYPE X4-3	13	EACH	\$125.00	\$1,625.00			13	\$1,625.00
2573.501	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$500.00	\$500.00				
2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	678	LIN FT	\$17.00	\$11,526.00			750	\$12,750.00
2574.507	COMMON TOPSOIL BORROW	38	CU YD	\$150.00	\$5,400.00			60	\$9,000.00
2574.508	FERTILIZER TYPE 3	40	POUND	\$1.00	\$40.00			40	\$40.00
2575.505	SEEDING	0.08	ACRE	\$950.00	\$76.00			0.07	\$66.50
2575.508	SEED MIXTURE WINTER WHEAT (WW)	7	POUND	\$0.97	\$6.79			7	\$6.79
2575.508	SEED MIXTURE NORTHEAST ROADSIDE (NER)	27	POUND	\$47.85	\$1,286.55			27	\$1,286.55
2575.508	HYDRAULIC MULCH MATRIX	234	POUND	\$5.00	\$1,170.00			300	\$1,500.00
2577.502	LIVE STAKES	195	EACH	\$19.95	\$3,890.25			195	\$3,890.25
TOTAL:					\$126,984.59			\$123,819.59	

	THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED		\$123,819.59
AMOUNT RETAINED (5% OF AMOUNT EARNED TO DATE)		\$6,190.98
PREVIOUS PAYMENTS		\$117,628.61
AMOUNT DUE	\$6,190.98	\$6,190.98

Estimated Percentage Completed: 100.0%

CONTRACTOR'S CERTIFICATION:
The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

ENGINEER'S CERTIFICATION:
The undersigned endorses that to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

CONTRACTOR : GLADEN CONSTRUCTION, INC.
BY: *[Signature]*
Date: 6/18/25

ENGINEER: WIDSETH SMITH NOLTING
BY: *[Signature]*
Nick Peterson, EIT
Date: 6/19/2025

APPROVED BY CITY OF BREEZY POINT:
BY: _____
City Administrator / City Clerk
Date: _____

APPROVED BY CITY OF BREEZY POINT:
BY: _____
Mayor
Date: _____



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, ItemK.

Prepared By: Brian Sandell, Chief of Police	Meeting Date: August 4, 2025	Item No. 6I	Item Name: Body Camera Audit
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COUNCIL ACTION REQUESTED

Review Audit as mandated.

BACKGROUND/DISCUSSION

An independent audit of the Breezy Point Police Department’s Portable Recording System (body-worn cameras (BWCs)) was conducted on May 14, 2025. The objective of the audit was to verify Breezy Point Police Department’s compliance with Minnesota Statutes §§13.825 and 626.8473. The auditor indicated no discrepancies.

The police department is mandated to make the included report available to council members.

STAFF RECOMMENDATION

Review the body camera audit report.

SUPPORTING DOCUMENTS

Body Camera Audit Report

INDEPENDENT AUDIT REPORT

Chief Brian Sandell
Breezy Point Police Department
8361 Co. Rd. 11
Breezy Point, MN 56472

Dear Chief Sandell:

An independent audit of the Breezy Point Police Department’s Portable Recording System (body-worn cameras (BWCs)) was conducted on May 14, 2025. The objective of the audit was to verify Breezy Point Police Department’s compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

The Breezy Point Police Department is located in Crow Wing County, Minnesota and employs seven (7) peace officers. Breezy Point Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period February 11, 2023, through April 30, 2025.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

Breezy Point Police Department BWC data is presumptively private. All data collected during the audit period is classified as private or nonpublic data. The Breezy Point Police Department had no incidents of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWCs are appropriately retained and destroyed in accordance with statutes.

The Breezy Point Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. At the conclusion of a BWC recording, officers assign metadata, including an Evidence.com category, to the recording. Each Evidence.com category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of the data is captured in the audit trail.

A report was produced from Evidence.com for all BWC data collected and deleted during the audit period. Records from the Evidence Created Report were reviewed, and the date and time the data was created was verified against the deletion date. Each of the records were deleted or maintained in accordance with the record retention schedule. All records were maintained for at least the minimum ninety (90) days required by statute.

The Breezy Point Police Department had received no requests from data subjects to retain BWC data beyond the applicable retention period.

The Sergeant monitors BWC data for proper categorization to ensure data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release are redacted.

BWC data is available to data subjects and access may be requested by submission of a City of Breezy Point Data Request Form. During the audit period, Breezy Point Police Department had received neither requests to view nor requests for copies of BWC video from data subjects.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures

for destruction of the data, and that the data are available to the public.

Breezy Point Police Department’s BWC inventory consists of eight (8) devices. An inventory report produced from Evidence.com detailed the total number of recording devices owned and maintained by the agency. The inventory included the device model, serial number, device name, officer assigned to the device, date of last upload, device status, error status, firmware version, warranty date, date last docked, and camera state.

The Breezy Point Police Department’s BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The policy requires officers to conduct a function test of their BWC at the beginning of each shift. Officers noting a malfunction during testing or at any other time are required to promptly report the malfunction of their supervisor.

Peace officers were trained in the use of the BWC system by Axon during implementation. Newly hired officers are trained as part of their field training program.

Officers working on randomly selected dates and randomly selected calls for service were verified against the Evidence Created Report and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs. A comparison between the total number of BWC videos created per quarter and total calls for shows a consistent collection of BWC data.

Evidence.com queries detail the total amount of BWC data created, stored/maintained, and deleted.

The Breezy Point Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. BWC video is fully deleted from Evidence.com upon reaching its scheduled deletion date. Metadata and audit trails are maintained in Evidence.com after deletion of BWC audio and video. BWC data is available upon request, and access may be requested by submission of a City of Breezy Point Data Request Form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer’s agency.

The Breezy Point Police Department’s BWC policy states that officers may use only department issued BWCs in the performance of official duties for the agency or when otherwise performing authorized law enforcement services as an employee of the department.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

The Sergeant and Chief of Police conduct random reviews of BWC data to ensure data is being properly labeled and that BWCs are being used in compliance with policy.

Nonpublic BWC data is only available to persons whose work assignment reasonably requires access to the data. User access to BWC data is managed by the assignment of roles and permissions in Evidence.com. Permissions are based on staff work assignments. Roles and Permissions are administered by the Sergeant. Access to Evidence.com is password protected and requires dual authentication.

The agency’s BWC Policy governs access to BWC data. Agency personnel may access BWC data only for legitimate law enforcement or data administration purposes only. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-business reasons. User access to data is captured in the audit trail. The BWC policy states that unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

When BWC data is deleted from Evidence.com, its contents cannot be determined. The Breezy Point Police Department has had no security breaches. A BCA CJIS Security audit was in process at the time of this audit.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic BWC data is shared with other law enforcement agencies, government entities, or federal agencies.

The Breezy Point Police Department’s BWC policy allows for the sharing of data with other law enforcement agencies for legitimate law enforcement purposes only and for the sharing of data with prosecutors, courts and other criminal justice entities as provided by law. Law enforcement agencies seeking access to BWC data are required to submit a written request. Sharing of data is captured in the audit trail. Sharing of data is documented in the Evidence.com audit trail and the records management system dissemination log. The Evidence.com Sharing Audit Report provides a record of shared data.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.

Evidence.com and the Evidence Created Report document the date and time portable recording system data were collected and deleted. All BWC data collected during the audit period is classified as private or nonpublic data. The Evidence.com audit trails document how the data are used. The audit trail is maintained in Evidence.com after deletion of video.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The Breezy Point Police Department solicited for public comment by posting on the public bulletin board and via social media. Comments were accepted by mail, email, telephone or in person at a regular council meeting. The Breezy Point City Council held a public hearing at their December 5, 2022, meeting.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.


Breezy Point Police Department has established and enforces a BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3(b). The BWC policy is posted on the agency’s website.

No discrepancies noted.

This report was prepared exclusively for the City of Breezy Point and Breezy Point Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: July 29, 2025

Lynn Lembcke Consulting



Lynn Lembcke

**PARTIAL PAYMENT ESTIMATE
NUMBER 1**

Name of Contractor:	Larson Excavating Contractors, Inc. PO Box 7 Holdingford, MN 56340	Dates of Estimate:	From: 7/18/25 To: 7/30/25
Name of Owner:	City of Breezy Point 8319 County Road 11 Breezy Point, MN 56472	Amount of Contract:	Original: \$159,211.97 Revised:
Date of Completion:		Original:	
Original: See Agreement		Revised:	

Description of Project:
2025 CR-11 SANITARY SEWER EXTENSION

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	\$27,731.41	\$27,731.41	0.50	\$13,865.71	0.5	\$13,865.71
2101.502	CLEARING	0.05	ACRE	\$2,500.00	\$125.00	0.05	\$125.00	0.05	\$125.00
2101.502	GRUBBING	0.05	ACRE	\$2,500.00	\$125.00	0.05	\$125.00	0.05	\$125.00
2104.502	REMOVE CASTING (SANITARY)	1	EACH	\$100.00	\$100.00	1.00	\$100.00	1	\$100.00
2104.502	SALVAGE SIGN TYPE C	5	EACH	\$51.00	\$255.00	2.00	\$102.00	2	\$102.00
2104.503	REMOVE GUARDRAIL - TYPE 31	108	LIN FT	\$10.00	\$1,080.00	81.00	\$810.00	81	\$810.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	6	LIN FT	\$5.00	\$30.00	4	\$20.00	4	\$20.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	240	LIN FT	\$4.00	\$960.00	268	\$1,072.00	268	\$1,072.00
2104.503	REMOVE CURB & GUTTER	75	LIN FT	\$3.00	\$225.00	80.00	\$240.00	80	\$240.00
2104.504	REMOVE BITUMINOUS PAVEMENT	583	SQ YD	\$3.00	\$1,749.00	590.00	\$1,770.00	590	\$1,770.00
2123.510	COMMON LABORERS	10	HOUR	\$50.00	\$500.00				
2123.610	SKID LOADER	10	HOUR	\$100.00	\$1,000.00				
2123.610	STREET SWEEPER (WITH PICKUP BROOM AND WATER)	10	HOUR	\$100.00	\$1,000.00				
2211.507	AGGREGATE BASE CLASS 5 (CV)	110	CU YD	\$35.00	\$3,850.00				
2302.604	BITUMINOUS DRIVEWAY REPLACEMENT	4	SQ YD	\$102.00	\$408.00				
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	59	TON	\$102.00	\$6,018.00				
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (3,B)	79	TON	\$112.20	\$8,863.80				
2503.601	TRACE WIRE SYSTEM (SANITARY)	1	LUMP SUM	\$1,670.11	\$1,670.11				
2503.602	CONNECT TO EXISTING SANITARY SEWER	1	EACH	\$4,232.82	\$4,232.82				
2503.603	8" PVC PIPE SEWER (SDR 26)	48	LIN FT	\$116.34	\$5,584.32				
2503.603	8" HDPE PIPE SEWER - DIRECTIONALLY DRILLED	363	LIN FT	\$84.50	\$30,673.50				
2503.603	6" PVC SANITARY SERVICE PIPE	48	LIN FT	\$80.50	\$3,864.00				
2503.603	8"X6" PVC WYE	1	EACH	\$598.47	\$598.47				
2503.603	6" PVC CLEANOUT ASSEMBLY	1	EACH	\$575.52	\$575.52				
2506.502	CASTING ASSEMBLY (SANITARY 700-7)	2	EACH	\$1,353.88	\$2,707.76				
2506.503	CONSTRUCT DRAINAGE STRUCTURE 48-4020 (SANITARY)	22.9	LIN FT	\$889.91	\$20,378.94				
2531.503	CONCRETE CURB & GUTTER DESIGN B618	75	LIN FT	\$51.00	\$3,825.00				
2533.603	CONCRETE MEDIAN BARRIER (MOVEABLE)	12	EACH	\$612.00	\$7,344.00	8.00	\$4,896.00	8	\$4,896.00
2550.602	CORE DRILL SANITARY SEWER STRUCTURE	1	EACH	\$2,270.00	\$2,270.00				
2554.503	INSTALL TRAFFIC BARRIER DESIGN TYPE 31	108	LIN FT	\$78.54	\$8,482.32				
2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$3,978.00	\$3,978.00	0.50	\$1,989.00	0.5	\$1,989.00
2564.602	INSTALL SIGN TYPE C	5	EACH	\$255.00	\$1,275.00				
2573.502	STORM DRAIN INLET PROTECTION	4	EACH	\$100.00	\$400.00				
2573.503	SILT FENCE, TYPE HI	154	LIN FT	\$3.00	\$462.00				
2573.501	STABILIZED CONSTRUCTION EXIT	4	EACH	\$500.00	\$2,000.00				
2574.507	SCREENED TOPSOIL BORROW	118	CU YD	\$15.00	\$1,770.00				
2574.508	FERTILIZER TYPE 3	60	POUND	\$3.00	\$180.00				
2575.505	SEEDING	0.2	ACRE	\$5,000.00	\$1,000.00				
2575.608	SEED PATCH	6	POUND	\$10.00	\$60.00				
2575.608	SEED NORTHERN BOULEVARD	30	POUND	\$10.00	\$300.00				
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	780	POUND	\$2.00	\$1,560.00				
TOTAL:					\$159,211.97		\$25,114.71		\$25,114.71

	THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	\$25,114.71	\$25,114.71
AMOUNT RETAINED (5% OF AMOUNT EARNED TO DATE)	\$1,255.74	\$1,255.74
PREVIOUS PAYMENTS		\$23,858.97
AMOUNT DUE	\$23,858.97	\$23,858.97

Estimated Percentage Completed:

15.8%

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR : LARSON EXCAVATING CONTRACTORS, INC.

BY: Jeff Larson
Date: 07/31/2025

ENGINEER'S CERTIFICATION:

The undersigned endorses that to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

ENGINEER: WIDSETH SMITH NOLTING

BY: David S. Reese, P.E.
Date: _____

APPROVED BY CITY OF BREEZY POINT:

BY: _____
City Administrator / City Clerk
Date: _____

APPROVED BY CITY OF BREEZY POINT:

BY: _____
Mayor
Date: _____



CITY COUNCIL MEETING

AGENDA ITEM

Section 7, Item A.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>8/4/2025</i>	Item No. <i>7a</i>	Item Name: <i>Hytec Pay Application</i>
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COUNCIL ACTION REQUESTED

Approve Pay Application #10 for \$222,151.61

BACKGROUND/DISCUSSION

Hytec Pay Application #10 (attachment A) is due for payment for the City Hall Facility Construction. Attachment B includes the payment tracking to date.

FINANCIAL IMPACT

Pay App #10 is \$222,151.61

STAFF RECOMMENDATION

Approve pay application as presented

SUPPORTING DOCUMENTS

- Attachment A Pay Application
- Attachment B Payment tracking



11360 Business 371, PO Box 621
Brainerd, MN 56401

(218) 829-8529 (218) 829-5383 FAX

Sold To:

City of Breezy Point
finance@cityofbreezy
8319 Co Rd 11
Breezy Point, MN 56472
Attn: Vicki Weller

Invoice Number : 15205
Invoice Date : 07/29/2025
Customer Number : BREE01
Job Number : 24134
Due Date : 08/29/2025

Job:

Breezy Point City Hall
8319 Co Rd 11
Breezy Point, MN 56472

Section 7, Item A.

ALL INVOICES ARE DUE PER THE CONTRACT OR NET 30 DAYS. FINANCE CHARGES OF 18.0%/YR WILL BE ASSESSED ON ALL LATE INVOICE

Date	Description	Amount
07/29/2025	Pay Application #10	222,151.61
	GROSS BILLINGS :	222,151.61
	NET BILLINGS :	222,151.61

Thank You

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ??? PAGES

Section 7, Item A.

TO OWNER City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472

PROJECT: Renovation of City Hall
Breezy Point, MN

APPLICATION NO: TEN

Distribution to:

<input type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:
Hy-Tec Construction of Brainerd, Inc
PO Box 621, 11360 Business 371
Brainerd, MN 56401

VIA ARCHITECT: Widseth
7804 Industrial Park Rd S.
Baxter, MN 56425

PERIOD TO: July 31, 2025

PROJECT NO:

CONTRACT FOR: General Construction Work

CONTRACT DATE: August 28, 2024

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>2,946,721.06</u>
2. Net change by Change Orders	\$	<u>(80,328.35)</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>2,866,392.71</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>2,560,031.61</u>
5. RETAINAGE:		
a. _____ % of Completed Work (Column D + E on G703)	\$	<u>0.00</u>
b. _____ % of Stored Material (Column F on G703)	\$	<u> </u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>0.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>2,560,031.61</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>2,337,880.00</u>
8. CURRENT PAYMENT DUE	\$	<u>222,151.61</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>306,361.10</u>

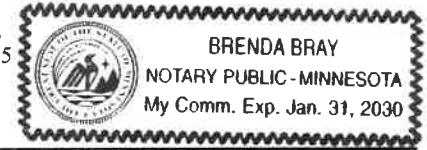
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	(\$80,328.35)	
Total approved this Month	\$0.00	
TOTALS	(\$80,328.35)	\$0.00
NET CHANGES by Change Order	(\$80,328.35)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By: [Signature] Date: July 29, 2025

State of Minnesota County of Crow Wing
Subscribed and sworn to before me this 29th day of July, 2025
Notary Public: [Signature]
My Commission expires: 01/31/2030



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 222,151.61

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Widseth

By: [Signature] Date: July 30, 2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

Section 7, Item A.

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: TEN

APPLICATION DATE: 07/25/2025

PERIOD TO: 07/31/2025

ARCHITECT'S PROJECT NO: Breezy City Hall

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	General Requirements	\$50,719.47	\$41,589.96	\$3,043.17	\$0.00	\$44,633.13	88.00%	\$6,086.34	\$0.00
	Sitework	\$313,153.19	\$219,207.23	\$46,972.98	\$0.00	\$266,180.21	85.00%	\$46,972.98	\$0.00
	Utilities	\$199,054.60	\$155,262.59	\$33,839.28	\$0.00	\$189,101.87	95.00%	\$9,952.73	\$0.00
	Concrete	\$99,208.15	\$99,208.15	\$0.00	\$0.00	\$99,208.15	100.00%	\$0.00	\$0.00
	Masonry	\$119,862.05	\$119,862.05	\$0.00	\$0.00	\$119,862.05	100.00%	\$0.00	\$0.00
	Metals	\$9,799.48	\$9,799.48	\$0.00	\$0.00	\$9,799.48	100.00%	\$0.00	\$0.00
	Carpentry & Cabinets	\$326,636.61	\$293,972.95	\$16,331.83	\$0.00	\$310,304.78	95.00%	\$16,331.83	\$0.00
	Thermal & Moisture	\$219,185.35	\$214,801.64	\$0.00	\$0.00	\$214,801.64	98.00%	\$4,383.71	\$0.00
	Openings - Doors/Frames/Hardware	\$215,309.66	\$176,553.92	\$8,612.39	\$0.00	\$185,166.31	86.00%	\$30,143.35	\$0.00
	Finishes	\$269,018.43	\$188,312.90	\$26,901.84	\$0.00	\$215,214.74	80.00%	\$53,803.69	\$0.00
	Specialties	\$79,611.55	\$51,747.51	\$7,961.15	\$0.00	\$59,708.66	75.00%	\$19,902.89	\$0.00
	Furniture	\$128,692.06	\$128,692.06	\$0.00	\$0.00	\$128,692.06	100.00%	\$0.00	\$0.00
	Fire Suppression	\$208,253.29	\$177,015.30	\$6,247.60	\$0.00	\$183,262.90	88.00%	\$24,990.39	\$0.00
	Plumbing	\$85,709.87	\$77,138.88	\$0.00	\$0.00	\$77,138.88	90.00%	\$8,570.99	\$0.00
	HVAC	\$161,192.70	\$135,401.87	\$9,671.56	\$0.00	\$145,073.43	90.00%	\$16,119.27	\$0.00
	Electrical	\$396,817.19	\$309,517.41	\$47,618.06	\$0.00	\$357,135.47	90.00%	\$39,681.72	\$0.00
	Communication & Life Safety	\$64,497.41	\$41,923.32	\$12,899.48	\$0.00	\$54,822.80	85.00%	\$9,674.61	\$0.00
	CHANGE ORDERS								
	CO#1 - Access Control	\$13,681.72	\$10,261.29	\$2,052.26	\$0.00	\$12,313.55	90.00%	\$1,368.17	\$0.00
	CO#2 - Operable Partition Change	-\$766.95	(\$766.95)	\$0.00	\$0.00	(\$766.95)	100.00%	\$0.00	\$0.00
	CO#3 - Omit Furniture	-\$130,000.00	(\$130,000.00)	\$0.00	\$0.00	(\$130,000.00)	100.00%	\$0.00	\$0.00
	CO#4 - Roofing Existing Bldg	\$36,756.88	\$18,378.44	\$0.00	\$0.00	\$18,378.44	50.00%	\$18,378.44	\$0.00
	PAGE TOTALS	\$2,866,392.71	\$2,337,880.00	\$222,151.61	\$0.00	\$2,560,031.61	89.31%	\$306,361.10	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25715

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$48,253.89

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 05/31/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Anderson Brothers Construction Company of Brainerd
Address: VN#047855 11325 State Highway 210E
Address: Brainerd MN 56401-5842

Signature: [Handwritten Signature]
Title: Sr VP of Operations
Date: 7-1-25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS 25714

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$23,800.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 05/31/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Anderson Glass Co, Inc.
Address: 816 NW 4th Street
Address: Grand Rapids, MN 55744
Signature: [Handwritten Signature]
Title: VP owner
Date: 6/26/25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$6,523.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/11/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Expert Insulation of Minnesota, LLC
Address: 7775 Brian's Way
Address: Brainerd MN 56401
Signature: [Handwritten Signature]
Title: Branch Manager
Date: 6-27-25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25720

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$76,075.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/11/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Dorholt Tile & Home Center, Inc
Address: 20790 US Hwy 169
Address: Grand Rapids MN 55744
Signature: Maryk Dorholt
Title: Sec/ Treas.
Date: 6.27.25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25716

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$4,788.93

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 05/29/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Bartley Sales Company
Address: PO Box 26038 6509 Cambridge Street
Address: St. Louis Park MN 55426-4401

Signature: [Handwritten Signature]
Title: Treasurer
Date: 6/22/2025

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25727

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$71,201.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 05/31/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Jim's Electric Co., Inc.
Address: 8296 Industrial Park Rd
Address: Baxter MN 56425-8084

Signature: [Handwritten Signature]
Title: [Handwritten Title]
Date: [Handwritten Date]

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25729

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$1,450.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 05/22/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point,MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: LUNDBERG PLUMBING & HTG
Address: 1075 2nd St. NW
Address: AITKIN MN 56431
Signature: Kimberly A Jones
Title: office manager
Date: 6/30/25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25734

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$36,746.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 05/20/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: St. Germain's Cabinet, Inc
Address: 5724 Miller Trunk Hwy
Address: Duluth MN 55811
Signature: [Handwritten Signature]
Title: PRESIDENT
Date: 7/10/25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

530105

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26035

DATE: 07/18/2025

The undersigned hereby acknowledges receipt of the sum of \$4,882.36

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/26/2025


2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point,MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Builders FirstSource
Address: PO Box 365
Address: Pequot Lakes MN 56472
Signature: 
Title: _____
Date: 7/18/25

MICHELLE DONNELLY
CREDIT ANALYST
BUILDERS FIRSTSOURCE
3470 WASHINGTON DRIVE, STE 130
EAGAN, MN 55122
763-225-5528

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS 25921

DATE: 07/10/2025

The undersigned hereby acknowledges receipt of the sum of \$1,288.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/24/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point,MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Greenday Rolloff Service
Address: PO Box 451
Address: Brainerd MN 56401
Signature: [Handwritten Signature]
Title: CEO
Date: 7-10-25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

DATE: 07/10/2025

The undersigned hereby acknowledges receipt of the sum of \$531.51

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/19/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Bartley Sales Company
Address: PO Box 26038 6509 Cambridge Street
Address: St. Louis Park MN 55426-4401

Signature: [Handwritten Signature]
Title: Treasurer
Date: 7/23/2025

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26065

RECEIVED
JUL 25 2025
BY: _____

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$12,139.20

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/20/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: W.L. Hall Co.
Address: 530 15th Ave. South
Address: Hopkins MN 55343
Signature: [Handwritten Signature]
Title: Executive Vice President
Date: 7/25/25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26056

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$91,956.50

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/09/2025

2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ retainage or holdback

3. As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property:(legal description, street address or project name and invoices)

Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

For value received the undersigned waives all rights acquired by the undersigned to record a mechanic's lien against said real property for labor, skill, or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage show if line 2 is checked). The undersigned AFFIRMS that all material furnished by the undersigned has been paid for, AND ALL SUBCONTRACTORS/VENDORS retained by the undersigned have been PAID IN FULL, EXCEPT:

By: Crosslake Sheet Metal, LLC
Address: PO Box 191
Address: Crosslake MN 56442
Signature: Julie Satchell
Title: Admin. Support
Date: 7/25/25

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

**CITY HALL REMODEL & EXPANSION PROJECT
AS OF July 31, 2025**

Vendor	Description	Invoice	Date Paid	Amount
Hy-Tech Construction	General Construction Progress Billing	Pay App 1	14-Nov-2024	\$ 138,219.54
Hy-Tech Construction	General Construction Progress Billing	Pay App 2	26-Dec-2024	\$ 232,981.28
Hy-Tech Construction	General Construction Progress Billing	Pay App 3	8-Jan-2025	\$ 93,690.76
Hy-Tech Construction	General Construction Progress Billing	Pay App 4	5-Feb-2025	\$ 164,065.75
Duet Resource Group	Furniture downpayment	13573	5-Feb-2025	\$ 89,560.80
Hy-Tech Construction	General Construction Progress Billing	Pay App 5	5-Mar-2025	\$ 231,812.16
Hy-Tech Construction	General Construction Progress Billing	Pay App 6	16-Apr-2025	\$ 263,224.98
Hy-Tech Construction	General Construction Progress Billing	Pay App 7	14-May-2025	\$ 298,529.47
Hy-Tech Construction	General Construction Progress Billing	Pay App 8	11-Jun-2025	\$ 445,181.78
Hy-Tech Construction	General Construction Progress Billing	Pay App 9	9-Jul-2025	\$ 470,174.28
Duet Resource Group	Furniture Billing - Final Phase I	18642	9-Jul-2025	\$ 70,633.30
				Expended from 401 Capital Fund: \$ 2,498,074.10

Scheduled to be paid in August:

Hy-Tech Construction	General Construction Progress Billing	Pay App 10	20-Aug-2025	\$ 222,151.61
				Total thru July: \$ 2,720,225.71

Contracts		Hy-Tech Construction	Duet Resource Group
Original Contract Sum	General Construction	2,946,721.06	180,000.00

Net Change by Change Orders Contract Sum to Date		(80,328.35)	
		<u>2,866,392.71</u>	<u>180,000.00</u>
Total Completed to Date	General Construction	2,560,031.61	
	Furniture*		160,191.10
		<u>2,560,031.61</u>	<u>160,191.10</u>
Balance to Finish	General Construction	306,361.10	
	Furniture*		19,808.90

Notes: * \$50,000 grant was received for furniture



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>8/4/2025</i>	Item No. 7b	Item Name: <i>Special Assessment Policy Discussion</i>
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COUNCIL ACTION REQUESTED

Discuss alternatives below, and direct staff on how to proceed with City of Breezy Point’s Special Assessment Policy.

BACKGROUND/DISCUSSION

At the City Council meeting on July 7, 2025, it was requested to have a discussion about the special assessment Policy in Breezy Point. It was requested to review the Financing of Improvements section of the policy. Currently, the policy states the below financial responsibility between property owners and City.

Roads	City Responsibility	Property Owner Responsibility
Collector Roads	100%	0%
Local Roads < 15 years old	50%	50%
Local Roads > 15 years old	0%	100%

To comply with Minnesota State Statute Chapter 429, the City can not assess for anything other than the financial benefit (increase in property value) that the improvement brings to the property. The concern with the policy as it is currently, is that the assessments associated with the upcoming projects could be more than the benefit to properties causing the assessment to fall outside of the guidelines per state statute and lead to disputes about the assessments.

As the city begins to implement their street CIP, it is essential to have the proper policy in place to assess residents an appropriate value. Assessments can be a main factor for a property owner to not support a project. Ensuring we have an equitable process for levying special assessments is important.

Staff has investigated what other communities do for special assessments, and as you can imagine, the processes vary immensely. Below are the main three ways cities assess:

1. 100% incorporated into the levy
2. Special assessments splits between city and benefiting property owner
3. Special benefit appraisal

Special Benefit Appraisal

The special benefit appraisal method of developing a special assessment benefit as a per project cost and uses the professional services of an appraiser to develop a means to establish a benefit to a specific property based on the project type. The process involves the appraiser grouping like properties and then finding comparable properties both before and after a similar project and ultimately establish a benefit to that specific group of properties based on the project. The end product is a report that can be shared with property owners and the public describing the rationale for the special assessment, noting the City Council always retains the right to adjust special assessments how they see fit.

At the direction of City Council, staff has drafted proposed language for the special benefit appraisal in attachment A. It is suggested that this policy is reviewed each year to increase the benefit amounts to align with any market changes.

This draft language has not been reviewed by City’s legal counsel. If directed, staff will have legal counsel review.



CITY COUNCIL MEETING

AGENDA ITEM

Section 7, Item B.

Special Assessment Percentage Split

City Council may also want to consider revising the assessment split between benefiting properties and the City. A commonly used model is a 50/50 cost share, where 50% of the total project cost is assessed to benefiting properties, and 50% is funded by the City. This approach can improve the City's ability to budget and plan for future road projects.

To enhance transparency and predictability for residents, the City could also adopt assessment caps based on project type. This would establish a maximum cost per property, helping residents better understand potential financial impacts ahead of time.

Example of possible Assessment Maximums for Residential properties:

- Full Reconstruction Projects: \$10,000
- Mill and Inlay Projects: \$5,000
- Overlay Projects: \$1,000

This method supports fairness and clarity while ensuring the City can continue investing in infrastructure responsibly. If directed, staff will draft language for this policy.

FINANCIAL IMPACT

Staff has reached out to Nagell Appraisal & Consulting (Crosslake recently used their services on a project and spoke highly of their report.) The cost of a special benefit report would be \$5,500-\$7,000. The report would include a range of assessment amounts for each project type (Full Depth Rehabilitation, Reclamation, Mill and Inlay, Overlay.)

STAFF RECOMMENDATION

Staff wishes to engage City Council in discussion about Breezy Point's Special Assessment Policy and get direction on how to proceed.

SUPPORTING DOCUMENTS

Attachment A- Special Assessment Policy Draft Language

PART V: FINANCING OF IMPROVEMENTS

A. Roadway Improvements and Repairs Not to be Assessed

- 1. Collector roads are deemed to benefit the community as a whole and the property owners equally and will be assessed against the General Fund of the City.

B. Roadway Improvement and Repairs Special Assessments

- 1. All road surface improvement projects that replace any portion of the road surface shall utilize a benefit appraisal to determine a benefit range to any property. Said appraisal will be used to determine the assessment levied against said property.
- 4. Properties included in this section of the assessment policy include but are not limited to; overlays, mill and inlays, reclamation, and full surface rehabilitation projects. Project exempt from this assessment policy include, but are not limited to; seal coating, crack sealing, spot curb repair, or any other normal road surface maintenance.
- 2. Special Assessments shall be levied using guidance from Minnesota State Statute Chapter 429 which allows City Council Control over the final levied assessments.
- 3. In cases where public utility oversize is required to meet broader system needs, the City shall bear the cost of the oversizing component.

C. New Roadway and Utility Construction Special Assessments: All new roadway and utility construction projects that result in the creation of new public infrastructure shall be 100% assessable to the abutting property owners. Special assessments shall be levied in accordance with Minnesota State Statute Chapter 429, which provides the City Council with authority over the determination and final approval of assessments.

~~A. Local Roads are deemed to benefit specific property owners and will be assessed to the owners per Minnesota Statute 429. Local Roads that will be upgraded from bituminous to bituminous will be assessed 50% to property owners and 50% by the city if the improvement is accomplished within 15 years of construction. These improvements would include reconstruction and overlays. Major rehabilitation projects for roads in excess of 15 years old will be assessed entirely to the benefited property owners however some consideration will be given to cost sharing for overlay types of projects.~~

~~2.i. The term of the assessments and interest rate shall be set by the city council.~~

~~3.ii. Assessments will be determined on a per building site basis according to current zoning ordinances and will include all properties that benefit from the improvement.~~

~~a.1. Properties abutting more than one road (i.e. corner lot,~~



CITY COUNCIL MEETING

AGENDA ITEM

Section 7, Item C.

Prepared By: <i>Allie Polsfuss, City Administrator on behalf of the Personnel Committee</i>	Meeting Date: <i>August 4, 2025</i>	Item No. <i>7c-e</i>	Item Name: <i>Personnel Action Items</i>
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COUNCIL ACTION REQUESTED

1. Authorize Administrative Assistant position and direct staff to begin hiring process.
2. Approve Contract with Jerry Bohnsack for Planning and Zoning Services
3. Authorize Extension of Wage Increase for Deputy City Clerk and Finance Specialist

BACKGROUND/DISCUSSION

The Personnel Committee met on July 24, 2025 to discuss organizational structure. Many items and possible actions were discussed at this meeting. Below is an overview of each recommended action:

Administrative Assistant

Within the administration department, there has been a vacant Assistant City Administrator (ACA) position since the employee occupying this position left almost a year ago. After discussion with the Personnel Committee, it is recommended that this position be eliminated, and the position of Administrative Assistant is established.

The Administrative Assistant role would be focused on providing support and ensure efficient and effective communication flow within the organization. This will also strengthen internal controls by providing additional checks and balances within the Finance Department. Attachment A includes the proposed position description.

A wage range of \$28.33-\$36.96 is recommended, as it aligns with the Police Administrative Assistant. This is an hourly position with full benefits. If approved, staff would begin advertising for this position and hope to have a candidate on board by October.

Planning and Zoning Administrator

Since September 2024, Jerry Bohnsack has served as the Interim City Administrator, bringing deep knowledge, planning and zoning expertise, and building valuable trust with both staff and council. After discussions with staff and council members, it is clear that retaining Jerry as Planning and Zoning Administrator would benefit the city both in planning and assisting during the City Administrator transition period.

Jerry has expressed willingness to continue part-time employment in a Planning and Zoning role and has reviewed and accepted the terms of the contract in Attachment B. The Personnel Committee recommends retaining Jerry Bohnsack as the Planning and Zoning Administrator on a part time basis until a full-time position is hired mid-2026. An hourly wage of \$75.00 is proposed and it is anticipated that this position would require about 20 hours per week. This position is not eligible for benefits.



CITY COUNCIL MEETING

AGENDA ITEM

Extending Wage Increase

The City Council approved a \$5.00/hour wage increase for Deputy City Clerk/Office Manager and Finance Specialist in late 2024 to acknowledge and compensate these employees for the additional duties and responsibilities required of both positions while both the ACA and City Administrator positions were vacant.

After discussion with the Personnel Committee, it is recommended that this \$5.00/hour increase be extended for up to six months after the Administrative Assistant has been onboarded. It is expected that the additional duties and responsibilities will remain until the Administrative Assistant has been trained and the City Administrator has been in the position for a few months.

FINANCIAL IMPACT

Administrative Assistant: It is anticipated that there will be a budget savings in 2025 for this position, as the Assistant City Administrator (ACA) was budgeted for at a higher wage. The position will be incorporated into the 2026 budget, and the ACA will be removed.

Planning and Zoning Administrator: It is anticipated that there will be no budget impact with this position, as it was budgeted for in 2025. A full time position will be budgeted for in 2026.

Extend Wage Increase: It is anticipated that there will be a budget impact of about \$10,000 in 2025 which will be absorbed by the savings from eliminating the ACA position.

STAFF RECOMMENDATION

1. Authorize Administrative Assistant position and direct staff to begin hiring process.
2. Approve Contract with Jerry Bohnsack for Planning and Zoning Services Effective September 1, 2025
3. Authorize Extension of Wage Increase for Deputy City Clerk and Finance Specialist Effective July 28, 2025

SUPPORTING DOCUMENTS

Attachment A- Administrative Assistant Position Description

Attachment B- Draft Planning and Zoning Administration Services Contract with Jerry Bohnsack



City of Breezy Point Job Description

Title: Administrative Assistant	FLSA Status: Non-Exempt
Department: Administration	Position Status: Regular Full-Time
Accountable To: City Administrator /Clerk	
Positions Supervised: None	Revision Date: 08/04/2025

Job Summary:

Under the direction of the City Administrator/Clerk, this position is responsible as primary customer services representative and administrative support for City Hall; responsible for financial assistance, processing and issuing city permits, administrative support work assisting department staff, receiving and processing incoming calls and visitors, and related work as apparent or assigned.

Scope of Responsibility

The Administrative Assistant performs a wide variety of administrative, financial, and clerical duties to support the daily operations and functions of the department and the broader local government. This position serves as a primary point of contact for the public, elected officials, and staff, requiring excellent customer service, organizational skills, and attention to detail.

Essential Duties and Responsibilities:

- 1. Administrative and Clerical Support**
 - a. Responsible for directing calls and greeting visitors and giving timely and informed information to callers and visitors; refers customers to the appropriate department, location, or city staff.
 - b. Responsible for opening and closing city offices and operational day-to-day support for City Hall and departments.
 - c. Responsible for maintaining the calendar and scheduling events and meetings for city facilities rental.
 - d. Assists the Deputy City Clerk in local elections.
 - e. Assists in the preparation and distribution of public information.
 - f. Assists in planning and coordinating city events.
 - g. Responsible for preparing and issuing over the counter permits.
 - h. Assist with Cemetery administration.



City of Breezy Point Job Description

- i. Filling in for Deputy Clerk duties at City Council meetings in their absence.
- j. Responsible for maintaining and ordering office supplies and all office supply inventories

2. Financial Support

- a. Responsible for preparing, processing and distributing quarterly utility billing.
 - i. Ensures accuracy of utility billing and maintenance.
 - ii. Monitors past due accounts and follows procedures regarding collection efforts monthly.
- b. Responsible for accounts receivable and assists in accounts payable as needed.
- c. Process customer requests and payments.
- d. Balance cash drawer daily and prepare deposits for bank.

This position will provide additional support and duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school graduation (minimum), with Associates or Bachelor’s degree preferred; four-years of related experience in customer service, administrative support, or equivalent must have experience utilizing MS Office Suite; experience in the public sector is desired.

Physical Demands & Working Conditions:

Work is indoors in a normal office environment. Occasional lifting of fifteen pounds or less is required. Requires high attention to detail or deadlines between 60% and 80% of the time. A typical workday involves about 85% of the time sitting and about 80% of the time using a keyboard. Frequently drives to the bank to make deposits and other transactions of City business as required.

PLANNING AND ZONING ADMINISTRATOR

CONTRACT

This agreement is entered into on August 4, 2025 by and between City of Breezy Point (Employer) located at 8319 County Road 11, Breezy Point MN and Jerry Bohnsack (Placid Lake Advisors) located at 24254 Placid Drive, Deerwood, MN.

WHEREAS, the employer desires to obtain the benefit of services of Jerry Bohnsack, Placid Lake Advisors, as Planning and Zoning Administrator, and wishes to retain Interim City Administrator services as needed during the transition of newly appointed City Administrator. Mr. Bohnsack desires to render such services on the terms and conditions set forth herein and;

THEREFORE, in consideration of the mutual promises and other good and valuable consideration, the receipt of which is acknowledged, the parties agree as follows:

Position

- City of Breezy Point does hereby appoint Jerry Bohnsack of Placid Lake Advisors as the Planning and Zoning Administrator.
- Jerry Bohnsack agrees to serve in such capacity on a parttime basis beginning September 1, 2025 until such date and time agreed upon by the parties.
- Jerry Bohnsack agrees that through the period of this contract that he shall comply with all employee policies and procedures. It is not the intention of the Employer to assign duties and responsibilities which are not typically within the scope and character of the Planning and Zoning Administrator position. Hours provided by the Planning and Zoning Administrator shall be reasonable in order to maintain operations and needed supervision/guidance for municipal operations.
- Jerry Bohnsack agrees to perform the duties of this position as outlined in attachment A. He also agrees to continue to assist in the transition of the City Administrator as necessary.

Compensation

- Jerry Bohnsack, Placid Lake Advisors, shall receive an hourly compensation of \$75.00 per hour for Planning and Zoning Administrator duties.
- Jerry Bohnsack of Placid Lake Advisors shall provide an invoice monthly for payment.

The Interim City Administrator and Planning and Zoning Administrator are independent contractor positions and are not entitled to any benefits.

Mayor Todd Roggenkamp

Jerry Bohnsack

Allie Polsfuss, City Administrator



CITY COUNCIL MEETING

AGENDA ITEM

Section 8, Item B.

Prepared By: <i>Joe Zierden, Public Works Supervisor</i>	Meeting Date: <i>8/4/2025</i>	Item No. 8b	Item Name: <i>Shoreview Lane shoreline repair update</i>
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COUNCIL ACTION REQUESTED

None

BACKGROUND/DISCUSSION

At the July council meeting, Public Works was directed report on a shoreline stabilization plan for Shoreview Lane. An additional estimated 500 live stakes will be placed at a spacing of one live stake about every three feet along the highlighted areas on shown on the following map. The damaged shoreline will be repaired with topsoil, erosion mat and seed from existing supplies. Staff will harvest some live stakes from existing vegetation on the west side of Shoreview Lane and the remainder will be purchased. All costs will be taken from existing Public Works landscaping operating budget. The highlighted areas will also be roped off from fall of 2025 to sometime in 2026 to allow the vegetation to establish. The work would be completed in September or October of 2025.

FINANCIAL IMPACT

\$1,500 with half to one full day of full public works staff time to complete

STAFF RECOMMENDATION

N/A

SUPPORTING DOCUMENTS



CITY COUNCIL MEETING AGENDA ITEM

Section 8, Item B.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

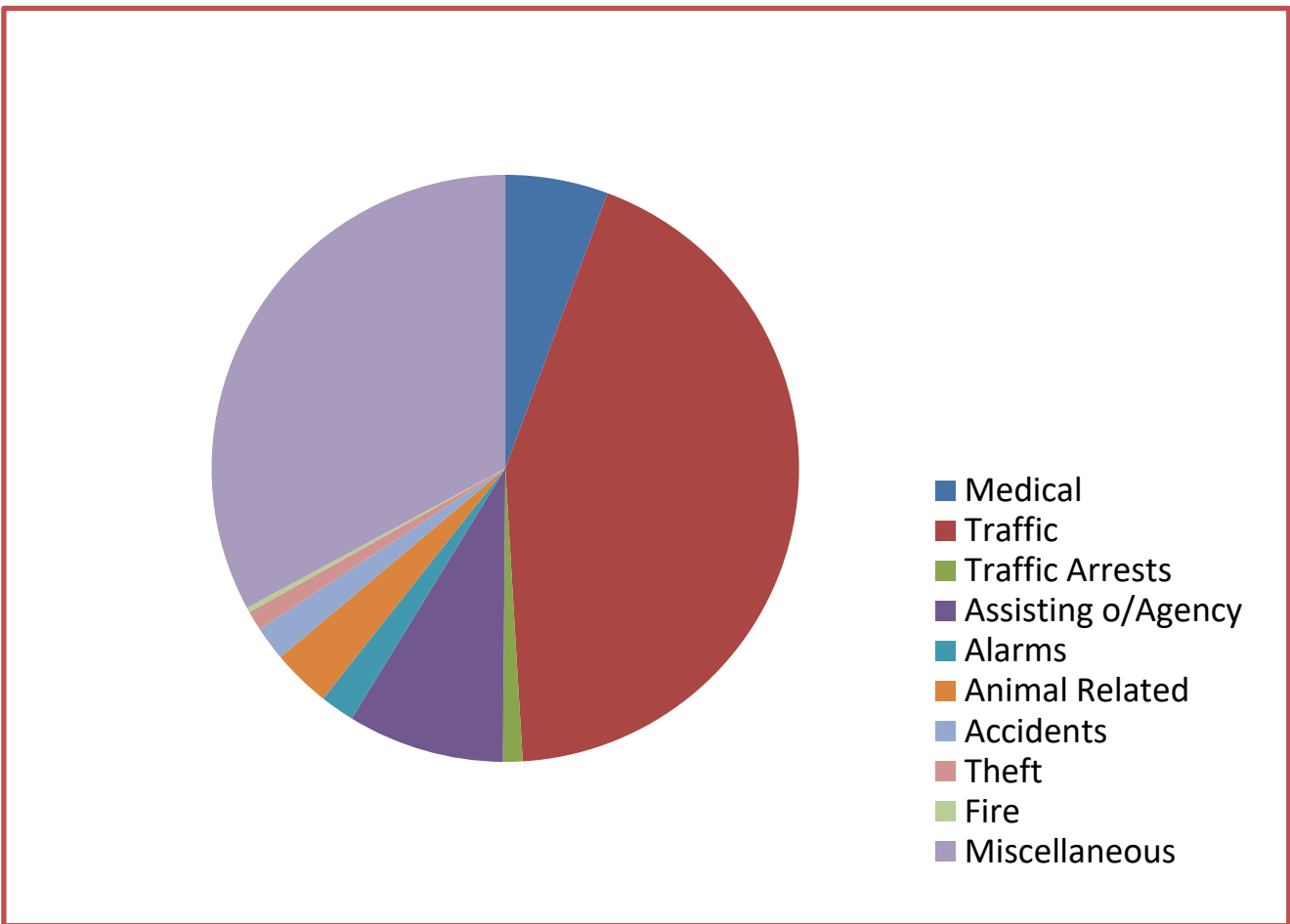
Shoreview Lane Live Stake #3 approximately 100' and 600'

Date: 7/28/2025 Time: 11:13 AM

Breezy Point Police Department Offense Summary

Section 8, Item C.

July 1-31, 2025		2024
Medical	21	24
Traffic	161	205
Traffic Arrests	4	6
Assisting o/Agency	32	33
Alarms	7	5
Animal Related	12	18
Accidents	7	3
Theft	4	0
Fire	1	0
Miscellaneous	122	122
Total	371	416



Miscellaneous: (11) 911 Hangup, (3) Civil Problem, (5) Disturbance, (2) Domestic, (8) Driving Complaints, (3) Extra Patrol, (2) Fraud, (4) Gun Permits, (5) Hazard in Road, (2) Indecent Conduct, (10) Information, (5) Motorist Assist, (4) Noise Complaint, (4) Parking Complaint, (11) Public Assist, (3) Scam/Con, (7) Suspicious Vehicle/Person/Activity, (3) Trespass, (8) Welfare Check, Misc...